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

AGENDA

7:00 PM **JUNE 28, 2021**

1. **ROLL CALL**

2. **INVOCATION by Pastor Jim Bowman, Fellowship of God Ministry**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL**

   A. Approval of the Motion Summary of the work session meeting of Council held on June 7, 2021, as recorded and transcribed.

   B. Approval of the Motion Summary of the regular meeting of Council held on June 14, 2021, as recorded and transcribed.

5. **CONSENT AGENDA**

   A. Acceptance of the Motion Summary of the Board of Zoning Appeals meeting held on April 14, 2021, as recorded and transcribed.

   B. Acceptance of the Motion Summary of the Parking and Safety Committee meeting held on February 15, 2021, as recorded and transcribed.

   C. Resolution No. 21-22, a resolution appointing members to various boards, commissions, and/or committees, and specifying the term of the appointments.

   D. Resolution No. 21-23, a resolution appointing Council Members to various committees, commissions, and/or boards.

   E. Resolution No. 21-24, a resolution authorizing the installation of traffic control devices, being that of a handicap parking space, at the first unmarked stall in front of 158 North Sandusky Street on the east side of North Sandusky Street. The handicap space will remain until the requesting party no longer requires the need for such space and will be removed upon such request.

6. **LETTERS, PETITIONS, AND PUBLIC COMMENTS**

   A. Submitted Public Comment

7. **COMMITTEE REPORTS**

8. **THIRD READING OF ORDINANCE NO 21-38**

An ordinance supplementing the 2021 Appropriations and declaring an emergency.

9. **7:20 P.M. PUBLIC HEARING AND SECOND READING OF ORDINANCE NO 21-41**

An ordinance approving zoning text revisions to the Architectural Standards for the Downtown Historic District to include fiberglass-clad wood windows as an approved material.

10. **7:25 P.M. PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 21-42**

An ordinance approving a Rezoning Amendment for the Margery Burkhart Trust from A-1 (Agricultural District) to R-1 (One-Family Residential District) for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River.

11. **SECOND READING OF ORDINANCE NO. 21-43**

An ordinance approving a Final Subdivision Plat for the Margery Burkhart Trust for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River.

12. **SECOND READING OF ORDINANCE NO. 21-46**

An ordinance creating the Winterbourne Drive Tax Increment Financing Incentive Districts; declaring improvements to the parcels within each Incentive District to be a public purpose and exempt from real property taxation; requiring the owners of those parcels to make service payments in lieu of taxes; establishing a Municipal Public Improvement Tax Increment Equivalent Fund for the deposit of those service payments; and specifying the public infrastructure improvements that benefit or serve parcels in the Incentive District.

13. **DISCUSSION of Resuming Utility Disconnects for Delinquent Customers and Special Assessments**

A. Review and Discussion

14. **FINANCE DIRECTOR'S REPORT**

May 2021 Finance Report and Tax Revenue

15. **CITY MANAGER'S REPORT**

A. Update

16. **COUNCIL COMMENTS**

17. **ADJOURN**

The work session meeting of Council was held on June 7, 202, and was called to order at 6:32 p.m. and was in Council Chambers. The following members of Council were remotely present: Second Ward Lisa Keller (exited the meeting at 8:08 p.m.), Third Ward Cory Hoffman, Fourth Ward Drew Farrell, At-Large George Hellinger and Mayor Carolyn Kay Riggle who presided. Absent from the meeting was Vice-Mayor Kent Shafer.

Staff Present Remotely: Natalia Harris, City Attorney, Bill Ferrigno, Public Works Director/City Engineer, Justin Nahvi, Finance Director, Kyle Kridler, Assistant City Manager, and Tom Homan, City Manager

ITEM 2: ESTABLISHING PROCESS FOR FILLING FIRST WARD COUNCIL SEAT VACANCY

Councilwoman Keller and Councilman Hellinger voiced concerns on filling the vacant seat with the upcoming election and waiting for the election to allow the public to decide without giving any potential endorsement with the appointment. City Attorney Harris reviewed the City Charter relating to council vacancy and the process for reappointment and recommended that Council follow the Charter regarding the appointment.

Council agreed to have online applications sent to the City Clerk with a deadline of June 30, 2021. Special meetings of Council for interviewing candidates will be scheduled for July 8, 2021, and July 15, 2021, if necessary.

ITEM 3: DISCUSSION: REVIEW OF FUNDING OPTIONS FOR ANNUAL STREET PAVING MAINTENANCE PROGRAM

Mr. Ferrigno reviewed the overall pavement condition for roads within the City. He discussed the average increase in roads per year and the additional maintenance cost from development. He discussed the need for a sustainable maintenance program. Mr. Ferrigno reviewed the proposed 2022 resurfacing program revenue sources and expenditures for the Second Ward, including streets with poor ratings, along with mileage and estimated cost for repairs. Other ward ratings and information was provided to Council.

Mr. Nahvi reviewed the sustainable funding options for annual paving maintenance, including the estimated cost to pave the backlog of poorly rated roads within the City. Option one was to establish a real estate tax levy devoted to paving maintenance. Option two is to shift income tax levy for Fire/EMS for paving maintenance. Option three is to modify the income tax rate and credit. Option four is to modify the credit for taxes paid to other municipalities. Option five is to assess property owners for paving costs.

Discussion was held by Council regarding the past failed transportation levy in 2016. Mayor Riggle discussed that the previous levy was too difficult to understand and the need to keep it simple. Mr. Hellinger discussed the need to take action and discussed the possible action of eliminate the income tax credit. Mr. Homan recommended that a future levy be presented to the voters in Spring of 2022. He also recommended having a task force with some council representation to work with the public.

ITEM 4: ADJOURNMENT

Motion: Mr. Hellinger motioned to adjourn the meeting. The meeting adjourned at 8:11 p.m.

_____
Mayor Carolyn Kay Riggle

_____
Elaine McCloskey, Council Clerk

The regular meeting of Council held on June 14, 2021 was called to order at 7:00 p.m. and held in Council Chambers. The following members of Council were remotely present: Second Ward Lisa Keller, Third Ward Cory Hoffman, Fourth Ward Drew Farrell, At-Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle who presided.

Staff Present Remotely: Dave Efland, Planning and Community Development Director, Bill Ferrigno, Public Works Director and City Engineer, Jessica Feller, Human Resource Manager, John Donahue, Fire Chief, Justin Nahvi, Finance Director, Natalia Harris, City Attorney, Kyle Kridler, Assistant City Manager, and Tom Homan, City Manager

ITEM 2. INVOCATION
The invocation was delivered by Reverend Dr. Valerie Bridgeman, Methodist Theological School in Ohio.

ITEM 3. PLEDGE OF ALLEGIANCE

ITEM 4: APPROVAL OF MINUTES
APPROVAL of the Motion Summary of the special meeting of Council held on May 19, 2021, as recorded and transcribed.
APPROVAL of the Motion Summary of the regular meeting of Council held on May 24, 2021, as recorded and transcribed.

Motion: Mrs. Keller motioned to approve the Motion Summary of the special meeting of Council held on May 19, 2021, as recorded and transcribed and the regular meeting of Council held on May 24, 2021, as recorded and transcribed a seconded by Vice-Mayor Shafer. Motion approved by a 6-0 vote.

ITEM 5: CONSENT AGENDA

A. Acceptance of the Motion Summary of the Civil Service Commission meeting held on May 5, 2021, as recorded and transcribed.

B. Acceptance of the Motion Summary of the Planning Commission meeting held on May 5, 2021, as recorded and transcribed.

C. Acceptance of the Motion Summary of the Parks and Recreation Advisory Board meeting held on January 20, 2021, as recorded and transcribed.

D. Establish June 28, 2021 at 7:20 p.m. as a date and time for a public hearing and second reading for Ordinance No. 21-41, an ordinance approving zoning text revisions to the Architectural Standards for the Downtown Historic District to include fiberglass-clad wood windows as an approved material.

E. Establish June 28, 2021 at 7:25 p.m. as a date and time for a public hearing and second reading of Ordinance No. 21-42, an ordinance approving a Rezoning Amendment for the Margery Burkhart Trust from A-1 (Agricultural District) to R-1 (One-Family Residential District) for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres

located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River.

Motion: Vice-Mayor Shafer motioned to approve the Consent Agenda, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

ITEM 7: PRESENTATIONS

A. Introduction of new Interim Executive Director for Unity Community Center, DeAndra Harrison - Karriejoi Coit, Executive Director and DeAndra Harrison, Interim Executive Director

B. Proclamation recognizing Juneteenth presented to Unity Community Center

C. Proclamation recognizing Pride Month presented to Delaware Ohio Pride.

ITEM 8: COMMITTEE REPORTS

Mr. Hoffman provided an update on the Board of Zoning Appeals meeting that was held.

Mr. Farrell discussed that Shade Tree Commission meeting will be held later in the month.

Vice-Mayor Shafer informed Council that Parking and Safety Committee will meet on June 21.

ITEM 9: ORDINANCE NO. 21-38 [Second Reading]

AN ORDINANCE SUPPLEMENTING THE 2021 APPROPRIATIONS AND DECLARING AND EMERGENCY.

The Clerk read the ordinance for the second time. Ordinance No. 21-38 will be presented for a third reading.

ITEM 10: ORDINANCE NO. 21-39 [Second Reading]

AN ORDINANCE AUTHORIZING AND APPROVING A PRE-ANNEXATION AGREEMENT FOR 43.6± ACRES KNOWN AS THE MARY JO LANE TRUST ANNEXATION (AKA FUTURE GLENROSS NORTH SECTIONS 5 AND 6) AND LOCATED ON THE SOUTH SIDE OF BERLIN STATION RD., EAST OF GLENN PARKWAY, WEST OF THE EXISTING NORFOLK & SOUTHERN RAILROAD TRACKS, AND NORTH OF THE EXISTING GLENROSS NORTH SUBDIVISION SECTIONS 1-4.

The Clerk read the ordinance for the second time.

Motion: Mr. Hoffman motioned to suspend the rules for Ordinance No. 21-39, seconded by Vice-Mayor Shafer. Motion approved by a 6-0 vote.

Motion: Mr. Hoffman motioned to adopt Ordinance No. 21-39, seconded by Vice-Mayor Shafer. Motion approved by a 6-0 vote.

ITEM 11: ORDINANCE NO. 21-41 [First Reading]
AN ORDINANCE APPROVING ZONING TEXT REVISIONS TO THE ARCHITECTURAL STANDARDS FOR THE DOWNTOWN HISTORIC DISTRICT TO INCLUDE FIBERGLASS-CLAD WOOD WINDOWS AS AN APPROVED MATERIAL.

The Clerk read the ordinance for the first time. Ordinance No. 21-41 will be presented for a public hearing and second reading at the June 28, 2021, meeting.

ITEM 12: ORDINANCE NO. 21-42 [First Reading]
An ordinance approving a Rezoning Amendment for the Margery Burkhart Trust from A-1 (Agricultural District) to R-1 (One-Family Residential District) for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River.

The Clerk read the ordinance for the first time. Ordinance No. 21-42 will have a public hearing and second reading at the June 28, 2021, meeting.

ITEM 13: ORDINANCE NO. 21-43 [First Reading]
An ordinance approving a Final Subdivision Plat for the Margery Burkhart Trust for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River.

The Clerk read the ordinance for the first time. Ordinance No. 21-43 will be presented for a second reading.

ITEM 14: ORDINANCE NO. 21-44 [First Reading]
An ordinance approving a Final Development Plan request by Terra Alta LLC., for Terra Alta Section 3 containing 11 single-family lots on approximately 8.641 acres on property zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located on Prato Drive.

The Clerk read the ordinance for the first time.

Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 21-44, seconded by Mr. Hoffman. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 21-44, seconded by Mr. Hoffman. Motion approved by a 6-0 vote.

ITEM 15: ORDINANCE NO. 21-45 [First Reading]
AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY TERRA ALTA LLC., FOR TERRA ALTA SECTION 3 CONTAINING 11 SINGLE-FAMILY LOTS ON APPROXIMATELY 8.641 ACRES ON PROPERTY ZONED R-2 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) AND LOCATED ON PRATO DRIVE.

The Clerk read the ordinance for the first time.

Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 21-44, seconded by Mr. Hoffman. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 21-44, seconded by Mr. Hoffman. Motion approved by a 6-0 vote.

ITEM 16: ORDINANCE NO. 21-46 [First Reading]
AN ORDINANCE CREATING THE WINTERBOURNE DRIVE TAX INCREMENT FINANCING INCENTIVE DISTRICTS; DECLARING IMPROVEMENTS TO THE PARCELS WITHIN EACH INCENTIVE DISTRICT TO BE A PUBLIC PURPOSE AND EXEMPT FROM REAL PROPERTY TAXATION; REQUIRING THE OWNERS OF THOSE PARCELS TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES; ESTABLISHING A MUNICIPAL PUBIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF THOSE SERVICE PAYMENTS; AND SPECIFYING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS THAT BENEFIT OR SERVE PARCELS IN THE INCENTIVE DISTRICT.

The Clerk read the ordinance for the first time. Ordinance No. 21-46 will be presented for a second reading.

PUBLIC PARTICIPATION:
Greg Daniels
Squires Patton Boggs (US) LLP
2000 Huntington Center
41 South High Street
Columbus, Ohio

Bob Grden
10590 Wellington Blvd.
Powell, Ohio

Michael R. Shade
Shade and Shade LLC
236 West Central Avenue
Delaware, Ohio

ITEM 17: CITY MANAGER'S REPORT
Mr. Homan discussed meeting with Councilman Farrell with Sustainable Delaware regarding Energy Aggregation.

A notice was sent out earlier in the month to water customers regarding the grace period being eliminating for the outstanding balances. Since then, staff has heard back from multiple landowners regarding their concerns and would like to have Finance Committee review again the policy and place a hold on this administratively.

Mr. Homan discussed future meeting protocol and the need to review the option and establish procedures to allow the public to stream into the meeting.

Mr. Homan provided an update on the American Rescue Act.

ITEM 18: COUNCIL COMMENTS
Mr. Hoffman discussed observations of the DORA being well utilized.

Vice-Mayor Shafer thanked staff on changes to City Hall.

Mayor Riggle provided an update on the recent First Friday and the Fourth of July activities.

ITEM 19: EXECUTIVE SESSION: pursuant to Ohio Revised Code Section 121.22 (G) (2) acquisition of property for public purpose, Section 121.22 (G)(3) pending or imminent court action.

Vice-Mayor Shafer motioned to enter into executive session pursuant to Ohio Revised Code Section 121.22 (G) (2) acquisition of property for public purpose, Section 121.22 (G)(3) pending or imminent court action at 8:17 p.m. This motion was seconded by Mrs. Keller and approved by a 6-0 vote. The following members of Council were present for the discussion Second Ward Lisa Keller, Third Ward Cory Hoffman, Fourth Ward Drew Farrell, At-Large George Hellinger, Vice-Mayor Kent Shafer and Mayor Carolyn Kay Riggle. Also in attendance was Bill Ferrigno, Public Works Director/City Engineer, Natalia Harris, City Attorney, and Tom Homan, City Manager. Following the discussion, Council reconvened back in open session at 8:45 p.m.

ITEM 20: ADJOURNMENT

Motion: Vice-Mayor Shafer motioned to adjourn the meeting. The meeting adjourned at 8:57 p.m.

_____
Mayor Carolyn Kay Riggle

_____
Elaine McCloskey, Council Clerk

AGENDA ITEM NO. A

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 28, 2021
SUBMITTED BY:	Elaine McCloskey,City Clerk
ITEM TYPE:	Motion Summary
AGENDA SECTION:	**CONSENT AGENDA**
SUBJECT:	Acceptance of the Motion Summary of the Board of Zoning Appeals meeting held on April 14, 2021, as recorded and transcribed.
SUGGESTED ACTION:	

ATTACHMENTS:
20210414 bza minutes.pdf

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BOARD OF ZONING APPEALS
MOTION SUMMARY
April 14, 2021

ITEM 1. Roll Call

Chairman Dick called the virtual meeting to order at 6:36 p.m.

Members Present Virtually: Ben Dariano, Beth Fisher, Todd Daughenbaugh, Vice-Chairman Adam Vaughn

Members Absent: Robert Whitmore, Councilman Cory Hoffman, and Chairman Matt Dick

Staff Present Virtually: Lance Schultz, Zoning Administrator

Motion to Excuse: Ms. Fisher motioned to excuse Mr. Whitmore, Councilman Hoffman, and Chairman Dick, seconded by Vice-Chairman Vaughn. Motion approved by a 4-0 vote.

ITEM 2. ELECTION of OFFICERS

A. Chairperson

B. Vice-Chairperson

The Commission was notified that the Item 2 was placed on the agenda by error and that election of officers occurred at the March 10, 2021 meeting.

ITEM 3. Approval of the Motion Summary of the Board of Zoning Appeals meeting held on March 10, 2021, as recorded and transcribed.

Motion: Mr. Daughenbaugh moved to approve the Motion Summary for the Board of Zoning Appeals held on March 10, 2021 meeting, seconded by Ms. Fisher. Motion approved by a 4-0 vote.

ITEM 4. REGULAR BUSINESS

A. 2021-0895: A request by Karah Katenkamp for approval to Chapter 1151.03 (d) (2) Substitution of Less Nonconforming Use for 73 East William Street on property zoned R-3 (One-Family Residential District).

Anticipated Process

a. Swearing in of all applicants and members of the public relating to this case

Chairman Vaughn swore in the following individuals:

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Karah Katencamp
5795 Marion Waldo Road
Marion, Ohio

Anthony Toops
3763 Firstenberger Road
Marion, Ohio

b. Staff Presentation

Mr. Schultz reviewed the staff report that was provided to the Commission. He reviewed the location of the property, current zoning, existing conditions and proposal for a two-unit residential use.

c. Applicant Presentation

The applicants discussed that they were aware that changes to the exterior would be subject to the approval of the Historic Preservation Commission.

d. Public Testimony

The following email was submitted into the record:

Shawna Morita
71 East William Street
Delaware, Ohio

e. Commission Action

Motion: Ms. Fisher motioned to approve application 2021-0895, finding beyond a reasonable doubt that the decision factors necessary for approval of a Variance according to Chapter 1128 of the Planning and Zoning Code are met, along with all staff conditions, seconded by Mr. Daughenbaugh. Motion approved by a 4-0 vote.

ITEM 5. BOARD MEMBER COMMENTS AND DISCUSSION

ITEM 6. NEXT REGULAR MEETING: May 12, 2021.

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ITEM 7. ADJOURNMENT

Motion: Chairman Vaughn moved to adjourn the Board of Zoning Appeals meeting, seconded by Ms. Fisher. The Board of Zoning Appeals meeting adjourned at 6:54 p.m.

DocuSigned by:
Matt Dick
16968E92301142C...
Matt Dick, Chairman

DocuSigned by:
Elaine McCloskey
24C5E222F6604F7...
Elaine McCloskey, Clerk

AGENDA ITEM NO. B

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 28, 2021
SUBMITTED BY:	Elaine McCloskey,City Clerk
ITEM TYPE:	Motion Summary
AGENDA SECTION:	**CONSENT AGENDA**
SUBJECT:	Acceptance of the Motion Summary of the Parking and Safety Committee meeting held on February 15, 2021, as recorded and transcribed.

SUGGESTED ACTION:

ATTACHMENTS:
20210215 parking safety minutes.pdf

PARKING AND SAFETY
MOTION SUMMARY
February 15, 2021

ITEM 1. ROLL CALL

Chairman Shafer called the Parking and Safety Meeting to begin at 6:00 p.m.

Members Present: Councilman Drew Farrell, Vice-Chairwoman Lisa Keller and Chairman Kent Shafer

Staff Present: John Donahue, Fire Chief, Rob Penrod, Captain, Jessica Ormeroid, Project Engineer, Bill Ferrigno, City Engineer and Public Works Director, Bruce Pijanowski, Police Chief

ITEM 3. APPROVAL of the Motion Summary of the Parking and Safety Committee meeting held October 19, 2020, as recorded and transcribed.

Motion: Vice-Chairwoman Kelle moved to approve the Motion Summary of the Parking and Safety Committee meeting held October 19, 2020, seconded by r Councilman Farrell. Motion approved by a 3-0 vote.

ITEM 3. PUBLIC COMMENT

There was no public participation.

ITEM 4. UPDATE on Permanent Dynamic Speed Feedback Signs
Ms. Ormeroid reviewed the speed reductions from the placement of the Dynamic Speed Feedback signs along Cobblestone Drive, Carson Farms Blvd, Executive Blvd, and West Hull Drive. She reviewed the before the 85% speed prior to installation and after. For West Hull Drive there was an increase in speed with the placement of the pavement markings. This speed has reduced with the speed feedback signage. She discussed that the City was awarded safety funding for the Hull Drive and US 23 intersection, which will convert it to a right-in, left-in and right out access only. This change may change traffic patterns and decrease speeds with less traffic.

Ms. Ormeroid discussed that the signs are showing a reduction in speed at the sign location, but this speed fluctuates further away from the sign. Staff recommends taking more data away from the signs to provide a more holistic view and report back.

ITEM 5. DISCUSSION of Memo Regarding Traffic Calming Measures

Chief Pijanowski discussed the proposal by Police and Public Works to have letter to provide communication to residents regarding speeding concerns. The letter provides different options that the community can do to manage speed in the neighborhoods. Mr. Ferrigno discussed that stop signs and speed feedback signs do not always have the impact the residents think that they will have and the letter encourages different options, such as, neighborhood signage and enforcement. Staff will place the information on the website also for easy public access.

ITEM 6. DISCUSSION and RECOMMENDATION regarding the Franklin Street Parking Lot

Staff discussed the request to remove two parking spaces to allow for two businesses to have access to the parking behind their building. Staff reviewed the location of the recommended parking spots to be eliminated.

Motion: Vice-Chairwoman Keller motioned to eliminate two parking spaces to the Franklin Street parking lot per staff recommendations, seconded by Mr. Farrell. Motion approved by a 3-0 vote.

ITEM 7. STAFF COMMENTS

Mr. Ferrigno provided information on the upcoming public presentation regarding to US23 and Hull Drive, as well as providing reports relating to alternative to Merrick Parkway and the potential lowering of the West Central Avenue bridge.

Chief Pijanowski informed the Committee that he is working with staff relating to a report on low speed vehicles.

Ms. Ormeroid provided an update on RFB projects that are currently out to bid and location for placement.

Chief Donahue provided an update relating to the upcoming winter storm.

ITEM 8. COMMITTEE COMMENTS

ITEM 9. ADJOURNMENT

Motion: Vice-Chairwoman Keller moved to adjourn the meeting. The Parking and Safety Committee Meeting adjourned at 6:25 p.m.

Kent Shafer, Chairman

Elaine McCloskey, Clerk

AGENDA ITEM NO. C

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 28, 2021
SUBMITTED BY:	Elaine McCloskey,City Clerk
ITEM TYPE:	Resolutions
AGENDA SECTION:	**CONSENT AGENDA**
SUBJECT:	Resolution No. 21-22, a resolution appointing members to various boards, commissions, and/or committees, and specifying the term of the appointments.

SUGGESTED ACTION:

ATTACHMENTS:

fact sheet res 21-22, committee appointments.pdf

res 21-22, committee appoints.pdf

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: CONSENT ITEM C DATE: 06/28/2021

ORDINANCE NO: RESOLUTION NO: 21-22

READING: FIRST PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: ---

TITLE OF PROPOSED ORDINANCE/RESOLUTION:
A RESOLUTION APPOINTING MEMBERS TO VARIOUS BOARDS, COMMISSIONS, AND/OR COMMITTEES, AND SPECIFYING THE TERM OF THE APPOINTMENTS.

BACKGROUND:

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

FISCAL IMPACT(S):

POLICY CHANGES:

PRESENTER(S):
Carolyn Kay Riggle, Mayor

RECOMMENDATION:

ATTACHMENT(S)

RESOLUTION NO. 21-22

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

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

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

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

SECTION 1. The following appointments are hereby made:

1. Board of Zoning Appeals – Robert Whitmore, First Ward Representative: Re-Appointment (term expiring June 30, 2024)
2. Board of Zoning Appeals – Dustin Nanna, Second Ward Representative: New Appointment (term expiring June 30, 2024)
3. Civil Service Commission – Mary Jane Santos, Reappointment (term expiring June 30, 2027)
4. Historic Preservation Commission – Stephanie VanGundy, Real Estate Representative: Reappointment (term expiring June 30, 2024)
5. Historic Preservation Commission – Jeffrey Reininger, Architect: New Appointment (term expiring June 30, 2024)
6. Parks and Recreation Advisory Board – Michael Yonchak, Third Ward Representative (term expiring June 30, 2024)
7. Parks and Recreation Advisory Board – Emma Miller, Delaware City Schools Student Representative: New Appointment
8. Planning Commission – George Stroud, Third Ward Representative: New Appointment (term expiring June 30, 2024)
9. Planning Commission – Corey Staver, At-Large Representative: New Appointment (term expiring June 30, 2024
10. Shade Tree Commission – Dave Carey: Reappointment (term expiring June 30, 2024)
11. Shade Tree Commission – Rebecca Wood-Meek: Reappointment (term expiring June 30, 2024)
12. Shade Tree Commission – Nadia Pili, Delaware City Schools Student Representative: New Appointment
13. Sister City Advisory Board – Darrell Albon, Ohio Wesleyan University Representative: Reappointment (term expiring June 30, 2024)
14. Sister City Advisory Board – Rand Guebert, Citizen Representative: Reappointment (term expiring June 30, 2024)

15. Sister City Advisory Board – Suzanne Williams, Delaware City School Representative: New Appointment (filling unexpired term until June 30, 2022)
16. Income Tax Board of Review – Jennifer Johnson: New Appointment (term expiring June 30, 2023)
17. Records Commission – Michele Richards: Reappointment (term expiring June 30, 2024)
18. Delaware South NCA – Bill Rogers, Citizen (term expiring August 30, 2022)
19. Delaware South NCA – Jim Hill, Citizen (term expiring August 30, 2022
20. Delaware South NCA – Ben Kelley, Citizen (term expiring August 30, 2023)
21. Delaware South NCA – Jennifer LaPointe, Local Government Appointee (term expiring August 30, 2023)
22. Delaware South NCA – Jim Ohlin, Developer (term expiring August 30, 2023)
23. Delaware South NCA – Matt Callahan, Developer (term expiring August 30, 2023)
24. Delaware South NCA – Kevin McCauley, Developer (term expiring August 30, 2022)
25. Delaware North NCA – Mark Reed, Citizen, (term expiring August 31, 2022)
26. Delaware North NCA – Diane Nutter, Citizen (term expiring August 31, 2022)
27. Delaware North NCA- David Miller, Citizen (term expiring August 31, 2023)
28. Delaware North NCA – Gary Hough, Developer, (term expiring August 31, 2022)
29. Delaware North NCA – Todd Hamula, Developer (term expiring August 31, 2023)

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

PASSED: _____, 2021 YEAS ____ NAYS ____
ABSTAIN ____

ATTEST: _____ _____
CITY CLERK MAYOR

AGENDA ITEM NO. D

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 28, 2021
SUBMITTED BY:	Elaine McCloskey,City Clerk
ITEM TYPE:	Resolutions
AGENDA SECTION:	**CONSENT AGENDA**
SUBJECT:	Resolution No. 21-23, a resolution appointing Council Members to various committees, commissions, and/or boards.

SUGGESTED ACTION:

ATTACHMENTS:

fact sheet res 21-23 , council committee appts.pdf

res 21-23, council members com appts.pdf

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: CONSENT ITEM D | DATE: 06/28/2021

ORDINANCE NO: | RESOLUTION NO: 20-23

READING: FIRST | PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Carolyn Kay Riggle, Mayor

TITLE OF PROPOSED ORDINANCE/RESOLUTION:
A RESOLUTION APPOINTING COUNCIL MEMBERS TO VARIOUS COMMITTEES, COMMISSIONS, AND/OR BOARDS.

BACKGROUND:
This resolution appoints Councilmember Hoffman on the Finance Committee and Mayor Riggle to serve as interim board and committee member on the Parks and Recreation Advisory Board and Public Works/Public Utilities Committee. These seats were previously represented by former Councilmember Chris Jones.

REASON WHY LEGISLATION IS NEEDED:
Mayoral appointments are required to be confirmed by City Council

COMMITTEE RECOMMENDATION:
N/A

FISCAL IMPACT(S):
N/A

POLICY CHANGES:
N/A

PRESENTER(S):
Carolyn Kay Riggle, Mayor

RECOMMENDATION:

ATTACHMENT(S)

RESOLUTION NO. 21-23

A RESOLUTION APPOINTING COUNCIL MEMBERS TO VARIOUS COMMITTEES, COMMISSIONS, AND/OR BOARDS.

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

WHEREAS, the Mayor made Council appointments and Council has confirmed said appointments.

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

SECTION 1. The following Council appointments are hereby made:

1. **Cory Hoffman, Third Ward**
   Finance Committee

2. **Carolyn Kay Riggle, Mayor**
   Parks and Recreation Advisory Board, Interim
   Public Works/Public Utilities, Interim

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

PASSED: _____, 2021 YEAS ____ NAYS ____
ABSTAIN ____

ATTEST: _____ _____
CITY CLERK MAYOR

AGENDA ITEM NO. E

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 28, 2021

SUBMITTED BY: Elaine McCloskey,Public Works

ITEM TYPE: Resolutions

AGENDA SECTION: **CONSENT AGENDA**

SUBJECT: Resolution No. 21-24, a resolution authorizing the installation of traffic control devices, being that of a handicap parking space, at the first unmarked stall in front of 158 North Sandusky Street on the east side of North Sandusky Street. The handicap space will remain until the requesting party no longer requires the need for such space and will be removed upon such request.

SUGGESTED ACTION:

ATTACHMENTS:

Fact Sheet Res 21 -24,154-158 N. Sandusky Handicap Stall.pdf
Res 21 -24, 154-158 N. Sandusky Handicap Stall.pdf
Exhibit A.pdf

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: CONSENT ITEM E | DATE: 06/28/2021

ORDINANCE NO: | RESOLUTION NO: 21-24

READING: FIRST | PUBLIC HEARING: No

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Bruce Pijanowski, Police Chief

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION AUTHORIZING THE INSTALLATION OF TRAFFIC CONTROL DEVICES, BEING THAT OF A HANDICAP PARKING SPACE, AT THE FIRST UNMARKED STALL IN FRONT OF 158 NORTH SANDUSKY STREET ON THE EAST SIDE OF NORTH SANDUSKY STREET. THE HANDICAP SPACE WILL REMAIN UNTIL THE REQUESTING PARTY NO LONGER REQUIRES THE NEED FOR SUCH SPACE AND WILL BE REMOVED UPON SUCH REQUEST.

BACKGROUND:

The property owner of 154-158 North Sandusky Street has requested a handicap parking space in front of the property for their tenant whom resides at 158 North Sandusky Street, as there is not typically a handicap space available for their use in the nearby vicinity. City Staff reviewed this request and determined that there is not any available off-street parking for this property and the only available parking is on the east side of North Sandusky Street in front of the property. The tenant has also provided proof of their handicap placard. It should also be noted that the City was notified that the existing handicap space located in front of 150 North Sandusky Street is no longer needed and, per Resolution 18-38 it can be removed when it is no longer needed. The existing signage at 150 North Sandusky Street can be reused and reinstalled for the new handicap stall being proposed with this resolution.

REASON WHY LEGISLATION IS NEEDED:
The placement of regulatory signage requires City Council authorization for permanent enforcement.

COMMITTEE RECOMMENDATION:
The action is being taken as a result of the Parking and Safety Committee recommendation at the June 21, 2021, meeting.

FISCAL IMPACT(S):
The cost of materials and labor to install these signs is estimated at $100.00 to come out of the Public Works Traffic Division annual operating budget.

POLICY CHANGES:
None

PRESENTER(S):
Bruce Pijanowski, CLEE, Chief of Police

RECOMMENDATION:
Approval

ATTACHMENT(S)
Exhibit A

RESOLUTION NO. 21-24

A RESOLUTION AUTHORIZING THE INSTALLATION OF TRAFFIC CONTROL DEVICES, BEING THAT OF A HANDICAP PARKING SPACE, AT THE FIRST UNMARKED STALL IN FRONT OF 158 NORTH SANDUSKY STREET ON THE EAST SIDE OF NORTH SANDUSKY STREET. THE HANDICAP SPACE WILL REMAIN UNTIL THE REQUESTING PARTY NO LONGER REQUIRES THE NEED FOR SUCH SPACE AND WILL BE REMOVED UPON SUCH REQUEST.

WHEREAS, the property owner of 154-158 North Sandusky Street has requested a handicap parking space in front of the property for their tenants; and

WHEREAS, the Parking and Safety Committee has endorsed this installation by a 3-0 vote at the June 21, 2021 meeting.

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

SECTION 1. That traffic control devices, being that of a handicap parking space, will be installed at the first unmarked parking space in front of 158 North Sandusky Street on the east side of North Sandusky Street, and will remain at that location until the requesting party no longer requires the need for such space and will be removed upon such request.

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

PASSED: _____, 2021 YEAS____ NAYS____
ABSTAIN ____

ATTEST: _____ _____
CITY CLERK MAYOR

Exhibit A


158 N. Sandusky St
Prop. Handicap Space Location
150 N. Sandusky St
Ex. Handicap Space
To Be Removed
N Sandusky St
Google


158 N. Sandusky St
Prop. Handicap Space Location
150 N. Sandusky St
Ex. Handicap Space
To Be Removed
Branch Options
N Sandusky St
N Sandusky St
N Sandusky St
N Sandusky St
166
164
162
154
150
145
137
Delaware
Delaware County
Extension
Delaware County Auditor
Delaware
County Recorder
Google

AGENDA ITEM NO. A

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 28, 2021

SUBMITTED BY: Elaine McCloskey,City Clerk

ITEM TYPE: Public Comment

AGENDA SECTION: **LETTERS, PETITIONS, AND PUBLIC COMMENTS**

SUBJECT: Submitted Public Comment

SUGGESTED ACTION:

ATTACHMENTS:
United We Stand, Divided We Fall.pdf

From: Deborah Guebert
To: Carolyn Riggle; Kent Shafer; George Hellinger; Drew Farrell; Cory Hoffman; Lisa Keller
Cc: R Thomas Homan; Elaine McCloskey
Subject: United We Stand, Divided We Fall
Date: Wednesday, June 16, 2021 10:43:40 PM

Caution! This message was sent from outside your organization.

Please enter this letter as Public Comment at the next City Council meeting:

Dear Mayor Riggle, Vice Mayor Shafer, and All Members of the Delaware City Council,

It seems that there is a misunderstanding about who we are as Americans. For those who may have been consuming mainly “woke” media, but would like a more realistic idea of what those claiming to be “woke” can behave, please consider Tom Woods’ comments, and report (below) on the vicious response to musician Daniel Elder’s short tweet regarding the fiery destruction in Nashville during the George Floyd riots.

I hope that we do not want to ally ourselves in any way with this kind of false “anti-racism,” which is unfortunately peddled by the “diversity, inclusion, equity” and “implicit bias” followers. To refuse to speak clearly in opposition to this kind of thinking, is to be complicit with the divisive intent of those using race or sexuality-based identity, to hollow out our foundational unity. This unity is based on equal justice for all, regardless of identity. The multi-striped banners along Sandusky, hung on a par with the flag representing our true Republic, are an offense against our flag and our nation. I cannot conceive how this could fail to be recognized by any person, who appreciates the unique and priceless liberty and justice, that has been the aspirational birthright of all Americans for many generations.

Equal protection before the law, has allowed millions of those fortunate enough to be born here, or to immigrate here, to work towards the “American dream” in relative security. It is this “dream”, which is the lodestar that continues to draw caravans of people, from far less privileged situations, to our borders. For the sake of some imagined utopia, we must not kill the goose that has laid more golden eggs for more people, than any other “goose" in the real world.

As those tasked with working for the best interests of those in our Delaware community, I request that you, as members of the Delaware City Council, join together and see that those banners that stand for separate identity groupings, and are therefore opposed to your sworn allegiance to "one nation under God, indivisible", are taken down without delay.

Sincerely,
Deborah K. Guebert

Begin forwarded message:

From: Tom Woods <tom@tomwoods.com>
Subject: The tolerant, loving people just destroyed someone
Date: June 16, 2021 at 3:58:25 PM EDT

View in browser

To My Fellow Normal People:

We need to have a conversation.

Since you're normal people, you are not "racist." You wish harm upon no individual or group of individuals. Such thoughts would never occur to you.

This still makes you "racist" in the current hysteria, because simply being a good and courteous person to everyone you meet isn't nearly enough to satisfy the hall monitors, if indeed they can ever be satisfied.

To satisfy them, at the very least you have to look for a racial element in pretty much everything. You must obsess over race. You must believe that the United States is a "white supremacist" country. You must insist that any differing outcomes between groups are caused by "racism," without bothering to look at evidence. You must hold Western civilization in contempt.

Well, I'm not doing any of these things, because they're stupid, they're based on nothing, and they provoke needless conflict among people of good will.

If the U.S. were a "white supremacist" country, being called a white supremacist would be a way to advance in society, as opposed to the career and life destroyer it obviously is.

Further, there wouldn't be a veritable army of discrimination lawyers making it borderline impossible to fire some individuals, and there wouldn't be special programs to promote certain groups in every industry and profession you can name.

Further still, in a "white supremacist" country you would surely want to check the "white" box on your college application. Members of all groups would want to do that.

Any nonwhite person checking the "white" box thinking this will get him some "white privilege" in the admissions process needs his head examined.

If we were dealing with decent, normal people who just want to be sure everyone is treated decently and fairly, that would be one thing.

These folks are anything in the world but that.

Here's example #77,228: 34-year-old musician and composer Daniel Elder, about whom Robby Soave just wrote a

devastating article.

Around the time of George Floyd's death, the Nashville-based Elder looked in horror at the rioting and violence not far from where he lived, including the burning down of the courthouse. He saw on social media how his own friends and contacts were becoming radicalized in a bad way, to the extreme of actually justifying violence and destruction.

On Twitter he posted, "Enjoy burning it all down, you well-intentioned, blind people. I'm done."

This was the entirety of what he wrote. Nothing at all about Black Lives Matter, or the legitimacy of the grievances involved, and in fact the person who burned down the courthouse was white.

For that statement -- and I promise you, that is all he said -- he was savagely attacked, being called a "white supremacist piece of garbage."

Imagine the mental state someone would have to be in to read this

criticism of physical destruction and conclude that its author must be a "white supremacist."

Here are some of the kinder, family-friendly ones, courtesy of Soave:

"Do some research and maybe some inner reflection and maybe figure out where your racist tendencies are coming from. You are canceled. Black lives matter!"

"I hope that you find a way to lose that hate in your heart."

"After learning of your insensitive comments on social media, however perceived as misunderstood, I've decided to unsubscribe from your [YouTube] channel and will no longer recommend your compositions to colleagues."

"It's really a shame. Such beautiful music and I feel like I can't do any of it now."

"I am a choir director and department head for the music department for a private school in Ohio. I want to inform you that your rhetoric surrounding the recent protests is unacceptable and my school will not be programming your music unless and until a public apology is issued."

Remember, these people are reacting to the 11 words I quoted for you.

Then the cowards and loons at GIA Publications, Elder's publisher, demanded he sign an apology they drafted for him. It was the usual ritualistic "I accidentally told the truth, but now I'm really sorry and would like to rejoin society if you've all decided my life doesn't have to be 100% ruined" kind of apology that our deranged elites expect from someone in his position.

He told them to go stick it.

Now that's not how things are supposed to go! He is supposed to beg for forgiveness! Doesn't he know how the Liturgy of Regret for Offending Crazy People goes?

So his publisher denounced and dropped him.

All for those 11 words indicating that he thought burning down a courthouse might be a bad idea.

GIA's statement began, "The views expressed in composer Daniel Elder's incendiary social media post on Sunday evening do not reflect the values of GIA or our employees. GIA opposes racism in all its forms and is committed to do what Michelle Obama called 'the honest, uncomfortable work of rooting it out.'"

"Incendiary"!

Remember when *burning down a courthouse* would have been the incendiary part?

So here's the deal:

Like all decent people, I oppose injustice, period.

But I cannot and will not be part of any movement whose members behave like this -- and behave like this they do, time after time.

I won't apologize, I won't pander, and I won't cater to them in any way. They are not honest brokers, and they are not decent people. No decent person takes part in what was done to Daniel Elder. Either they believe he's a "white supremacist," in which case they're suffering from emotional hypochondria, or they know full well he's a decent person but they just enjoy destroying people who stray even slightly from what they're expected to say.

Either way, it's not flattering.

Meanwhile, like you, I will continue to be a decent person who treats all people with respect. Not because I live in fear of irrational lunatics like this, but because it's the right thing to do.

Tom Woods

This email was sent to Deborah.guebert@gmail.com
why did I get this? unsubscribe from this list update subscription preferences
Tom Woods · PO Box 701447 · Saint Cloud, FL 34770 · USA

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 28, 2021
SUBMITTED BY:	Elaine McCloskey
ITEM TYPE:	Ordinances
AGENDA SECTION:	**THIRD READING OF ORDINANCE NO 21-38**
SUBJECT:	An ordinance supplementing the 2021 Appropriations and declaring an emergency.

SUGGESTED ACTION:

ATTACHMENTS:

Fact Sheet Ord 21-38, Supplementing the 2021 Appropriations.pdf
Ord 21-38, Supplementing the 2021 Appropriations.pdf
20210610 ED Proj Mgr.mem.pdf
Airport and Refuse Tech Additions 6.10.21.pdf
development planner position supplemental_2021 (003) (003).pdf

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FACT SHEET

AGENDA ITEM NO: 8 | DATE: 06/28/2021

ORDINANCE NO: 21-38 | RESOLUTION NO:

READING: THIRD | PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Justin Nahvi, Finance Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:
AN ORDINANCE SUPPLEMENTING THE 2021 APPROPRIATION ORDINANCE AND DECLARING AN EMERGENCY.

BACKGROUND:
UPDATE 6/14/21:
Attached are the memo's from Sean Hughes, Economic Development Director, Bill Ferrigno, Director of Public Works/City Engineer, and Dave Efland, Director of Planning and Community Development, regarding position requested/justification.

5/24/21: While administering the 2021 Budget, various modifications to existing appropriations have been identified that will require supplemental appropriations prior to the end of the current fiscal year. These modifications are attributed items including the refunding of debt in the 2nd quarter of 2021 that was not included with the current year budget, three new positions for the Refuse, Airport and Planning/Community Development Departments, as well as capital funding estimates whereby the budgeted amounts did not include sufficient appropriations based on the final project bids.

REASON WHY LEGISLATION IS NEEDED:

This ordinance is needed to provide supplemental appropriations to sustain know expenditures that were not originally budgeted for in 2021 as well as maintaining budget compliance pursuant to the Ohio Revised Code.

COMMITTEE RECOMMENDATION:
Presented at the Finance Committee on April 29, 2021

FISCAL IMPACT(S):
The following table outlines the fund, expenditure account, the amount of the requested appropriations along with a justification to support the modification to the 2021 budget:

Fund	Desc	Org	Obj	Prj	Amount	Comment/Justification
General Fund/Planning Dept	Land	10111400	550100		$ 175,000.00	Demolish Spring St Buildings Purchased Last Year
General Fund/Planning Dept	Personal Services	10111800	510000		$ 45,872.00	6 Mths Wages/Benefits for New Position
General Fund/Econ Dev Dept	Personal Services	10100600	510000		$ 65,083.00	6 Mths Wages/Benefits for New Position
Performance Bond	Bond Reimbursement	20420400	560030		$ 294,151.00	Bond Refund
Parks & Recreation	Capital	21012400	550300		$ 19,800.00	Repair of Slides at Mingo Pool
Parks & Recreation	Capital	21012400	550300		$ 20,100.00	Replacement Diving Boards & Chairs at Pool
Airport	Personal Services	22217000	510000		$ 40,240.00	Addition of Full Time Airport Technician
FEMA Grant	Materials & Supplies	28211400	533000		$ 65,000.00	FEMA COVID Grant Award
Revolving Loan	Capital	29511800	550300	RL002	$ 15,000.00	Increased Demand for Façade Loan Program
Capital Improvement	Capital	41016200	550300	EWILL	$ 29,000.00	E William Verizon Pmt
Capital Improvement	Capital	41016200	550300	DZ003	$ 54,422.00	Local Share of FAA Taxilane Reconstruction
Point Project	Professional Services	41541500	523100	POINT	$ 150,000.00	Point Project Design
Parks Impact Fee	Capital	49112000	550300		$ 115,000.00	ODNR Grant
Stormwater	Transfers	52319200	570000		$ 2,050,000.00	Transfer to SW Capital
Water Capacity Fee	Capital	53618400	550300	WT011	$ 1,462,000.00	Pollock Rd Waterline
Wastewater Construction	Capital	54118800	550300	WW016	$ 357,000.00	Wesleyan Woods Sewer line
Wastewater Construction	Capital	54119000	550300		$ 200,000.00	Georgetown Lift Station
Refuse	Professional Services	55017600	510000		$ 35,000.00	Addition of Full Time Refuse Technician
Parks Donation	Capital	70212000	550300		$ 5,000.00	Hayes Statue Busts
Glenn Parkway TIF	Debt - Principal	23623600	580100		$ 1,290,000.00	Series 2013 Debt Refunding
General Bond Retirement	Debt - Principal	30030000	580100	DS001	$ 1,725,000.00	Series 2013 Debt Refunding
General Bond Retirement	Debt - Principal	30030000	580100	DS004	$ 1,725,000.00	Series 2013 Debt Refunding
General Bond Retirement	Debt - Interest	30030000	580200	DS001	$ 11,900.00	Series 2013 Debt Refunding
General Bond Retirement	Debt - Interest	30030000	580200	DS004	$ 12,100.00	Series 2013 Debt Refunding
Glenn Parkway TIF	Debt - Interest	23623600	580200		$ 7,600.00	Series 2013 Debt Refunding
Police Impact Fee	Transfers - Debt Contribution	49213500	570000		$ 7,511.00	Series 2013 Debt Refunding
Municipal Impact Fee	Transfers - Debt Contribution	49416800	570000		$ 4,389.00	Series 2013 Debt Refunding

POLICY CHANGES:
N/A

PRESENTER(S):
Justin Nahvi, Finance Director

RECOMMENDATION:

Approval at third reading

ATTACHMENT(S)
Memo from Sean Hughes, Economic Development Director
Memo from William L. Ferrigno, Director of Public Works/City Engineer
Memo from David Efland, Director of Planning and Community Development

ORDINANCE 21-38

AN ORDINANCE SUPPLEMENTING THE 2021 APPROPRIATIONS AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to amend the 2021 Annual Appropriations Ordinance to provide for various expenditures through the end of fiscal year 2021.

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

SECTION 1: That there is hereby appropriated from the unencumbered balance of the General Fund (Fund 101) $289,955 to:

Land (10111400/550100)	$175,000
Wages (10111800/510000)	$45,872
Wages (10110600/510000)	$65,083

SECTION 2: That there is hereby appropriated from the unencumbered balance of the Performance Bond Fund (Fund 204) $294,151 to:

Bond Reimbursement (20420400/560030)	$294,151

SECTION 3: That there is hereby appropriated from the unencumbered balance of Parks & Recreation Fund (Fund 210) $39,900 to:

Capital (21012400/550300)	$39,900

SECTION 4: That there is hereby appropriated from the unencumbered balance of the Airport Fund (Fund 222) $40,240 to:

Wages (22217000/510000)	$40,240

SECTION 5: That there is hereby appropriated from the unencumbered balance of the FEMA Grant Fund (Fund 282) $65,000 to:

Materials & Supplies (28211400/533000)	$65,000

SECTION 6: That there is hereby appropriated from the unencumbered balance of the Revolving Loan Fund (Fund 295) $15,000 to:

Capital (29511800/550300)	$15,000

SECTION 7: That there is hereby appropriated from the unencumbered balance of the Capital Improvement Fund (Fund 410) $83,422 to:

Capital (41016200/550300)	$83,422

SECTION 8: That there is hereby appropriated from the unencumbered balance of the Point Project Fund (Fund 415) $150,000 to:

Professional Services (41541500/523100) $150,000

SECTION 9: That there is hereby appropriated from the unencumbered balance of the Parks Impact Fee Fund (Fund 491) $115,000 to:

Capital (49112000/550300) $115,000

SECTION 10: That there is hereby appropriated from the unencumbered balance of the Stormwater Fund (Fund 523) $2,050,000 to:

Transfers (52319200/570000) $2,050,000

SECTION 11: That there is hereby appropriated from the unencumbered balance of the Water Capacity Fee Fund (Fund 536) $1,462,000 to:

Capital (53618400/550300) $1,462,000

SECTION 12: That there is hereby appropriated from the unencumbered balance of the Wastewater Construction Fund (Fund 541) $557,000 to:

Capital (54118800/550300) $357,000

Capital (54119000/550300) $200,000

SECTION 13: That there is hereby appropriated from the unencumbered balance of the Refuse Fund (Fund 550) $35,000 to:

Wages (55017600/510000) $35,000

SECTION 14: That there is hereby appropriated from the unencumbered balance of the Parks Donation Fund (Fund 702) $5,000 to:

Capital (70212000/550300) $5,000

SECTION 15: That there is hereby appropriated from the unencumbered balance of the Glenn Parkway TIF Fund (Fund 236) $1,297,600 to:

Debt Principal (23623600/580100) $1,290,000

Debt Interest (23623600/580200) $7,600

SECTION 16: That there is hereby appropriated from the unencumbered balance of the Bond Retirement Fund (Fund 300) $3,474,000 to:

Debt Principal (30030000/580100) $3,450,000

Debt Interest (30030000/580200) $24,000

SECTION 17: That there is hereby appropriated from the unencumbered balance of the Police Impact Fee Fund (Fund 492) $7,511 to:

Transfers – Debt (49213500/570000) $7,511

SECTION 18: That there is hereby appropriated from the unencumbered balance of the Municipal Impact Fee Fund (Fund 494) $4,389 to:

Transfers – Debt (49416800/570000) $4,389

SECTION 19. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 20. EMERGENCY CLAUSE. That this ordinance is hereby declared to be an emergency measure necessary to provide for the public peace, safety, health and welfare of the City, and for the further reason that such action is necessary to provide for expenditures through the end of the fiscal year being December 31, 2021, and as such will be in full force and effect immediately upon its passage.

VOTE ON EMERGENCY CLAUSE YEAS____ NAYS____

ABSTAIN ____

PASSED: _____, 2021 YEAS____ NAYS____

ABSTAIN ____

ATTEST: _____ _____

CITY CLERK MAYOR

EST 1808
CITY OF
DELAWARE
OHIO

MEMORANDUM

TO: R. Thomas Homan, City Manager
FROM: Sean Hughes, OHCED, Economic Development Director
VIA: Kyle M. Kridler, MPA, OCED, CSSBB
DATE: 6/10/21
RE: Economic Development Project Manager Position Justification 2021

Background

Per your request, this memo outlines the need for an additional Economic Development Project Manager Position as discussed. Due to the constant growth of the community along with the amount of development projects currently and in the pipeline, the Economic Development Director needs to focus on strategic efforts, and needs the ability to delegate to a Project Manager for execution purposes.

Need

With the **City Councils' #1, 2021 Council Goal** of increasing "white-collar" (i.e. Creative Class) jobs to slow the resident workforce matriculation to other communities and counties, we are thinking more strategically about how we make investments as a city, how we market ourselves, and how we use limited utilities, land and buildings. We have realized that as we grow rapidly, we can and should be more selective about the types of businesses that utilize our limited resources (i.e. land and building stock) rather than having a take all approach, soup to nuts admin through strategy and everywhere in between.

With this change in approach, the nature of projects has shifted. Not only are we still doing the traditional business attraction, retention, and expansion activities that all communities do, but we are now cultivating partners to create sites, buildings, and developments. We are also working on complex infrastructure and workforce development challenges. We find ourselves increasingly needing to dedicate resources to working with high growth small companies that have potential to become mid to large organizations and remain here in the City of Delaware.

COhatch is a perfect example of a complex project that has high return on investment. We anticipated the building yielding approximately $960,000 in annual wages; however, with the last Tax Incentive Review Council (TIRC) reporting process, the company reported $2 million in annual wages, which translates to ($37,000 annually to the City via income tax along with $78,000/year resulting in a < 10 year payback). The hard finance numbers do not capture the community, startup culture, connections, and meeting space that this facility provides to the downtown. Most importantly, it opens the eyes of businesses that "cool" space can exist in downtown Delaware. Furthermore, with the addition of Class A office space in areas under development, we will then have the ability to grow them into space as opposed to losing them to other markets (which has happened due to lack of inventory).

Currently, the day-to-day activities and the concierge services we provide to our business community prevent us from having the adequate resources, namely time, to devote to more strategic and project management functions. We provide world-class personal services to our businesses and it is important that we continue to do this while also having the capacity to grow our economic base and let our community become the economic powerhouse that it is destined to become. These projects are already in the pipeline and underway, so it is critical for the success of our Economic Development arm, to properly staff to execute on these.

The recent adoption of the Delaware Together Plan along with subsequent plans such as the thoroughfare plan and soon to be started updated economic development plan will provide us with significant opportunities. This can only happen if we have proper staffing levels. We are in the midst of completing a Downtown Delaware Action Plan, Spring Street Corridor & Parking Plan, Near East Side Redevelopment Strategy, Economic Development & Tourism Branding Project, and the list goes on as our team continues to proactively meet with developers, businesses, consultants and the like.

Request

The Department requests an Economic Development Project Manager position to be added to the 2021 budget. This will address pressing current capacity needs as well as help facilitate implementation of the Delaware Together Plan (Comprehensive Plan), subsequent plans currently underway, and future plans. As stated previously, this will involve the Downtown Delaware Action Plan, the Riverfront District and correlated developments, the southeast area (US 23 Corridor), the southwest area (Sawmill Parkway Business Corridor), and other Focus Areas. Adding capacity now is vital for these efforts and for providing growth opportunities for employees as they learn, achieve, and excel in our department. This will ultimately lead to greater

employee retention, workforce mobility, DE&I efforts, Class A office, strengthened Main Street, second floor office in the Downtown etc.

Conclusion & Recommendation

For the reasons mentioned above, it is our professional opinion that now is the time to proceed with the Economic Development Project Manager position. The salary range is currently being evaluated and will be provided to Council before the third reading of the ordinance.

EST 1808
CITY OF
DELAWARE
OHIO

MEMORANDUM

TO: R. Thomas Homan, City Manager

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

DATE: June 10, 2021

RE: Additional Public Works Staff Positions

Solid Waste Collection - The City last increased staff within the Solid Waste Division five years ago in 2017. Strong City growth continues to increase the quantity of weekly residential refuse stops to its current total of just over 13,500. To maintain the current level of service in residential waste, recycling and yard waste collection, the Refuse Division must move toward operating five-truck daily routes during the work week plus commercial routes, CSR's and Administration, requiring 17 staff members. The division is currently staffed with 15 full-time staff. It is proposed to add one additional FT staff member mid-year, and an additional FT Refuse Technician in 2022. Without expanding staff, service levels will have to be reduced in the areas of yard waste collection, bulk item collection and special event assistance.

Airport Operations – The City Airport continues to successfully serve as a high-quality general aviation facility servicing over 100 based, fixed wing and jet aircraft, flight school, rotary wing training school, maintenance and repair FBO and other ancillary operations. The Airport experiences over 40,000 flight operations annually and remains open seven days a week, 24 hours a day. To accommodate this level of service, the two full-time staff consisting of the Airport Manager and Airport Technician, must be available weekly and every weekend, as well as after hours to service corporate aircraft landings, departures and fueling. This scheduling results in four of the seven days per week having only a single full-time staff member present to manage Airport Operations and emergency situations. A permanent part-time technician working 30 hours per week is largely responsible for mowing and light maintenance though he is also relied upon to provide fueling service to light aircraft when the fulltime staff is tied up on other operations. When a full-time staff member is absent for a day or extended period, the responsibility of all Airport operations falls on the other full-time position. An additional full-time Airport Technician has been requested for a few years and was most recently recommended by the Airport Commission for immediate consideration. Adding the position will provide the necessary staff to allow for increased coverage of daily and weekend operations, maintenance and customer service, as well as the ability to provide our Airport staff to have scheduled weekends off.

EST 1808
CITY OF
DELAWARE
OHIO

MEMORANDUM

TO: R. Thomas Homan, City Manager
FROM: David M. Efland, AICP Director of Planning & Community Development
DATE: 6/8/21
RE: Development Planner Position

Per your request, this memo outlines the need for an additional Development Planner Position as discussed.

Need

Starting to come out of the global Pandemic and continuing upon past trends, it has become clear that there is significant development activity (some at record levels) in our community with likely much more to come in the years ahead. The City has just adopted Delaware Together, our new Comprehensive Plan which contains several strategic planning initiatives. The combination of daily work, desire to maintain review times, manage strategic planning projects as well as contribute to long range planning and implementation efforts, exceeds the current capacity of Staff. Staff exhaustion and burnout is occurring as well. Additionally, the Department has entered a period of transition with Staff retirements expected within the short term.

Request

The Department requests an additional Development Planner position to be added to the 2021 budget which is currently contained within the Management Pay Plan as an M10 currently with a range of salary of $60,715.20 - $71,510.40 per year. This will address pressing current capacity needs as well as help facilitate implementation of the Delaware Together Plan over the coming years. This includes the numerous strategic planning efforts set forth in the Plan including likely consultant management, public involvement, and plan development particularly in the Riverfront District, the South East area, the South West area, and other Focus Areas. Adding capacity now is needed for these efforts as well as to provide the best opportunity to ensure logical Staff transitions and retirements in the coming years. We are using technology more than ever and intend to continue to push the boundaries of what is possible to become more efficient as well as to continue to provide for the changing needs of our customers.

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 28, 2021
SUBMITTED BY:	Elaine McCloskey,Planning Department
ITEM TYPE:	Ordinances
AGENDA SECTION:	**7:20 P.M. PUBLIC HEARING AND SECOND READING OF ORDINANCE NO 21-41**
SUBJECT:	An ordinance approving zoning text revisions to the Architectural Standards for the Downtown Historic District to include fiberglass-clad wood windows as an approved material.

SUGGESTED ACTION:

ATTACHMENTS:

fact sheet ord 21-41, 2021-1710 Arch Standards TextRevision.pdf
ord 21-41, 2021-1710 Arch Standards TextRevisions Ordinance.pdf
2_Historic Overlay District Map 2-17-15.pdf
2021-1710 - zoning text amendment HPC.pdf
Architectural Standards Text Revisions 6 2021 .pdf

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FACT SHEET

AGENDA ITEM NO: 9

ORDINANCE NO: 21-41

READING: SECOND

DATE: 06/28/2021

RESOLUTION NO:

PUBLIC HEARING: YES

June 28, 2021@ 7:20 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:
AN ORDINANCE APPROVING ZONING TEXT REVISIONS TO THE ARCHITECTURAL STANDARDS FOR THE DOWNTOWN HISTORIC DISTRICT TO INCLUDE FIBERGLASS-CLAD WOOD WINDOWS AS AN APPROVED MATERIAL.

BACKGROUND:
See attached Staff Report.

REASON WHY LEGISLATION IS NEEDED:
To achieve compliance with Chapter 1190 provisions of the Zoning Code to enact zoning text revisions and Chapter 1130 Amendments of the Codified Ordinances.

COMMITTEE RECOMMENDATION:
The Historic Preservation Commission approved this case 5-0-2 (absent) on April 28, 2021.
The Planning Commission approved this case 7-0 on June 2, 2021.

FISCAL IMPACT(S):
N/A

POLICY CHANGES:
N/A

PRESENTER(S):
David Efland, Planning and Community Development Director

RECOMMENDATION:
Staff recommends approval.

ATTACHMENT(S)
Historic District Overlay Map
Architectural Standards Text Revisions

ORDINANCE NO. 21-41

AN ORDINANCE APPROVING ZONING TEXT REVISIONS TO THE ARCHITECTURAL STANDARDS FOR THE DOWNTOWN HISTORIC DISTRICT TO INCLUDE FIBERGLASS-CLAD WOOD WINDOWS AS AN APPROVED MATERIAL.

WHEREAS, the Historic Preservation Commission at its meeting on April 28, 2021 recommended approval of text revisions to the Architectural Standards for the Downtown Historic District to include fiberglass-clad wood windows as an approved material and which will affect all properties located in the City of Delaware that are subject to the historic preservation chapter requirements contained within Chapter 1190 of the Zoning Code, which is the Historic District Overlay, and depicted on the City of Delaware Historic Overlay District map, as amended from time to time (HPC Case 2021-1191); and

WHEREAS, the Historic Preservation Commission (HPC) possesses the authority under Zoning Code Chapter 1190 Historic District Overlay in Section 1190.04(g) for the development of the Architectural Standards and in Section 1190.04(e) to make recommendations to the Planning Commission regarding amendments to Chapter 1190 and with respect to other legislation affecting the historic district; and

WHEREAS, the Planning Commission at its meeting on June 2, 2021 recommended approval of text revisions to the Architectural Standards for the Downtown Historic District to include fiberglass-clad wood windows as an approved material and which will affect all properties located in the City of Delaware that are subject to the historic preservation chapter requirements contained within Chapter 1190 of the Zoning Code, which is the Historic District Overlay, and depicted on the City of Delaware Historic Overlay District map, as amended from time to time (PC Case 2021-1710).

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

SECTION 1. That the Architectural Standards for the Downtown Historic District be revised to include the following:

a) Revisions to Existing Text in Architectural Standards: Text revisions on Page 3, Page 5, Page 6, and Page 8 referencing windows to include fiberglass-clad wood windows as an approved material.

b) Addition of Figure 9 and Related Text in Appendix to Architectural Standards: Text additions on Page 37 of "Figure 9" depicting typical window diagram immediately followed by text additions on Page 38 and Page 39

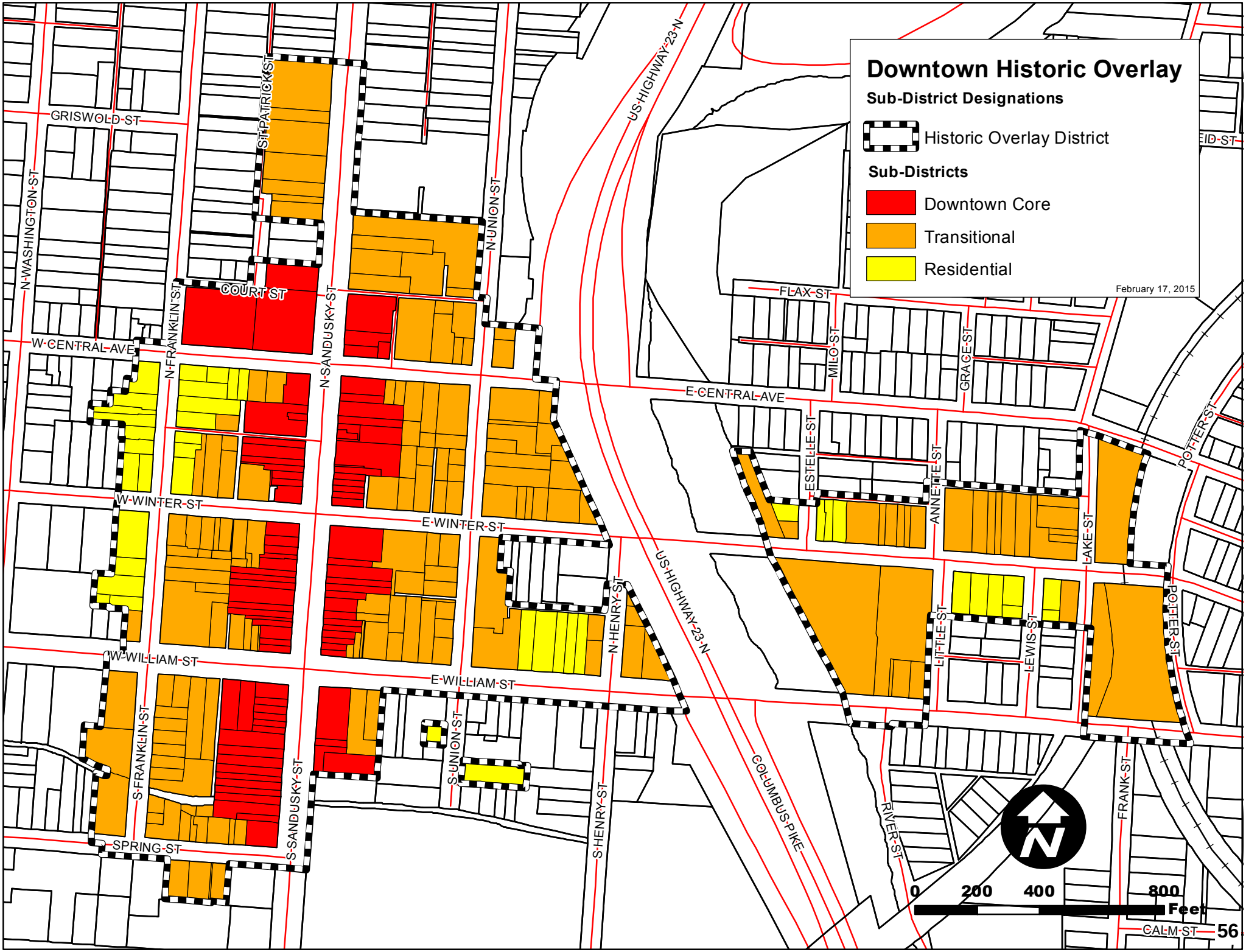
setting forth guidance on factors to consider in (a) determining if a window may be repaired or replaced and (b) selecting a replacement window; and text additions on Page 40 setting forth submission requirements for a window replacement project to be included with an HPC Certificate of Appropriateness application.

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

VOTE ON RULE SUSPENSION: YEAS____NAYS____
ABSTAIN ____

PASSED: _____, 2021 YEAS____ NAYS____
ABSTAIN ____

ATTEST: _____ _____
CITY CLERK MAYOR


Downtown Historic Overlay
Sub-District Designations
Historic Overlay District
Sub-Districts
Downtown Core
Transitional
Residential
February 17, 2015
GRISWOLD ST
ST PATRICK ST
COURT ST
N WASHINGTON ST
N FRANKLIN ST
N SANDUSKY ST
N UNION ST
US HIGHWAY 23 N
FLAX ST
MILO ST
GRACE ST
W CENTRAL AVE
E CENTRAL AVE
ESTELLE ST
ANNETTE ST
POTTER ST
W WINTER ST
E WINTER ST
LAKE ST
N HENRY ST
W WILLIAM ST
E WILLIAM ST
LITTLE ST
LEWIS ST
S FRANKLIN ST
S SANDUSKY ST
S UNION ST
S HENRY ST
COLUMBUS PIKE
RIVER ST
FRANK ST
SPRING ST
CALM ST
N
0 200 400 800
Feet
56

EST 1808
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OHIO

PLANNING COMMISSION/STAFF REPORT

CASE NUMBER: 2021-1710
REQUEST: Zoning Text Revisions to Architectural Standards
PROJECT: Historic District Overlay Window Materials
MEETING DATE: June 2, 2021

APPLICANT/OWNER
City of Delaware
Historic Preservation Commission
1 South Sandusky Street
Delaware, Ohio 43015

REQUEST
2021-1710: A request by the City of Delaware Historic Preservation Commission for approval of zoning text revisions to the Architectural Standards for the Downtown Historic District to include fiberglass-clad wood windows as an approved material.

PROPERTY LOCATION & DESCRIPTION

The revisions to the Architectural Standards will affect all properties located in the City of Delaware that are subject to the historic preservation chapter requirements contained within Chapter 1190 of the Zoning Code, which is the Historic District Overlay, and depicted on the City of Delaware Historic Overlay District map, as amended from time to time.

BACKGROUND

At the July 25, 2018 Historic Preservation Commission (HPC) meeting, Commissioner Stephanie VanGundy suggested, and the Commission recommended, to engage in a discussion regarding fiberglass-clad wood windows as an approved window material in the City of Delaware Historic District Overlay and for Staff to research the longevity and historic districts regulations in other cities that have worked this type of window into their Architectural Standards. The suggestion resulted from a denial of a Certificate of Appropriateness for HPC 2018-1514 for a variance to use fiberglass-clad wood windows instead of aluminum-clad wood windows at 18 East William Street, which the Applicant indicated would result in similar or better durability and an overall cost-savings for the project.

Throughout 2019, 2020, and into 2021 along with navigating the Covid-19 Pandemic, Staff arranged a manufacturer presentation of the product and provided reports on the regulatory process to incorporate new language into the Architectural Standards, the vetting process used by the City of Columbus to allow this window material, outreach to state and federal agencies involved with historic preservation, and methodology and parameters for approval of a comparable window replacement. National Park Service Preservation Brief 9: The Repair of Historic Wooden Windows, in its section entitled Window Replacement provides the basis for guidance on window repair and placement. Staff was then requested to draft the appropriate changes to the existing Architectural Standards for review and approval by the Commission.

At HPC's March 24, 2021 meeting, Staff presented for comment proposed changes to the Architectural Standards, which entail:

1) Revisions to Existing Text in Architectural Standards: Revisions on Page 3, Page 5, Page 6, and Page 8 include amending the sections of the body of the Standards referencing windows to include fiberglass-clad wood windows as an approved material.

2) Addition of Figure 9 and Related Text in Appendix for Window Guidance: To be consistent with the format in the existing Appendix of the Architectural Standards, the text addition on Page 37 of "Figure 9" depicting a typical window diagram illustrating basic window components and corresponding terminology. The diagram will be immediately followed by text additions on Page 38 and Page 39 setting forth guidance on factors to consider in (a) determining if a window may be repaired or replaced and (b) selecting a replacement window.

3) Addition of Text for Submission Requirements for Window Replacement Projects To Be Included in the HPC Certificate of Appropriateness Application: The window guidance mentioned above will be followed by text additions on Page 40 of an outline of submission requirements to be included with a Certificate of Appropriateness application specifically for window replacement.

At HPC's April 28, 2021 meeting, Commission members approved all text revisions as presented in a formal case proposing the modifications to the Architectural Standards, which included the affected pages in the Standards with bolded text and strikethroughs as needed. Staff explained to HPC that the proposed changes and HPC's approval would be presented to the Planning Commission for review since the guidelines are incorporated into the regulations of Chapter 1190 of the zoning code. If approval is achieved, Staff will prepare an Ordinance for presentation to and passage by City Council authorizing the revisions to the Architectural Standards as approved by HPC and the Planning Commission. Lastly, with all approvals in place, the Architectural Standards will be revised accordingly on the date they become effective after the passage of the ordinance.

Staff offers that not approving the Architectural Standards revisions would potentially delay cost savings and material longevity on an applicant's historic preservation renovation project in the Historic District Overlay through an appropriate additional window material alternative. The proposed window material and guidance will not detract from, but would only enhance, the historic fabric of the areas included in the Historic District Overlay. Typically, the Planning Commission defers to the HPC in matters of technical preservation issues and the Historic Guidelines. Since the HPC is the Commission directly charged with the administration of these elements, the HPC recommends approval of the proposed changes after lengthy and detailed deliberations. Therefore, Staff is requesting approval of the revisions of the architectural standards and guidelines as authorized in Chapter 1190 of the Zoning Code as proposed and attached.

STAFF ANALYSIS

Staff finds that the Historic Preservation Commission (HPC) possesses the authority under Section 1190.04(g) of the Zoning Code for the development of the Architectural Standards:

(g) The HPC shall develop standards and guidelines for preserving the historic and architectural significance of the historic districts, on a district-by-district basis, which shall be based on the Secretary of the Interior's Standards for Rehabilitation. The standards and guidelines shall promote redevelopment of historic structures and assure that new development within each district is compatible with existing development.

As technology changes and improves, construction materials will do the same. Staff finds that HPC performed its due diligence in the investigation of the proposed window product. There has been a paradigm shift at municipal, state, and federal level historic preservation agencies regarding materials used to achieve historic profile appearance. Projects which apply for historic district compliance approvals or funding approvals are reviewed to ensure they comply the Secretary of the Interior Standards for Rehabilitation following guidance from the National Park Service (NPS) Preservation Standards. NPS Technical Preservation Services Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors speaks to alternate materials for historic preservation efforts. The substitute materials should match the appearance and general properties of the historic material and not damage the historic resource. The key is to use a material for the best look and profile. Window sash replacement or total window replacement is allowable, and again, the use of a product that will match the existing profile is key. The proposed materials must ensure that the historic integrity of the building would remain after the work is completed. Interviewed sources indicate fiberglass-clad wood windows (fiberglass exterior/wood interior windows) have been approved for these types of projects, and the material works well.

In addition, NPS Technical Preservation Services Preservation Brief 9: The Repair of Historic Wooden Windows, in its section entitled Window Replacement provides the basis for guidance on window repair and placement. HPC has incorporated this guidance into the appropriate proposed text revisions to the existing Architectural Standards.

The Historic Preservation Commission possesses the authority in Chapter 1190 of the Zoning Code, Historic District Overlay, under Section 1190.04(e) for advancement of the Architectural Standards text revisions to the Planning Commission for concurrence, as follows:

(e) The HPC shall make recommendations to the Planning Commission regarding amendments to this chapter and with respect to other legislation affecting the historic districts when such recommendations are deemed appropriate and prudent.

Therefore, HPC has fulfilled its duty under the referenced sections of the City Zoning Code. Staff is supportive of the proposed window product and related revisions to the Architectural Standards. Staff is fortified by the commitment and endurance of the building and business owners in continuing investments in the City of Delaware's state and national award-winning Historic Downtown, even in the midst of floods and pandemics, to ensure the survival of Downtown into the years ahead. The proposed revisions will have a positive impact on investments in the Historic District without compromising the integrity of the historic fabric of the City of Delaware.

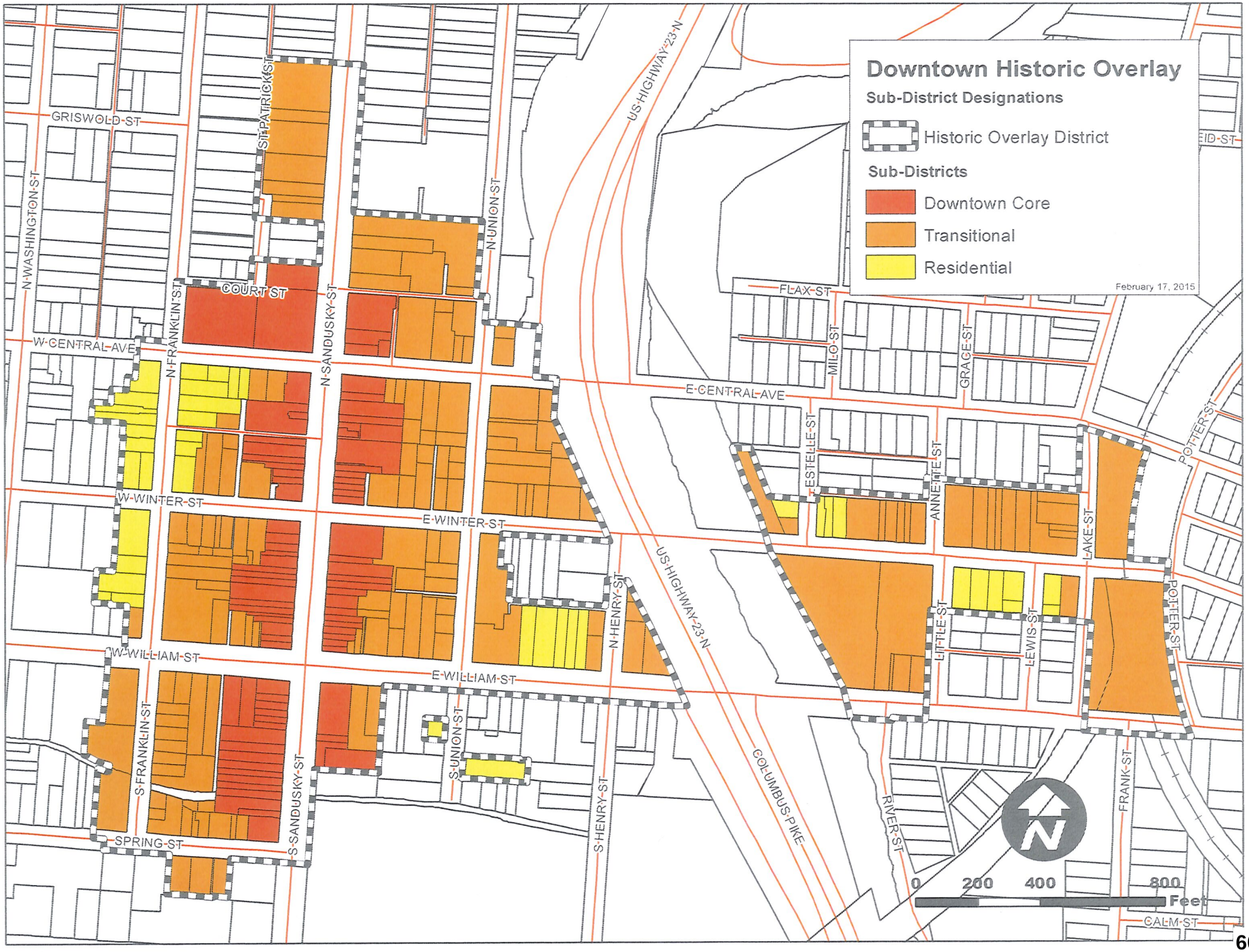
STAFF RECOMMENDATION (2021-1710 – TEXT AMENDMENT)
Staff recommends approval of the request by the City of Delaware Historic Preservation Commission for zoning text revisions to the Architectural Standards for the Downtown Historic District to include fiberglass-clad wood window as an approved material.

COMMISSION NOTES:

MOTION: _____ *1st* _____ *2nd* *approved* *denied* *tabled*_____

CONDITIONS/MISCELLANEOUS:

FILE:
ORIGINAL: 05/26/2021
REVISED:


Downtown Historic Overlay
Sub-District Designations
Historic Overlay District
Sub-Districts
Downtown Core
Transitional
Residential
February 17, 2015
GRISWOLD ST
ST PATRICK ST
N WASHINGTON ST
N FRANKLIN ST
COURT ST
N SANDUSKY ST
N UNION ST
US HIGHWAY 23 N
FLAX ST
MILO ST
GRACE ST
E CENTRAL AVE
W CENTRAL AVE
ESTELLE ST
ANNETTE ST
POTTER ST
W WINTER ST
E WINTER ST
LAKE ST
N HENRY ST
LITTLE ST
LEWIS ST
W WILLIAM ST
E WILLIAM ST
S FRANKLIN ST
S UNION ST
S SANDUSKY ST
S HENRY ST
COLUMBUS PIKE
RIVER ST
FRANK ST
SPRING ST
CALM ST
0 200 400 800
Feet

PART 1: STANDARDS FOR REHABILITATION OF HISTORIC BUILDINGS

New additions to historic buildings shall comply with both the Secretary of the Interior's Standards for Rehabilitation and with the Standards for New Construction. Any alteration or addition to a non-historic building shall be treated as new construction and shall comply with the Standards for New Construction (Part 2).

For purposes of applying these Standards, a historic building is defined as any building or building feature that has gained historical significance in the community. In establishing historical significance, the Commission may consider a number of factors, including but not limited to the age of the building, the architectural contribution of the building, whether events of historical or cultural significance have occurred at the building, and whether a noted individual or group is associated with the building.

The Secretary of the Interior's Standards for Rehabilitation, as currently published and hereafter revised, shall be applied in rehabilitating historic buildings within the Historic District.

The Secretary of the Interior's Standards for Rehabilitation (37 CFR 67)

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historical significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Treatment of Non-Historic Storefronts

When undertaking changes to a non-historic storefront on a historic building, the new work shall be designed and constructed to reflect the historic character of the building. The historic character shall be determined from historic photographs and physical evidence. In the absence of such documentary evidence, a design shall be based upon typical commercial storefronts of the era from which the building dates. In any situation the Commission may consider changes in design necessitated by adaptive reuse of the building or by the use of modern materials and building techniques.

Historic Window and Door Treatments

When existing historic windows cannot be repaired, replacement windows shall maintain the profile and size of the historic window, including sash and trim. Windows shall not be replaced with single fixed light installations. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Aluminum cladding shall not be a mill finish and/or natural aluminum color. Replacement windows shall be of wood, ~~and/or~~ wood with aluminum cladding, **~~and/or~~ wood with fiberglass cladding.** Existing windows shall not be boarded up, bricked in, or otherwise covered up. Street-facing windows that have been boarded up, bricked in, or otherwise covered up shall be reopened and/or reinstalled as a part of any façade renovation or rehabilitation. **Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.**

Store entrances may be recessed 3-6 feet into the building face so that a door may open outwards without obstructing the sidewalk. The recessed opening shall extend from the ground to the bottom of the header. The door shall be glazed (with at least 50% glass in area and not more than 75%) and the sides of the recess at the entrance shall also be transparent above the base. A transparent or opaque glass transom shall extend from the top of the door to the bottom of the header.

Upper Floors

The Downtown Core upper floors shall be faced with standard modular brick or cut stone facing with stone or cast stone details, such as lintels, sills, and capitals. Upper floors shall have vertically-proportioned window openings whose width is no more than half their height. Existing windows are important to the look of a building and shall not be boarded up, bricked in, or otherwise covered up. Street-facing windows that have been boarded up, bricked in, or otherwise covered up shall be reopened or reinstalled as a part of any façade renovation or rehabilitation.

When replacing windows, the profile and size of the original sash and trim shall be maintained. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Upper story windows shall be double hung or have a horizontal division in the middle and shall be of wood, ~~**and/or**~~ wood with aluminum cladding, ~~**and/or**~~ **wood with fiberglass cladding.** Aluminum cladding shall not be a mill finish and/or natural aluminum color. **Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.**

Window spacing shall be consistent with the divisions that occur within the storefront.

In the case of a multi-lot width property, the upper floors shall express the 20 to 25-foot typical lot divisions in the form of bays by using different window types, pilasters, other changes in wall articulation, or any combination of these across lot divisions.

The street-facing roofline shall be horizontal and carry a strong cornice element that is at least $1/15^{th}$ of the total building height. Alternatively, the vertical dimension of the cornice of an adjacent building may be approximated.

Structures in the Interior of Blocks

In the Downtown Core, structures constructed in the interior of city street blocks shall be no more than three stories or 40 feet in height. Walls of such structures that are visible from a public way shall be finished in brick that may be combined with pre-cast concrete or stone masonry details.

These walls shall have horizontal tops and be capped by a cornice. These walls shall also carry windows, openings or relief such as recesses to create the appearance of windows. These shall be proportioned so as to be taller than wide. Building walls not visible from a public way may be finished in brick or cementitious or synthetic stucco.

STANDARDS FOR THE TRANSITIONAL SUBDISTRICT

The Standards for this subdistrict are intended to maintain the character of the area surrounding the Downtown Core as a transitional environment between the downtown and the surrounding neighborhoods. This subdistrict consists primarily of commercial buildings of one or two stories. Some of the buildings form a uniform streetwall as in the Downtown Core subdistrict, while others appear as separate buildings.

In some areas of this subdistrict, one-and two-story buildings are characterized by a continuous wall surface that carries down to street level around the storefront. Others look more like Downtown Core buildings. The result is a streetscape that shows more building variation than the Downtown Core.

Figures 3, 4, and 5 in the Appendix illustrate typical historic commercial buildings in the Transitional subdistrict.

Site Plan

Transitional subdistrict buildings shall be built to the back of the sidewalk and cover the entire lot width, maintaining a continuous streetwall. Parking may be on the street or on-site at the rear of the building but not on the side of the building. The main entrance shall be at the front. Rear entrances, where they exist, shall be designed as true entrances, not as back doors.

Overall Building Form

All new construction in the subdistrict shall be compatible with the design character of the surrounding historic streetscape. Buildings shall be either a Transitional building, as described herein, or a Downtown Core building, as described in the Standards for the Downtown Core subdistrict.

Transitional buildings shall be one or two stories with a continuous wall surface that carries down to street level around the storefront. The façade's primary building material shall be brick. At least ninety percent (90%) of the width of the ground-floor streetwall shall be fully glazed storefront. All upper stories shall have street-facing windows.

Buildings may cover more than one lot, in which case the facade shall be treated visually to express bays of a single lot width.

Storefront

The storefront shall consist of a solid base, transparent glass, and a header, which may be transparent or opaque. The base shall be 12 to 24 inches high and the material used shall contrast with the primary building material of the façade.

The entrance door shall be glazed (with at least 50% glass in area and not more than 75%) but does not need to be recessed. If it is recessed, the sides of the recess shall also be glazed. In both cases, the transom between the top of the door and the header shall also be made of transparent or opaque glass.

Upper floors

The upper floors of buildings taller than one-story in the Transitional subdistrict shall have separate, vertically proportioned windows with at least a 2 to 1 height to width proportion. Existing windows are important to the look of a building, and shall not be boarded up, bricked in, or otherwise covered up. Street-facing windows that have been boarded up, bricked in, or otherwise covered up shall be reopened and/or reinstalled as a part of any façade renovation or rehabilitation. When replacing windows, the profile and size of the original sash and trim shall be maintained. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Upper story windows shall be double-hung or have a horizontal division in the middle and shall be of wood, ~~and/or~~ wood with aluminum cladding, ~~and/~~**or wood with fiberglass cladding.** Aluminum cladding shall not be a mill finish and/or natural aluminum color. Their placement shall coordinate with the storefront divisions. **Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.**

The upper wall on the single-story type may include sign bands that do not extend over the storefront divisions.

STANDARDS FOR THE RESIDENTIAL SUBDISTRICT

Buildings in these areas, regardless of their use, are residential in character. Within the subdistrict, there is considerable variation in siting, streetscape, and the style of the buildings, depending on the immediate neighborhood. One of the defining characteristics of this subdistrict is that most of the buildings were built originally as free-standing, separate residences, with front, side, and back yards.

Figures 6 and 7 in the Appendix illustrate typical historical buildings in the Residential subdistrict.

Overall Building Form

The typical building form shall be a simple, one and a half or two-story box, with few projections. Projections may be the full height of the building, roof dormers, or simply be a front porch (open or screened). The roof may be hipped or gabled. Roof pitches shall be 6 in 12 or steeper. Street-facing windows shall be separate and shall align vertically between the two floor levels. Street-facing garages are prohibited.

Site Plan

The Standards for the Residential subdistrict reflect the variation in existing siting within the subdistrict. See Figure 8 in the Appendix.

Franklin Street, E. Winter Street, and Central Avenue

The front yard setback shall match that of an adjacent residential structure. If no residential structure is present, the front yard setback shall be 15 feet. No additional curb cuts shall be allowed without the approval of the City Engineer. The front yard shall be planted with turf and/or landscaped.

On-site parking shall be at the back of the building and shall be screened from the street. While there may be an entrance from the parking area, the building's main entrance shall be on the street face, connected to the sidewalk by a paved walkway.

Existing trees in the tree lawn shall be maintained or, if necessary, replaced at or near their present locations, as approved by the Shade Tree Commission.

William Street **and S. Union Street**

The front yard setback shall match that of an adjacent residential structure. If no residential structure is present, the front yard setback shall be 35 feet. No additional curb cuts shall be allowed without the approval of the City Engineer. The front yard shall be planted with turf and/or landscaped.

On-site parking shall be at the back of the building and shall be screened from the street. While there may be an entrance from the parking area, the building's main entrance shall face the street, connected to the sidewalk by a paved walkway.

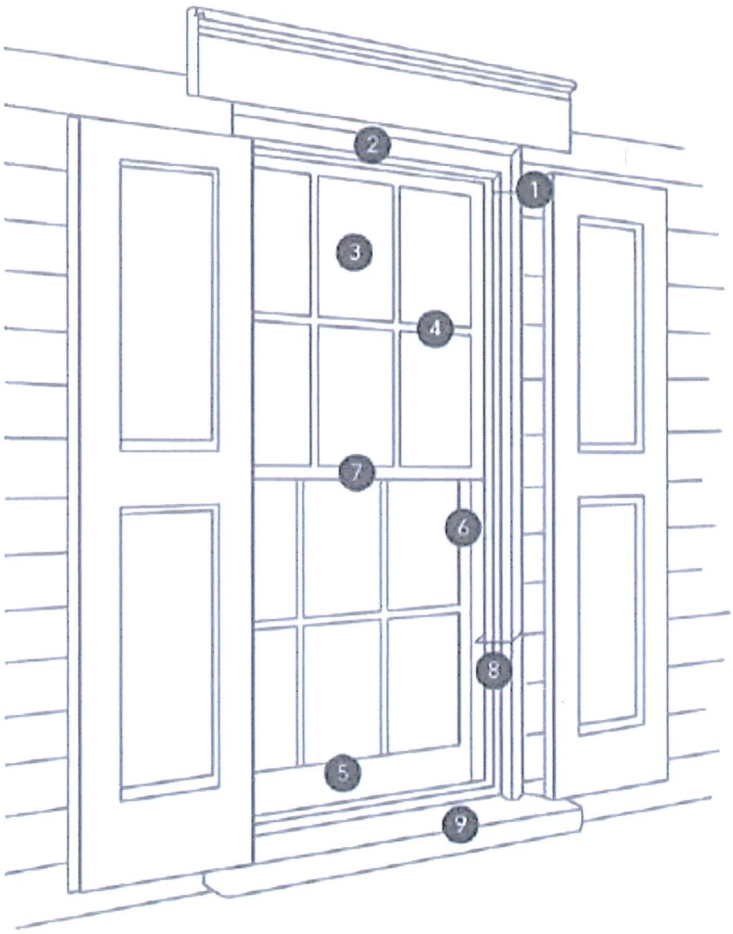
Existing trees in the tree lawn shall be maintained or, if necessary, replaced at or near their present locations, as approved by the Shade Tree Commission.

Windows

Street-facing windows shall be double-hung and shall maintain vertical proportions with at least a 3 to 2 height to width ratio. If divided sash are used, divisions shall appear from the exterior as true muntins. When replacing windows, the profile and size of the original sash and trim shall be maintained.

Required Materials

Main building: Standard modular brick and/or painted horizontal wood siding.
Trim (e.g., fascia, soffit, frieze, casement, etc.): Stone and/or painted wood.
Porch columns, railings, etc.: Painted wood.
Roofing: Slate, standing-seam metal, asphalt shingles, or wood or composite shakes or shingles.
Windows: Wood, wood with aluminum cladding, ~~and~~/or wood with fiberglass cladding. Aluminum cladding shall not be a mill finish and/or natural aluminum color. Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.



1. **Brick Mold** – The molding, usually wooden, that covers the gap between the window frame and the opening into which the window is set.
2. **Casing** – The molding surrounding the window jamb, usually seen on the exterior on frame buildings.
3. **Lights/Glazing/Panes** – The glass or pieces of glass that makes up the transparent portion of a window.
4. **Muntin** – The narrow horizontal and vertical pieces that hold together the panes of glass in multi-pane windows.
5. **Sash** – The wooden frame located inside the jamb that holds the glass; also known as the operable component of the window.
6. **Stiles** – The vertical members of the sash.
7. **Meeting Rails** – The bottom horizontal member of the upper sash and the top member of the lower sash.
8. **Jamb** – The sides and top of a window.
9. **Still** – The bottom side of the window usually made out of heavier material that slopes away from the building to help shed water.

Source: City of Fernandina Beach, FL Historic District Council

TYPICAL WINDOW PROFILE
Figure 9

GUIDANCE ON WINDOW REPAIR AND REPLACEMENT

FACTORS TO CONSIDER IN THE REPAIR OR REPLACEMENT OF WINDOWS

Original windows define the historic context of the building; reflect its time period, style, and regional characteristics; and should be preserved when possible. There is a point when the condition of a window may clearly indicate replacement. The decision process for selecting replacement windows should begin with an assessment of the existing windows, rather than window products currently available. Select a replacement window which retains as much of the character of the historic window as possible. Energy efficiency is only one of the factors for replacement; it should not dominate the decision.

Generally, typical residential windows and upper floor windows on downtown commercial buildings include: one-over-one, two-over-two, four-over-four, or six-over-six. This is in reference to the number of window panes in each window sash. (For example, the window in the diagram is considered six-over-six.) The original windows typically are double-hung with counterweights to move the sash up behind the upper sash. Attempt to understand the uniqueness of the window's contribution to the appearance of the façade, including:

- the pattern of the window openings and their size
- proportions of the frame and sash (e.g. the width/depth of styles, rails, and meeting rails)
- configuration of window panes
- muntin profiles (replacement must be simulated divided lite–not just grids between the glass)
- type of wood
- paint color
- characteristics of the glass
- associated details such as arched tops, hoods, or other decorative elements

In many cases, repair and retrofit of the historic windows is more economical than total replacement. If not carefully analyzed, selected replacement units will be unlike the originals in design and appearance. Since windows are important in defining the building's historic character, insensitively designed replacement windows may destroy the building's historic character. At times, unique designs require custom-made windows. Changing the original window pane style or opening size is not appropriate.

Factors Determining Window Replacement

The following factors may be considered in determining whether a window may be replaced:

- The window frame or sash is missing.
- The window is not original or contributing.
- The window does not have stained or leaded glass.
- More than half of the sash is rotten (wood) or rusting (metal) and the existing condition has been documented by the Applicant and reviewed by City Staff.
- Mold is continuously growing on the interior of the window sash or frame and the existing condition has been documented by the Applicant and reviewed by City Staff.
- Condensation is continuously appearing on the interior of the window and the existing condition has been documented the Applicant and reviewed by City Staff.
- The window does not meet egress requirements.
- Appropriate ongoing efforts to weatherize, maintain, or repair the window are not successful.
- The installation of a storm window over a contributing primary window will not address the issue.
- The installation of a storm window will not allow the operation of a contributing primary window.

Replacement Window Selection

The following factors may be considered in selecting a replacement window if it is determined the existing contributing window cannot be weatherized, maintained, or repaired:

- The Applicant is to submit details and profiles of the existing and new windows for comparison by the Historic Preservation Commission.
- Only the sash should be replaced if the original frame is in good condition.
- Replacement sash must be comparable to material and profiles of the existing contributing window.
- All parts of a replacement window (including sash, frame, stile, rails, sills, moldings and muntins) must be comparable to the existing contributing window in material, size, profile, operation, and proportion.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered if the size, profile, operation, and proportion is comparable to the contributing window.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered if the contributing window was all metal. The new window must be comparable in profile, operation, and proportion to the contributing window.
- Window openings shall not be filled in or altered to accommodate larger or smaller replacement windows.
- Basement windows should be maintained to allow light and ventilation into that space.
- Glass block should not to be installed in window openings.
- An insulated window may be considered if the size, profile, operation, and proportion is comparable to the contributing window.
- Insulated windows with divided lites shall have true divided lites with muntins that are comparable to the size and profile of the original muntins. Simulated divided lites may be considered, if the muntins are bonded to the exterior and interior of the window, are comparable to the size and profile of the original muntins, and have a minimally visible spacer bar between the two glass panes.
- Glass color, texture, and tinting are to match existing.
- Stained or leaded glass is not to be insulated unless original to the opening or historically documented for the opening.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered for new construction if the size, profile, operation, and proportion are appropriate to the style and design of the new construction.

Storm Windows and Window Screens

The following recommendations may be considered in maintaining or installing storm windows and window screens:

- If there are no historic photographs or other physical evidence of historic storm windows or screens being in place, in the absence of such documentary evidence, interior storm windows and interior screens are to be installed on residential use and commercial buildings in the Historic District following the design parameters above. Alternatively, a request for a Certificate of Appropriateness may be made to the Historic Preservation Commission for consideration of exterior screens on a case-by-case.
- Maintain and preserve historic storm windows whenever possible. (These are typically found in the Residential Sub-district of the Historic District.)
- To be historically accurate, choose removable or fixed exterior wood storm windows. Painted metal storm windows are an appropriate alternative to wooden storm windows.
- Choose as narrow a sash frame as possible if an exterior metal storm window is selected.
- The storm window meeting bar is to be in the same location as the meeting rails of the primary window sashes.
- Install exterior, low profile storm windows that fit the original window openings and do not obscure the glass or sash. The frame of the storm window should be mounted inside the existing window frame.
- Exterior wood and metal storm windows of the primary windows are to be a color compatible with the color scheme of the building, usually the same color as the sash.
- Single sheets of glass or Plexiglas are not permitted as storm windows over double-hung windows.
- Single sheets of glass may be used on transoms and single-pane or single-lite windows.
- Do not install mirrored or tinted glass in storm windows.

SUBMISSION REQUIREMENTS FOR A CERTIFICATE OF APPROPRIATENESS APPLICATION FOR WINDOW REPLACEMENT

The key to successful planning for window replacement is a careful evaluation of the existing physical condition of the existing windows. Replacement should match or be comparable to the historic sash in pane size and configuration, glazing, muntin detailing and profile, and historic color and trim. At times, the profiles of replacement elements, such as muntins, sash, frames, and moldings are flatter and wider or narrower and thinner than the historic profiles. These items are important for consideration since a change in relief and profile affects the character of the historic window, which in turn alters the overall appearance of the entire building.

If it is obvious that the windows in place are not the original windows, the Applicant will be asked to locate historic photographs of the building to replicate the original or earlier style. Or, in the absence of documentary evidence, select a window style that will not detract from the historic appearance of the building or the Historic District.

The following information will be required to submitted with a request for a Certificate of Appropriateness for window replacement for review by the Historic Preservation Commission:

1) Clear, colored, detailed photographs, including at least one of each:

- Full-frame shot of the entire building
- Full-frame shot of individual windows from the exterior
- Full-frame shot of individual windows from the interior
- Close-up views of intersection of sills and frames
- Close-up views of sash, focusing on bottom rail and muntins (if existing)
- Close-up view of sills and bottom rails from the interior

2) A photograph key illustrating the location of the windows on the building in relation to the photographs.

3) A written description of each existing window denoting its material, the type of window it is, and its configuration. For example: Window 1 is wood, double-hung, 6-over-6.

4) Window section drawings of both the existing and proposed windows, or submitting a list of measurements comparing the individual elements of the existing windows to the proposed windows (as depicted in Figure 9 Typical Window Profile).

5) A brochure from the window manufacturer detailing a durable mid-range to high-end quality product and the selected product color.

PART 1: STANDARDS FOR REHABILITATION OF HISTORIC BUILDINGS

New additions to historic buildings shall comply with both the Secretary of the Interior's Standards for Rehabilitation and with the Standards for New Construction. Any alteration or addition to a non-historic building shall be treated as new construction and shall comply with the Standards for New Construction (Part 2).

For purposes of applying these Standards, a historic building is defined as any building or building feature that has gained historical significance in the community. In establishing historical significance, the Commission may consider a number of factors, including but not limited to the age of the building, the architectural contribution of the building, whether events of historical or cultural significance have occurred at the building, and whether a noted individual or group is associated with the building.

The Secretary of the Interior's Standards for Rehabilitation, as currently published and hereafter revised, shall be applied in rehabilitating historic buildings within the Historic District.

The Secretary of the Interior's Standards for Rehabilitation (37 CFR 67)

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historical significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Treatment of Non-Historic Storefronts

When undertaking changes to a non-historic storefront on a historic building, the new work shall be designed and constructed to reflect the historic character of the building. The historic character shall be determined from historic photographs and physical evidence. In the absence of such documentary evidence, a design shall be based upon typical commercial storefronts of the era from which the building dates. In any situation the Commission may consider changes in design necessitated by adaptive reuse of the building or by the use of modern materials and building techniques.

Historic Window and Door Treatments

When existing historic windows cannot be repaired, replacement windows shall maintain the profile and size of the historic window, including sash and trim. Windows shall not be replaced with single fixed light installations. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Aluminum cladding shall not be a mill finish and/or natural aluminum color. Replacement windows shall be of wood, ~~and/or~~ wood with aluminum cladding, ~~and/~~**or wood with fiberglass cladding.** Existing windows shall not be boarded up, bricked in, or otherwise covered up. Street-facing windows that have been boarded up, bricked in, or otherwise covered up shall be reopened and/or reinstalled as a part of any façade renovation or rehabilitation. **Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.**

Store entrances may be recessed 3-6 feet into the building face so that a door may open outwards without obstructing the sidewalk. The recessed opening shall extend from the ground to the bottom of the header. The door shall be glazed (with at least 50% glass in area and not more than 75%) and the sides of the recess at the entrance shall also be transparent above the base. A transparent or opaque glass transom shall extend from the top of the door to the bottom of the header.

Upper Floors

The Downtown Core upper floors shall be faced with standard modular brick or cut stone facing with stone or cast stone details, such as lintels, sills, and capitals. Upper floors shall have vertically-proportioned window openings whose width is no more than half their height. Existing windows are important to the look of a building and shall not be boarded up, bricked in, or otherwise covered up. Street-facing windows that have been boarded up, bricked in, or otherwise covered up shall be reopened or reinstalled as a part of any façade renovation or rehabilitation.

When replacing windows, the profile and size of the original sash and trim shall be maintained. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Upper story windows shall be double hung or have a horizontal division in the middle and shall be of wood, ~~and/or~~ wood with aluminum cladding, ~~and/or~~ **wood with fiberglass cladding.** Aluminum cladding shall not be a mill finish and/or natural aluminum color. **Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.**

Window spacing shall be consistent with the divisions that occur within the storefront.

In the case of a multi-lot width property, the upper floors shall express the 20 to 25-foot typical lot divisions in the form of bays by using different window types, pilasters, other changes in wall articulation, or any combination of these across lot divisions.

The street-facing roofline shall be horizontal and carry a strong cornice element that is at least $1/15^{th}$ of the total building height. Alternatively, the vertical dimension of the cornice of an adjacent building may be approximated.

Structures in the Interior of Blocks

In the Downtown Core, structures constructed in the interior of city street blocks shall be no more than three stories or 40 feet in height. Walls of such structures that are visible from a public way shall be finished in brick that may be combined with pre-cast concrete or stone masonry details.

These walls shall have horizontal tops and be capped by a cornice. These walls shall also carry windows, openings or relief such as recesses to create the appearance of windows. These shall be proportioned so as to be taller than wide. Building walls not visible from a public way may be finished in brick or cementitious or synthetic stucco.

STANDARDS FOR THE TRANSITIONAL SUBDISTRICT

The Standards for this subdistrict are intended to maintain the character of the area surrounding the Downtown Core as a transitional environment between the downtown and the surrounding neighborhoods. This subdistrict consists primarily of commercial buildings of one or two stories. Some of the buildings form a uniform streetwall as in the Downtown Core subdistrict, while others appear as separate buildings.

In some areas of this subdistrict, one-and two-story buildings are characterized by a continuous wall surface that carries down to street level around the storefront. Others look more like Downtown Core buildings. The result is a streetscape that shows more building variation than the Downtown Core.

Figures 3, 4, and 5 in the Appendix illustrate typical historic commercial buildings in the Transitional subdistrict.

Site Plan

Transitional subdistrict buildings shall be built to the back of the sidewalk and cover the entire lot width, maintaining a continuous streetwall. Parking may be on the street or on-site at the rear of the building but not on the side of the building. The main entrance shall be at the front. Rear entrances, where they exist, shall be designed as true entrances, not as back doors.

Overall Building Form

All new construction in the subdistrict shall be compatible with the design character of the surrounding historic streetscape. Buildings shall be either a Transitional building, as described herein, or a Downtown Core building, as described in the Standards for the Downtown Core subdistrict.

Transitional buildings shall be one or two stories with a continuous wall surface that carries down to street level around the storefront. The façade's primary building material shall be brick. At least ninety percent (90%) of the width of the ground-floor streetwall shall be fully glazed storefront. All upper stories shall have street-facing windows.

Buildings may cover more than one lot, in which case the facade shall be treated visually to express bays of a single lot width.

Storefront

The storefront shall consist of a solid base, transparent glass, and a header, which may be transparent or opaque. The base shall be 12 to 24 inches high and the material used shall contrast with the primary building material of the façade.

The entrance door shall be glazed (with at least 50% glass in area and not more than 75%) but does not need to be recessed. If it is recessed, the sides of the recess shall also be glazed. In both cases, the transom between the top of the door and the header shall also be made of transparent or opaque glass.

Upper floors

The upper floors of buildings taller than one-story in the Transitional subdistrict shall have separate, vertically proportioned windows with at least a 2 to 1 height to width proportion. Existing windows are important to the look of a building, and shall not be boarded up, bricked in, or otherwise covered up. Street-facing windows that have been boarded up, bricked in, or otherwise covered up shall be reopened and/or reinstalled as a part of any façade renovation or rehabilitation. When replacing windows, the profile and size of the original sash and trim shall be maintained. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Upper story windows shall be double-hung or have a horizontal division in the middle and shall be of wood, ~~and/or~~ wood with aluminum cladding, ~~and/~~**or wood with fiberglass cladding.** Aluminum cladding shall not be a mill finish and/or natural aluminum color. Their placement shall coordinate with the storefront divisions. **Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.**

The upper wall on the single-story type may include sign bands that do not extend over the storefront divisions.

STANDARDS FOR THE RESIDENTIAL SUBDISTRICT

Buildings in these areas, regardless of their use, are residential in character. Within the subdistrict, there is considerable variation in siting, streetscape, and the style of the buildings, depending on the immediate neighborhood. One of the defining characteristics of this subdistrict is that most of the buildings were built originally as free-standing, separate residences, with front, side, and back yards.

Figures 6 and 7 in the Appendix illustrate typical historical buildings in the Residential subdistrict.

Overall Building Form

The typical building form shall be a simple, one and a half or two-story box, with few projections. Projections may be the full height of the building, roof dormers, or simply be a front porch (open or screened). The roof may be hipped or gabled. Roof pitches shall be 6 in 12 or steeper. Street-facing windows shall be separate and shall align vertically between the two floor levels. Street-facing garages are prohibited.

Site Plan

The Standards for the Residential subdistrict reflect the variation in existing siting within the subdistrict. See Figure 8 in the Appendix.

Franklin Street, E. Winter Street, and Central Avenue

The front yard setback shall match that of an adjacent residential structure. If no residential structure is present, the front yard setback shall be 15 feet. No additional curb cuts shall be allowed without the approval of the City Engineer. The front yard shall be planted with turf and/or landscaped.

On-site parking shall be at the back of the building and shall be screened from the street. While there may be an entrance from the parking area, the building's main entrance shall be on the street face, connected to the sidewalk by a paved walkway.

Existing trees in the tree lawn shall be maintained or, if necessary, replaced at or near their present locations, as approved by the Shade Tree Commission.

William Street **and S. Union Street**

The front yard setback shall match that of an adjacent residential structure. If no residential structure is present, the front yard setback shall be 35 feet. No additional curb cuts shall be allowed without the approval of the City Engineer. The front yard shall be planted with turf and/or landscaped.

On-site parking shall be at the back of the building and shall be screened from the street. While there may be an entrance from the parking area, the building's main entrance shall face the street, connected to the sidewalk by a paved walkway.

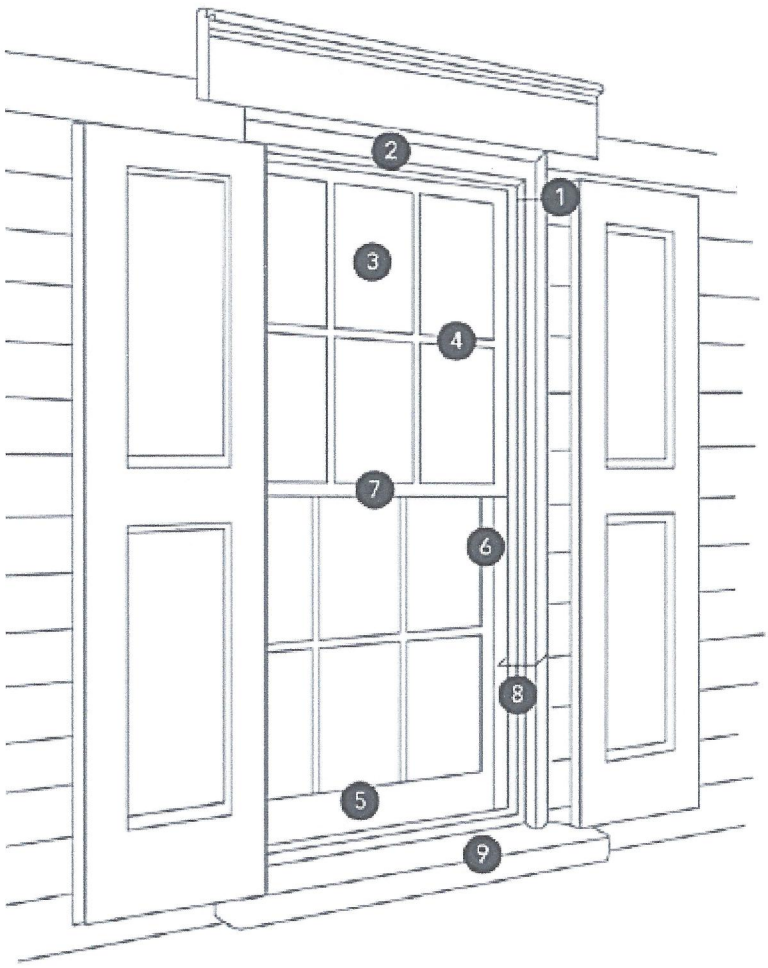
Existing trees in the tree lawn shall be maintained or, if necessary, replaced at or near their present locations, as approved by the Shade Tree Commission.

Windows

Street-facing windows shall be double-hung and shall maintain vertical proportions with at least a 3 to 2 height to width ratio. If divided sash are used, divisions shall appear from the exterior as true muntins. When replacing windows, the profile and size of the original sash and trim shall be maintained.

Required Materials

Main building: Standard modular brick and/or painted horizontal wood siding.
Trim (e.g., fascia, soffit, frieze, casement, etc.): Stone and/or painted wood.
Porch columns, railings, etc.: Painted wood.
Roofing: Slate, standing-seam metal, asphalt shingles, or wood or composite shakes or shingles.
Windows: Wood, wood with aluminum cladding, ~~and/~~or wood with fiberglass cladding. Aluminum cladding shall not be a mill finish and/or natural aluminum color. Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.



1. **Brick Mold** – The molding, usually wooden, that covers the gap between the window frame and the opening into which the window is set.
2. **Casing** – The molding surrounding the window jamb, usually seen on the exterior on frame buildings.
3. **Lights/Glazing/Panes** – The glass or pieces of glass that makes up the transparent portion of a window.
4. **Muntin** – The narrow horizontal and vertical pieces that hold together the panes of glass in multi-pane windows.
5. **Sash** – The wooden frame located inside the jamb that holds the glass; also known as the operable component of the window.
6. **Stiles** – The vertical members of the sash.
7. **Meeting Rails** – The bottom horizontal member of the upper sash and the top member of the lower sash.
8. **Jamb** – The sides and top of a window.
9. **Still** – The bottom side of the window usually made out of heavier material that slopes away from the building to help shed water.

Source: City of Fernandina Beach, FL Historic District Council

TYPICAL WINDOW PROFILE
Figure 9

GUIDANCE ON WINDOW REPAIR AND REPLACEMENT

FACTORS TO CONSIDER IN THE REPAIR OR REPLACEMENT OF WINDOWS

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Generally, typical residential windows and upper floor windows on downtown commercial buildings include: one-over-one, two-over-two, four-over-four, or six-over-six. This is in reference to the number of window panes in each window sash. (For example, the window in the diagram is considered six-over-six.) The original windows typically are double-hung with counterweights to move the sash up behind the upper sash. Attempt to understand the uniqueness of the window's contribution to the appearance of the façade, including:

- the pattern of the window openings and their size
- proportions of the frame and sash (e.g. the width/depth of styles, rails, and meeting rails)
- configuration of window panes
- muntin profiles (replacement must be simulated divided lite–not just grids between the glass)
- type of wood
- paint color
- characteristics of the glass
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In many cases, repair and retrofit of the historic windows is more economical than total replacement. If not carefully analyzed, selected replacement units will be unlike the originals in design and appearance. Since windows are important in defining the building's historic character, insensitively designed replacement windows may destroy the building's historic character. At times, unique designs require custom-made windows. Changing the original window pane style or opening size is not appropriate.

Factors Determining Window Replacement

The following factors may be considered in determining whether a window may be replaced:

- The window frame or sash is missing.
- The window is not original or contributing.
- The window does not have stained or leaded glass.
- More than half of the sash is rotten (wood) or rusting (metal) and the existing condition has been documented by the Applicant and reviewed by City Staff.
- Mold is continuously growing on the interior of the window sash or frame and the existing condition has been documented by the Applicant and reviewed by City Staff.
- Condensation is continuously appearing on the interior of the window and the existing condition has been documented the Applicant and reviewed by City Staff.
- The window does not meet egress requirements.
- Appropriate ongoing efforts to weatherize, maintain, or repair the window are not successful.
- The installation of a storm window over a contributing primary window will not address the issue.
- The installation of a storm window will not allow the operation of a contributing primary window.

Replacement Window Selection

The following factors may be considered in selecting a replacement window if it is determined the existing contributing window cannot be weatherized, maintained, or repaired:

- The Applicant is to submit details and profiles of the existing and new windows for comparison by the Historic Preservation Commission.
- Only the sash should be replaced if the original frame is in good condition.
- Replacement sash must be comparable to material and profiles of the existing contributing window.
- All parts of a replacement window (including sash, frame, stile, rails, sills, moldings and muntins) must be comparable to the existing contributing window in material, size, profile, operation, and proportion.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered if the size, profile, operation, and proportion is comparable to the contributing window.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered if the contributing window was all metal. The new window must be comparable in profile, operation, and proportion to the contributing window.
- Window openings shall not be filled in or altered to accommodate larger or smaller replacement windows.
- Basement windows should be maintained to allow light and ventilation into that space.
- Glass block should not to be installed in window openings.
- An insulated window may be considered if the size, profile, operation, and proportion is comparable to the contributing window.
- Insulated windows with divided lites shall have true divided lites with muntins that are comparable to the size and profile of the original muntins. Simulated divided lites may be considered, if the muntins are bonded to the exterior and interior of the window, are comparable to the size and profile of the original muntins, and have a minimally visible spacer bar between the two glass panes.
- Glass color, texture, and tinting are to match existing.
- Stained or leaded glass is not to be insulated unless original to the opening or historically documented for the opening.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered for new construction if the size, profile, operation, and proportion are appropriate to the style and design of the new construction.

Storm Windows and Window Screens

The following recommendations may be considered in maintaining or installing storm windows and window screens:

- If there are no historic photographs or other physical evidence of historic storm windows or screens being in place, in the absence of such documentary evidence, interior storm windows and interior screens are to be installed on residential use and commercial buildings in the Historic District following the design parameters above. Alternatively, a request for a Certificate of Appropriateness may be made to the Historic Preservation Commission for consideration of exterior screens on a case-by-case.
- Maintain and preserve historic storm windows whenever possible. (These are typically found in the Residential Sub-district of the Historic District.)
- To be historically accurate, choose removable or fixed exterior wood storm windows. Painted metal storm windows are an appropriate alternative to wooden storm windows.
- Choose as narrow a sash frame as possible if an exterior metal storm window is selected.
- The storm window meeting bar is to be in the same location as the meeting rails of the primary window sashes.
- Install exterior, low profile storm windows that fit the original window openings and do not obscure the glass or sash. The frame of the storm window should be mounted inside the existing window frame.
- Exterior wood and metal storm windows of the primary windows are to be a color compatible with the color scheme of the building, usually the same color as the sash.
- Single sheets of glass or Plexiglas are not permitted as storm windows over double-hung windows.
- Single sheets of glass may be used on transoms and single-pane or single-lite windows.
- Do not install mirrored or tinted glass in storm windows.

SUBMISSION REQUIREMENTS
FOR A CERTIFICATE OF APPROPRIATENESS APPLICATION FOR WINDOW REPLACEMENT

The key to successful planning for window replacement is a careful evaluation of the existing physical condition of the existing windows. Replacement should match or be comparable to the historic sash in pane size and configuration, glazing, muntin detailing and profile, and historic color and trim. At times, the profiles of replacement elements, such as muntins, sash, frames, and moldings are flatter and wider or narrower and thinner than the historic profiles. These items are important for consideration since a change in relief and profile affects the character of the historic window, which in turn alters the overall appearance of the entire building.

If it is obvious that the windows in place are not the original windows, the Applicant will be asked to locate historic photographs of the building to replicate the original or earlier style. Or, in the absence of documentary evidence, select a window style that will not detract from the historic appearance of the building or the Historic District.

The following information will be required to submitted with a request for a Certificate of Appropriateness for window replacement for review by the Historic Preservation Commission:

1) Clear, colored, detailed photographs, including at least one of each:

- Full-frame shot of the entire building
- Full-frame shot of individual windows from the exterior
- Full-frame shot of individual windows from the interior
- Close-up views of intersection of sills and frames
- Close-up views of sash, focusing on bottom rail and muntins (if existing)
- Close-up view of sills and bottom rails from the interior

2) A photograph key illustrating the location of the windows on the building in relation to the photographs.

3) A written description of each existing window denoting its material, the type of window it is, and its configuration. For example: Window 1 is wood, double-hung, 6-over-6.

4) Window section drawings of both the existing and proposed windows, or submitting a list of measurements comparing the individual elements of the existing windows to the proposed windows (as depicted in Figure 9 Typical Window Profile).

5) A brochure from the window manufacturer detailing a durable mid-range to high-end quality product and the selected product color.

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 28, 2021
SUBMITTED BY:	Elaine McCloskey,Planning Department
ITEM TYPE:	Ordinances
AGENDA SECTION:	**7:25 P.M. PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 21-42**
SUBJECT:	An ordinance approving a Rezoning Amendment for the Margery Burkhart Trust from A-1 (Agricultural District) to R-1 (One-Family Residential District) for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River.

SUGGESTED ACTION:

ATTACHMENTS:

Fact Sheet ord 21-42, 2021-1671 Burkhart Bend REZ.pdf
ord 21-42, 2021-1671 Burkhart Bend REZ.pdf
2021-1671 Burkhart Bend Subbdivision.pdf

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: 10

DATE: 06/28/2021

ORDINANCE NO: 21-42

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: YES
June 28, 2021 @ 7:25 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:
AN ORDINANCE APPROVING A REZONING AMENDMENT FOR THE MARGERY BURKHART TRUST FROM A-1 (AGRICUTURAL DISTRICT) TO R-1 (ONE-FAMILY RESIDENTIAL DISTRICT) FOR BURKHART BEND SUBDIVISION CONTAINING 3 SINGLE-FAMILY LOTS ON APPROXIMATLY 29.455 ACRES LOCATED ON THE WEST SIDE OF PANHANDLE ROAD BETWEEN 2133 AND 2239 PANHANDLE ROAD AND JUST EAST OF THE OLENTANGY RIVER.

BACKGROUND:
See attached staff report.

REASON WHY LEGISLATION IS NEEDED:
To achieve compliance with Chapter 1130 Amendments of the Codified Ordinances.

COMMITTEE RECOMMENDATION:
Planning Commission recommended approval by a vote of 7-0 on June 2, 2021.

FISCAL IMPACT(S):
N/A

POLICY CHANGES:
N/A

PRESENTER(S):
David Efland, Planning and Community Development Director

RECOMMENDATION:
Staff recommends approval

ATTACHMENT(S)
See attached

ORDINANCE NO. 21-42

AN ORDINANCE APPROVING A REZONING AMENDMENT FOR THE MARGERY BURKHART TRUST FROM A-1 (AGRICUTURAL DISTRICT) TO R-1 (ONE-FAMILY RESIDENTIAL DISTRICT) FOR BURKHART BEND SUBDIVISION CONTAINING 3 SINGLE-FAMILY LOTS ON APPROXIMATLY 29.455 ACRES LOCATED ON THE WEST SIDE OF PANHANDLE ROAD BETWEEN 2133 AND 2239 PANHANDLE ROAD AND JUST EAST OF THE OLENTANGY RIVER.

WHEREAS, the Planning Commission at its meeting of June 2, 2021 recommended approval of a Rezoning Amendment for the Margery Burkhart Trust from A-1 (Agricultural District) to R-1 (One-Family Residential District) for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River (PC Case 2021-1671).

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

SECTION 1. That the Rezoning Amendment for the Margery Burkhart Trust from A-1 (Agricultural District) to R-1 (One-Family Residential District) for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River, is hereby confirmed, approved, and accepted.

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

VOTE ON RULE SUSPENSION: YEAS____NAYS____
ABSTAIN ____

PASSED: _____, 2021 YEAS____ NAYS____
ABSTAIN ____

ATTEST: _____ _____
CITY CLERK MAYOR

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CITY OF
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OHIO

PLANNING COMMISSION / STAFF REPORT

CASE NUMBER: 2021-1671-1672
REQUEST: Multiple Requests
PROJECT: Burkhart Bend
MEETING DATE: June 2, 2021

APPLICANT/OWNER
Margery Burkhart Trust
6 South Vernon Street
Sunbury, Ohio 43074

2021-1671: A request by Margery Burkhart Trust for approval of a Rezoning Amendment from A-1 (Agricultural District) to R-1 (One Family Residential District) for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River.
2021-1672: A request by Margery Burkhart Trust for approval of a Final Subdivision Plat for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River.

PROPERTY LOCATION & DESCRIPTION
The subject three lots would encompass 29.455 acres and are located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River. The subject parcels are zoned A-1 (Agricultural District). The properties to east are zoned A-1 in the City and FR-1 (Farm Residential) in the Township and the properties to the west across the Olentangy River are zoned B-4 (General Business District) in the City and FR-1 in the Township. The properties to the north and south are zoned FR-1 in the Township.

BACKGROUND/PROPOSAL
The current owner is proposing to subdivide the current four lots that encompasses 29.455 acres into three single family lots that would achieve compliance with the R-1 (One-Family Residential District) zoning requirements. Also, the subject site does not have City sanitary sewer and water service today and in the foreseeable future. Therefore, the proposed subdivision shall achieve compliance with the Delaware County General Health District septic requirements for a four-bedroom house and the Del-Co water service requirements. Therefore, to accommodate the City zoning requirements, the General Health District septic requirements and the Del-Co water service requirements, a Rezoning Amendment and simple subdivision makes the most sense in this case to achieve the desire of the applicant.

STAFF ANALYSIS

- **ZONING:** As previously mentioned, the zoning for the subject site is A-1 and the proposed three lots would not meet the minimum lot width requirements of the that district, so a rezoning amendment to R-1 would achieve compliance with all the necessary zoning requirements. Also, the subdividing of the three new lots would require a Final Subdivision Plat. Therefore, from a procedural perspective, to create the proposed three lot simple subdivision, a Rezoning Amendment to R-1 and Final Subdivision Plat would need to be approved by the Planning Commission and City Council.
- **GENERAL ENGINEERING:** Because the proposed subdivision does not include the extension of any City streets and utilities, no engineering drawings would be required for approval by the City Engineer.
- **ROADS AND ACCESS:** Each of the three lots would have a single curb cut from Panhandle Road which is a Township Road.
- **PEDESTRIAN CONNECTIVITY:** The adopted Bicycle and Pedestrian Master Plan 2017 does not identify a bike path in this corridor. There is no existing sidewalk on Panhandle Rd. Panhandle Rd. is virtually all within Troy Township who maintains authority in the right-of-way. The right of way, where a sidewalk would be built within the City of Delaware generally, is therefore virtually all within Troy Township which does not require sidewalks. Importantly, this area is noted within the Delaware Together Comprehensive Plan's Character and Focus Area map and text as 'Rural Conservation' with no pending or anticipated developments and annexation in the general area at this time. Therefore, Staff would recommend not requiring sidewalk or payments in lieu of constructing sidewalk for these three lots.

- **SITE LAYOUT:** The proposed three lots would front Panhandle Road (Township Road) with individual curb cuts accessing each lot. The subject three lots would encompass 29.455 acres with Lot 112 containing 10.459 acres, Lot 113 containing 9.616 acres and Lot 114 containing 9.379 acres. The western portion of each lot along the Olentangy Rive is located in the 100-year flood plain while the required septic system would be located between the proposed house and the 100-year flood plain per the Delaware General Health District. Each lot and house would have to achieve compliance with the R-1 zoning requirements in Chapter 1134 Residential District Requirements and Chapter 1171.08 Residential Development Design Criteria and Performance Standards.
- **LANDSCAPING & SCREENING:** Each house would require landscaping per Chapter 1171.08 Residential Development Design Criteria and Performance Standards. Also, street trees would generally be required for each single-family house per the zoning code. However, similar to the discussion herein regarding sidewalks, there are no existing street trees on Panhandle Rd. Panhandle Rd. is virtually all within Troy Township who maintains authority in the right-of-way. The right of way, where a street tree would be planted within the City of Delaware generally, is therefore virtually all within Troy Township which does not require street trees. Importantly, this area is noted within the Delaware Together Comprehensive Plan's Character and Focus Area map and text as 'Rural Conservation' with no pending or anticipated developments and annexation in the general area at this time. Therefore, Staff would recommend not requiring street trees or payments in lieu of planting street trees for these three lots.
- **TREE REMOVAL & REPLACEMENT:** There does not appear to be any qualifying tees (6 inch in caliper or larger) that would be removed with the construction of any house. Therefore, the proposed subdivision would achieve compliance with Chapter 1168 Tree Preservation Regulations.

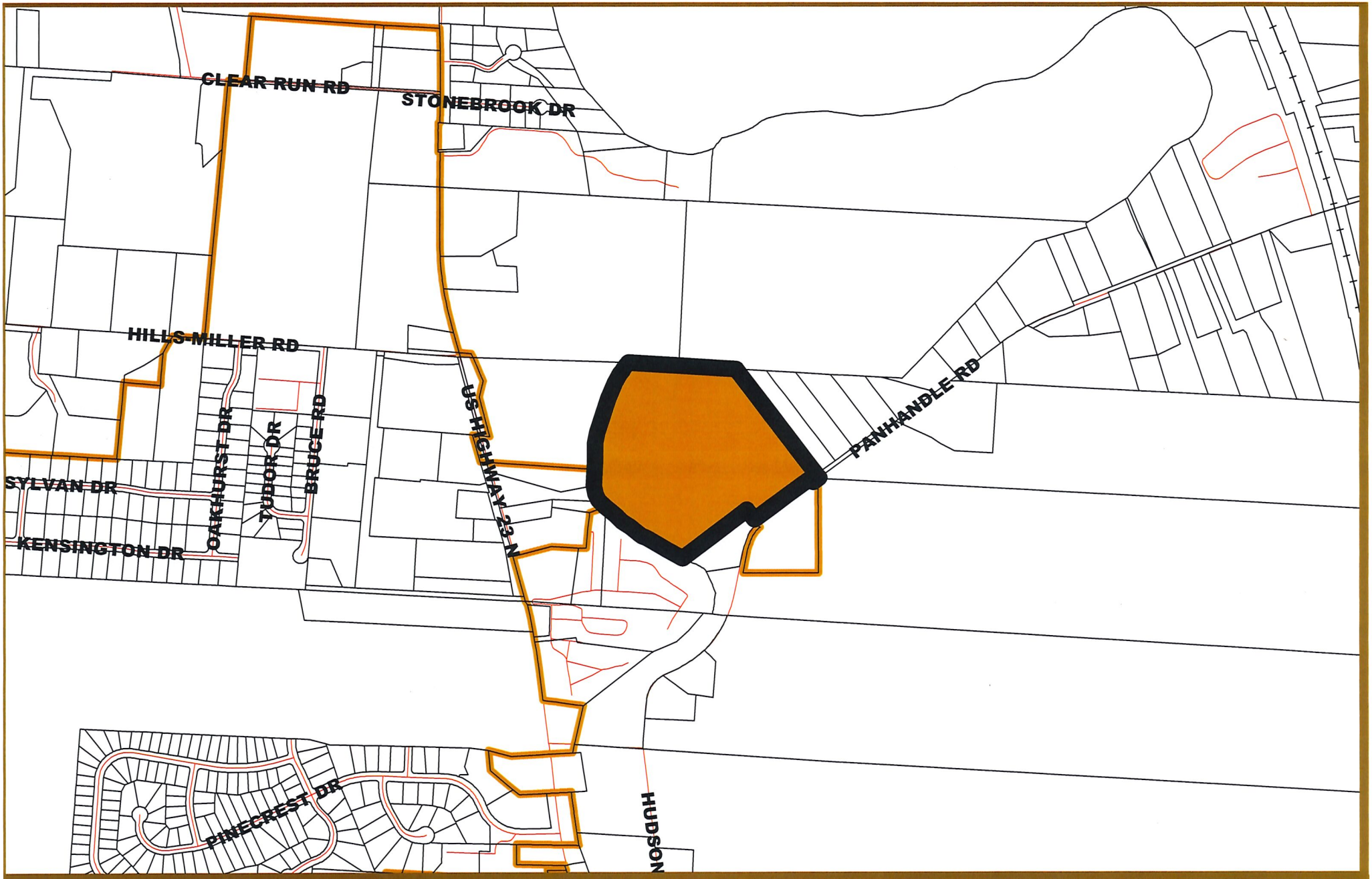
STAFF RECOMMENDATION (2021-1671 – REZONING AMENDMENT)
Staff recommends approval of a request by Margery Burkhart Trust for a Rezoning Amendment from A-1 (Agricultural District) to R-1 (One Family Residential District) for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River.

STAFF RECOMMENDATION (2021-1672 – FINAL SUBDIVISIOIN PLAT)
Staff recommends approval of a request by Margery Burkhart Trust for a Final Subdivision Plat for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River, with the following conditions that:

1. Per the City Engineer, no engineering drawings are required because no City streets and/or utilities are being extended.
2. The single-family houses shall achieve compliance with the R-1 zoning requirements in Chapter 1134 Residential District Requirements.
3. The single-family houses shall achieve compliance with Chapter 1171.08 Residential Development Design Criteria and Performance Standards.
4. The single-family houses shall achieve compliance with all other City development requirements.
5. Each house is not required to install sidewalks or street trees or make a payment in lieu of construction/planting.
6. Each house shall achieve compliance with the Delaware County General Health District septic requirements for a four-bedroom house.

COMMISSION NOTES:

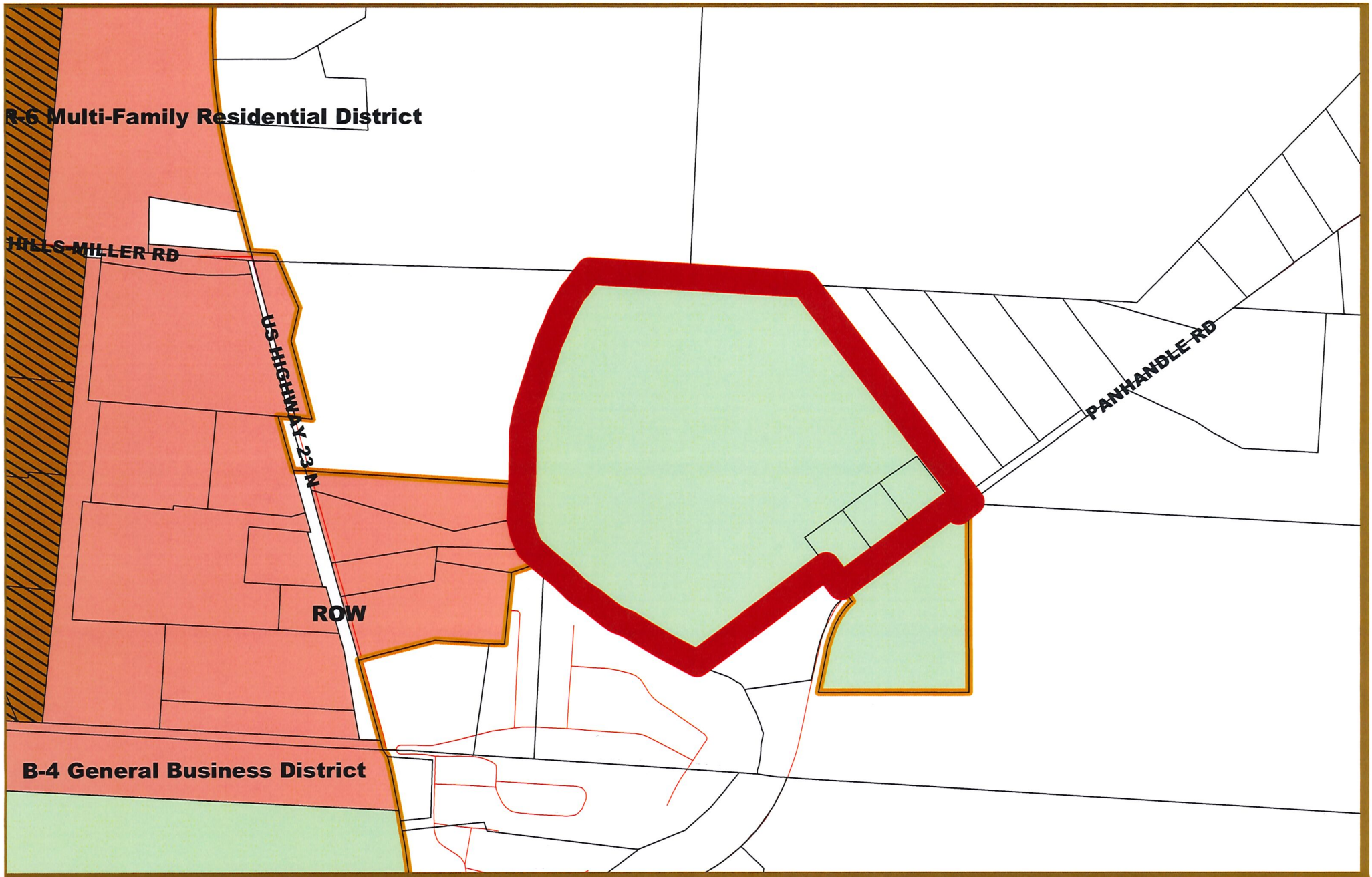
FILE:
ORIGINAL: **5/24/21**
REVISED:



EST 1808
CITY OF
DELAWARE
OHIO

2021-1671-1672
Rezoning Amendment and Final Subdivision Plat
Burkhart Bend Subdivision - Panhandle Road
Location Map

N



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DELAWARE
OHIO

2021-1671-1672
Rezoning Amendment and Final Subdivision Plat
Burkhart Bend Subdivision - Panhandle Road
Zoning Map

N



EST 1808
CITY OF
DELAWARE
OHIO

2021-1671-1672
Rezoning Amendment and Final Subdivision Plat
Burkhart Bend Subdivision - Panhandle Road
Aerial (2019) Map

N

PC CASE NO. _____ APPROVED BY THE PLANNING COMMISSION ON THIS _____ DAY OF _____, 2021.

APPROVED AND ACCEPTED THIS _____ DAY OF _____, 2021, BY ORDINANCE NO. _____, BY THE CITY COUNCIL OF THE CITY OF DELAWARE, OHIO

APPROVED THIS _____ DAY OF _____, 2021

_____
ELAINE McCLOSKEY, CITY CLERK, DELAWARE, OHIO

APPROVED THIS _____ DAY OF _____, 2021

_____
R. THOMAS HOMAN, CITY MANAGER, DELAWARE, OHIO

APPROVED THIS _____ DAY OF _____, 2021

_____
DAVID M. EFLAND, AICP, PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR, DELAWARE, OHIO

APPROVED THIS _____ DAY OF _____, 2021

_____
WILLIAM L. FERRIGNO, P.E. PUBLIC WORKS DIRECTOR/CITY ENGINEER DELAWARE, OHIO

APPROVED THIS _____ DAY OF _____, 2021

_____
BLAKE JORDAN, UTILITIES DIRECTOR, DELAWARE, OHIO

TRANSFERRED THIS ____ DAY OF _____, 2021

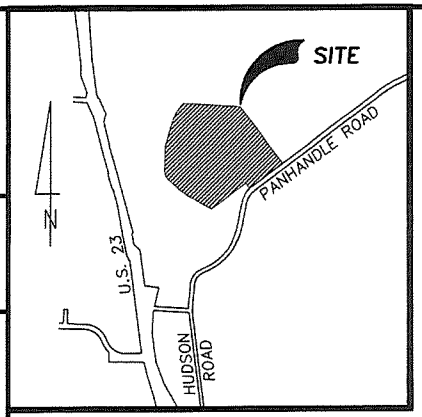
_____
DELAWARE COUNTY AUDITOR

RECORDED THIS _____ DAY OF _____, 2021

_____
DELAWARE COUNTY RECORDER

P.C. _____,

SL._____



VICINITY MAP

BURKHART BEND

Situated in the City of Delaware, County of Delaware, State of Ohio in Farm Lot 11, Quarter–Township 1, Township 5, Range 19, United States Military Lands. Being a subdivision of 29.455 acres, being all of Lots 112, 113, and 114, Olen Del Acres Subdivision No. 2 Amended and all of the remainder of the original 26.383 acres conveyed to Kay E. Heck, Trustee in Official Records Volume 1704, Page 1124 in the Delaware County Recorder's Office.

I, the undersigned, being the owner of the land platted herein, certify that the attached plat correctly represents my "BURKHART BEND",

a subdivision of Lots _____ to _____ inclusive, and do hereby accept this plat.

IN WITNESS THEREOF

I hereunto set our hand this _____ day of _____, 2021.

_____
Kay E. Heck, Trustee

STATE OF OHIO

Before me, a Notary Public, personally came the above named Kay E. Heck who acknowledged the signing of the foregoing instrument to be their voluntary act and deed for the uses and purposes as expressed.

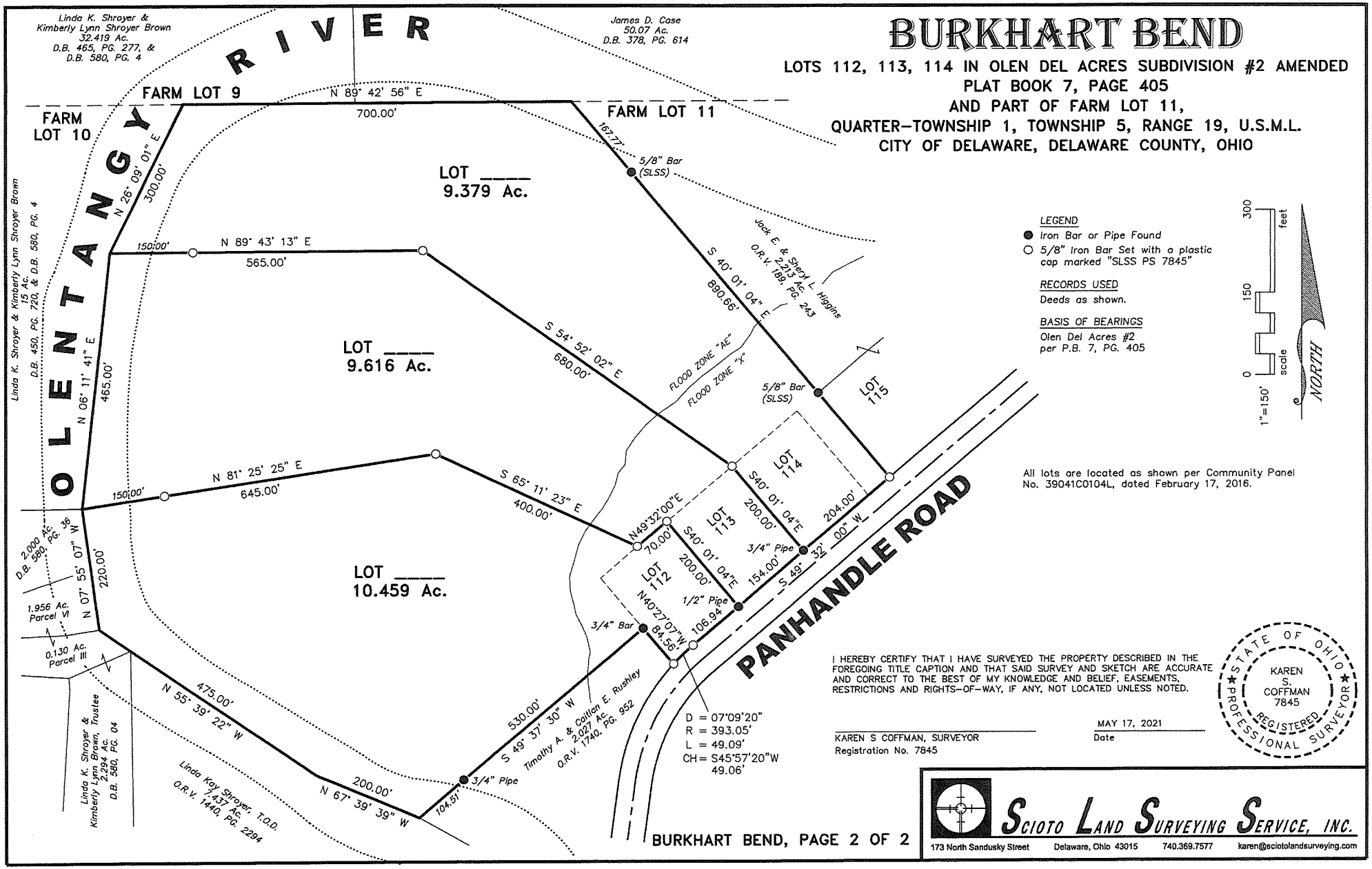
IN WITNESS THEREOF, I have hereunto set my hand and affixed my seal

this _____ day of _____, 2021.

_____ My Commission expires _____
NOTARY PUBLIC

BURKHART BEND, PAGE 1 OF 2

SCIOTO LAND SURVEYING SERVICE, INC.
173 North Sandusky Street Delaware, Ohio 43015 740.369.7577 karen@sciotolandsurveying.com


BURKHART BEND
LOTS 112, 113, 114 IN OLEN DEL ACRES SUBDIVISION #2 AMENDED
PLAT BOOK 7, PAGE 405
AND PART OF FARM LOT 11,
QUARTER-TOWNSHIP 1, TOWNSHIP 5, RANGE 19, U.S.M.L.
CITY OF DELAWARE, DELAWARE COUNTY, OHIO
Linda K. Shroyer & Kimberly Lynn Shroyer Brown 32.419 Ac. D.B. 465, PG. 277, & D.B. 580, PG. 4
James D. Case 50.07 Ac. D.B. 378, PG. 614
FARM LOT 9
FARM LOT 10
FARM LOT 11
OLENTANGY RIVER
PANHANDLE ROAD
N 89° 42' 56" E 700.00'
N 26° 09' 01" E 300.00'
N 06° 11' 41" E 465.00'
N 07° 55' 07" W 220.00'
167.77'
5/8" Bar (SLSS)
LOT 9.379 Ac.
N 89° 43' 13" E 565.00'
150.00'
S 40° 01' 04" E 890.66'
Jack E. & Sheryl L. Higgins 2.213 Ac. O.R.V. 189, PG. 243
S 54° 52' 02" E 680.00'
LOT 9.616 Ac.
FLOOD ZONE "AE"
FLOOD ZONE "X"
5/8" Bar (SLSS)
LOT 115
N 81° 25' 25" E 645.00'
150.00'
S 65° 11' 23" E 400.00'
LOT 10.459 Ac.
LOT 114
S40° 01' 04"E 200.00'
204.00'
S 49° 32' 00" W
N49°32'00"E 70.00'
LOT 113
S40° 01' 04"E 200.00'
3/4" Pipe
154.00'
LOT 112
1/2" Pipe
106.94'
N40°27'07"W 84.56'
3/4" Bar
D = 07°09'20"
R = 393.05'
L = 49.09'
CH = S45°57'20"W 49.06'
2.000 Ac. D.B. 580, PG. 36
1.956 Ac. Parcel VI
0.130 Ac. Parcel III
Linda K. Shroyer & Kimberly Lynn Shroyer Brown 2.294 Ac. D.B. 580, PG. 04
N 55° 39' 22" W 475.00'
N 67° 39' 39" W 200.00'
104.51'
3/4" Pipe
Linda Kay Shroyer, T.O.D. 7.437 Ac. O.R.V. 1440, PG. 2284
S 49° 37' 30" W 530.00'
Timothy A. & Caitlan E. Rushley 2.027 Ac. O.R.V. 1740, PG. 952
Linda K. Shroyer & Kimberly Lynn Shroyer Brown 15 Ac. D.B. 450, PG. 720, & D.B. 580, PG. 4
LEGEND
Iron Bar or Pipe Found
5/8" Iron Bar Set with a plastic cap marked "SLSS PS 7845"
RECORDS USED
Deeds as shown.
BASIS OF BEARINGS
Olen Del Acres #2 per P.B. 7, PG. 405
300 feet
150
0
1"=150' scale
NORTH
All lots are located as shown per Community Panel No. 39041C0104L, dated February 17, 2016.
I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED IN THE FOREGOING TITLE CAPTION AND THAT SAID SURVEY AND SKETCH ARE ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, EASEMENTS, RESTRICTIONS AND RIGHTS-OF-WAY, IF ANY, NOT LOCATED UNLESS NOTED.
KAREN S COFFMAN, SURVEYOR
Registration No. 7845
MAY 17, 2021
Date
STATE OF OHIO
KAREN S. COFFMAN 7845
REGISTERED PROFESSIONAL SURVEYOR
SCIOTO LAND SURVEYING SERVICE, INC.
173 North Sandusky Street Delaware, Ohio 43015 740.369.7577 karen@sciotolandsurveying.com
BURKHART BEND, PAGE 2 OF 2

Margery D. Burkhart Trust Rezoning/Plat Application

Table of Contents

1. Application and Parcel Number Exhibit

2. Letter of Intent

3. Final Plat

4. City of Delaware Denial of Service Letter

5. Delaware General Health District – Septic Approval Letters Lot 112, 113 and 114

6. Del-Co Service Correspondence

7. Payment Evidence

Application and Parcel Number Exhibits

1

CITY OF DELAWARE, OHIO
PLANNING & COMMUNITY DEVELOPMENT
MASTER APPLICATION FORM

EST 1808 CITY OF DELAWARE OHIO

Project # _____ Case # _____

Planning Commission

- ☐ Amended Final Development Plan
- ☐ Amended Final Subdivision Plat
- ☐ Amended Preliminary Development Plan
- ☐ Amended Preliminary Subdivision Plat
- ☐ Annexation Review
- ☐ Combined Preliminary & Final Development Plan
- ☐ Comprehensive Plan Amendment
- ☐ Concept Plan
- ☐ Conditional Use Permit
- ☐ Determination of Similar Use
- ☐ Development Plan Exemption
- ☐ Final Development Plan
- ☐ Final Development Plan Extension
- ☒ Final Subdivision Plat
- ☐ Final Subdivision Plat Extension
- ☐ Floodplain Permit
- ☐ Lot Split
- ☐ Pre-annexation Agreement
- ☐ Preliminary Development Plan
- ☐ Preliminary Dev Plan Extension
- ☐ Preliminary Sub Plat
- ☐ Preliminary Sub Plat Extension
- ☒ Rezoning
- ☐ Subdivision Variance
- ☐ Substitution of a Non- Conforming Use
- ☐ Vacation-Alley
- ☐ Vacation-Easement
- ☐ Vacation-Street

Board of Zoning Appeals

- ☐ Appeal Administrative Decision or Interpretation
- ☐ Conditional Use Permit
- ☐ Substitution of Equal or Less Non-Conforming Use
- ☐ Variance

Subdivision/Project Name Burkhart Bend Address Panhandle Road

Acreage 26.301 Square Footage N/A Number of Lots 3 Number of Units N/A

Zoning District/Land Use A-1 Proposed Zoning/Land Use R-1 Parcel # See Attached

---

Applicant Name Margery Burkhart Trust Contact Person David J. Brehm, Esq.

Applicant Address 6 South Vernon Street, P.O. Box 321, Sunbury, Ohio 43074

Phone 740-965-2226 Fax 740-965-2505 E-mail DBrehm@fbwwlaw.com

Owner Name Margery Burkhart Trust Contact Person Kay E. Heck, Trustee

Owner Address 29696 Carnoustie Court, Perrysburg, Ohio 43551

Phone 419-367-6710 Fax _____ E-mail kheckwpp@gmail.com

Engineer/Architect/Attorney Scioto Land Surverying Contact Person Karen Coffman

Address 173 North Sandusky Street, Delaware, Ohio 43015

Phone 740-369-7577 Fax _____ E-mail karen@sciotolandsurveying.com

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

_____ Kay E. Heck, Trustee

Owner Signature Owner Printed Name

_____ David J. Brehm, Attorney for Owner

Agent Signature Agent Printed Name

Sworn to before me and subscribed in my presence this _____ day of May, 2021.

_____

Notary Stamp Notary Public

Margery Burkhart Trust Rezoning/Plat Application Parcel Numbers Exhibit

1. 519-130-03-002-000
2. 519-130-03-041-001
3. 519-130-03-003-000
4. 519-130-03-004-000

(see tax cards attached)

519-130-03-041-001

Property Information

Parcel Number	519-130-03-041-001
Owner Name	HECK KAY E SUCCESSOR TRUSTEE
Owner Address	PANHANDLE RD DELAWARE OH 43015
Tax District	59 TROY TWP-DEL CORP-DEL SD
School District	2103 DELAWARE CSD
Neighborhood	44002 Troy 44002
Use Code	101 Cash - grain or general farm
Acres	24.16700
Description	LANDS 19 5 1 11

Property Address:
PANHANDLE RD DELAWARE OH 43015

Tax Payer Address:
HECK KAY E. TRUSTEE 29696 CARNOUSTIE CT PERRYSBURG OH 43551 USA

Assessment Info		**Current Value**		**Recent Transfer**	
Board of Revision	N	Mkt Land Value	$209,900		
Homestead/Disability	N	CAUV	$31,640	# Parcels	6
Owner Occ Credit	N	Mkt Impr Value	$0	Deed Type	Affidavit EX
Divided Property	N	Total	$209,900	Amount	$0
New Construction	N	**Current Tax**		Transfer Date	2/28/2020
Foreclosure	N	Tax Due	$639.34	Conveyance	
Other Assessments	N	Paid To Date	$319.67	Deed #	462
Front Ft.	N	Current Balance Due	$319.67		

<< Previous Card Card 1 of 0 Next Card >>

Card - 1

Property Sketch and Photos -- Card 1

Property Sketch	Property Photos
	

519-130-03-002-000

Property Information

Parcel Number	519-130-03-002-000
Owner Name	HECK KAY E SUCCESSOR TRUSTEE
Owner Address	PANHANDLE RD DELAWARE OH 43015
Tax District	59 TROY TWP-DEL CORP-DEL SD
School District	2103 DELAWARE CSD
Neighborhood	44002 Troy 44002
Use Code	500 Residential vacant land
Acres	0.72000
Description	LOTS 112

Property Address:
PANHANDLE RD DELAWARE OH 43015

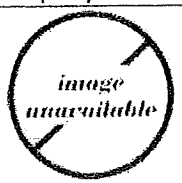
Tax Payer Address:
HECK KAY E. TRUSTEE 29696 CARNOUSTIE CT PERRYSBURG OH 43551 USA

Assessment Info		Current Value		Recent Transfer	
Board of Revision	N	Mkt Land Value	$33,100		
Homestead/Disability	N	CAUV	$940	# Parcels	6
Owner Occ Credit	N	Mkt Impr Value	$0	Deed Type	Affidavit EX
Divided Property	N	Total	$33,100	Amount	$0
New Construction	N	**Current Tax**		Transfer Date	2/28/2020
Foreclosure	N	Tax Due	$19.06	Conveyance	
Other Assessments	N	Paid To Date	$9.53	Deed #	462
Front Ft.	N	Current Balance Due	$9.53		

<< Previous Card Card 1 of 0 Next Card >>

Card - 1

Property Sketch and Photos -- Card 1

Property Sketch	Property Photos
	

519-130-03-003-000

Property Information

Parcel Number	519-130-03-003-000
Owner Name	HECK KAY E SUCCESSOR TRUSTEE
Owner Address	PANHANDLE RD DELAWARE OH 43015
Tax District	59 TROY TWP-DEL CORP-DEL SD
School District	2103 DELAWARE CSD
Neighborhood	44002 Troy 44002
Use Code	500 Residential vacant land
Acres	0.70700
Description	LOTS 113

Property Address:
PANHANDLE RD DELAWARE OH 43015

Tax Payer Address:
HECK KAY E. TRUSTEE 29696 CARNOUSTIE CT PERRYSBURG OH 43551 USA

Assessment Info		**Current Value**		**Recent Transfer**	
Board of Revision	N	Mkt Land Value	$33,100		
Homestead/Disability	N	CAUV	$920	# Parcels	6
Owner Occ Credit	N	Mkt Impr Value	$0	Deed Type	Affidavit EX
Divided Property	N	Total	$33,100	Amount	$0
New Construction	N	**Current Tax**		Transfer Date	2/28/2020
Foreclosure	N	Tax Due	$18.50	Conveyance	
Other Assessments	N	Paid To Date	$9.25	Deed #	462
Front Ft.	N	Current Balance Due	$9.25		

<< Previous Card Card 1 of 0 Next Card >>

Card - 1

Property Sketch and Photos -- Card 1

Property Sketch	Property Photos
	

519-130-03-004-000

Property Information

Parcel Number	519-130-03-004-000
Owner Name	HECK KAY E SUCCESSOR TRUSTEE
Owner Address	PANHANDLE RD DELAWARE OH 43015
Tax District	59 TROY TWP-DEL CORP-DEL SD
School District	2103 DELAWARE CSD
Neighborhood	44002 Troy 44002
Use Code	500 Residential vacant land
Acres	0.70700
Description	LOTS 114

Property Address:
PANHANDLE RD DELAWARE OH 43015

Tax Payer Address:
HECK KAY E. TRUSTEE 29696 CARNOUSTIE CT PERRYSBURG OH 43551 USA

Assessment Info		**Current Value**		**Recent Transfer**	
Board of Revision	N	Mkt Land Value	$33,100		
Homestead/Disability	N	CAUV	$920	# Parcels	6
Owner Occ Credit	N	Mkt Impr Value	$0	Deed Type	Affidavit EX
Divided Property	N	Total	$33,100	Amount	$0
New Construction	N	**Current Tax**		Transfer Date	2/28/2020
Foreclosure	N	Tax Due	$18.50	Conveyance	
Other Assessments	N	Paid To Date	$9.25	Deed #	462
Front Ft.	N	Current Balance Due	$9.25		

<< Previous Card Card 1 of 0 Next Card >>

Card - 1

Property Sketch and Photos -- Card 1

Property Sketch	Property Photos
	

Letter of Intent

2

To: City of Delaware Planning Commission

Re: Margery Burkhart Trust Rezoning and Platting Application

May 17, 2021

LETTER OF INTENT

The three existing lots on Panhandle Road and surrounding property was annexed to the City in 2005. There is rear acreage that extends from the existing lots to the Olentangy River. The general plan is to add the rear acreage to each pre-existing lot as shown on the development plan resulting in three significantly larger riverfront lots. These lots will be consistent with the existing and developed neighboring lots upriver.

A denial-of-service letter was requested and provided by the City for water and sewer. See attached. Per the feasibility letters attached, each larger lot has been pre-approved for onsite septic with final system approvals coming from Delaware County. Water will be provided by Del-Co Water Company. See confirmation e-mails attached.

Per discussion and recommendation of City staff, the property will be rezoned from A-1 to R-1 district to facilitate the residential development.

Respectfully Submitted,

David J. Brehm
Attorney for Applicant-Margery Burkhart Trust

Final Plat

3

SCIOTO LAND SURVEYING SERVICE, INC.
173 North Sandusky Street Delaware, Ohio 43015 740.369.7577 karen@sciotolandsurveying.com

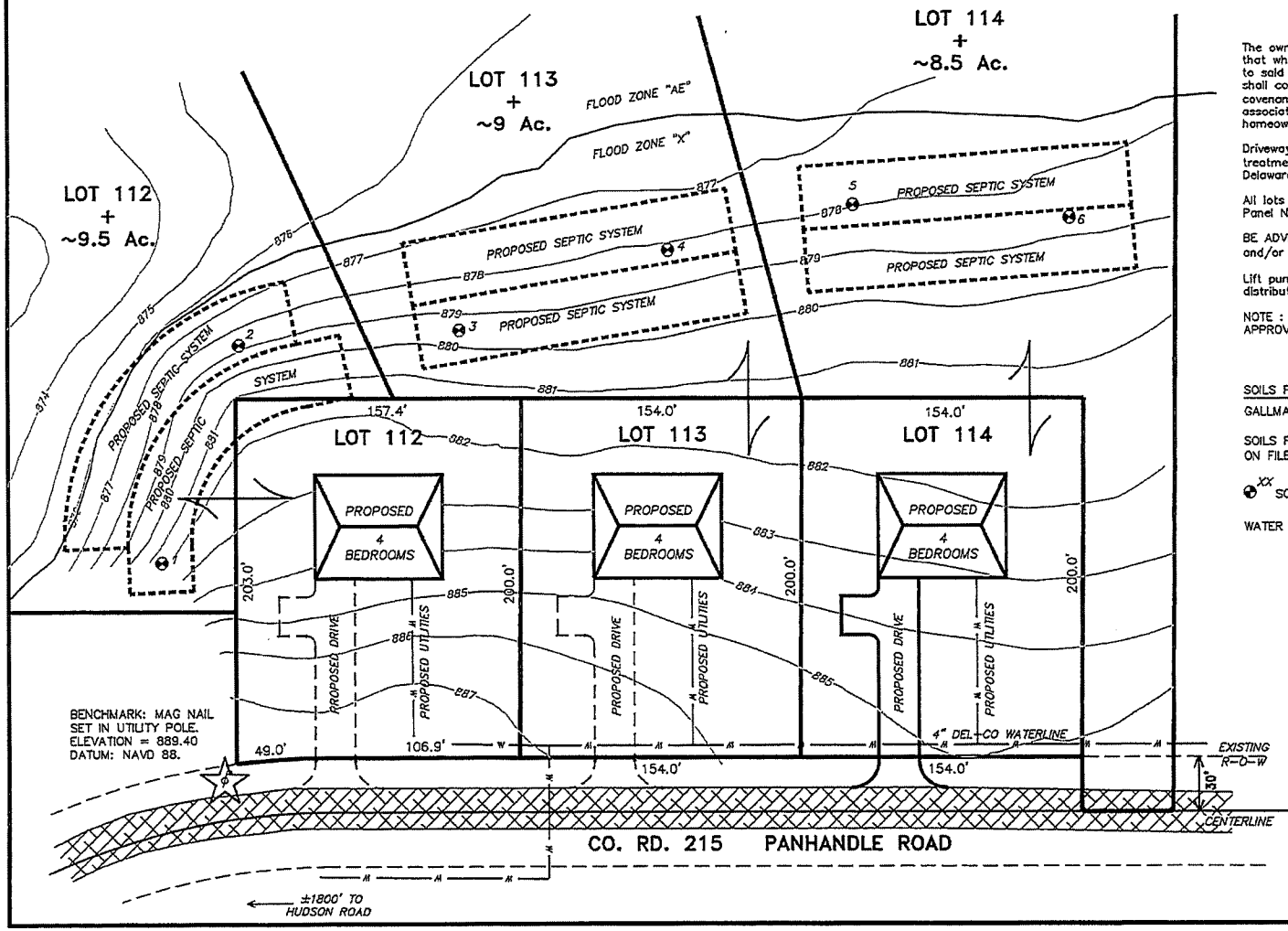
DEVELOPMENT PLAN FOR

KAY E. HECK, TRUSTEE

ALL OF LOTS 112–114, OLEN DEL ACRES SUBDIVISION NO. 2, P.B. 7, PG. 405, & PART OF FARM LOT 11, QUARTER–TOWNSHIP 1, TOWNSHIP 5, RANGE 19, U.S.M.L.
CITY OF DELAWARE, DELAWARE COUNTY, OHIO

ORIGINAL 24.17 Ac. (TRACT 2)

EXISTING PARCELS 51913003002000, 51913003003000, 51913003004000, & 51913003041001



The owners, their successors, heirs or assigns of the herein delineated lots agree that when a central sewage system becomes available, said lot shall be connected to said central sewer. Acceptance of title to a delineated lot for the subdivision shall constitute waiver of further notice of hearing on this requirement. This covenant shall be included in conveyance of title for said lot(s). All fees and cost associated with the connection to central sewer are the responsibility of the homeowner at the time of the installation and connection.

Driveway and Utility locations through lots are not to run over proposed sewage treatment areas (primary or secondary) unless alternate areas are approved by the Delaware General Health District.

All lots delineated on this plat are located as shown per Flood Insurance Rate Map Panel No. 39041C0104L, dated February 17, 2016.

BE ADVISED: A sub–surface drainage system may exist on this site. The system and/or outlet if located on this property must be maintained at all times.

Lift pump with audible/visible alarm may be required for sewage effluent distribution.

NOTE : DESIGNER PLAN FOR SEPTIC SYSTEMS MUST BE APPROVED BY THE DELAWARE GENERAL HEALTH DISTRICT.

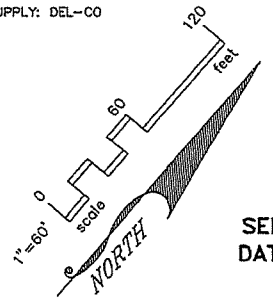
SOILS PER DELAWARE COUNTY SOIL SURVEY

GALLMAN & ROSSBURG

SOILS REPORTS BY STEVEN MILLER ON 03/11/20 ON FILE WITH DELAWARE GENERAL HEALTH DISTRICT

XX SOILS TEST HOLE

WATER SUPPLY: DEL–CO



SEE DGHD LETTERS DATED 09/29/2020

AUGUST 18, 2020

Preliminary - Final Plat submittal from Karen Coffman

City of Delaware Denial of Service Letter

4

EST 1808

CITY OF
DELAWARE
OHIO

March 6, 2020

Kay Heck, Trustee
Parcels: 51913003002000, 51913003003000, 51913003004000, 51913003041001
Delaware, Ohio 43015

Mrs. Heck,

Regarding City utilities services to the above-mentioned parcels, please use this letter as formal notification from the City of Delaware for denial of service of both water and sewer services.

The City currently has no ability to furnish sewer services to the East side of the Olentangy River in this area and does not have a schedule for when services will become available. Providing all requirements of the Delaware General Health District are met the City of Delaware will not petition against private septic systems on these individual, single family, parcels.

As above, the City does not have a schedule for when potable water service will be extended to within 500' of the properties. As Del-Co Water Company does have a 4" waterline present, and their service of these properties will not negatively affect future growth of the City's distribution system, the City waives it's right to be the sole provider of water services to these specific properties, as agreed to in the "City of Delaware – DELCO Water Company Water Distribution Service Area Agreement" document signed January 6th, 2003.

Should you have any further questions pertaining to the topics discussed, please feel free to reach out to my office.

All the best,

Blake Jordan, PE
Director of Public Utilities
City of Delaware

Delaware General Health District
Septic Approval Letters Lot 112, 113 and 114

5

Delaware General Health District
Dedicated to your health

Shelia Hiddleson, RN, MS
Health Commissioner

Delaware General Health District

1 and 3 West Winter Street
P.O. Box 570
Delaware, Ohio 43015-0570
(740) 368-1700 Fax (740) 368-1736
DelawareHealth.org

LOT 112

September 29, 2020
Parcel #'s 51913003002000 and 51913003041001
Delaware, Ohio 43015

To whom it may concern:

The lots listed above were inspected and reviewed to determine if the new combined lots could support a septic system in addition to a four-bedroom home. It was determined a septic system as well as a four-bedroom home could be accommodated on the new combined lot. Options for septic systems may be limited due to the flood plain and the soil conditions.

If you have any further questions or concerns, please feel free to contact me directly at 740-203-2023.

Sincerely,

Ian C. McKenzie, RS
Public Health Sanitarian
Residential Services Unit
Delaware General Health District

Delaware General Health District
Dedicated to your health

Delaware General Health District

1 and 3 West Winter Street
P.O. Box 570
Delaware, Ohio 43015-0570
(740) 368-1700 Fax (740) 368-1736
DelawareHealth.org

Shelia Hiddleson, RN, MS
Health Commissioner

LOT 113

September 29, 2020
Parcel #'s 51913003003000 and 51913003041001
Delaware, Ohio 43015

To whom it may concern:

The lots listed above were inspected and reviewed to determine if the new combined lots could support a septic system in addition to a four-bedroom home. It was determined a septic system as well as a four-bedroom home could be accommodated on the new combined lot. Options for septic systems may be limited due to the flood plain and the soil conditions.

If you have any further questions or concerns, please feel free to contact me directly at 740-203-2023.

Sincerely,

Ian C. McKenzie, RS
Public Health ~~Sanitarian~~
Residential Services Unit
Delaware General Health District

Delaware General Health District
Dedicated to your health

Sheila Hiddleson, RN, MS
Health Commissioner

Delaware General Health District

1 and 3 West Winter Street
P.O. Box 570
Delaware, Ohio 43015-0570
(740) 368-1700 Fax (740) 368-1736
DelawareHealth.org

LOT 114

September 29, 2020
Parcel #'s 51913003004000 and 51913003041001
Delaware, Ohio 43015

To whom it may concern:

The lots listed above were inspected and reviewed to determine if the new combined lots could support a septic system in addition to a four-bedroom home. It was determined a septic system as well as a four-bedroom home could be accommodated on the new combined lot. Options for septic systems may be limited due to the flood plain and the soil conditions.

If you have any further questions or concerns, please feel free to contact me directly at 740-203-2023.

Sincerely,

Ian C. McKenzie, RS
Public Health Sanitarian
Residential Services Unit
Delaware General Health District

Del-Co Service Correspondence

6

RE: Heck on Panhandle Road

Rusty Griffith [RGriffith@DelCoWater.Com]
Sent: Tuesday, July 28, 2020 1:31 PM
To: Karen Coffman
Attachments: 7-28-20 Panhandle Road - H~1.pdf (17 MB)

Karen,
I apologize for the confusion. Knowing that you are only working on Lots 112-114 greatly alters Del-Co's response. Del-Co can provide water service to all of these lots. A Del-Co Water easement will not be required on Lots 113 & 114 unless additional ROW is being granted. A Del-Co easement will be required on Lot 112 prior to this lot being able to obtain service from Del-Co. I have updated the site plan accordingly and attached it for your use. Please let me know if you have questions or require additional information from Del-Co.

Thank you,

Rusty Griffith
Asst. Engineering Supervisor
DEL-CO WATER COMPANY
O.740.548.7746 ext. 2403
C.740.272.2220

From: Karen Coffman <karen@sciotolandsurveying.com>
Sent: Tuesday, July 28, 2020 11:13 AM
To: Rusty Griffith <RGriffith@DelCoWater.Com>
Subject: RE: Heck on Panhandle Road

Hi Rusty!

we're still working on this project and I was reading your comments from March. We are actually only using the 3 little lots up front - the large tracts in the back will just be additional acreage for the 3 little lots.

Could you respond to that without the references to the common lines and easements for me? It's just confusing to the property owner and the realtor.

Thanks in advance for your help,

Karen S Coffman, Surveyor
Scioto Land Surveying Service, Inc.
173 North Sandusky Street
Delaware, Ohio 43015
740.369.7577

From: Rusty Griffith [RGriffith@DelCoWater.Com]
Sent: Friday, March 06, 2020 11:26 AM
To: Karen Coffman
Subject: RE: Heck on Panhandle Road

Karen,
Del-Co will be happy to serve the 3 proposed lots on Panhandle Road. The property owner is welcome to design and install a common line for these lots to be served off of if they wish to do so. If they don't want to go through this process, the 3 lots could be served off the existing 4" WM along Panhandle Road. This option would require Utility Easements to allow the future owners to install/maintain their private service lines on the adjacent properties. I have marked up the drawing you provided to show where the service to each of these lots would be available by utilizing this option.

Sorry if this is more information than you asked for, but I figured this may help to save you time as this project progresses.

Thank you,

Rusty Griffith
Asst. Engineering Supervisor
DEL-CO WATER COMPANY
O.740.548.7746 ext. 2403
C.740.272.2220

From: Karen Coffman <karen@sciotolandsurveying.com>
Sent: Thursday, March 5, 2020 4:32 PM
To: Rusty Griffith <RGriffith@DelCoWater.Com>
Subject: FW: Heck on Panhandle Road

I forgot to attach the location info:

Parcel Number: 51913003041001
Owner Name: HECK KAY E SUCCESSOR TRUSTEE
Address: PANHANDLE RD DELAWARE OH 43015
Acreage: 24.167

From: Karen Coffman
Sent: Thursday, March 05, 2020 4:30 PM
To: rgriffith@delcowater.com
Subject: Heck on Panhandle Road

Rusty,

it looks like my customer will be selling her three lots on Panhandle Road and we will need water service from Del-Co Water. These properties are located in the City of Delaware but do not have water service. Today I spoke with Blake Jordan, Director of Public Utilities for the City, about the matter and he said he would allow the three lots on the west side to be served by you.

Could you tell me if you would be able to serve the three lots?

Karen S Coffman, Surveyor
Scioto Land Surveying Service, Inc.
173 North Sandusky Street
Delaware, Ohio 43015
740.369.7577

Payment Evidence

7

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 28, 2021
SUBMITTED BY:	Elaine McCloskey
ITEM TYPE:	Ordinances
AGENDA SECTION:	**SECOND READING OF ORDINANCE NO. 21-43**
SUBJECT:	An ordinance approving a Final Subdivision Plat for the Margery Burkhart Trust for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River.
SUGGESTED ACTION:	

ATTACHMENTS:

Fact Sheet ord 21-43, 2021-1672 Burkhart Bend FSP.pdf
ord 21-43, 2021-1672 Burkhart Bend FSP.pdf

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: 11 | DATE: 06/28/2021

ORDINANCE NO: | RESOLUTION NO:

READING: SECOND | PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:
AN ORDINANCE APPROVING A FINAL SUBDIVSION PLAT FOR THE MARGERY BURKHART TRUST FOR BURKHART BEND SUBDIVISION CONTAINING 3 SINGLE-FAMILY LOTS ON APPROXIMATELY 29.455 ACRES LOCATED ON THE WEST SIDE OF PANHANDLE ROAD BETWEEN 2133 AND 2239 PANHANDLE ROAD AND JUST EAST OF THE OLENTANGY RIVER.

BACKGROUND:
See attached report

REASON WHY LEGISLATION IS NEEDED:
To achieve compliance with Chapter 1111 Subdivision Regulations.

COMMITTEE RECOMMENDATION:
Planning Commission approved this case 7-0 on June 2, 2021.

FISCAL IMPACT(S):
N/A

POLICY CHANGES:
N/A

PRESENTER(S):
David Efland, Planning and Community Development Director

RECOMMENDATION:
Staff recommends approval as submitted with the documented conditions.

ATTACHMENT(S)
See attached

ORDINANCE NO. 21-43

AN ORDINANCE APPROVING A FINAL SUBDIVSION PLAT FOR THE MARGERY BURKHART TRUST FOR BURKHART BEND SUBDIVISION CONTAINING 3 SINGLE-FAMILY LOTS ON APPROXIMATLY 29.455 ACRES LOCATED ON THE WEST SIDE OF PANHANDLE ROAD BETWEEN 2133 AND 2239 PANHANDLE ROAD AND JUST EAST OF THE OLENTANGY RIVER.

WHEREAS, the Planning Commission at its meeting of June 2, 2021 recommended approval of a Final Subdivision Plat for the Margery Burkhart Trust for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River (PC Case 2021-1672) and

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

SECTION 1. That the Final Subdivision Plat for the Margery Burkhart Trust for Burkhart Bend Subdivision containing 3 single-family lots on approximately 29.455 acres located on the west side of Panhandle Road between 2133 and 2239 Panhandle Road and just east of the Olentangy River is hereby confirmed, approved, and accepted, with the following conditions that:

1. Per the City Engineer, no engineering drawings are required because no City streets and/or utilities are being extended.
2. The single-family houses shall achieve compliance with the R-1 zoning requirements in Chapter 1134 Residential District Requirements.
3. The single-family houses shall achieve compliance with Chapter 1171.08 Residential Development Design Criteria and Performance Standards.
4. The single-family houses shall achieve compliance with all other City development requirements.
5. Each house is not required to install sidewalks or street trees or make a payment in lieu of construction/planting.
6. Each house shall achieve compliance with the Delaware County General Health District septic requirements for a four-bedroom house.

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

VOTE ON RULE SUSPENSION: YEAS____NAYS____
ABSTAIN ____

PASSED: _____, 2021 YEAS____ NAYS____
ABSTAIN ____

ATTEST: _____ _____
CITY CLERK MAYOR

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 28, 2021
SUBMITTED BY:	Elaine McCloskey,City Attorney
ITEM TYPE:	Ordinances
AGENDA SECTION:	**SECOND READING OF ORDINANCE NO. 21-46**
SUBJECT:	An ordinance creating the Winterbourne Drive Tax Increment Financing Incentive Districts; declaring improvements to the parcels within each Incentive District to be a public purpose and exempt from real property taxation; requiring the owners of those parcels to make service payments in lieu of taxes; establishing a Municipal Public Improvement Tax Increment Equivalent Fund for the deposit of those service payments; and specifying the public infrastructure improvements that benefit or serve parcels in the Incentive District.

SUGGESTED ACTION:

ATTACHMENTS:

Fact Sheet ord 21-46, Winterbourne Dr. TIF Ordinance.pdf
ord 21-46, winterbourne TIF.pdf
Winterbrooke TIF Memo.pdf
Winterbourne Drive Economic Development Plan - Executed.pdf
Fwd_ Residential TIF.pdf

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: 12 | DATE: 06/28/2021

ORDINANCE NO: 21-46 | RESOLUTION NO:

READING: SECOND | PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Bill Ferrigno, Public Works Director/City Engineer
David Efland, Planning and Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE CREATING THE WINTERBOURNE DRIVE TAX INCREMENT FINANCING INCENTIVE DISTRICTS; DECLARING IMPROVEMENTS TO THE PARCELS WITHIN EACH INCENTIVE DISTRICT TO BE A PUBLIC PURPOSE AND EXEMPT FROM REAL PROPERTY TAXATION; REQUIRING THE OWNERS OF THOSE PARCELS TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES; ESTABLISHING A MUNICIPAL PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF THOSE SERVICE PAYMENTS; AND SPECIFYING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS THAT BENEFIT OR SERVE PARCELS IN THE INCENTIVE DISTRICT.

BACKGROUND:

UPDATE 6/24/2021: Please see updated memo included in packet.

6/14/2021: Grden LLC/Arlington Builders intends to build a 263-single-family detached dwelling unit development in the southeast quadrant of the City.

The City accepted the annexation (Ordinance 19-32) of the subject property in June 2019 and approved a Rezoning Amendment, Conditional Use Permit and Preliminary Development Plan (Ordinances 19-29-31 respectively) for the development. In October 2019, City Council (Ordinance 19-59) approved a Preliminary Subdivision Plat for the 263 single family lot subdivision on

approximately 102.1 acres for a density of 2.575 units per acre with just over 25% open space (25.5 acres).

Primary access to the site would be from Peachblow Road (the southern corporate boundary of the city at this time as well as the southern utility boundary of the City) at a proposed roundabout which would ultimately be constructed by the Delaware County Engineer who is requiring contributions from adjacent developments including this one. Other primary access would be from Belmont Place Subdivision to the west and which required the subject developer to obtain an easement across property owned by OhioHealth who declined to participate in development of this connection (despite the fact that they would ultimately benefit from it) other than to grant an easement in exchange for an exorbitant payment. Finally, primary access is from Communities at Glenross to north through Winterbourne Drive.

Overall, this is a relatively small development in area at about 100 acres, with an number of extraordinary infrastructure roadway costs several of which were not in the control of the developer or the city and is located along Winterbourne Dr. which has been identified as a primary road segment in this area (unloaded) and included upon the City Thoroughfare Plan. As such, the City and applicant have engaged in discussions concerning the use of Tax Increment Financing in a partnership approach to help off-set some of the aforementioned infrastructure costs associated with the development.

The Finance Sub-Committee of City Council has discussed this approach for this development on at least two occasions as well indicating to Staff the desire to advance the discussion relative to this proposal but also to use this to help establish a more policy based approached toward this and future requests involving roadway segments that appear on the City Thoroughfare Plan and which are therefore designated as primary and vital segments needed for the overall growth and development of the community.

On May 24th, 2021, this Council held a public hearing on the TIF agreement and through Ordinance No. 21-30 approved the TIF Agreement with an emergency clause and authorized the City Manager and Finance Director to prepare and execute documents necessary to facilitate the TIF in accordance with the TIF Agreement.

The attached ordinance authorizes the TIF itself.

Notice of the TIF were sent to the Board of Education of both the Olentangy Schools and the Delaware Area Career Center ("DACC") school districts on June 9th, 2021.

The responses of the Superintendent and Treasurer/CFO of Olentangy Schools, who may appear and speak on June 14th, are attached.

The DACC school district has not responded to date.

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

POLICY CHANGES:

N/A

PRESENTER(S):

R. Thomas Homan, City Manager
Bill Ferrigno, Public Works Director/City Engineer
David Efland, Planning and Development Director

RECOMMENDATION:

Approval at second reading.

ATTACHMENT(S):

Proposed Ordinance
Economic Development Plan Winterbourne Drive Residential Incentive Districts
Olentangy Schools Superintendent and Treasurer/CFO Comments
TIF Staff Analysis

ORDINANCE NO. 21-46

AN ORDINANCE CREATING THE WINTERBOURNE DRIVE TAX INCREMENT FINANCING INCENTIVE DISTRICTS; DECLARING IMPROVEMENTS TO THE PARCELS WITHIN EACH INCENTIVE DISTRICT TO BE A PUBLIC PURPOSE AND EXEMPT FROM REAL PROPERTY TAXATION; REQUIRING THE OWNERS OF THOSE PARCELS TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES; ESTABLISHING A MUNICIPAL PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF THOSE SERVICE PAYMENTS; AND SPECIFYING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS THAT BENEFIT OR SERVE PARCELS IN THE INCENTIVE DISTRICT.

WHEREAS, this Council desires to facilitate the development of a residential subdivision with approximately 263 single-family homes within the City in order to increase available housing options within the City (the "Project"); and

WHEREAS, in order to develop the Project, it is necessary to construct certain public infrastructure improvements; and

WHEREAS, this Council, pursuant to ORC Sections 5709.40, 5709.42 and 5709.43 (collectively, the "TIF Act"), is authorized to declare improvements to real property to be a public purpose, exempt those improvements from real property taxation, and require owners of the real property to make service payments in lieu of taxes in an amount equal to such exempted taxes; and

WHEREAS, to facilitate the development of the Project and pay the associated costs of the necessary public infrastructure improvements from service payments in lieu of taxes, this Council has determined to create the Winterbourne Drive Incentive District #1, the Winterbourne Drive Incentive District #2, the Winterbourne Drive Incentive District #3, the Winterbourne Drive Incentive District #4, and the Winterbourne Drive Incentive District #5, (each an "Incentive District" and collectively the "Incentive Districts") pursuant to the TIF Act, the boundaries of which shall be coextensive with the boundaries of, and will include, the parcels of real property within each Incentive District specifically identified and depicted in Exhibit A attached hereto (as currently or subsequently configured, the "Parcels", with each of those parcels referred to herein individually as a "Parcel").

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

SECTION 1. Incentive District Findings and Determinations; Creation of Incentive Districts. This Council hereby: (i) adopts the Economic Development Plan for the Incentive Districts now on file with the Clerk of the City Council, (ii) accepts and adopts the City Engineer's certification to this Council and the City Engineer's findings set forth therein (a) that the public infrastructure serving the Incentive Districts is inadequate to meet the development needs of the

Incentive Districts as evidenced by the Economic Development Plan and (b) that each Incentive District is less than 300 acres in size and enclosed by a contiguous boundary, (iii) finds and determines that the Project will place additional demand on the Public Infrastructure Improvements, including, without limitation, Winterbourne Drive and Peachblow Road, (iv) finds and determines that the City sent written notice of the public hearing regarding this ordinance by first class mail to each owner of real property within each proposed Incentive District at least 30 days prior to such hearing, which notice included a map of the proposed Incentive District as well as the overlay area required by ORC Section 5709.40(C)(2), (v) finds and determines that this Council has not received a request from the owner of any real property within any proposed Incentive District to exclude that owner's property from the Incentive District and (vi) finds and determines that notice of this ordinance has been delivered to the Boards of Education of Delaware City Schools and the Delaware Area Career Center in accordance with and within the time periods prescribed in ORC Sections 5709.40 and 5709.83. This Council further finds that the sum of the taxable value of real property in the Incentive Districts for tax year 2020 and the taxable value of all real property in the City that would have been taxable in tax year 2020 were it not for the fact that the property was in an existing incentive district and therefore exempt from taxation, does not exceed twenty-five percent of the taxable value of real property within the City for tax year 2020. Pursuant to the TIF Act, this Council creates the Incentive Districts, the boundaries of which are coextensive with the boundaries of, and include, the Parcels specifically identified and depicted in Exhibit A attached hereto.

SECTION 2. Public Infrastructure Improvements. This Council designates the following public infrastructure improvements, together with any public infrastructure improvements hereafter designated by ordinance, as public infrastructure improvements made, to be made or in the process of being made by the City that benefit or serve, or that once made will benefit or serve, the Parcels in each Incentive District (the "Public Infrastructure Improvements"): roadway improvements (including, without limitation, construction of Winterbourne Drive, improvements to Peachblow Road, improvements to Ensign Road), acquisition of related rights of way and easements, and all appurtenances thereto. The costs of the improvements include but are not limited to, those costs listed in ORC Section 133.15(B).

SECTION 3. Life of Incentive Districts; Authorization of Tax Exemption. The life of each Incentive District commences with the first tax year in which at least $2,000,000 of building Improvements would first appear on the tax list and duplicate of real and public utility property for Parcels within the Incentive District were it not for the exemption granted in this ordinance and ends on the earlier of (a) 10 years after such commencement or (b) the date on which the City can no longer require service payments in lieu of taxes, all in accordance with the requirements of the TIF Act (the "Incentive District Life").

Pursuant to and in accordance with the provisions of ORC Section 5709.40(C), this Council hereby declares that the increase in assessed value of each Parcel subsequent to the effective date of this ordinance (which increase in assessed value is hereinafter referred to as the "Improvement," as defined in ORC Section 5709.40(A)) is a public purpose, with 70% of such Improvement to each Parcel exempt from taxation for the Incentive District Life for the applicable Incentive District.

SECTION 4. Service Payments and Property Tax Rollback Payments. Pursuant to ORC Section 5709.42, the owner of each Parcel is hereby required to make annual service payments in lieu of taxes with respect to the Improvement to that Parcel to the applicable county treasurer (the "County Treasurer") on or before the final dates for payment of real property taxes. Each service payment in lieu of taxes, including any penalties and interest at the then current rate established for real property taxes (collectively, the "Service Payments"), will be charged and collected in the same manner and in the same amount as the real property taxes that would have been charged and payable against the Improvement if it were not exempt from taxation pursuant to Section 3 of this ordinance. The Service Payments, and any other payments with respect to each Improvement that are received by the County Treasurer in connection with the reduction required by ORC Sections 319.302, 321.24, 323.152 and 323.156, as the same may be amended from time to time, or any successor provisions thereto as the same may be amended from time to time (the "Property Tax Rollback Payments"), will be deposited and distributed in accordance with Section 6 of this ordinance.

SECTION 5. TIF Fund. This Council hereby establishes the Winterbourne Drive Incentive District Municipal Public Improvement Tax Increment Equivalent Fund (the "TIF Fund"). The TIF Fund shall be maintained in the custody of the City and shall receive all distributions to be made to the City pursuant to Section 6 of this ordinance. Those Service Payments and Property Tax Rollback Payments received by the City with respect to the Improvement of each Parcel and so deposited pursuant to the TIF Act shall be used solely for the purposes authorized in the TIF Act and this ordinance (as it may be amended or supplemented). The TIF Fund shall remain in existence so long as such Service Payments and Property Tax Rollback Payments are collected and used for the aforesaid purposes, after which time the TIF Fund shall be dissolved and any incidental surplus funds remaining therein transferred to the City's General Fund, all in accordance with the TIF Act.

SECTION 6. Distribution of Funds. Pursuant to the TIF Act, during the Incentive District Life for each Incentive District, the County Treasurer is requested to distribute all Service Payments and Property Tax Rollback Payments to the City, for further deposit into the TIF Fund. The City shall use all such amounts deposited into the TIF Fund for payment of costs of the Public Infrastructure Improvements, including, without limitation, debt charges on any notes or bonds issued to pay or reimburse finance costs or costs of those Public Infrastructure Improvements. Such distributions required under this Section are requested to be made at the same time and in the same manner as real property tax distributions.

SECTION 7. Further Authorizations. This Council hereby authorizes and directs the City Manager, the City Attorney, the Finance Director, and the Development Director, or other appropriate officers of the City to deliver a copy of this ordinance to the Ohio Development Service Agency and to make such arrangements as are necessary and proper for collection of the Service Payments. This Council further authorizes the City Manager, the City Attorney, the Finance Director and the Director of Development, or other appropriate officers of the City to prepare and sign all agreements and instruments and to take any other actions as may be appropriate to implement this ordinance.

SECTION 8. Open Meetings. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this ordinance were taken in an open meeting of this Council or any of its committees, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including ORC Section 121.22.

SECTION 9. Effective Date. This ordinance is effective on the earliest date permitted by law.

VOTE ON RULE SUSPENSION: YEAS___NAYS___
ABSTAIN___

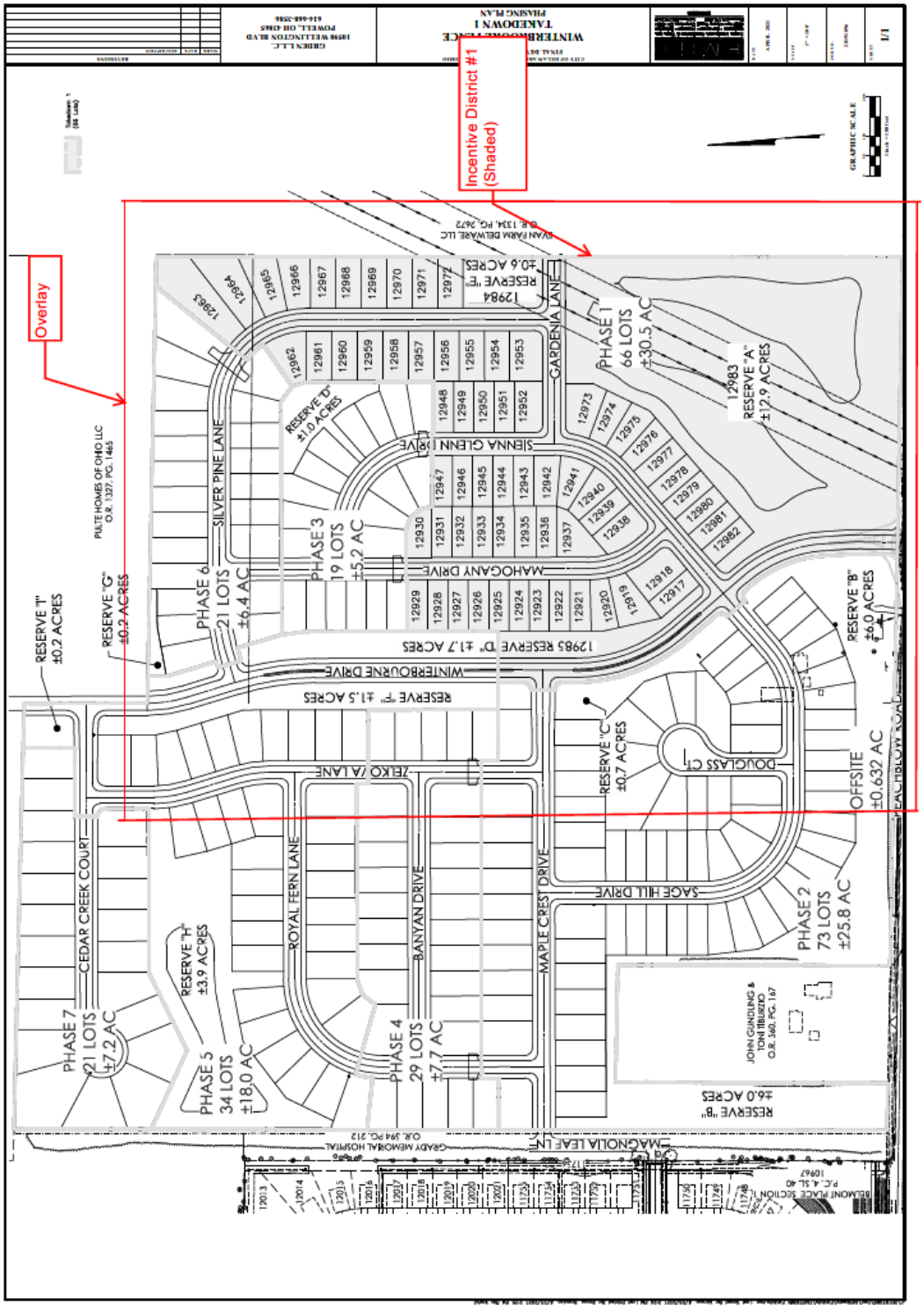
PASSED: _____, 2021 YEAS___NAYS___
ABSTAIN___

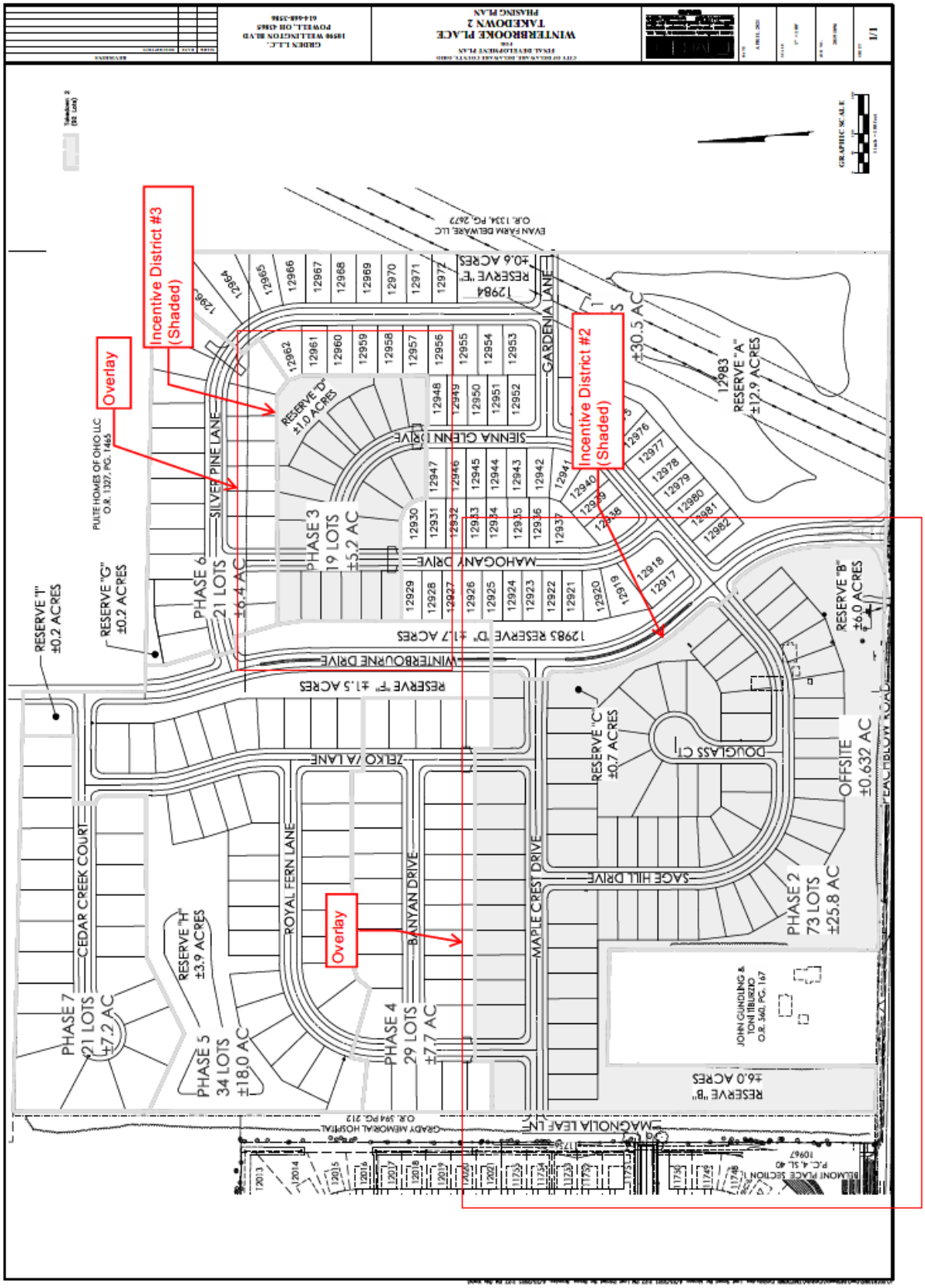
ATTEST: _____ _____
CITY CLERK MAYOR

EXHIBIT A

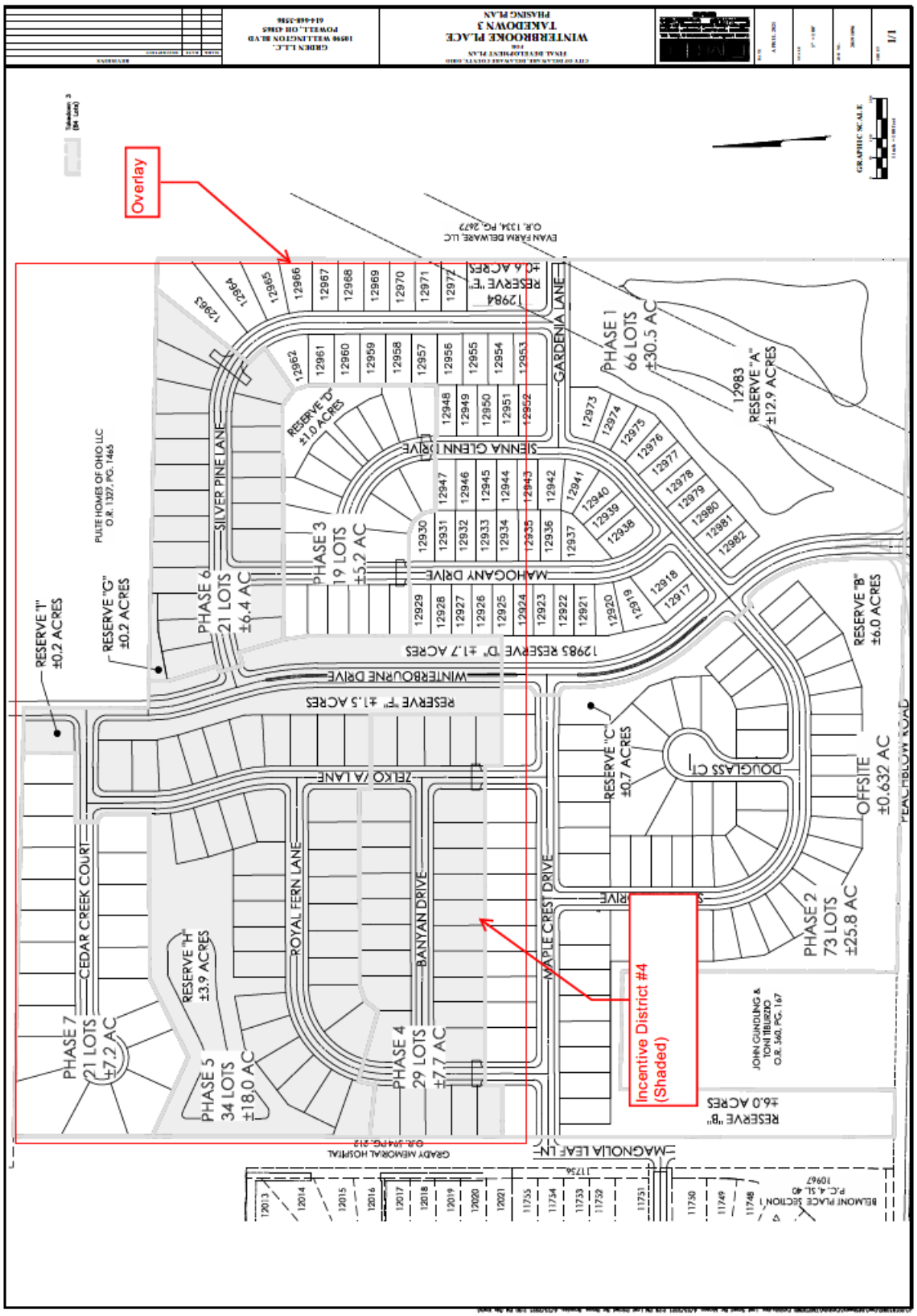
MAPS OF THE INCENTIVE DISTRICTS

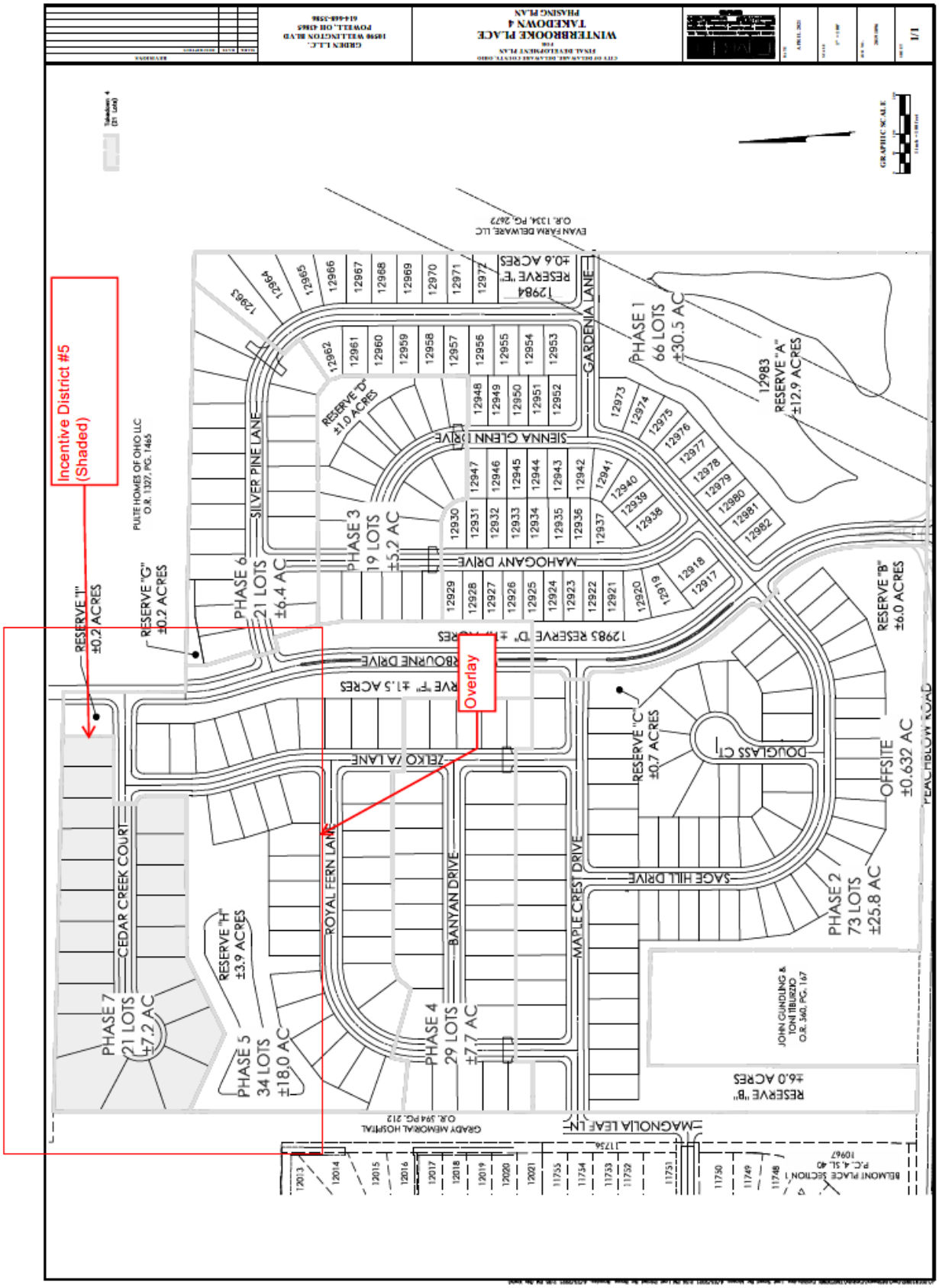
The following parcels of real estate situated in the City of Delaware are included in each of the Incentive Districts shown on the following maps:




Incentive District #3 (Shaded)
Overlay
Incentive District #2 (Shaded)
Overlay
WINTERBROOKE PLACE
TAKEDOWN 2
PHASING PLAN
GRAPHIC SCALE
GARDENIA LANE
SILVER PINE LANE
SIENNA GLENN DRIVE
MAHOGANY DRIVE
WINTERBOURNE DRIVE
ZELKO 7A LANE
CEDAR CREEK COURT
ROYAL FERN LANE
BANYAN DRIVE
MAPLE CREST DRIVE
SAGE HILL DRIVE
DOUGLASS CT
MAGNOLIA LEAF LN
PEACHBLOW ROAD
RESERVE "A" ±12.9 ACRES
RESERVE "B" ±6.0 ACRES
RESERVE "C" ±0.7 ACRES
RESERVE "D" ±1.0 ACRES
RESERVE "E" ±0.6 ACRES
RESERVE "F" ±1.5 ACRES
RESERVE "G" ±0.2 ACRES
RESERVE "H" ±3.9 ACRES
RESERVE "I" ±0.2 ACRES
RESERVE "B" ±6.0 ACRES
PHASE 2 73 LOTS ±25.8 AC
PHASE 3 19 LOTS ±5.2 AC
PHASE 4 29 LOTS ±7.7 AC
PHASE 5 34 LOTS ±18.0 AC
PHASE 6 21 LOTS ±6.4 AC
PHASE 7 21 LOTS ±7.2 AC
OFFSITE ±0.632 AC
±30.5 AC
PULTE HOMES OF OHIO LLC O.R. 1327, PG. 1465
EVAN FARM DELWARE, LLC O.R. 1334, PG. 2672
JOHN GUNDLING & TONI TIBURZIO O.R. 560, PG. 167
GRADY MEMORIAL HOSPITAL O.R. 394 PG. 212
BLUMONT PLACE SECTION P.C. 4, SL. 40
CARDEN L.L.C. 10596 WELLINGTON BLVD POWELL, OH 43065 614-468-3586

A-2


Overlay
Incentive District #4
(Shaded)
PHASE 1
66 LOTS
±30.5 AC
PHASE 2
73 LOTS
±25.8 AC
PHASE 3
19 LOTS
±5.2 AC
PHASE 4
29 LOTS
±7.7 AC
PHASE 5
34 LOTS
±18.0 AC
PHASE 6
21 LOTS
±6.4 AC
PHASE 7
21 LOTS
±7.2 AC
OFFSITE
±0.632 AC
GARDENIA LANE
SILVER PINE LANE
SIENNA GLENN DRIVE
MAHOGANY DRIVE
WINTERBOURNE DRIVE
ZELKOVA LANE
CEDAR CREEK COURT
ROYAL FERN LANE
BANYAN DRIVE
MAPLE CREST DRIVE
DOUGLASS CT
MAGNOLIA LEAF LN
PEACHBLOW ROAD
RESERVE "A"
±12.9 ACRES
RESERVE "B"
±6.0 ACRES
RESERVE "C"
±0.7 ACRES
RESERVE "D"
±1.0 ACRES
RESERVE "E"
±0.6 ACRES
RESERVE "F"
±1.5 ACRES
RESERVE "G"
±0.2 ACRES
RESERVE "H"
±3.9 ACRES
RESERVE "I"
±0.2 ACRES
12983 RESERVE "A" ±12.9 ACRES
12984 RESERVE "E" ±0.6 ACRES
12985 RESERVE "D" ±1.7 ACRES
RESERVE "F" ±1.5 ACRES
RESERVE "B" ±6.0 ACRES
JOHN GUNDLING & TONI TIBURZIO O.R. 560, PG. 167
PULTE HOMES OF OHIO LLC O.R. 1327, PG. 1465
EVAN FARM DELAWARE, LLC O.R. 1334, PG. 2472
GRADY MEMORIAL HOSPITAL O.R. 344 PG. 213
BELMONT PLACE SECTION 1 P.C. 4, SL. 40 10967
WINTERBROOKE PLACE
TAKEDOWN 3
PHASING PLAN
GRAPHIC SCALE
1/1


Incentive District #5 (Shaded)
Overlay
WINTERBROOKE PLACE
TAKEDOWN 4
PHASING PLAN
PHASE 1
66 LOTS
±30.5 AC
PHASE 2
73 LOTS
±25.8 AC
PHASE 3
19 LOTS
±5.2 AC
PHASE 4
29 LOTS
±7.7 AC
PHASE 5
34 LOTS
±18.0 AC
PHASE 6
21 LOTS
±6.4 AC
PHASE 7
21 LOTS
±7.2 AC
OFFSITE
±0.632 AC
RESERVE "A"
±12.9 ACRES
RESERVE "B"
±6.0 ACRES
RESERVE "C"
±0.7 ACRES
RESERVE "D"
±1.0 ACRES
RESERVE "E"
±0.6 ACRES
RESERVE "F"
±1.5 ACRES
RESERVE "G"
±0.2 ACRES
RESERVE "H"
±3.9 ACRES
RESERVE "I"
±0.2 ACRES
GARDENIA LANE
SILVER PINE LANE
SIENNA GLENN DRIVE
MAHOGANY DRIVE
ROSEBOURNE DRIVE
ZELKOVA LANE
ROYAL FERN LANE
BANYAN DRIVE
MAPLE CREST DRIVE
SAGE HILL DRIVE
DOUGLASS CT
CEDAR CREEK COURT
PEACHBLOW ROAD
MAGNOLIA LEAF LN
PULTE HOMES OF OHIO LLC
O.R. 1327, PG. 1465
EVAN FARM DELWARE, LLC
O.R. 1334, PG. 2672
JOHN GUNDLING & TONI TIBURZIO
O.R. 340, PG. 167
GRADY MEMORIAL HOSPITAL
O.R. 394 PG. 212
BELMONT PLACE SECTION 1
P.C. 4, SL. 40
10967

EST 1808
CITY OF
DELAWARE
OHIO

MEMORANDUM

TO: R. Thomas Homan, City Manager
CC: Justin Nahvi, Finance Director
FROM: Alycia Ballone, Budget & Management Analyst
DATE: June 16, 2021
RE: Winterbrooke TIF

The proposed Winterbrooke TIF includes reimbursement of several elements to the developer:

- **Phase 1.** This consists of approximately 1,150 feet of roadway. The estimated completion date is 2022 with a total cost estimate of $1,465,530.
- **Phase 2.** This consists of approximately 1,416 feet of roadway. The total estimated cost for this is $2,229,419.
- **Peachblow Road roundabout.** Total approximate cost is $358,000.
- **Ensign Road connection and easement fee to OhioHealth.** Approximate cost is $491,300.
- **Land dedicated by developer as public right of way.** This is at $55,000 per acre for an estimated cost of $487,850.

A reimbursement of 50% would be made for all the above items except the northernmost 320 feet of Phase 2.

To incentivize the completion of the northernmost portion of Phase 2, the City has offered a tiered reimbursement plan based on completion year. If Phase 2 is completed in:

- 2022, the reimbursement would be 100% or approximately $1,366,621. (Scenario I)
- 2023, the reimbursement would be 75% or approximately $1,240,665. (Scenario II)
- 2024, the reimbursement would be 50% or approximately $1,114,710. (Scenario III)

The proposed TIF would be a 10-year 70/30 TIF. Projections show this TIF could potentially expire before the ten years. The bullet points below show projected TIF expiration dates based on each scenario for Phase 2.

- Scenario I: Projected TIF Expiration in March 2027
- Scenario II: Projected TIF Expiration in March 2027
- Scenario III: Projected TIF Expiration in March 2027

Phase/Item	Estimated Cost	Year Complete	Reimbursement (%)	Reimbursement ($)
Phase I	$ 1,465,530	2022	50%	$ 732,765
Phase II - Scenario I	$ 2,229,419	2022	100%	$ 1,366,621
Phase II - Scenario II	$ 2,229,419	2023	75%	$ 1,240,665
Phase II - Scenario III	$ 2,229,419	2024	50%	$ 1,114,710
Peachblow Rd Round-a-Bout				$ 179,000
Ensign Rd Connection & OhioHealth Easement				$ 245,650
Dedicated ROW				$ 487,850

Interest will accrue on outstanding amount of reimbursements at a rate equal to 5.5% commencing upon the completion of each phase for the reimbursements for that Phase.

Scenario	City Share (Less Interest)	Projected TIF Expiration
If Phase II is completed in 2022	$ 3,011,886	2027
If Phase II is completed in 2023	$ 2,885,930	2027
If Phase II is completed in 2024	$ 2,759,975	2027

CITY OF DELAWARE, OHIO

ECONOMIC DEVELOPMENT PLAN
WINTERBOURNE DRIVE RESIDENTIAL INCENTIVE DISTRICTS

May 24, 2021

The Plan

The purpose of this Economic Development Plan (this "Plan") is to satisfy the requirement of Section 5709.40(A)(5)(f) of the Ohio Revised Code, which requires that an economic development plan evidence that the public infrastructure serving proposed residential tax increment financing incentive districts is inadequate to meet the development needs of the districts. This Plan has been developed to continue the efficient and effective development of the City of Delaware, Ohio (the "City").

Proposed Development

This Plan relates to a 263 lot residential development in the City on approximately 100.648 acres.

The property, referred to herein as the "Winterbourne Drive Incentive Districts" or the "Property" is currently undeveloped – there are no buildings or structures on the Property. Creating a new, single family residential development, architecturally integrated with homes on surrounding property, will help increase property values in the area and increase housing options in the City.

The current development plan for the Property is contained in Attachment A.

Proposed Incentive District

The City is considering the creation of residential Tax Increment Financing (TIF) Incentive Districts (the "Incentive Districts") encompassing the proposed residential development. The Incentive Districts will help to: (1) use quality architecture and design; (2) permit the development of high quality, single-unit housing; (3) enhance the City's roadway system by providing for public infrastructure including roads, water, sewer, and storm drainage improvements, as well as sidewalks and landscaped open spaces; (4) create a neighborhood that will continue to grow over time; and (5) increase the City's collection of income taxes and, over time, real property taxes for the City and other taxing subdivisions.

Public Infrastructure Improvements

Payments in lieu of taxes collected from the proposed Incentive Districts will fund public infrastructure improvements necessary to support the residential development, including, without limitation, the following improvements: roadway improvements, primarily the construction of approximately 2,566 feet of Winterbourne Drive and the Peachblow Road round-a-bout, water system improvements, sanitary sewer improvements, storm drainage improvements, pedestrian sidewalks and bike paths, street lights, gas facilities, electrical facilities, and all appurtenances thereto.

The public infrastructure improvements, especially the construction of Winterbourne Drive, will help solve existing infrastructure needs in the City and improve the capacity of infrastructure to handle the increased demand placed on it by the development of the Property, all of which will help to attract new families to the City, increase property values and support the

increase of needed housing stock. The City will benefit as a whole from the creation of a new neighborhood of 263 single family lots and construction of the Public Infrastructure Improvements.

Analysis and Assessment

The proposed residential development described in this Plan will help the City to enhance the safety and functionality of the community's roadway system as well as play a vital role in the growth and preservation of the community through planned development.

The proposed residential development will create an urgent need for infrastructure upgrades in this area of the City. The proposed Incentive District will assist in financing public infrastructure improvements vital to the growth and development of the Property but will also aid in attracting new families, a vital factor to the overall development of the City.

This project will allow the City to upgrade its roadway system. The proposed residential development will provide desired housing for population growth and a strengthened tax base for the City.

Conclusion

Residential development has been an important catalyst to the City's economic development success, and the Property will serve as a catalyst for success in the economic development of the City. The residential development will provide the desired housing for the growing population, while the public infrastructure improvements will support the residential development, and provide for new economic development in the City. The proposed Incentive Districts are located in an area identified by the City for growth and development. This project will provide critical family housing and necessary supporting infrastructure as the City's population and commercial activity increases.

Attachments

Attachment A: Current development plans for the Districts

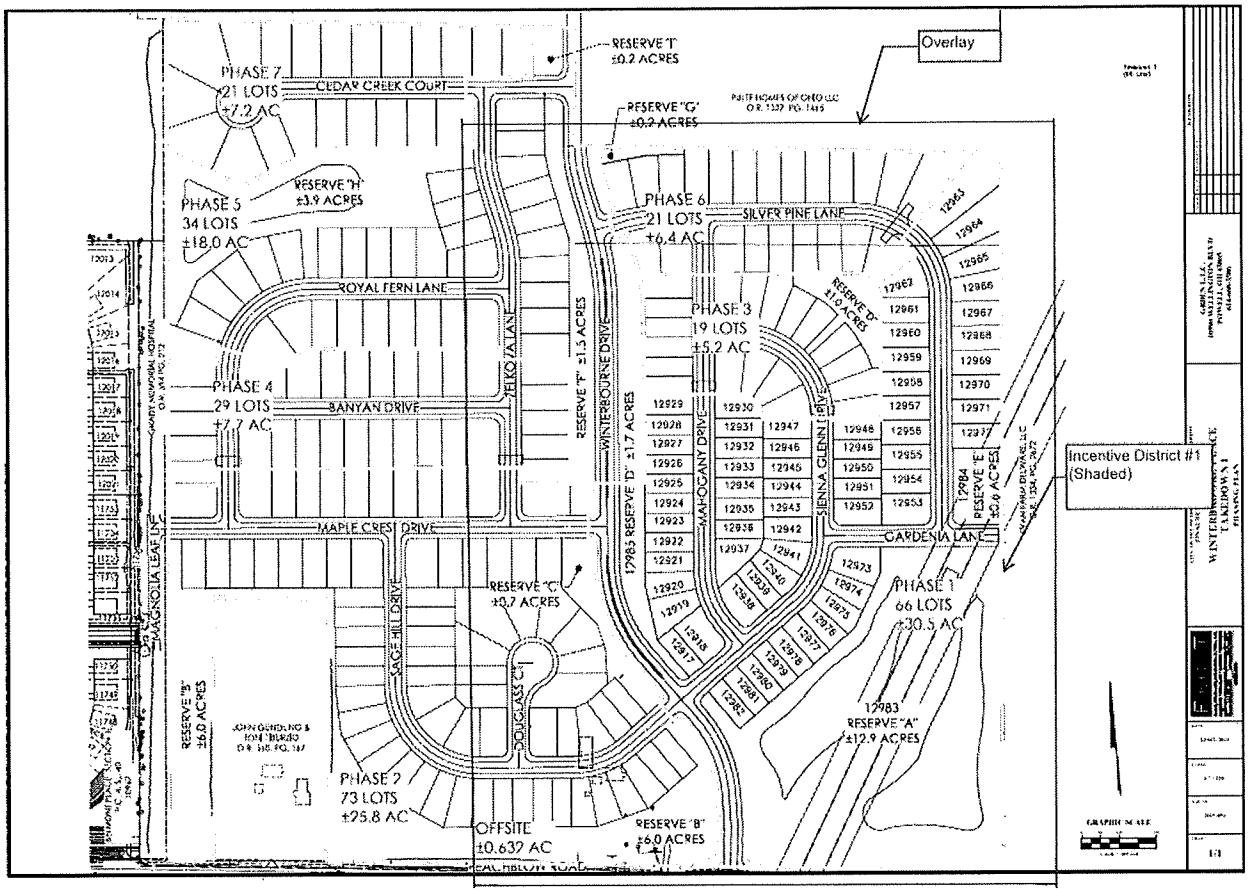
CERTIFICATE OF CITY ENGINEER
PURSUANT TO OHIO REVISED CODE SECTION 5709.40(A)(5)(f)

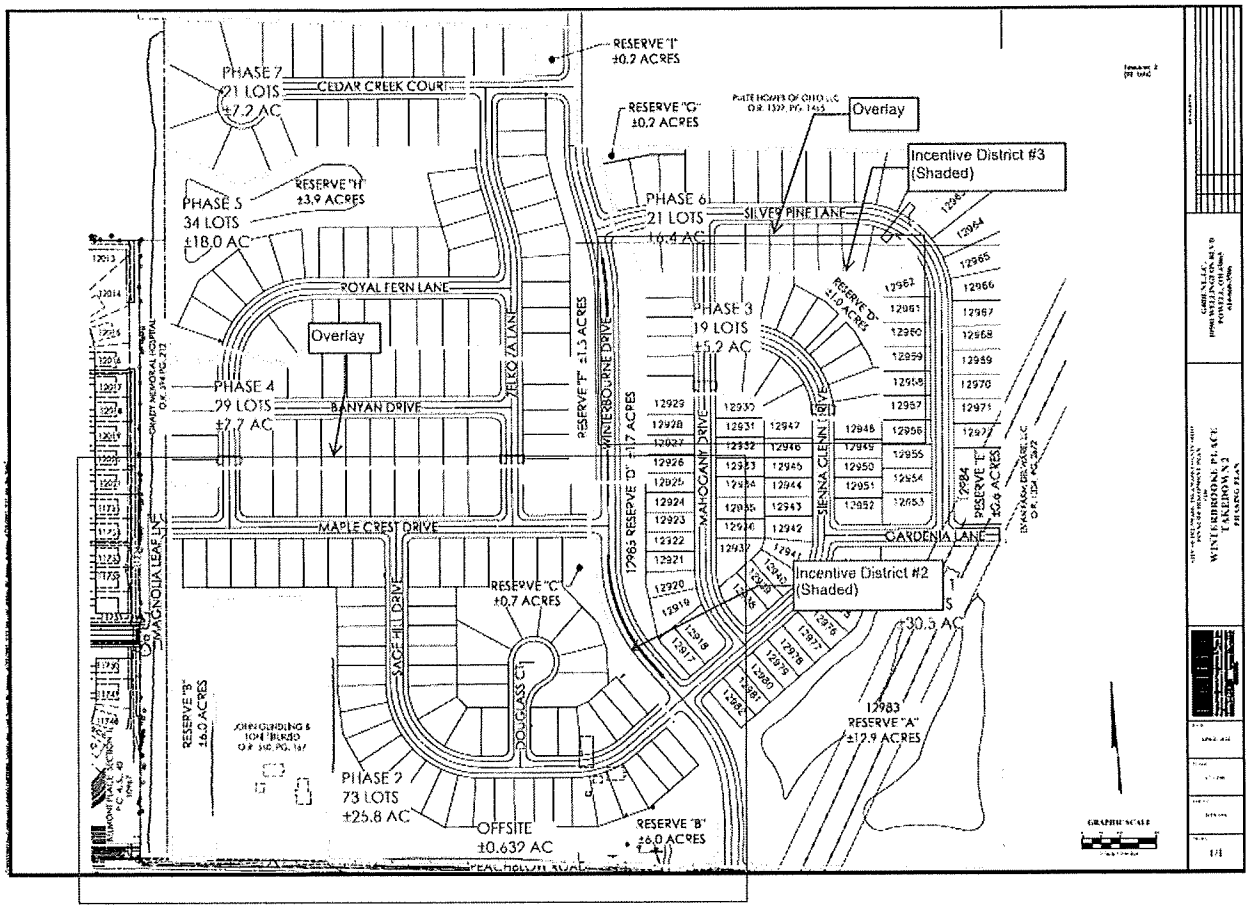
The developer of the Incentive Districts shown on the attached maps intends to develop a residential subdivision with approximately 263 single-family homes within the City in order to increase available housing options within the City. Each of the Incentive Districts shown on the attached maps are less than 300 acres in size and have a continuous boundary. Pursuant to Ohio Revised Code Section 5709.40(A)(5)(f), I hereby certify that the public infrastructure serving the Incentive Districts shown on the attached maps is inadequate to meet the development needs of the districts as evidenced by the development plans for the districts.

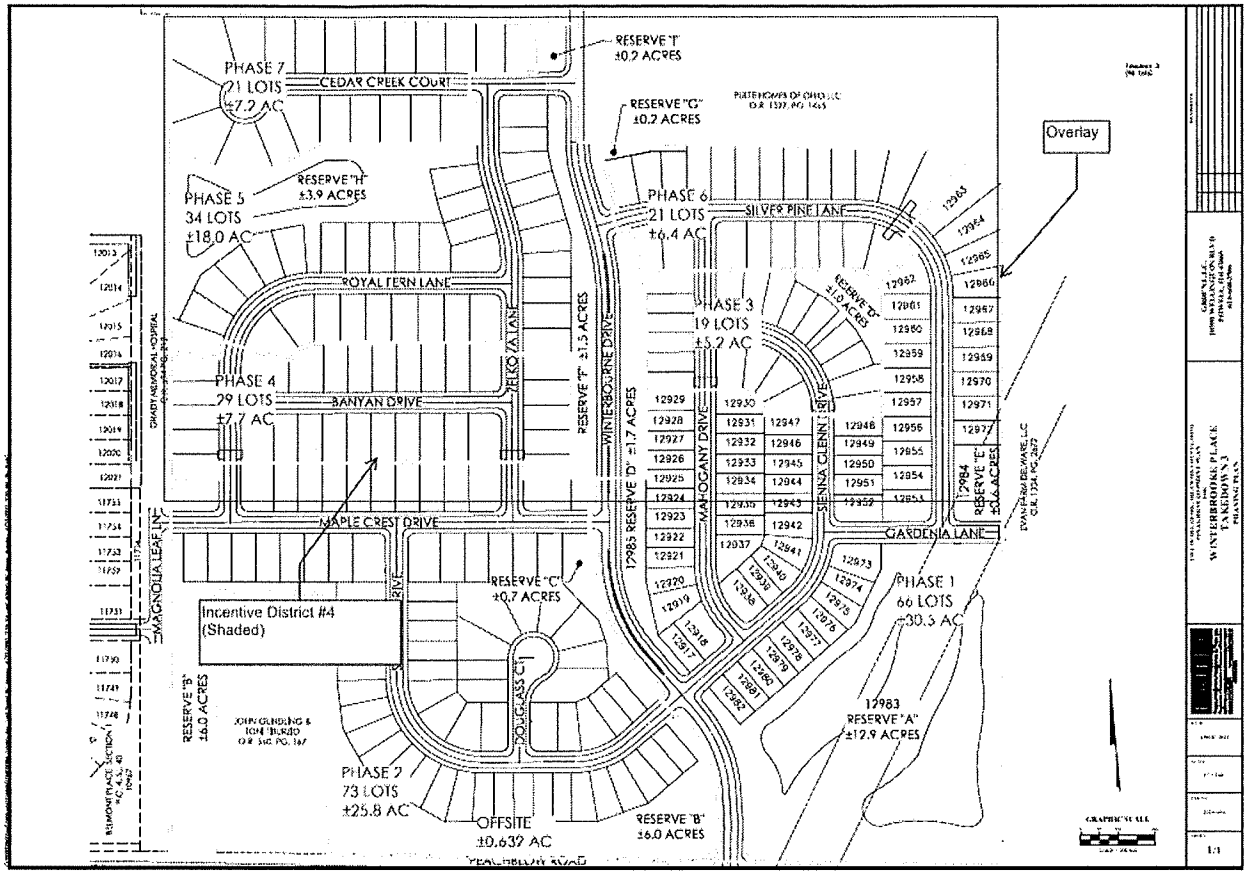
Wm Fuqua

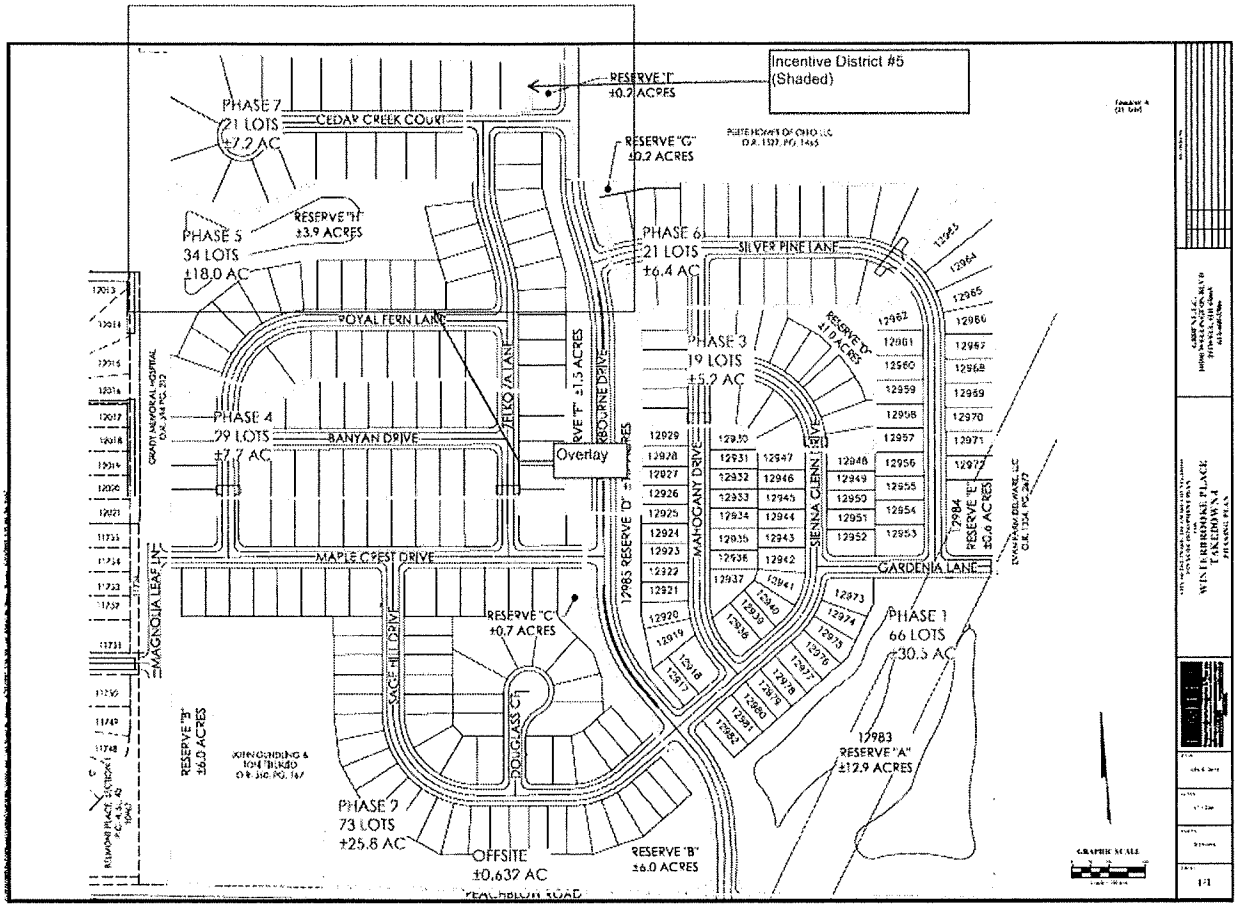
City Engineer
City of Delaware, Ohio

Attachment A




PHASE 7
21 LOTS
±7.2 AC
CEDAR CREEK COURT
RESERVE "I"
±0.2 ACRES
RESERVE "G"
±0.2 ACRES
Overlay
Incentive District #3
(Shaded)
PHASE 5
34 LOTS
±18.0 AC
RESERVE "H"
±3.9 ACRES
PHASE 6
21 LOTS
±6.4 AC
SILVER PINE LANE
ROYAL FERN LANE
Overlay
PHASE 4
29 LOTS
±7.7 AC
BANYAN DRIVE
ZELKO ALANE
RESERVE "F" ±1.5 ACRES
WINTERBOURNE DRIVE
PHASE 3
19 LOTS
±5.2 AC
RESERVE "D"
±1.0 ACRES
MAHOGANY DRIVE
SIENNA GLEN DRIVE
CARDENIA LANE
RESERVE "E"
±0.6 ACRES
MAPLE CREST DRIVE
RESERVE "C"
±0.7 ACRES
SAGE HILL DRIVE
DOUGLASS CT
Incentive District #2
(Shaded)
±30.5 AC
12983
RESERVE "A"
±12.9 ACRES
RESERVE "B"
±6.0 ACRES
PHASE 2
73 LOTS
±25.8 AC
OFFSITE
±0.632 AC
GRAPHIC SCALE


PHASE 7
21 LOTS
±7.2 AC
CEDAR CREEK COURT
RESERVE "I"
±0.2 ACRES
RESERVE "G"
±0.2 ACRES
Overlay
PHASE 5
34 LOTS
±18.0 AC
RESERVE "H"
±3.9 ACRES
PHASE 6
21 LOTS
±6.4 AC
SILVER PINE LANE
ROYAL TERN LANE
PHASE 4
29 LOTS
±7.7 AC
BANYAN DRIVE
YELKO LA LANE
RESERVE "F" ±1.5 ACRES
WINTERBOURNE DRIVE
PHASE 3
19 LOTS
±5.2 AC
RESERVE "D" ±1.7 ACRES
MAHOGANY DRIVE
SIENNA GLENN DRIVE
MAPLE CREST DRIVE
GARDENIA LANE
RESERVE "E"
±0.4 ACRES
Incentive District #4
(Shaded)
RESERVE "C"
±0.7 ACRES
DOUGLASS CT
PHASE 1
66 LOTS
±30.3 AC
RESERVE "B"
±6.0 ACRES
12983
RESERVE "A"
±12.9 ACRES
PHASE 2
73 LOTS
±25.8 AC
OFFSITE
±0.632 AC
RESERVE "B"
±6.0 ACRES
MAGNOLIA LEASE LINE
WINTERBROOKE PLACE
TAKEDOWN 3


Incentive District #5
(Shaded)
PHASE 7
21 LOTS
±7.2 AC
CEDAR CREEK COURT
RESERVE "I"
±0.2 ACRES
RESERVE "G"
±0.2 ACRES
PHASE 5
34 LOTS
±18.0 AC
RESERVE "H"
±3.9 ACRES
PHASE 6
21 LOTS
±6.4 AC
SILVER PINE LANE
ROYAL FERN LANE
PHASE 3
19 LOTS
±5.2 AC
RESERVE "F" ±1.3 ACRES
RESERVE "D" ±1.0 ACRES
PHASE 4
29 LOTS
±7.7 AC
BANYAN DRIVE
Overlay
MAHOGANY DRIVE
SIENNA GLENN DRIVE
GARDENIA LANE
RESERVE "E"
±0.6 ACRES
MAPLE CREST DRIVE
MAGNOLIA LEAF LN
SAGE HILL DRIVE
DOUGLASS CT
RESERVE "C"
±0.7 ACRES
PHASE 1
66 LOTS
±30.5 AC
17983
RESERVE "A"
±12.9 ACRES
RESERVE "B"
±6.0 ACRES
PHASE 2
73 LOTS
±25.8 AC
OFFSITE
±0.632 AC
RESERVE "B"
±6.0 ACRES
PEACHTREE ROAD
GRAPHIC SCALE

From: R Thomas Homan
To: Justin Nahvi; Alycia Ballone; David M. Efland; Bill Ferrigno; Natalia Harris
Cc: Daniels Gregory
Subject: Fwd: Residential TIF
Date: Thursday, June 10, 2021 10:43:23 AM
Attachments: image001.png

FYI

Sent from my iPhone

Begin forwarded message:

From: emily_hatfield <emily_hatfield@olsd.us>
Date: June 10, 2021 at 10:21:57 AM EDT
To: mark_raiff <mark_raiff@olsd.us>, R Thomas Homan <rthoman@delawareohio.net>
Cc: julie_wagner-feasel <julie_wagner-feasel@olsd.us>
Subject: Re: Residential TIF

Warning! This message was sent from outside your organization and we are unable to verify the sender.

Good morning.
I have the same concerns Mr. Raiff expressed. The district doesn't generally support residential TIFs for the reasons already stated.

Thank you,
EMILY HATFIELD, MBA
Treasurer/CFO

Olentangy Administrative Offices
7840 Graphics Way
Lewis Center, OH 43035
T: 740.657.4043
olentangy.k12.oh.us

From: mark_raiff <mark_raiff@olsd.us>
Sent: Thursday, June 10, 2021 7:51:26 AM
To: R Thomas Homan <rthoman@delawareohio.net>
Cc: emily_hatfield <emily_hatfield@olsd.us>; julie_wagner-feasel <julie_wagner-feasel@olsd.us>
Subject: RE: Residential TIF
Good Morning Tom,

I understand your need to move forward on this but I have to at least state my objection that this type of TIF is not good for our district. The housing development will

yield a large number of students that will come with a high cost to educate. I know we can't do anything about it but I at least have to state my concerns for now and the future.

MARK T. RAIFF
Superintendent

Olentangy Administrative Offices
7840 Graphics Way
Lewis Center, OH 43035
T: 740.657.4050
olentangy.k12.oh.us
logo

From: R Thomas Homan <rthoman@delawareohio.net>
Sent: Wednesday, June 9, 2021 5:18 PM
To: mark_raiff <mark_raiff@olsd.us>
Cc: Kyle Kridler <kkridler@delawareohio.net>; Natalia Harris <nharris@delawareohio.net>; Justin Nahvi <jnahvi@delawareohio.net>; Daniels, Gregory R. <greg.daniels@squirepb.com>
Subject: Residential TIF

CAUTION: This email originated from outside of the OLSD mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mark,

This follows conversations we had earlier in the year about a residential TIF in the Peachblow Rd. area. I wanted to let you know that we're moving forward with legislation on this and that a notice to the OLSD Board was sent out today per the ORC. You'll see that it's proposed as a 70/30, and my projection is that it will be in place for less than the allotted 10 years.

After you've had a chance to read over the ordinance, feel free to call with any questions.

Thanks.

Tom

R. Thomas Homan, ICMA-CM
City Manager

Delaware, Ohio

Phone: 740-203-1010

AGENDA ITEM NO. A

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 28, 2021
SUBMITTED BY:	Elaine McCloskey,Finance
ITEM TYPE:	Presentation
AGENDA SECTION:	**DISCUSSION of Resuming Utility Disconnects for Delinquent Customers and Special Assessments**
SUBJECT:	Review and Discussion

SUGGESTED ACTION:

ATTACHMENTS:
Delinquent Utility Account Presentation.pdf

Delinquent Utility Account Project

2021 Budget Review

Justin Nahvi | May 24, 2021

Summary

- Utility disconnections and penalties for late payments were frozen in the Spring of 2020 due to the pandemic
- Currently there are 1,207 delinquent utility accounts that are eligible for disconnection due to non-payment
  - The Finance Department proposes establishing a deadline for delinquent customers to pay off the delinquent balance by August 31.
  - Remaining delinquent customers will have the unpaid balance assessed to the real estate tax duplicate in September to appear on tax bills in 2022. This process is authorized pursuant to Section 93 of the City Code.
  - Penalties and shutoff processes will then commence in October.

Timeline

- May 2021: Mail letters to renters and property owners on the delinquency and the deadline of August 31
- May – August 2021: Process payments on delinquent accounts
- September 2021: Assess remaining delinquent balances to the Delaware County Auditor's Office
- October 2021: Resume penalties and shutoff process for delinquent accounts

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 28, 2021
SUBMITTED BY:	Elaine McCloskey,Finance
ITEM TYPE:	Staff Reports
AGENDA SECTION:	**FINANCE DIRECTOR'S REPORT**
SUBJECT:	May 2021 Finance Report and Tax Revenue
SUGGESTED ACTION:	

ATTACHMENTS:
MAY 2021 FINANCIAL REPORT.pdf
MAY 2021 TAX REVENUE.pdf

EST 1808
CITY OF
DELAWARE
OHIO

TO: TOM HOMAN, CITY MANAGER

FROM: JUSTIN NAHVI, FINANCE DIRECTOR

SUBJECT: MAY 2021 FINANCIAL REPORT

DATE: 6/7/2021

BACKGROUND

The purpose of this report is to provide a brief review of the revenues and expenditures for the following funds: General Fund, Fire/EMS Income Tax Fund, Recreation Center Income Tax Fund, Stormwater Fund, Water Fund, Wastewater Fund, and Refuse Fund.

Actual revenues and expenditures are compared to the budget to assess potential overages/shortages in budgeted categories. Comparisons with figures from last fiscal year are also included to indicate the differences by year, since budgeting techniques remain relatively uniform from one year to the next.

Appendix A details the year-to-date activity for all of the city's active funds. It is important to note the ending balance, encumbrances, and unencumbered balance. The unencumbered balance is the amount remaining in the fund if the city were to expend all the monies listed as encumbrances. The ending balance is the amount of funds available to the city as of May 31, 2021, and ties to the amount listed in Appendix B.

Appendix B is the Financial Statement for the city as of May 31, 2021. This statement provides a listing of the city's funds held at various financial institutions. Also presented are the interest earned to date, weighted average interest rate, and the weighted average maturity (days).

Appendix C is the Debt Schedule for the city through May 31, 2021. All principal and interest payments that have been paid to date are included in the schedule.

Appendix D is a graphical representation of the water and sewer utility consumption billed on a monthly basis in terms of units billed as well as dollars.

GENERAL FUND

The General Fund is the main operating fund for the city and is used to account for all financial transactions which are not reported in other funds. Major sources of revenue include income tax and property tax. Please refer to page three for a breakdown of the revenues and expenditures through May 31, 2021.

Revenues

The General Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Property Taxes – Settlement revenue is received after the 1st and 2nd half real estate collection periods in March and August respectively. 1st half collections were $914,716 reflecting an increase of $130,014 or 16.6% from the same period in the prior year. This increase is attributed to the triennial property valuation update as completed by Delaware County in the fall of 2020 that was reflected for real estate collections in calendar year 2021.
- Intergovernmental – Total intergovernmental receipts were $1,098,933 or 182.9% greater than the amount received during the same period in the prior year. This increase is attributed to the receipt of $405,203 in a grant reimbursement received for the East William Street project.
- Income Tax – Year-to-date receipts total $8,294,061 which is $2,066,838 or 33.2%, greater than amount the City received during the same period in the prior year. The increase is attributed to the shifting of the tax filing deadline last year to July 15, 2020. For the current year, the deadline was been moved to May 17th.
- Charges for Services – Chargebacks for the General Fund related services attributed to special revenue and enterprise funds through the end of May were $487,306.

Expenditures

The General Fund expenditures performed as expected through the end of May. However, the following expenditures require additional explanations:

- Transfers – Transfers to the following funds have been made to the Recreation Fund ($499,067) as well as the Streets Maintenance Fund ($434,916) and the Capital Improvement Fund ($983).

GENERAL FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2021

	2020 ACTUAL YTD MAY 31	2021 ACTUAL YTD MAY 31	2021 TOTAL BUDGET	2021 % of BUDGET
REVENUES				
Property Taxes	786,031	**914,716**	1,539,292	59.42%
Intergovernmental Receipts	388,408	**1,098,933**	1,487,000	73.90%
Income Taxes	6,227,223	**8,294,061**	15,576,300	53.25%
Fines & Forfeitures	22,157	**130,049**	100,000	130.05%
Fees, Licenses, & Permits	1,055,535	**1,083,064**	2,410,000	44.94%
Miscellaneous	78,803	**95,900**	403,000	23.80%
Other Financing	5,013	**-**	5,000	0.00%
Earnings on Investments	204,692	**45,332**	40,000	113.33%
Charges for Services	857,831	**487,306**	4,318,839	11.28%
Total Revenues	9,625,692	**12,149,360**	25,879,431	46.95%
EXPENDITURES				
Council	68,865	**63,342**	182,796	34.65%
City Manager	334,291	**348,795**	915,052	38.12%
Admin Services	133,170	**122,385**	422,199	28.99%
Economic Development	96,854	**286,281**	480,102	59.63%
Legal Affairs	309,943	**287,058**	870,128	32.99%
Finance	1,004,584	**1,058,438**	2,253,943	46.96%
General Admin	2,372,295	**1,293,932**	5,894,309	21.95%
Risk Management	7,005	**1,850**	339,600	0.54%
Police	3,585,689	**3,729,347**	10,128,465	36.82%
Planning	484,385	**586,274**	1,555,748	37.68%
Engineering	600,442	**810,326**	2,155,656	37.59%
Building Maintenance	204,673	**220,268**	677,876	32.49%
Total Expenditures	9,202,195	**8,808,295**	25,875,874	34.04%

FIRE/EMS INCOME TAX FUND

The Fire/EMS Income Tax Fund is a Special Revenue Fund which means that the resources are restricted to only funding expenditures that support the Fire Department. Please refer to page five for a breakdown of the revenues and expenditures through May 31, 2021.

Revenues

Several sources of revenue support this fund, including intergovernmental as well as income tax collections.

- EMS Service Agreement - The city contracts with Delaware County to provide EMS services to certain unincorporated portions of the County. To date, the City has received $352,285 in reimbursements.
    - For the 2021 fiscal year, the City will receive quarterly distributions of $225,000 from Delaware County for EMS services.
- Income Tax – Year-to-date receipts total $5,800,030 which is $1,443,058, or 33.1%, greater than amount the City received during the same period in the prior year. The increase is attributed to the shifting of the tax filing deadline last year to July 15, 2020. For the current year, the deadline was been moved to May 17th.
-

Expenditures

Fire/EMIS Income Tax Fund expenditures performed as expected through May 31, 2021.

FIRE/EMS INCOME TAX FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2021

	2020 ACTUAL YTD MAY 31	2021 ACTUAL YTD MAY 31	2021 TOTAL BUDGET	2021 % of BUDGET
REVENUES				
Intergovernmental Receipts	174,696	**355,230**	753,000	47.18%
Income Taxes	4,356,972	**5,800,030**	10,995,889	52.75%
Miscellaneous	883	**10,456**	3,500	298.76%
Other Financing	1,175	**-**	3,000	0.00%
Transfer In	122,310	**-**	268,257	0.00%
Total Revenues	4,656,035	**6,165,716**	12,023,646	51.28%
EXPENDITURES				
Personal Services	3,602,311	**3,300,188**	9,820,895	33.60%
Charges & Services	328,891	**506,382**	1,169,814	43.29%
Materials & Supplies	167,913	**139,823**	464,806	30.08%
Capital Outlay	58,893	**862,837**	1,943,007	44.41%
Refunds	187,807	**232,816**	500,000	46.56%
Transfer	4,575	**103,930**	396,224	26.23%
Debt	-	**-**	515	0.00%
Total Fire Expenditures	4,350,391	**5,145,976**	14,295,261	36.00%

REC CENTER INCOME TAX FUND
RECREATION LEVY SUMMARY
MAY 2021

Account #	Description	2014 Expended	2015 Expended	2016 Expended	2017 Expended	2018 Expended	2019 Expended	2020 Expended	2021 Expended	2021 Encumbered	2021 Remaining Budget	Total 2014 - 2021
	Phase 1 - $20,000,000											
233-0233-5230	Design	7,090	0	0	0	0	0	0	0	0	0	7,090
5513	Other Park Improvements	14,981	0	0	0	0	0	0	0	0	0	14,981
5521	National Guard City Alternatives	117,500	0	0	0	0	0	0	0	0	0	117,500
5533	Veterans Park Restroom/Shelter	0	100,000	150,000	0	0	0	0	0	0	0	250,000
	Total	**139,571**	**100,000**	**150,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**389,571**
	Phase 2 - $3,800,000											
233-0233-5501	Houk Rd. Site Improvements	0	0	0	0	0	235,000	0	0	0	0	235,000
5522	Park Asphalt Projects	306,291	59,111	27,841	0	0	0	0	0	0	0	393,243
5523	Park Seal Coating Projects	36,025	100,894	0	0	0	0	0	0	0	0	136,919
5524	Smith Park Trail	27,461	3,699	205,818	0	0	0	0	0	0	0	236,978
5525	Park Irrigation	0	0	0	0	0	0	0	0	0	0	0
5526	Park Aeration	20,109	0	0	0	0	0	0	0	0	0	20,109
5527	Parks General Construction Projects	113,737	6,250	12,645	57,797	148,270	48,464	0	0	0	0	387,163
5528	Dog Park	32,354	34,003	0	0	0	0	0	0	0	0	66,357
5529	Drainage & Excavation Projects	2,608	0	0	0	0	0	0	0	0	0	2,608
5530	Miscellaneous Park Improvements	42,715	0	0	18,532	0	0	0	0	0	0	61,247
5531	Veterans Park Parking Lot Addition	337,203	0	0	0	0	0	0	0	0	0	337,203
5532	Wayfinding and Signage	0	0	0	21,160	2,590	61,357	30,758	4,425	10,600	19,760	150,650
5534	Veterans Park Playtoy	0	152,551	94,449	0	0	0	0	0	0	0	247,000
5535	Splashpad Construction	5,300	479,956	51,627	12,791	34,302	0	0	0	0	0	583,976
5536	Parkland Acquisition/Improvement	0	722,272	428,577	0	0	0	0	0	0	0	1,150,849
5537	Park Improvements Contingency	3,040	0	0	0	0	0	0	0	0	0	3,040
5538	Pickleball Courts	0	17,035	0	0	0	0	0	0	0	0	17,035
5710	In House Design	0	4,237	0	0	0	0	0	0	0	0	4,237
	Total	**926,843**	**1,580,008**	**820,957**	**110,280**	**185,162**	**344,821**	**30,758**	**4,425**	**10,600**	**19,760**	**4,033,614**
	Phase 1 Totals	**139,571**	**100,000**	**150,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**389,571**
	Phase 1 Reimbursements	**72,000**										**72,000**
	Phase 1 Net Cost	**67,571**	**100,000**	**150,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**317,571**
	Phase 1 Net Cost 2009-2013											**19,609,505**
	TOTAL PHASE 1 COSTS											**19,927,076**
	Phase 2 Totals	**926,843**	**1,580,008**	**820,957**	**110,280**	**185,162**	**344,821**	**30,758**	**4,425**	**10,600**	**19,760**	**4,033,614**
	Phase 2 Reimbursements		**212,722**									**212,722**
	TOTAL PHASE 2 COSTS	**926,843**	**1,367,286**	**820,957**	**110,280**	**185,162**	**344,821**	**30,758**	**4,425**	**10,600**	**19,760**	**3,820,892**
	TOTAL ALL PHASES											**23,747,968**

STORMWATER FUND

The Stormwater Fund is an Enterprise Fund that was established to account for the costs of repairing, replacing, and improving the city's storm drainage system. User fees sustain the expenditures of this fund. Please refer to page eight for a breakdown of the revenues and expenditures through May 31, 2021.

Revenues

The Stormwater Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Year-to-date service charges totaled $381,386 which is $21,929 (6.1%) greater than the amount collected during the same period in the prior year.
-

Expenditures

The Stormwater Fund expenditures performed as expected through the end of May. However, the following expenditures require additional explanations:

- Transfers – A transfer in the amount of $900,000 was processed to the Stormwater Capital Fund in the month of February. Capital expenditures were previously realized within the Stormwater Fund. For the 2021 Adopted Budget, the Stormwater Capital Fund was established to account for capital expenditures going forward.

STORMWATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2021

	2020 ACTUAL YTD MAY 31	2021 ACTUAL YTD MAY 31	2021 TOTAL BUDGET	2021 % of BUDGET
REVENUES				
Miscellaneous	1,395	**876**	2,350	37.26%
Charges for Services	359,457	**381,386**	829,500	45.98%
Total Revenues	360,852	**382,262**	831,850	45.95%
EXPENDITURES				
Stormwater Operations				
Personal Services	107,344	**100,611**	261,315	38.50%
Charges & Services	23,113	**35,997**	203,828	17.66%
Materials & Supplies	11,472	**13,623**	95,676	14.24%
Capital Outlay	-	**-**	20,000	0.00%
Refunds	22	**-**	-	0.00%
Transfer	-	**900,000**	900,000	100.00%
Total Ops Expenditures	141,951	**1,050,231**	1,480,819	70.92%

WATER FUND

The Water Fund was established to account for the treatment and distribution of water to resident and commercial users. This fund is also an Enterprise Fund, with user fees financing the expenditures. Please refer to page ten for a breakdown of the revenues and expenditures through May 31, 2021.

Revenues

The Water Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Included in this category are Services Charges & Collections.
    - Meter Charges – Year-to-date meter charges for water consumption totaled $2,210,383 which is $36,533 or 1.7% greater than the amount collected same period from the prior year.
    - Capacity Fees – Year-to-date receipts total $1,208,167 and these fees are deposited into the Water Capacity Fee Fund (Fund 536).

Expenditures

The Water Fund expenditures performed as expected through May 31, 2021.

WATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2021

	2020 ACTUAL YTD MAY 31	2021 ACTUAL YTD MAY 31	2021 TOTAL BUDGET	2021 % of BUDGET
REVENUES				
Miscellaneous	12,019	**8,050**	25,000	32.20%
Other Financing	6,549	**-**	10,000	0.00%
Earnings on Investments	81,388	**4,422**	7,500	58.96%
Charges for Services	2,217,022	**2,254,600**	5,680,427	39.69%
Total Revenues	2,316,978	**2,267,072**	5,722,927	39.61%
EXPENDITURES				
Water Administration				
Personal Services	119,300	**145,646**	324,395	0.00%
Charges & Services	59,685	**317,594**	1,063,862	29.85%
Materials & Supplies	269	**109**	750	0.00%
Capital Outlay	-	**25,000**	25,000	0.00%
Refunds	3,373	**4,649**	10,000	46.49%
Transfers	304,167	**-**	1,952,379	0.00%
Total Admin Expenditures	486,792	**492,998**	3,376,386	14.60%
Water Treatment				
Personal Services	348,282	**377,344**	947,336	39.83%
Charges & Services	337,451	**352,668**	791,975	44.53%
Materials & Supplies	136,962	**134,244**	414,874	32.36%
Capital Outlay	24,715	**-**	94,500	0.00%
Refunds	-	**-**	-	0.00%
Total Treat Expenditures	847,410	**864,256**	2,248,685	38.43%
Water Distribution				
Personal Services	232,563	**204,496**	627,619	32.58%
Charges & Services	26,602	**46,996**	138,496	33.93%
Materials & Supplies	102,337	**124,176**	288,650	43.02%
Capital Outlay	-	**-**	15,000	0.00%
Refunds	-	**-**	-	0.00%
Total Dist Expenditures	361,502	**375,668**	1,069,765	35.12%
Total Expenditures	1,695,704	**1,732,922**	6,694,836	25.88%

WASTEWATER FUND

The purpose of the Wastewater Fund is to provide wastewater collection and treatment service to resident and commercial users. This fund is also an Enterprise Fund, with user fees financing the expenditures. Please refer to page twelve for a breakdown of the revenues and expenditures through May 31, 2021.

Revenues

The Sewer Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Included in this category are Services Charges & Collections.
    - Meter Charges – Year-to-date meter charges for wastewater treatment totaled $2,711,770 which is $86,824 or 3.3% greater than the amount collected during same period from the prior year.
    - Capacity Fees – Year-to-date receipts total $1,087,875 and these fees are deposited into the Wastewater Capacity Fee Fund (Fund 546).

Expenditures

The Wastewater Fund expenditures performed as expected through May 31, 2021.

WASTEWATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2021

	2020 ACTUAL YTD MAY 31	2021 ACTUAL YTD MAY 31	2021 TOTAL BUDGET	2021 % of BUDGET
REVENUES				
Miscellaneous	18,585	**928**	25,000	3.71%
Other Financing	7,423	**-**	15,000	0.00%
Earnings on Investments	78,575	**4,805**	23,000	20.89%
Charges for Services	2,739,146	**2,844,134**	7,009,424	40.58%
Total Revenues	2,843,729	**2,849,867**	7,072,424	40.30%
EXPENDITURES				
Sewer Administration				
Personal Services	112,836	**104,755**	324,440	0.00%
Charges & Services	24,021	**290,311**	1,117,987	25.97%
Materials & Supplies	297	**125**	900	0.00%
Capital Outlay	-	**25,000**	25,000	0.00%
Refunds	24,010	**-**	8,500	0.00%
Transfers	342,917	**-**	3,237,090	0.00%
Total Admin Expenditures	504,081	**420,192**	4,713,917	8.91%
Sewer Treatment				
Personal Services	364,663	**341,354**	984,939	34.66%
Charges & Services	418,588	**491,662**	1,240,058	39.65%
Materials & Supplies	86,411	**77,280**	272,483	28.36%
Capital Outlay	-	**-**	-	0.00%
Refunds	-	**-**	-	0.00%
Total Treat Expenditures	869,661	**910,296**	2,497,480	36.45%
Sewer Collection				
Personal Services	105,844	**135,816**	299,174	45.40%
Charges & Services	66,855	**62,122**	245,976	25.26%
Materials & Supplies	45,902	**70,903**	179,038	39.60%
Capital Outlay	-	**-**	16,500	0.00%
Refunds	-	**-**	-	0.00%
Total Col Expenditures	218,602	**268,840**	740,688	36.30%
Total Expenditures	1,592,344	**1,599,328**	7,952,085	20.11%

REFUSE FUND

The Refuse Fund accounts for the costs of providing refuse services. This fund is an Enterprise Fund which means that the main source of revenue is the monthly fees charged to residents for this service. Please refer to page fourteen for a breakdown of the revenues and expenditures through May 31, 2021.

Revenues

The Refuse Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Year-to-date receipts total $1,553,046 which is $72,766 or 4.9% greater than the amount received from the same period in the prior year.

Expenditures

The Refuse Fund expenditures performed as expected through May 31, 2021.

REFUSE FUND
STATEMENT OF REVENUE AND EXPENDITURES
MAY 2021

	2020 ACTUAL YTD MAY 31	2021 ACTUAL YTD MAY 31	2021 TOTAL BUDGET	2021 % of BUDGET
REVENUES				
Miscellaneous	-	**45,000**	-	0.00%
Other Financing	-	**12,950**	10,000	0.00%
Earnings on Investments	6,041	**321**	13,500	2.38%
Charges for Services	1,480,280	**1,553,046**	3,749,000	41.43%
Transfer In	-	**-**	50,000	0.00%
Total Revenues	1,486,321	**1,611,317**	3,822,500	42.15%
EXPENDITURES				
Refuse Administration				
Personal Services	-	**-**	-	0.00%
Charges & Services	11,088	**28,499**	497,002	5.73%
Materials & Supplies	-	**-**	-	0.00%
Capital Outlay	5,985	**-**	-	0.00%
Refunds	175	**25**	300	8.33%
Transfers	154,658	**-**	-	0.00%
Total Admin Expenditures	171,907	**28,524**	497,302	5.74%
Refuse Collection				
Personal Services	307,058	**256,263**	806,002	31.79%
Charges & Services	442,105	**491,138**	1,393,444	35.25%
Materials & Supplies	73,389	**64,859**	215,009	30.17%
Capital Outlay	-	**578,876**	1,111,176	52.10%
Refunds	-	**-**	-	0.00%
Total Collect Expenditures	822,552	**1,391,138**	3,525,631	39.46%
Refuse Recycling				
Personal Services	182,173	**191,770**	486,408	39.43%
Charges & Services	103,198	**120,965**	290,643	41.62%
Materials & Supplies	11,871	**50,820**	128,608	39.52%
Capital Outlay	-	**1,742**	307,742	0.57%
Refunds	-	**-**	-	0.00%
Total Recycle Expenditures	297,242	**365,297**	1,213,401	30.11%
Total Expenditures	1,291,701	**1,784,958**	5,236,334	34.09%

APPENDIX A

YEAR TO DATE FUND REPORT
May 31, 2021

Fund #	FUND	BEGINNING BALANCE	YTD REVENUES	YTD EXPEND	ENDING BALANCE	ENCUMB	UNENCUMB BALANCE
101	General Fund	6,983,031.34	12,149,360.04	8,808,295.27	10,324,096.11	832,706.74	9,491,389.37
200	Street Maintenance & Repair	104,616.68	1,196,884.47	1,271,796.94	29,704.21	482,143.01	(452,438.80)
201	State Highway Improvement	39,903.60	66,650.42	0.00	106,554.02	0.00	106,554.02
202	License Fee	364,450.04	256,574.21	148,459.97	472,564.28	117,599.70	354,964.58
204	Performance Bond	552,151.00	884,147.00	0.00	1,436,298.00	65,513.00	1,370,785.00
210	Recreation	16,995.52	616,979.96	633,975.48	0.00	78,669.53	(78,669.53)
212	Oak Grove Cemetery	201,988.79	94,992.52	120,038.97	176,942.34	64,304.65	112,637.69
215	Tree Replacement	212,453.78	58,791.00	0.00	271,244.78	0.00	271,244.78
222	Airport	276,740.87	289,674.60	372,552.13	193,863.34	59,830.55	134,032.79
223	Hangars	184,909.89	44,992.00	22,063.24	207,838.65	0.00	207,838.65
231	Fire/EMS Income Tax	10,063,975.44	6,165,716.11	5,145,976.13	11,083,715.42	625,948.15	10,457,767.27
233	Rec Center Income Tax	4,815,002.65	1,244,294.66	295,128.56	5,764,168.75	7,600.00	5,756,568.75
235	Airport TIF	163,387.07	12,318.84	0.00	175,705.91	0.00	175,705.91
236	Glenn Road TIF	2,338,996.22	2,364,750.13	2,248,408.78	2,455,337.57	23,181.46	2,432,156.11
237	Sky Climber TIF	0.00	21,834.03	20,218.28	1,615.75	0.00	1,615.75
238	Mill Run TIF	0.00	78,970.08	78,970.08	0.00	0.00	0.00
240	Municipal Court	2,408,686.30	934,094.72	1,010,772.07	2,332,008.95	12,324.83	2,319,684.12
241	Court IDIAM	24,001.06	19,963.39	206.66	43,757.79	473.36	43,284.43
250	Drug Enforcement	51,289.68	1,250.00	0.00	52,539.68	0.00	52,539.68
251	Court Alcohol Treatment	624,074.63	12,585.10	1,623.33	635,036.40	0.00	635,036.40
252	OMVI Enforcement/Education	5,707.65	768.00	0.00	6,475.65	0.00	6,475.65
253	Police Judgement	23,324.02	3,533.58	2,654.03	24,203.57	4,958.87	19,244.70
254	Police Fed Judgement	13,885.77	2.84	7,500.00	6,388.61	0.00	6,388.61
255	Park Exaction Fee	79,629.07	0.00	0.00	79,629.07	0.00	79,629.07
256	Court Computer Legal Research	742,067.00	80,063.10	10,144.41	811,985.69	87,008.98	724,976.71
257	Court Special Projects	622,876.17	83,168.66	55,599.82	650,445.01	48,330.70	602,114.31
259	Court Probation Services	707,004.01	134,054.06	8,387.86	832,670.21	851.00	831,819.21
261	Police Disability Pension	0.00	154,002.75	0.00	154,002.75	0.00	154,002.75
262	Fire Disability Pension	0.00	154,002.73	0.00	154,002.73	0.00	154,002.73
272	Community Promotion	2,651.63	18,549.55	0.00	21,201.18	50,000.00	(28,798.82)
280	Local Coronavirus Relief	0.00	0.00	0.00	0.00	0.00	0.00
282	FEMA Grant	0.00	65,000.00	0.00	65,000.00	0.00	65,000.00
291	CDBG	0.00	0.00	1,859.80	(1,859.80)	1,490.20	(3,350.00)
292	Police Fed Treasury Seizures	3,541.85	1,934.95	850.00	4,626.80	0.00	4,626.80
295	ED Revolving Loan	300,624.04	37,374.41	852.95	337,145.50	196,884.20	140,261.30
296	Housing Program Income	0.00	0.00	0.00	0.00	0.00	0.00

APPENDIX A

YEAR TO DATE FUND REPORT
May 31, 2021

Fund #	FUND	BEGINNING BALANCE	YTD REVENUES	YTD EXPEND	ENDING BALANCE	ENCUMB	UNENCUMB BALANCE
300	General Bond Retirement	492,654.88	141,465.63	205,726.13	428,394.38	0.00	428,394.38
301	Park Improvement Bond	48,165.20	205,511.74	253,675.00	1.94	4,000.00	(3,998.06)
302	SE Highland Bond	34.44	215,165.56	215,200.00	0.00	0.00	0.00
410	Capital Improvement	2,449,344.45	314,690.37	1,436,775.69	1,327,259.13	1,706,246.20	(378,987.07)
412	OPWC	0.00	0.00	0.00	0.00	0.00	0.00
415	Point Project	1,126,493.80	388,769.35	773,498.58	741,764.57	808,470.80	(66,706.23)
430	FAA Airport Grant	0.00	9,209.06	0.00	9,209.06	0.00	9,209.06
431	FAA Alloc/Improvement Grant	89,765.41	0.00	13,782.85	75,982.56	0.00	75,982.56
440	Equipment Replacement	213,611.45	76,989.66	290,601.11	0.00	476,365.00	(476,365.00)
491	Parks Impact Fee	2,518,138.33	236,691.30	244,755.45	2,510,074.18	294,555.40	2,215,518.78
492	Police Impact Fee	486,957.21	37,923.02	13,215.63	511,664.60	0.00	511,664.60
493	Fire Impact Fee	622,208.16	73,863.70	0.00	696,071.86	0.00	696,071.86
494	Municipal Impact Fee	507,884.92	82,539.63	7,721.88	582,702.67	0.00	582,702.67
496	Glenn Rd S Construction	1,385,273.45	631,031.23	107,275.00	1,909,029.68	0.00	1,909,029.68
498	Glenn Rd N	290,330.29	73,177.20	38,547.50	324,959.99	0.00	324,959.99
501	Golf Course	221,143.30	91,402.45	44,774.50	267,771.25	12,391.22	255,380.03
520	Parking Lots	44,994.76	16,998.12	10,771.19	51,221.69	3,684.00	47,537.69
523	Stormwater	3,761,276.68	382,261.60	1,050,231.37	3,093,306.91	106,897.96	2,986,408.95
524	Stormwater Capital	(1,927,151.51)	900,000.00	405,791.27	(1,432,942.78)	75,792.65	(1,508,735.43)
530	Water	2,058,415.83	2,267,071.98	1,732,921.95	2,592,565.86	223,750.46	2,368,815.40
531	Water Construction	1,398,500.42	0.00	802,766.55	595,733.87	220,891.20	374,842.67
533	Water Reserve	2,000,000.00	0.00	0.00	2,000,000.00	0.00	2,000,000.00
535	Water Customer Deposit	190,359.63	(23,534.55)	494.12	166,330.96	0.00	166,330.96
536	Water Capacity Fee	11,662,148.66	1,208,166.81	641,863.89	12,228,451.58	268,863.26	11,959,588.32
540	Wastewater	4,092,154.36	2,849,866.58	1,599,328.12	5,342,692.82	382,540.49	4,960,152.33
541	Wastewater Construction	3,960,063.37	0.00	406,347.37	3,553,716.00	683,265.62	2,870,450.38
543	Wastewater Reserve	2,000,000.00	0.00	0.00	2,000,000.00	0.00	2,000,000.00
546	Wastewater Capacity Fee	8,376,102.10	1,087,874.71	1,313,555.71	8,150,421.10	244,625.35	7,905,795.75
548	SE Highland Wastewater	244,100.11	313,600.00	215,165.56	342,534.55	0.00	342,534.55
550	Refuse	1,199,261.65	1,611,317.12	1,784,958.29	1,025,620.48	652,708.46	372,912.02
601	Garage Rotary	46,938.31	420,950.00	292,348.47	175,539.84	84,616.42	90,923.42
602	IT Rotary	18,532.22	1,178,404.50	817,177.69	379,759.03	142,277.53	237,481.50
610	Health Insurance	2,010,396.95	2,144,566.02	3,186,087.91	968,875.06	4,428.98	964,446.08
620	Workers Compensation	3,651,058.38	0.00	356,252.60	3,294,805.78	700.00	3,294,105.78
701	Fire Donation	1,283.36	0.00	0.00	1,283.36	0.00	1,283.36
702	Parks/Rec Donation	7,749.03	5,000.00	0.00	12,749.03	0.00	12,749.03
703	Police Donation	9,336.60	0.00	648.27	8,688.33	0.00	8,688.33
704	Mayors Donation	1,448.15	200.00	0.00	1,648.15	0.00	1,648.15
705	Project Trust	1,124,540.63	287,935.37	24,299.29	1,388,176.71	150,700.71	1,237,476.00

YEAR TO DATE FUND REPORT
May 31, 2021

707	Unclaimed Funds	57,589.32	0.00	0.00	57,589.32	0.00	57,589.32
708	Municipal Court Unclaimed Funds	106,921.77	1,601.86	23.12	108,500.51	0.00	108,500.51
709	Development Reserve	678,717.04	0.00	0.00	678,717.04	0.00	678,717.04
710	Reserve Account	1,213,864.04	0.00	0.00	1,213,864.04	0.00	1,213,864.04
750	Cemetery Perpetual Care	37,204.40	9.68	0.00	37,214.08	660.00	36,554.08
801	State Highway Patrol	7,085.84	22,016.69	29,102.54	(0.01)	0.00	(0.01)
803	State Building Permit	632.01	5,749.60	4,415.56	1,966.05	0.00	1,966.05
811	Berkshire JEDD	153,198.73	173,308.52	277,068.06	49,439.19	2,751.70	46,687.49
		90,566,693.90	**44,679,072.42**	**38,863,502.98**	**96,382,263.34**	**9,311,002.34**	**87,071,261.00**

CITY OF DELAWARE, OHIO
FINANCIAL STATEMENT
MAY 31, 2021

	Weighted Average Interest Rate	YTD Interest Earned	Weighted Average Maturity (Days)	Ending Balance
Checking/Depository				
Checking (Operating & Payroll)*		-		27,194,886
Total Bank Deposits		$ -		$ 27,194,886
Investments				
Star Ohio	0.08%	24,430		69,187,377
Total Investments		$ 24,430		$ 69,187,377
TOTAL BANK DEPOSITS & INVESTMENTS		$ 24,430		$ 96,382,263

* The city participates in an Earning Credit Allow ance program. The City maintains a minimum balance in the checking account so that a credit is earned that then offsets the monthly service charge.

I certify that the balances stated above are true to the best of my know ledge.

Justin Nahvi — MAY 31, 2021

Finance Director — Date

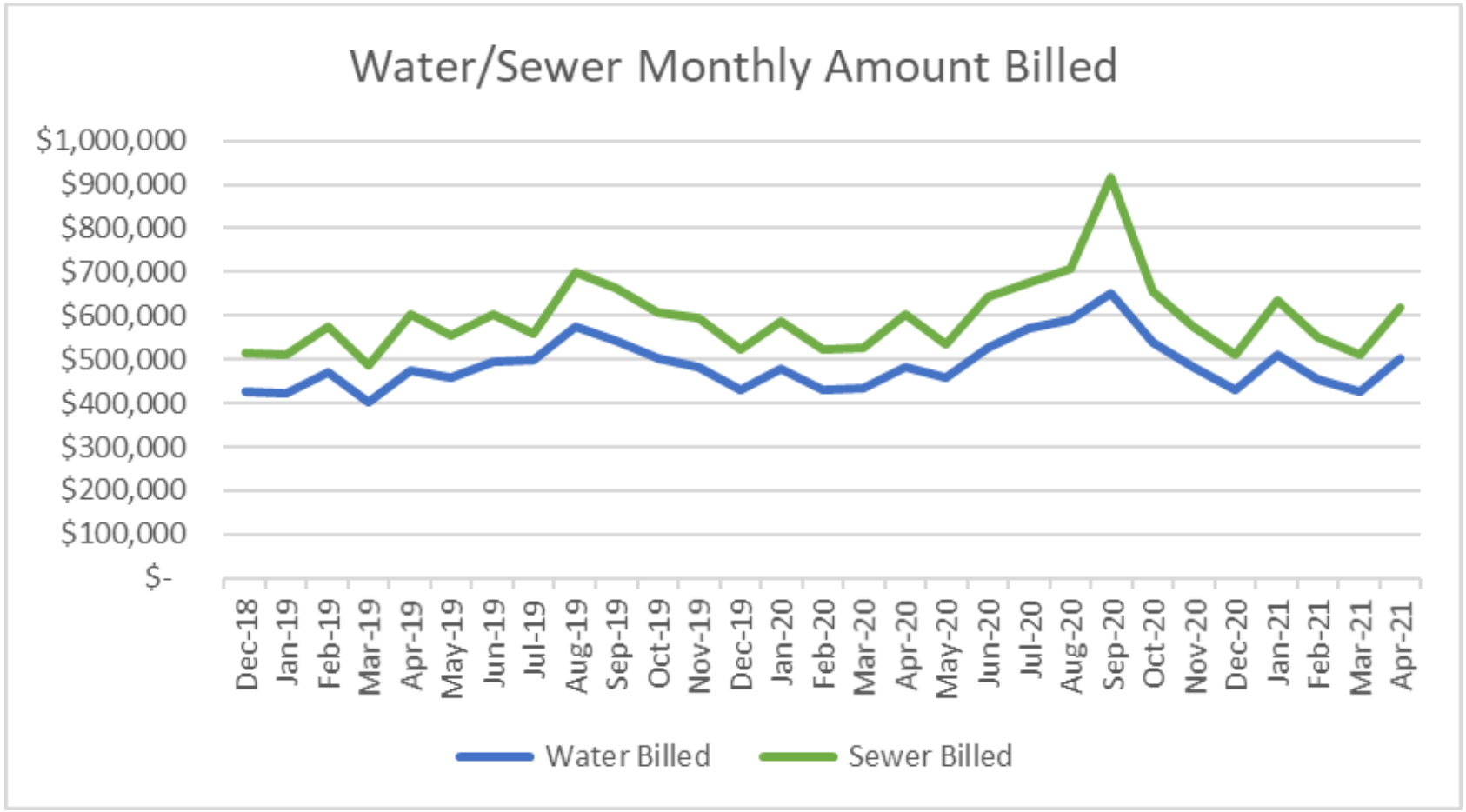
Tom Homan — MAY 31, 2021

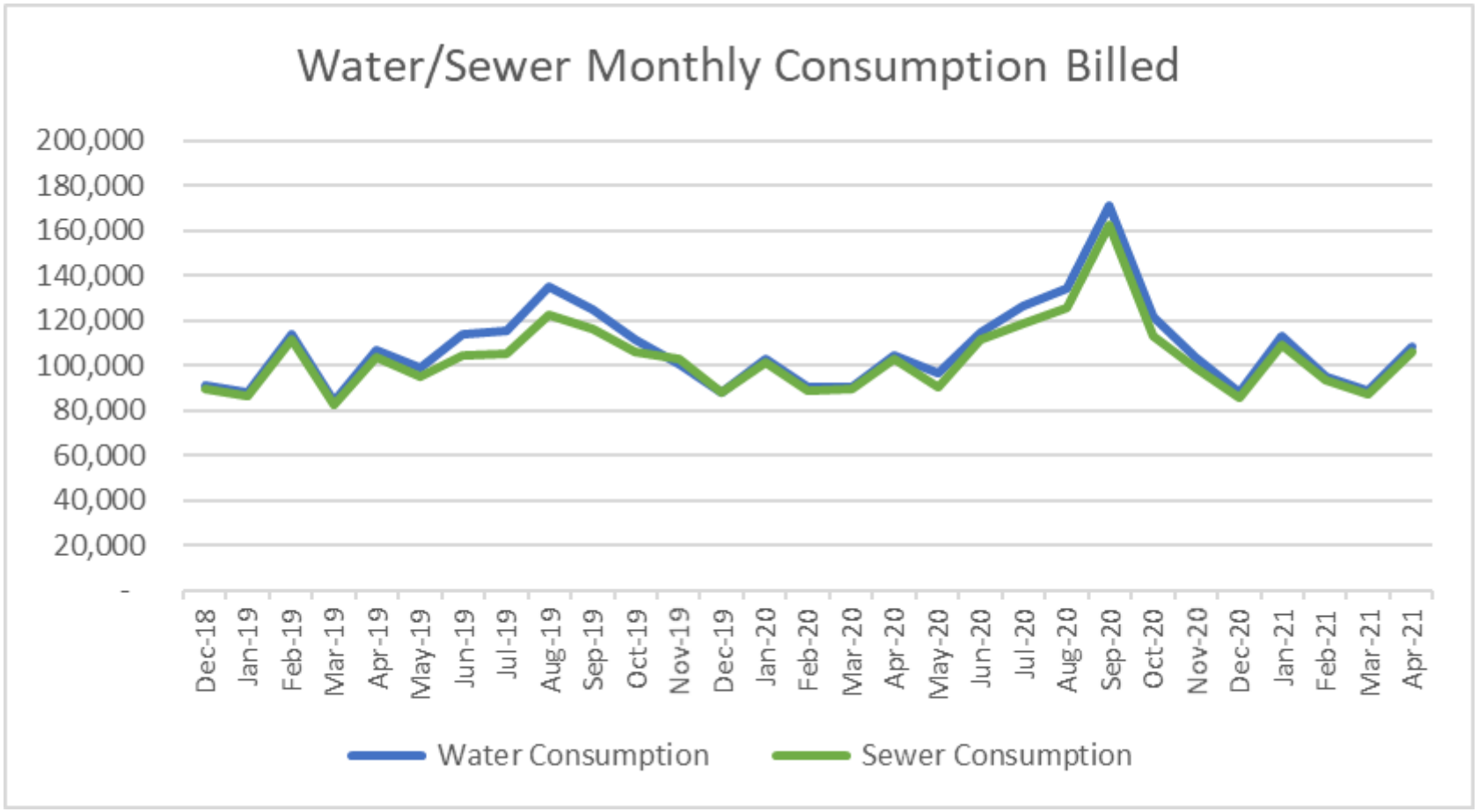
City Manager — Date

CITY OF DELAWARE
DEBT SCHEDULE
MAY 2021

	Outstanding Balance 5/31/2021	General	Fire/EMS	Rec Levy	Police Impact Fee	Municipal Impact Fee	Glenn Rd. TIF/NCA	Water User Fee	Water Capacity Fee	Sewer User Fee	Sewer Capacity Fee
2019 GO Bonds	**$19,780,000**	$ 3,615,000					$ 6,280,000				$ 9,885,000
2017 General Obligation Bonds	**$ 5,405,000**	$ 587,605	$ 2,485,000						$ 1,820,494		$ 511,901
2015 General Obligation Bonds	**$ 4,930,000**		$ 350,000	$ 2,215,000			$ 2,365,000				
2013 General Obligation Bonds	**$ 4,740,000**		$ 1,725,000		$ 534,750	$ 1,190,250	$ 1,290,000				
2012 General Obligation Bonds	**$ 1,265,000**	$ 565,148	$ 114,852								$ 585,000
OWDA Water Projects	**$27,804,208**							$17,819,341	$ 9,984,867		
OWDA Sewer Projects	**$ 9,253,262**									$ 797,631	$ 8,455,631
2020 Recreation Levy Bonds	**$12,085,000**			$12,085,000							
Total Long Term Debt	**$85,262,470**	$ 4,767,753	$ 4,674,852	$14,300,000	$ 534,750	$ 1,190,250	$ 9,935,000	$17,819,341	$11,805,360	$ 797,631	$19,437,532
Fund Balance Reserves 5/31/21		$10,324,096	$11,083,715	$ 5,764,169	$ 511,665	$ 582,703	$ 4,364,367	$ 5,188,300	$12,228,452	$10,896,409	$ 8,150,421
Annual Debt Service		$ 767,721	$ 702,262	$ 2,431,580	$ 136,700	$ 353,500	$ 999,126	$ 1,285,727	$ 964,722	$ 152,695	$ 3,003,987
2021 Revenue		$25,879,431	$12,023,646	$ 2,326,517	$ 102,500	$ 170,500	$ 3,419,300	$ 7,722,927	$ 2,000,000	$ 8,572,424	$ 4,080,000

Billing Month	Consumption Period	Water Customers	Water Consumption	Water Billed	Sewer Customers	Sewer Consumption	Sewer Billed	Refuse Customers	Refuse Billed	Stormwater ERU	Stormwater Billed
Jan-19	Dec-18	12,928	91,066	$ 425,547	12,691	89,468	$ 515,265	14,235	$ 293,242	36,466	$ 91,166
Feb-19	Jan-19	12,951	88,253	$ 423,755	12,711	86,832	$ 511,264	14,247	$ 293,493	27,873	$ 69,681
Mar-19	Feb-19	12,957	113,997	$ 469,192	12,716	111,840	$ 576,244	14,316	$ 294,918	27,908	$ 69,771
Apr-19	Mar-19	12,983	84,044	$ 403,182	12,742	82,418	$ 485,058	14,294	$ 294,455	27,947	$ 69,868
May-19	Apr-19	13,050	106,911	$ 474,402	12,810	104,035	$ 601,199	14,349	$ 295,593	27,949	$ 69,873
Jun-19	May-19	13,096	99,139	$ 456,613	12,854	95,180	$ 553,500	14,395	$ 296,542	28,008	$ 70,020
Jul-19	Jun-19	13,134	113,613	$ 494,816	12,890	104,409	$ 604,106	14,464	$ 297,966	27,991	$ 69,978
Aug-19	Jul-19	13,151	115,139	$ 499,167	12,914	105,412	$ 559,491	14,495	$ 298,591	28,039	$ 70,097
Sep-19	Aug-19	13,172	134,924	$ 575,052	12,930	122,650	$ 697,696	14,519	$ 299,099	28,052	$ 70,129
Oct-19	Sep-19	13,207	125,047	$ 544,381	12,965	116,228	$ 661,645	14,573	$ 300,203	28,083	$ 70,208
Nov-19	Oct-19	13,243	111,664	$ 504,206	13,000	106,141	$ 608,906	14,599	$ 300,738	28,011	$ 70,028
Dec-19	Nov-19	13,211	100,944	$ 483,479	12,966	103,133	$ 596,428	14,595	$ 300,649	27,976	$ 69,941
Jan-20	Dec-19	13,270	87,728	$ 431,208	13,024	87,642	$ 522,014	14,631	$ 301,390	36,363	$ 90,907
Feb-20	Jan-20	13,219	102,900	$ 480,375	12,975	101,172	$ 587,089	14,382	$ 296,269	28,119	$ 70,297
Mar-20	Feb-20	13,240	90,393	$ 431,582	12,994	88,700	$ 522,680	14,651	$ 301,820	28,156	$ 70,390
Apr-20	Mar-20	13,278	90,392	$ 433,859	13,031	89,541	$ 527,488	14,707	$ 302,973	28,156	$ 70,390
May-20	Apr-20	13,333	104,347	$ 483,078	13,086	102,909	$ 601,266	14,681	$ 302,426	28,247	$ 70,616
Jun-20	May-20	13,386	96,858	$ 460,005	13,138	90,592	$ 534,923	14,687	$ 302,549	28,221	$ 70,552
Jul-20	Jun-20	13,415	114,917	$ 528,781	13,166	111,910	$ 642,513	14,727	$ 303,372	28,240	$ 70,600
Aug-20	Jul-20	13,402	126,267	$ 569,456	13,156	119,040	$ 675,202	14,755	$ 303,959	28,348	$ 70,870
Sep-20	Aug-20	13,473	134,662	$ 592,850	13,227	125,526	$ 706,345	14,837	$ 305,640	28,245	$ 70,612
Oct-20	Sep-20	13,475	171,441	$ 649,461	13,227	162,429	$ 916,105	14,857	$ 306,057	28,318	$ 70,796
Nov-20	Oct-20	13,506	121,983	$ 537,031	13,257	113,341	$ 656,170	14,867	$ 306,269	28,368	$ 70,921
Dec-20	Nov-20	13,513	103,585	$ 481,446	13,260	99,078	$ 576,854	14,897	$ 306,879	28,387	$ 70,967
Jan-21	Dec-20	13,596	88,116	$ 429,022	13,344	85,685	$ 509,956	14,926	$ 307,486	36,651	$ 91,627
Feb-21	Jan-21	13,589	113,480	$ 510,649	13,337	108,889	$ 634,005	14,984	$ 308,666	28,450	$ 71,124
Mar-21	Feb-21	13,611	95,261	$ 455,609	13,361	93,516	$ 549,420	15,008	$ 309,159	28,461	$ 71,152
Apr-21	Mar-21	13,644	88,539	$ 425,993	13,394	86,934	$ 512,288	15,028	$ 309,578	28,484	$ 71,211
May-21	Apr-21	13,681	108,530	$ 501,133	13,431	106,030	$ 617,478	15,085	$ 310,754	28,496	$ 71,239


Water/Sewer Monthly Amount Billed
$1,000,000
$900,000
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-
Dec-18
Jan-19
Feb-19
Mar-19
Apr-19
May-19
Jun-19
Jul-19
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Oct-19
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Aug-20
Sep-20
Oct-20
Nov-20
Dec-20
Jan-21
Feb-21
Mar-21
Apr-21
Water Billed
Sewer Billed


Water/Sewer Monthly Consumption Billed
200,000
180,000
160,000
140,000
120,000
100,000
80,000
60,000
40,000
20,000
-
Dec-18
Jan-19
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May-20
Jun-20
Jul-20
Aug-20
Sep-20
Oct-20
Nov-20
Dec-20
Jan-21
Feb-21
Mar-21
Apr-21
Water Consumption
Sewer Consumption

MONTHLY INCOME TAX REVENUES

2019-2021

	2019					2020					2021				
	W/H	PERSONAL	BUSINESS	TOTAL	% OF ACTUAL	W/H	PERSONAL	BUSINESS	TOTAL	% OF ACTUAL	W/H	PERSONAL	BUSINESS	TOTAL	% OF BUDGET
JANUARY	1,570,681	603,605	80,207	2,254,493		1,706,358	637,606	44,177	2,388,141		2,124,476	695,732	32,121	2,852,329	
FEBRUARY	1,616,403	398,566	112,062	2,127,031		1,757,517	309,713	92,790	2,160,019		1,576,434	230,011	132,193	1,938,638	
MARCH	1,308,699	737,799	133,499	2,179,997		1,597,825	513,367	158,820	2,270,012		1,738,826	693,608	251,879	2,684,312	
APRIL	1,941,656	2,595,734	781,735	5,319,125		1,942,011	774,039	198,985	2,915,035		1,840,194	1,455,187	1,069,746	4,365,127	
MAY	1,440,447	242,575	54,049	1,737,070		1,436,969	284,090	63,824	1,784,883		1,877,474	1,447,244	164,019	3,488,737	
SUBTOTAL	7,877,887	4,578,279	1,161,551	13,617,717	47.28%	8,440,679	2,518,815	558,596	11,518,090	39.98%	9,157,404	4,521,782	1,649,958	15,329,143	53.12%
JUNE	1,696,517	732,504	153,590	2,582,612		1,486,251	546,475	182,455	2,215,181		-	-	-	-	
JULY	1,630,973	329,142	27,910	1,988,025		1,564,181	1,991,877	459,118	4,015,176		-	-	-	-	
AUGUST	1,393,601	220,627	97,863	1,712,090		1,813,509	215,388	47,643	2,076,540		-	-	-	-	
SEPTEMBER	1,742,714	764,332	253,449	2,760,494		1,470,918	797,195	287,393	2,555,506		-	-	-	-	
OCTOBER	1,688,264	281,632	96,126	2,066,022		1,803,650	308,140	128,510	2,240,300		-	-	-	-	
NOVEMBER	1,563,442	258,284	79,136	1,900,863		1,848,195	180,009	82,625	2,110,829		-	-	-	-	
DECEMBER	1,683,645	368,333	124,744	2,176,722		1,457,238	428,683	190,989	2,076,910		-	-	-	-	
TOTALS	19,277,043	7,533,133	1,994,369	28,804,544		19,884,622	6,986,582	1,937,329	28,808,533		9,157,404	4,521,782	1,649,958	15,329,143	

	Total Receipts	MAY Receipts	% of Annual Collections
2011	17,765,717	8,564,591	48.21%
2012	19,658,101	9,773,348	49.72%
2013	20,557,766	9,996,001	48.62%
2014	21,537,420	10,369,416	48.15%
2015	22,852,743	10,974,830	48.02%
2016	24,975,316	12,235,063	48.99%
2017	25,898,396	12,784,493	49.36%
2018	27,829,347	13,617,717	48.93%
2019	28,804,544	13,617,717	47.28%
2020	28,808,533	11,518,090	39.98%
		10 Year Avg.	47.73%

Projection based on ten year trend!

MAY 2021 RECEIPTS =		$15,329,143
HIGH =	39.98%	$38,340,568
LOW =	49.72%	$30,833,021
LAST 3 YR AVG =	45.40%	$33,766,928
*2021 BUDGETED RECEIPTS		$28,857,906

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: June 24, 2021

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1. **Calendar**
   See Attached

June

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Civil Service 3pm Planning 6:30 pm	3	4	5
6	7 Council Work Session 6:30 pm	8 Parks and Rec Advisory Board Meeting 6:30 pm	9 BZA 6:30 pm	10	11	12
13	14 Council 7 pm	15	16	17	18	19
20	21 Parking and Safety 6 pm	22	23 HPC 6:30 Canceled	24	25	26
27	28 City Council 7pm	29 Shade Tree 6:30 pm	30			

JULY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 City Offices Closed for Fourth of July Observance	6	7 Civil Service Commission 3 pm Planning Commission 3pm	8 Council Special Meeting -First Ward Interviews Time TBD	9	10
11	12 Council Meeting 7 pm	13 Sister City Advisory Board 6 pm	14 Board of Zoning Appeals 6:30 pm	15 Council Special Meeting – First Ward Interviews (tentative) Airport Commission 6:30 p.m. (Maybe rescheduled)	16	17
18	19	20 Parks and Recreation Advisory Board 6:30 pm	21	22	23	24
25	26 Council Meeting 7 pm	27	28 Historic Preservation Commission 6:30 p.m.	29	30	31