

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 19, 2020

Re: Instructions for June 24, 2020 Planning Commission Meeting

The Wednesday, June 24, 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 meetings since April. Please note that there is a remote possibility the meeting will be held in-person should the state of emergency declaration change. Please plan on Zooming in unless you hear from City staff.

Meeting materials (agenda, minutes for approval, staff comments, and applications) follow this document. In order to make the meeting proceed as smoothly as possible, I ask for any minor corrections or comments to the meeting minutes 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.

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 Meeting
Time: Jun 24, 2020 05:45 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/85708691905?pwd=anN0bUVGbEILVitzeEh1TUyVcE5Ndz09>

Meeting ID: **857 0869 1905**
Password: **044252**
One tap mobile
+16465588656,,85708691905#,,,,0#,,044252# US (New York)
+13017158592,,85708691905#,,,,0#,,044252# US (Germantown)

Dial by your location
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: **857 0869 1905**
Password: **044252**
Find your local number: <https://us02web.zoom.us/j/85708691905?pwd=anN0bUVGbEILVitzeEh1TUyVcE5Ndz09>

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 24th the best way to reach me will be by text or phone at (937) 952-9035.

Meeting Agenda
City of Springboro Planning Commission Meeting
Wednesday, June 24, 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 24, 2020 Meeting 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. Approval of Minutes
 - A. May 27, 2020 Planning Commission Meeting
 - B. June 10, 2020 Planning Commission Work Session Meeting

- III. Agenda Items
 - A. Approval of the Bicycle & Pedestrian Plan Draft Report

- IV. Guest Comments

- V. Planning Commission and Staff Comments

- VI. Adjournment

City of Springboro
320 West Central Avenue, Springboro, Ohio 45066
Planning Commission Meeting
Wednesday, May 27, 2020

I. Call to Order

Chairperson Becky Iverson called the Springboro Planning Commission Meeting to order at 6:00 p.m. by video conference.

Present: Mark Davis, Chris Pearson, Robert Dimmitt, John Sillies, Steven Harding, Becky Iverson and Becky Hartle.

Staff: Dan Boron, City Planner; Chad Dixon, City Engineer; Ann Burns, Planning Commission Secretary. Also present was Jerry McDonald, City Attorney.

II. Approval of Minutes

A. April 29, 2020 Planning Commission Minutes

Ms. Iverson asked for corrections or additions to the minutes.

There were none.

Mr. Harding motioned to approve the April 29, 2020 Planning Commission minutes as submitted. Ms. Hartle seconded the motion.

Vote: Pearson, yes; Davis, yes; Sillies, yes. Dimmitt, yes; Iverson, yes; Hartle; yes, Harding, yes. (7-0)

B. May 13, 2020 Planning Commission Work Session Minutes

Mr. Pearson motioned to approve the May 13, 2020 Work Session minutes as submitted. Mr. Harding seconded the motion.

Vote: Davis, yes; Sillies, yes. Dimmitt, yes; Iverson, yes; Hartle; yes, Harding, yes, Pearson, yes (7-0)

III. Agenda Items

**A. Planning & Zoning Code Text Amendment
Amendment to Food Truck Provisions**

Mr. Boron referred to a memo explaining that several changes were made to the May 13th draft based on the work session discussion and input from the City's law director. He shared a

summary of the changes as well as a review of the Code Text Amendment, noting that new text appears in underline and bold font; and deleted text is indicated by strikeout. Text deleted or added since the May 13th work session appears in red.

Mr. Boron noted that Mr. McDonald provided valuable input with experience working with similar codes in other area communities.

Mr. Boron reviewed the following sections.

Section 1263.04, Permitted Uses by District (Table 6, Permitted Uses by District)

Section 1264.41 Food Trucks

Section 1290.02, Definitions (Definitions for Title 6)

Mr. Harding asked about the addition of section (c), not permitted to park on grass, and how this would work with the concerts in the park at North Park.

Ms. Iverson suggested that perhaps "prior City approval" could be added, and can the Commission still vote tonight with this type of modification.

Mr. Boron confirmed that they can still vote based on any modifications made.

Mr. Davis noted that often times existing businesses will invite food trucks on their property that could be less than 200 ft. which could be a conflict of this section.

Ms. Iverson suggestion that a clause could be added regarding "prior approval of the establishment."

Mr. Davis asked how this applies to special events such as Christmas in Springboro.

Mr. Boron noted that special events are exempt.

Mr. McDonald noted there could be an issue when several businesses are within 200 feet, and would need to determine if all businesses would need to give approval.

After a brief discussion, Mr. Boron stated that the following revisions that were agreed upon.

- Remove phrase about "on private property"
- Require approval of restaurant owner
- Maintain separation of 200 feet.

Ms. Iverson asked for a motion to approve the Planning and Zoning Text Amendment, as amended.

Mr. Pearson motioned to approve. Mr. Harding seconded the motion.

Vote: Davis, yes; Sillies, yes. Dimmitt, yes; Iverson, yes; Hartle; yes, Harding, yes, Pearson, yes (7-0)

B. Discussion

Planning & Zoning code Text Amendment, amendment for combined work session/meeting

Mr. Boron reported that staff is requesting no action on this item at this time and he anticipates that this will be on the agenda for consideration at a future work session. He explained that there are still some issues to be resolved regarding amendments to the code.

C. Discussion

Bicycle & Pedestrian Plan

The City of Springboro's Bicycle & Pedestrian Advisory Committee (BPAC) has been at work with City staff and the consulting team from The Greenway Collaborative, Inc. on an update to the City's 2013 Bicycle & Pedestrian Plan. BPAC made a recommendation of adoption of the plan at its May 18, 2020 meeting.

City staff would like to introduce the plan document at the May 27th meeting with the goal of a fuller discussion at the June 10th work session and a recommendation of adoption at the June 24th meeting. Paper copies of the plan will be made available to Planning Commission members next week by hand delivery. The plan can be found at <https://walkbike.info/springboro/plan/>.

Discussion

Mr. Boron reviewed the three main recommendations of the plan, which are development of a Central Greenway concept connecting seven City parks and to the regional trail network, the development of recreational trails in these parks, and continued development of the trail network of on- and off-road facilities.

Mr. Boron stated that he will be delivering a copy of the plan to each member.

Ms. Iverson thanked him for the summary.

Mr. Harding noted that the plan shows some very interesting progress.

IV. Guest Comments

There were no guest comments.

V. Planning Commission and Staff Comments

There were no Planning Commission or Staff comments.

Adjournment

Mr. Harding motioned to adjourn the May 27, 2020 Planning Commission Regular Meeting at 6:50 p.m. Ms. Hartle seconded the motion.

Vote: Pearson, yes; Davis, yes; Sillies, yes. Dimmitt, yes; Iverson, yes; Hartle; yes, Harding, yes. (7-0)

Becky Iverson, Planning Commission Chairperson

Dan Boron, Planning Consultant

Ann Burns, Planning Commission Secretary

DRAFT

City of Springboro
320 West Central Avenue, Springboro, Ohio 45066
Planning Commission Work Session
Wednesday, June 10, 2020, 6:00 p.m.

I. Call to Order

Chairperson Becky Iverson called the Springboro Planning Commission Work Session to order at 6:00 p.m. by video conference.

Present: Chris Pearson, Robert Dimmitt, John Sillies, Steven Harding, Becky Iverson, Becky Hartle, and Mark Davis.

Staff: Dan Boron, City Planner; Elmer Dudas, Development Director; Chad Dixon, City Engineer; and Ann Burns, Planning Commission Secretary. Two guests also listened in on the meeting in addition to those presenting on individual agenda items.

II. Agenda Items

A. Preliminary Plan Review, 6329 Red Lion Five Points Road, proposed Clearcreek Reserve West 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 unnamed, 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 the proposed 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.
 1. 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.
 2. Roadway Landscaping. Landscaping shall be provided along Red Lion-Five Points 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.
 3. 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.
 4. Site Landscaping. One tree shall be provided on the site at the rate of 1 tree per 3,000 square feet of site area.
 5. 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.

Discussion

Mr. Boron referred to the details and explanation provide in the background information, adding that no public hearing is required for this preliminary plan, but all the nearby residents were notified by letter as was the Heatherwoode HOA.

Mr. Boron noted the attendance of the applicants, Mr. Justin Elam, CESO, and Mr. Jeff Kelchner, property owner and development, and give them the opportunity to address the Commission.

Mr. Elam stated that staff provided good background and a thorough explanation, and he had nothing to add.

Mr. Harding asked for confirmation that this was not required to go before City Council.

Mr. Boron confirmed that was correct, only record plans are required to be reviewed and approved by City Council.

Mr. Harding asked if the sidewalk will connect to Heatherwoode, and will the vegetation buffer along the golf course remain intact.

Mr. Boron confirmed that we approach the two property owners to the south about extending the sidewalk to Balcomie Way. He also affirmed that the vegetative buffer would remain, we have some details to work out on that topic.

Mr. Harding ask if lots 1-3 would be the first to sell.

Mr. Elam confirmed that was the plan, and further explained the plan for phasing and marketing the remainder of the lots.

There was a question if some of the lots were in the floodway.

Mr. Elam reviewed the site plan and noted which lots were an area of concern, lots 9-11.

Ms. Iverson stated that this will come before the Commission again at the July 29th meeting for formal approval.

B. Discussion, Bicycle & Pedestrian Plan

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/>

Mr. Boron introduced Norm Cox of the The Greenway Collaborative, who was attending the meeting to provide an overview of the draft plan. He explained that Mr. Cox has been working with the BPAC over the last year on the update, completed the 2013 plan as well.

Mr. Cox provided an overview of the plan, and shared highlights of the infrastructure which includes greenway amenities, overlooks, mile markers, benches, recycling receptacles, bicycle parking, trailheads signs and lighting. He also discussed plans to connect seven City parks, develop recreational trails within those seven, and tie into regional resources to create a regional loop.

Ms. Iverson thanked Mr. Cox for this great plan, and was very enthusiastic about the connectivity that the plan will provide.

Mr. Harding agreed it was a great plan and looks forward to the many expansions, including the pump track.

Mr. Boron asked Mr. Cox to share information on the implementation plans.

Mr. Cox explained that during the development of the last plan, they learned that you cannot predict everything that can happen, and we need to learn from opportunities. It is important to maintain flexibility and maximize the use of grants and resources as they become available. Mr. Cox reviewed how they developed the order of implementation and plans to focus on, and give the community the ability to adapt to changing circumstances.

Mr. Davis asked what this process involves.

Mr. Boron explained that the focus over the last couple years has been to connect Clearcreek Park and E. Milo Beck Park, and they are making progress with that effort. Another priority is to connect to Hazel Woods Park to Clearcreek Park if grant money becomes available. He stated that the state is now looking at inter-governmental cooperation and trails that build off existing trails networks for funding.

Mr. Sillies asked how other cities incorporate the trails for the use of scooters and other motorized vehicles.

Mr. Cox explained how they have changed various terms such as "bike lanes" to "micro-mobility" to accommodate this class of transportation.

Mr. Boron stated that staff will be asking for a recommendation to adopt at the June 24th meeting and then forward to Council for their July 2nd for adoption.

II. Guest Comments

There were no guest comments. No comments were received by the deadline for incorporating guest comments.

IV. Planning Commission and Staff Comments

Mr. Harding suggesting looking into the idea of "Adopt a Trail" as a way for non-profit groups to participate

Ms. Iverson noted that the next meeting will be June 24th, 2020.

V. Adjournment

Ms. Iverson adjourned the Wednesday, June 10, 2020 Planning Commission Work Session at 6:55 p.m.

Becky Iverson, Planning Commission Chairperson

Dan Boron, Planning Consultant

Ann Burns, Planning Commission Secretary

Background Information & Staff Recommendations
City of Springboro Planning Commission Work Session
Wednesday, June 24, 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 24, 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.

III. Agenda Items

**A. Recommendation to Approve
Bicycle & Pedestrian Plan**

Background Information & Staff Comments

City staff is requesting that the Planning Commission approve a recommendation to City Council to adopt the Bicycle & Pedestrian Plan with amendments. The plan report paper copy distributed prior to the June 10th work session is still current less the amendments listed here. The plan can be found at <https://walkbike.info/springboro/plan/>. This item that was reviewed at the June 10th work session. The amendments are as follows:

Amendment #1. During the June 10th work session review, a recommendation was made to amend the policy "Establish Citizen Support Groups" on page 55 to incorporate adoption and friends of programs to capitalize on the interest shown by companies located in Springboro on the proposed trails. The following text is recommend for that policy:

Establish Citizen Support Groups

For natural area preservation work, specialized bicycle facilities, and trails, establish citizen and corporate "adoption" and "friends of" programs to help improve and maintain the parks and facilities. The City should promote and recognize these groups and provide the volunteers and organizations with the tools and resources they require for their volunteer efforts.

Amendment #2. The second amendment is in part an infrastructure recommendations carried over from the 2013 plan. On Lytle-Five Points Road, adding crosswalks with Rectangular Rapid Flash Beacons (RRFBs), the same crossing designs as those installed on South Main Street at the Market Street and South Street intersections was recommended in the May 15th draft report for the intersection of Country Club Lane, and coincides with the resurfacing/restripping project on Lytle-Five Points Road east of the Settlers Walk subdivision that will occur shortly.

The recommendation is to add two additional RRFB crossings to the west. The first is at Tanglewood Lane/Great Oak Drive, a proposal that was in the 2013 plan but was left off the 2020 plan to this point in time. This proposal would be beneficial in connecting Settlers Walk to the signed bike route on Tanglewood Lane that connects ultimately to SR 741. The second RRFB crossing is new and is proposed for the Settlers Walk Boulevard/Innsbruck Lane intersection.

Again, this change would improve connections between Settlers Walk and areas to the south by way of Woodland Greens Boulevard. The amendment would read as follows:

On Lytle-Five Points Road, add crosswalks with Rectangular Rapid Flash Beacons (RRFBs) at the intersections with Tanglewood Drive/Great Oak Drive and Settlers Walk Blvd/Innsbrook Lane. This change would be reflected on pages 39-41, and on the large Proposed Network & Plan map.

Staff Recommendation

City staff recommends approval of a recommendation to adopt the Bicycle & Pedestrian Plan, May 15, 2020 draft with the amendments discussed above

The information contained in this report is based on material provided to the City of Springboro as of Friday, June 19, 2020 at 12:00 p.m.