

Memo

To: Members, Springboro Planning Commission; Christopher Pozzuto, City Manager; Elmer Dudas, Development Director; Chad Dixon, City Engineer; Ann Burns, Planning Commission Secretary

From: Dan Boron, Planning Consultant

Date: June 5, 2020

Re: Instructions for June 10, 2020 Planning Commission work session

The Wednesday, June 10, 2020 Planning Commission meeting will be conducted remotely by teleconference using Zoom. The meeting will begin at 6:00 p.m., however the meeting room will be available beginning at 5:45 p.m. This memo is largely the same as the ones sent out preceding the April 29th and May 13th meetings.

Meeting materials (agenda, minutes for approval, staff comments, and applications) will be sent by email attachment. In order to make the meeting proceed as smoothly as possible, I ask for any corrections or comments to the material to be made before the meeting by emailing me at danb@cityofspringboro.com before noon on Wednesday.

Although we sent you information on how to join the meeting separately with links, the text box below is provided as a refresher. If you did not receive that message, please let me know as soon as possible.

Here is how things will work on Wednesday:

- 1) Beginning at 5:45 p.m. log on to www.zoom.us. You do this by going to www.zoom.us. (If you have Chrome as an internet browser choice, use that as it seems to work best.)
- 2) Once you are on the Zoom website, click "Join a Meeting" at the top right hand corner, which will bring you to the "Meeting ID" prompt. Enter Meeting ID and click button provided below.
- 3) At this point, it may prompt you to download the Zoom app (if you haven't used Zoom on that laptop / computer before). Download the app and click the .exe file in the bottom left hand corner once it is downloaded.
- 4) Then it may say "Open Zoom". Click "Open Zoom."
- 5) Then it should ask you for a meeting password. Enter meeting password and click Join Meeting.
- 6) Make sure at some point you click the "Join with Video" button. The meeting host will then accept you into the meeting. This may take a few seconds, so don't worry if you aren't joined right away.
- 7) Once you see other members who have joined, click the "Join Audio" on bottom left hand corner of screen and then click "Computer Audio".
- 8) You should be ready to go!

Meeting deliberations will begin at 6:00 p.m. If you are encountering technical difficulties, please let me know by texting me at 937-952-9035, however we will proceed with the meeting with the members present at the regular time.

Please note that we do expect public attendance regarding the proposed preliminary subdivision at 6329 Red Lion-Five Points Road. Guests will be permitted to observe the meeting, and have been instructed to send written comments to Ann Burns, Planning Commission Secretary, prior to the meeting. Planning Commission members will be furnished a copy of all written comments received prior to the meeting.

The meeting will be recorded for both sound and video.

The City of Springboro is inviting you to a scheduled Zoom meeting.

Topic: Springboro Planning Commission Work Session
Time: Jun 10, 2020 05:45 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84880060505?pwd=VVNDTWFGcWo2Z0l1bkRHUUXEVDVJdz09>

Meeting ID: **848 8006 0505**

Password: **509112**

One tap mobile

+13126266799,,84880060505#,,1#,509112# US (Chicago)

+16465588656,,84880060505#,,1#,509112# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: **848 8006 0505**

Password: **509112**

Find your local number: <https://us02web.zoom.us/j/keDrBhm54P>

If you have any questions regarding the meeting please feel free to reach out to me at (937) 748-6183 or danb@cityofspringboro.com. After 4:30 p.m. on June 10th the best way to reach me will be by text or phone at (937) 952-9035.

Meeting Agenda
City of Springboro Planning Commission Work Session
Wednesday, June 10, 2020, 6:00 p.m.

PUBLIC NOTICE:

Per Ohio House Bill 197, passed in March 2020 in response to the COVID-19 state of emergency, Section 12(A), the Springboro Planning Commission will conduct its Wednesday, June 10, 2020 work session via video conference at 6:00 p.m. EDT. Visit the City of Springboro website at <https://www.cityofspringboro.com/CivicAlerts.aspx?CID=6,1> for a link to connect to the meeting.

- I. Call to Order
- II. Agenda Items
 - A. Preliminary plan review, 6329 Red Lion Five Points Road, proposed Clearcreek Reserve West subdivision
 - B. Discussion, Bicycle & Pedestrian Plan
- III. Guest Comments
- IV. Planning Commission and Staff Comments
- V. Adjournment

Background Information & Staff Comments
City of Springboro Planning Commission Meeting
Wednesday, June 10, 2020, 6:00 p.m.

III. Agenda Items

A. Preliminary Subdivision Plan
6329 Red Lion-Five Points Road, single-family residential subdivision

Background Information

This agenda item is an application for preliminary plan approval through the City of Springboro's subdivision review and approval process included in Chapter 1242 of the Planning & Zoning Code. This application was filed on behalf of Headwaters Capital, LTD, Springboro, and proposes the development of an 11-unit, single-family residential subdivision on a 34.1-acre site located at 6329 Red Lion-Five Points Road. The working title of the subdivision is Clearcreek Reserve West. The property is also commonly known as the Conover property.

The subject property has frontage on Red Lion-Five Point Road and is located immediately adjacent to the Heatherwoode community north of the intersection of Red Lion-Five Points Road and Balcomie Way. The subject property is situated between the Heatherwoode subdivision in Springboro to the west and the Clearcreek Reserve subdivision in Clearcreek Township to the west. A number of single-family residential homes are also located adjacent to the subdivision on the east side of Red Lion-Five Points Road. A vicinity map is included with the meeting materials.

The subject property is zoned R-1, Estate-Type Residential District, a zoning designation that permits single-family residential development at the rate of 2 dwelling units per acre on lots with a minimum size of 20,000 square feet. The R-1 District also allows public and semi-public uses such as churches and schools, accessory uses, and other land uses.

The property has been zoned R-1 District since 2015. At that time the City of Springboro rezoned this and roughly 20% of the City's land area from (T)R-1, Clearcreek Township Rural Residence District (and area of Franklin Township Rural Residence District), in order to bring land development regulations for the entire community under the City's codes. The property was zoned (T)R-1 District from the time it was annexed in 1991. The two districts have the same 2 dwelling unit per acre development density/20,000 square foot minimum lot size.

The density for the proposed subdivision is 0.35 dwelling units per acre. For comparison purposes the adjacent Heatherwoode subdivision was developed, excluding golf course property and other open space areas not on the golf course, at 2.1 dwelling units per acre. As proposed the subdivision includes 11 single-family residential lots ranging in size from 1.25 acres in proposed lot #1, to 8.03 acres in proposed lot #11. The average lot size is 3.01 acres. The subdivision proposes the dedication of 0.96 acres of right-of-way in the form of an un-named, proposed cul-de-sac that accessed lots 4 through 11. Lots 1 through 3 will be accessed directly from Red Lion-Five Points Road. No common space is proposed as part of the development. Lots will be served by City of Springboro water and on-site septic. A 10-foot multiuse side path is proposed for the Red Lion-Five Points frontage.

Adjacent land uses include a mix of farmland, low-density residential, and the Heatherwoode Golf Course. Heatherwoode Golf Course holes #5 and #6 are located to the west and northwest of the

subject property, and residential home sites in Heatherwoode are located to the southwest on Nairn Court and Royal Highlands Court. To the north on the north side of Clear Creek is an active farm. To the east is the developing Clearcreek Reserves subdivision as well as single-family residential on the east side of Red Lion-Five Points Road, both in Clearcreek Township.

Clear Creek forms a portion of the northern boundary of the property. The northern portion of the property includes floodway and 100- and 500-year flood zones from the creek.

Adjacent zoning includes to the west PUD, Planned Unit Development (Ordinance O-90-13) associated with the Heatherwoode Golf Course and the adjoining residential subdivision, and PUD-R, Planned Unit Development-Residential (Ordinance O-07-13), associated with farmland located to the north of the subject property. Zoning for the sites to the east in Clearcreek Township are zoned SR-1, Suburban Residence Zone, and R-1, Rural Residence District.

Preliminary plan review is the second stage in the subdivision review process that includes (1) concept plan between the applicant and City staff, (2) preliminary plan, and (3) record plan. Preliminary plan review and approval follows concept plan review and approval which takes place between the applicant and City staff, focusing on compliance with the City's subdivision regulations that manage the manner in which private property is developed (the design of streets and lots, utilities, connections to other development, etc.) as well as compliance with Planning & Zoning Code requirements (minimum lot sizes, setback, etc.). This conventional subdivision review with no rezoning requested is similar to the Sawgrass Pointe subdivision review initiated by Associate Construction in 2018.

The developer has indicated their intention, following approval of the preliminary plan, to develop lots 1-3 in the near term.

Approval of the preliminary plan by Planning Commission may take place at a regular business meeting following review at a work session. That may take place as soon as the July 29, 2020 Planning Commission meeting. No City Council review is required. Following preliminary plan review and approval a record plan may be submitted by the application for review and approval by the Planning Commission and City Council.

All adjacent property owners as well as the Heatherwoode Golf Community Homeowners Association have been notified of this preliminary review.

Staff Comments

City staff identified the following comments for this agenda item at this time:

1. Development to comply with R-1 District design and development standards including but not limited to setbacks, height, lot coverage, frontage, minimum lot size, etc.
2. Architectural plans to comply with Planning & Zoning Code Section 1264.06, Development Standards for Single-Family Detached Dwellings, provisions including exterior building materials, appearance conforming to neighborhood surround development, and garage placement/design.
3. Indicate if subdivision will use development entry signage. Such signage to comply with development identification signage provisions, Section 1281.07(c) and construction signage provisions in Section 1281.07(a).

4. Applicant to provide mechanism for the construction of the proposed 10-foot multiuse trail along Red Lion-Five Points Road.
5. The following landscaping will need to be provided as part of the proposed development in accordance with Chapter 1280, Landscaping, of the Planning & Zoning Code.
 - a. Landscape Buffer. Provide a 10-foot buffer between the proposed subdivision and adjoining residential property. Landscaping within the buffer to be provided at the rate of 1 tree per 40 linear feet of property line. The buffer to consist of trees, shrubs and earthen mounds, decorative fences and masonry walls in combination. The only development permitted within the buffer aside from landscaping are sidewalks and bicycle paths.
 - b. Roadway Landscaping. Landscaping shall be provided along West Factory Road at the rate of 1 shade or evergreen tree per 40 feet of right-of-way frontage, 1 ornamental tree per 100 feet of right-of-way frontage and 1 shrub per 5 feet of right-of-way frontage.
 - c. Natural Vegetation Preservation. Existing site vegetation greater than 4 inches diameter at breast height shall be noted pre-development. Such trees, if retained, shall be credited for landscaping required as part of Chapter 1280.
 - d. Site Landscaping. One tree shall be provided on the site at the rate of 1 tree per 3,000 square feet of site area.
 - e. Golf Course. Applicant to provide language for the protection of all existing vegetation in the proposed 20-foot conservation easement for the protection of the adjacent golf course.
6. Utility improvements (water, storm, sanitary) and roadway improvement to be to city specifications.
7. No construction of any kind shall be in the floodway. Provide temporary construction fence to delineate the floodway limits during construction.
8. Homes to be constructed outside the floodplain, or otherwise built to floodplain regulations Chapter 1448.
9. Lots 4 thru 11 shall have driveways off of cul-de-sac.
10. Provide base flood elevations on construction drawings and record plan.
11. The Clearcreek Fire District has no comments at this time.

**B. Discussion, Bicycle & Pedestrian Plan Planning & Zoning Code Text Amendment
Amendment to Sign Code**

City staff has invited Norm Cox from The Greenway Collaborative, Inc. to make a presentation on the Bicycle & Pedestrian Plan update, and to answer any questions from members of the Planning Commission. The Greenway Collaborative has been at work on the plan since May 2019 alongside members of the Bicycle & Pedestrian Advisory Committee (BPAC) and City staff. The plan updates a similar plan adopted by the City in 2013. BPAC approved a recommendation to adopt the plan at its May 18th meeting. We're asking for a similar recommendation from Planning Commission at the June 24th meeting. City Council is tentatively scheduled to consider the plan for adoption at their July 2nd meeting.

A paper copy of the plan was distributed to members of Planning Commission earlier this week. In addition a digital version may be found at <https://walkbike.info/springboro/plan/>.

The information contained in this report is based on material provided to the City of Springboro as of Friday, June 5, 2020 at 10:00 p.m.

Application
Case # _____

FOR OFFICIAL USE ONLY

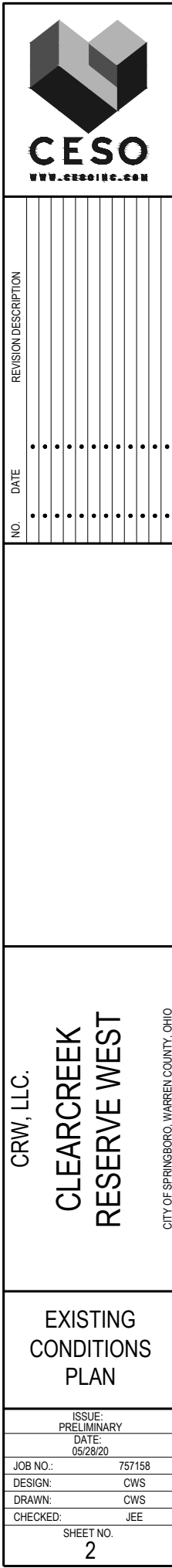
Date Filed: _____, 200__ ☐ Landscape Plan ☐ Lighting Plan

Date Paid: _____, 200__ CK# _____ Receipt# _____

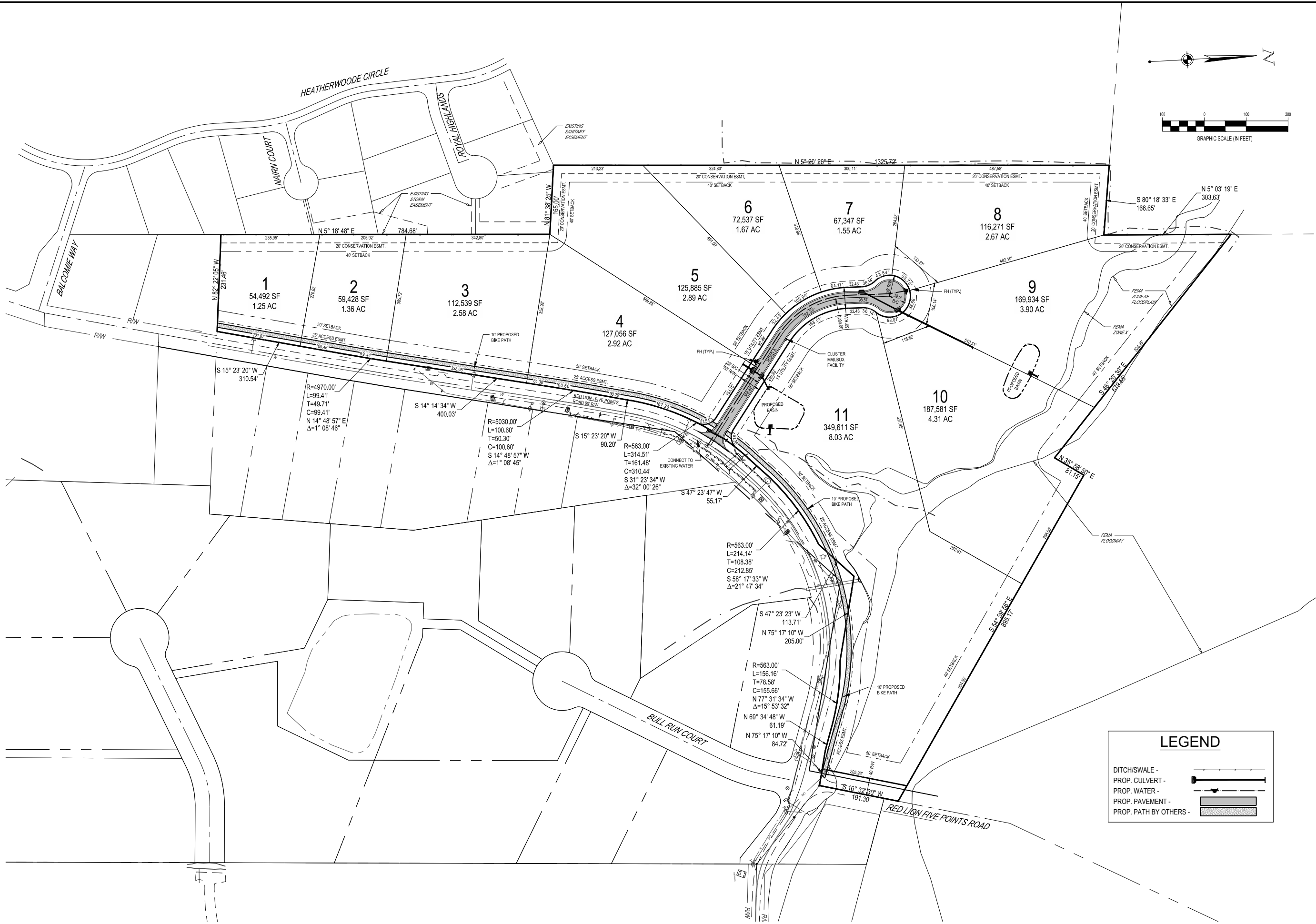
Date of Meeting: _____, 200__ ☐ Granted ☐ Denied

Conditions: _____

ISSUE: PRELIMINARY	
DATE: 05/28/20	
JOB NO.:	757158
DESIGN:	CWS
DRAWN:	CWS
CHECKED:	JEE
SHEET NO. 1	



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REVISION DESCRIPTION
NO. DATE

CRW, LLC.

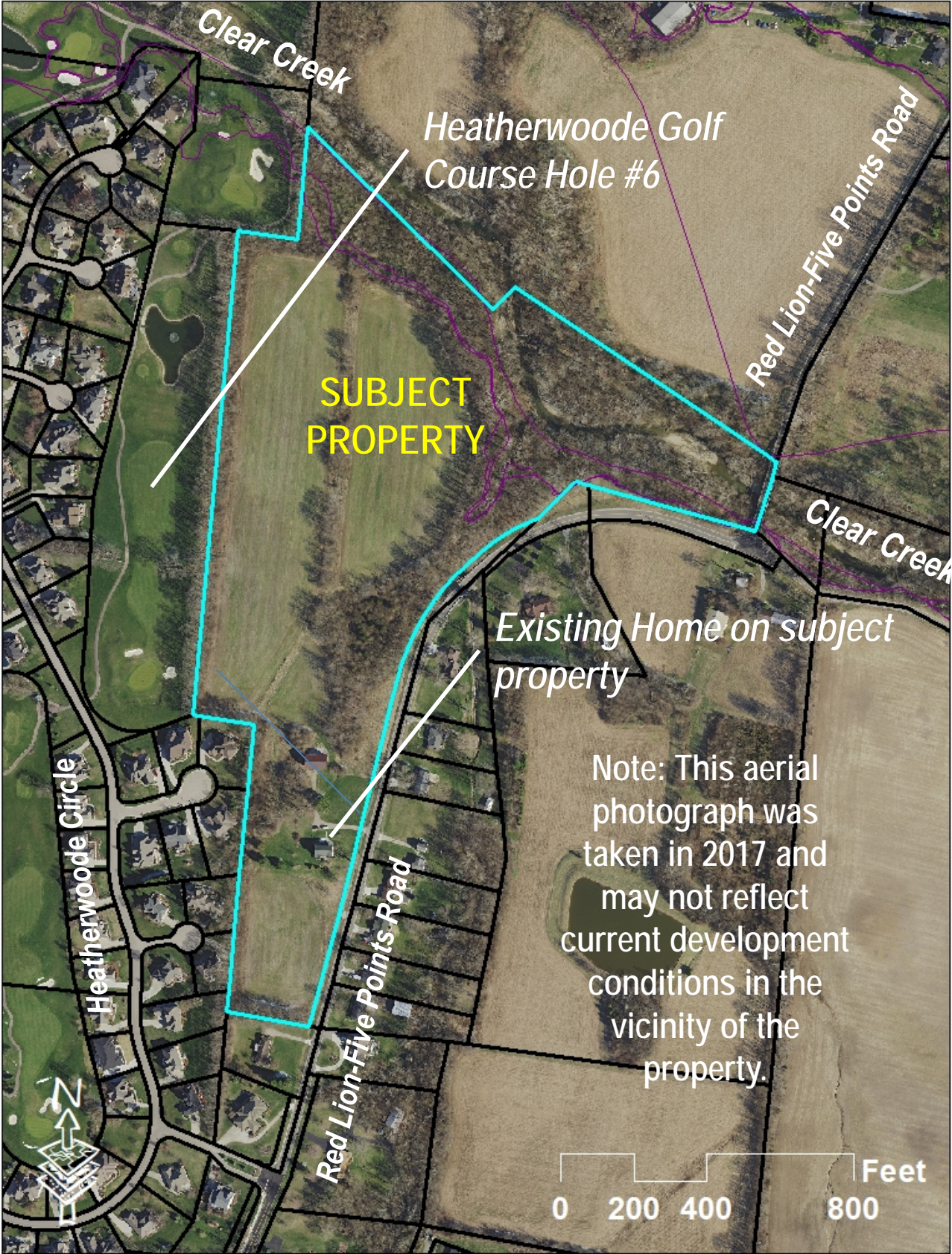
CLEARCREEK
RESERVE WEST

CITY OF SPRINGBORO, WARREN COUNTY, OHIO

SITE PLAN

ISSUE:
PRELIMINARY
DATE:
05/28/20
JOB NO.: 757158
DESIGN: CWS
DRAWN: CWS
CHECKED: JEE
SHEET NO.
3

Vicinity Map—Conover property, proposed Clearcreek Reserve West





June 3, 2020

Dear Property Owner,

This notice is being sent as a courtesy to residents living adjacent to property that is proposed to be developed as a large lot, single-family residential subdivision named Clearcreek Reserve West. Due to the COVID-19 State of Emergency still in effect, the City of Springboro Planning Commission will hold its work session on Wednesday, June 10, 2020 beginning at 6:00 p.m. on the Zoom website platform (details on how to watch the meeting is at the end of this notice). During the meeting the Planning Commission will review the preliminary plan for the development of a 11-lot, 34.1-acre residential subdivision proposed for 6329 Red-Lion Five Points Road, also known as the Conover property, proposed to be developed as Clearcreek Reserve West. The application for the proposed subdivision was submitted on behalf of Headwaters Capital, Ltd., of Springboro, a limited liability company associated with Clearcreek Custom Builders. A vicinity map showing the location of the proposed site of the subdivision is included on the last page of this letter.

As proposed the subdivision would include 11 lots, with the smallest lot size being 1.25 acres (54,450 square feet) in area, the largest being 8.03 acres (349,787 square feet). Access to the subdivision would be provided by a cul-de-sac road connection to Red Lion-Five Points, with three lots accessed directly from Red Lion-Five Points Road. The 34.1-acre property is zoned R-1, Estate-Type Residential District, and has been zoned to that density since the property was annexed by the City of Springboro in 1991. Between 1991 and 2015 the property was zoned (T)R-1, Clearcreek Township Rural Residence District. The City of Springboro rezoned all (T)R-1 District parcels in the City to R-1 District in 2015 so that all zoning is managed under the City's Planning & Zoning Code.

The proposal is permitted under the R-1 District and could be developed up to 2 dwelling units per acre on 20,000 square foot lots. As proposed the subdivision would be developed at a density of 0.35 dwelling units per acre, much lower than the adjoining Heatherwoode subdivision. The average lots size for the proposed subdivision is 3.01 acres (131,116 square feet) or 6 times the minimum R-1 District lot size. The smallest lot, lot #1, is 4 times the average lot size for the Heatherwoode subdivision.

Homes in the proposed subdivision would be required to match the design standards of neighboring residential properties. Exterior building materials and placement of garages will also be reviewed in accordance with Planning & Zoning Code provisions. In regard to buffering from existing homes, the existing tree line along the Heatherwoode subdivision and Heatherwoode Golf Course will remain untouched by the development as a conservation easement. Landscaping will also be required to buffer the new homes from Red-Lion Five Points Road.

City of Springboro
320 West Central Avenue
Springboro, OH 45066
Phone: (937) 748-4343
Fax: (937) 748-0815
www.ci.springboro.oh.us

Following the initial review on June 10th, the applicant is eligible to apply for approval at the Planning commission meeting on July 29th.

Planning Commission meetings are the forum where applications for approval are formally acted on by members of Planning Commission, following the consideration of City staff technical comments and comments offered by the public. However, due to the restrictions in place due to COVID-19, if you wish to address the Planning Commission regarding the proposed plan you may do so in writing prior to 4:30pm, June 9, 2020 by emailing Ann Burns, Planning Commission Secretary at ann.burns@cityofspringboro.com.

A copy of the application is available for review in the Building & Zoning Department at the Springboro City Building between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, legal holidays excluded. The plans may also be reviewed on the City website at <https://www.cityofspringboro.com/383/Planning-Commission-Submissions>. For more information on the submitted preliminary plan contact Dan Boron, Planner, at (937) 748-6183, or danb@cityofspringboro.com.

Sincerely,



Chris Pozzuto
City Manager

cc: Dan Boron, Planner
Ann Burns, Planning Commission Secretary

**Instructions for Public Participation in Wednesday, June 10, 2020 Planning Commission
Work Session/Zoom Access**

The City of Springboro is inviting you to a scheduled Zoom meeting.

Topic: Springboro Planning Commission Work Session

Time: Jun 10, 2020 05:45 PM Eastern Time (US and Canada)

Note: Room opens at 5:45 PM; meeting begins at 6:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/84880060505?pwd=VVNDTWFGcWo2Z0l1bkRHUUXEVDVJdz09>

Meeting ID: **848 8006 0505**

Password: **509112**

One tap mobile

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Password: **509112**

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**Vicinity Map—Conover property, proposed
Clearcreek Reserve West**

