PLANNING COMMISSION AGENDA



Planning Commission Meeting 6:00 PM Monday, June 27, 2016

Village Administration Building 99 High Street South Lebanon, Ohio 45065

	Agenda Item
1.	Call to Order
2.	Pledge of Allegiance
3.	Roll Call
4.	Open Forum
5.	Review and Approval of Minutes A. Minutes of May 31, 2016
6.	Public Hearing - None
7.	Old Business
	A. None
8.	New Business
	A. Case 16-06P: Application for Preliminary Plat Approval for Woodknoll Section 3
	B. Case 16-07P. Application for Preliminary Plat Approval for Woodknoll Section 4
	C. Case 16-08P. Application for Preliminary Plat Approval for Woodknoll Section 5
9.	Communications
10.	Adjournment

Members of the public may address the Planning Commission during the Open Forum segment of the agenda and shall be limited to five minutes each. After the speaker concludes remarks, the Planning Commission may comment or ask questions at that time. The Chairperson may at his or her discretion restrict duplicate testimony on a particular subject.



Village of South Lebanon 99 N. High Street, South Lebanon, Ohio 45065 513-494-2296 fax: 513-494-1656 www.southlebanonohio.org

Planning Commission Meeting MEETING MINUTES May 31, 2016

Members Present:

Tom Hunsche Jim Smith Bill Madison Darrick Zucco Staff: Jerry Haddix, Administrator Elbert Allen, Clerk

Members Absent:

Dennis Rees

- 1. Call to order at 5:30 PM
- 2. Pledge of Allegiance
- 3. Roll Call.
- 4. Open Forum
- 5. Review and Approval of Minutes of April 6, 2016. After the minutes were reviewed a motion to approve was made by Jim Smith and was second by Bill Madison. A vote was taken. All yeas.
- 6. Public hearing None
- 7. Old Business: None
- 8. New Business:

A. Case 16-04P: Application for Final Development Plan & Construction Plans (FDP) for Wynstead Section 3 submitted by Grand Communities, LTD (aks Fischer Homes) (the "Owner"). A total of 29 single family homes will be built on 7.997 acres. These will be high end homes selling for around \$350K each. This development will connect the existing Wynstead development to Zoar Road. The FDP has been reviewed by the Warren County Water & Sewer Department. A motion to approve Final Development Plan &

Construction Plans with conditions was made by Darrick Zucco and was second by Jim Smith. A vote was taken. All yeas.

B. Case 16-05P: Replat Application re: Ritchey Acres Section 3. Submitted by King-Hasselbring & Associates on behalf of Kenneth & Deborah Osburn and Victor & Sharon Ricketts (Owners). This case involves the transfer of 1.001 acres between adjoining property owners. Lot 1 of Ritchey Acres is located in Hamilton Township and is owned by the Osburn's. They are seeking to purchase 1.001 acres from the Ricketts which is in the Village. If approved, the result would create Lot 3 owned by the Osburn's which will be partially in the Village (1.001 acres) and the Township (2.4969 acres) per the proposed plat. A motion to approve the Replat Application was made by Darrick Zucco and was second by Jim Smith. A vote was taken. All yeas.

9.	Commi	

Jerry Haddix reported that he had received Preliminary Plat Drawings for Woodknoll Planned Unit

	Development and that he also has been reviewir	ng Drawings for Rivers Crossing South Subdivision.
10.	Motion to adjourn. Jim Smith made the motion;	Tom Hunsche seconded. A vote was taken. All yeas.
	Darrick Zucco – Chairman	Elbert Allen - Clerk

VILLAGE OF SOUTH LEBANON **MEMORANDUM**

TO:

Planning Commission

FROM:

Jerry Haddix, Village Administrator

RE:

Case 16-06P, Woodknoll Section 3 Preliminary Plat Case 16-07P, Woodknoll Section 4 Preliminary Plat Case 16-08P, Woodknoll Section 5 Preliminary Plat

DATE:

Tune 23, 2016

On the agenda for June 27th meeting is a review of the preliminary plats for Sections 3, 4, & 5 of the Woodknoll PUD as submitted by Shepherds Crossing Development LLC (the "Developer"). Although this review combines the review, each section must be approved separately.

Background

The Woodknoll Planned Unit Development ("Woodknoll") is a 53.95 acre residential development originally proposed by Mainestream Homes in the late 1990's with the first section (lots 1-30) being recorded in 2001. Section 2 of Woodknoll (lots 31-56) which began in 2013 is now complete. Due to financial problems during Section 2, First National Bank ("Bank") stepped in to ensure completion of Section 2. In the meantime, the Bank foreclosed on the remaining acreage and bought it back at Sheriff's Sale. The Bank currently has a contract with Shepherds Crossing Development LLC to purchase the remaining 38 acres.

On April 6, 2016, the Planning Commission approved a modification to the existing PUD which removed the street connection of the lower elevation to the higher elevation area that is connected to the Shepherd's Crossing subdivision and allowed the sideyard setback to be a minimum of 6' on each side.

Code Analysis

Section 15.20.4 of the Village Zoning Code outlines the process for subdivision approval. The Planning Commission shall act on the preliminary plat application within thirty (30) days of submittal. Said application was submitted on May 30, 2016.

An approved preliminary plat shall be effective for a maximum period of twelve (12) months from the date of approval and a subdivider must receive approval of a final plat and construction drawings within that twelve (12) month period following approval.

Zoning Process

The Planning Commission shall approve, approve with modifications, or disapprove each preliminary plat.

Recommendation

Said preliminary plats are consistent with the approved PUD. The Developer has re-submitted the plat to address Item# 2.1. of the Preliminary Plat checklist. It is Staff's recommendation to approve the preliminary plat for each section list above with the following conditions::

- 1. Final construction drawings to be reviewed and approved by the Village Engineer; and
- 2. The Developer shall enter into a Development Agreement with the Village of South Lebanon;
- 3. Development Restrictions & Covenants to be reviewed and approved by the Village Solicitor
- 4. All construction to be in accordance with the Warren County Soil & Water District's Erosion and Sediment Control Regulations;
- 5. Satisfy the conditions of the Union Township Fire Department, as listed in the attached letter from the fire chief; and
- 6. Adhere to all requirements of the approved Woodknoll Planned Unit Development (PUD).

Attachments

Planning Commission Application Preliminary Plat Checklists for Sect. 3, 4, & 5 Union Township Fire Dept. Letter Warren Co. Soil & Water email

VILLAGE OF SOUTH LEBANON PLANNING COMMISSION APPLICATION

1. Application Type: (check the appropriate box) (all plans must be folded when submitted)

	Draft Plan-Discussion Only	Preliminary PUD
	Site Plan	Final PUD
5	Landscape Plan	Rezoning
	Construction Drawings. (Please complete Fee Schedule form on Page 2)	Lot Split
x	Preliminary Plat (Please compete Fee Schedule form on Page 2)	Conditional Use
	Final Plat or Replat	Special Meeting
	Right-of-Way Dedication Plat	Other:

(See Page 3 for complete Fee Schedule and Submittal Requirement Information)

2. Development Information:

Development/Business Name: Woodknoll Subdivision	n Sections 3, 4 and 5
Type of Business/Project Description: Residential Su	bdivision
Location Mary Lane, Pike St., Shepherds Way	Size of Building:
Current Zoning: R3	Rezone to:
Total Acreage: 21.46	Acres to be Rezoned:
Number of Employees:	Number of Fleet Vehicles:
Current Owner of the Property	Project Contact (Architect, Engineer, Planner)
Name: First National Bank	Name: Loren M. Puckett, P.E.
Address: 730 E. Main St.	Address: 304 E. Market St.
City: Lebanon State: OH Zip: 45036	City: Washington C.H. State: OH Zip: 43160
Telephone: Fax:	Telephone: (740)335-3816 Fax: (740)335-5828
Applicant(s): Shepherds Crossing Development	t, LLC
Address: P.O. Box 489007	
City: Cincinnati State:	OH Zip: 45249
Telephone: Fax:	
Please Print Applicant's Name Here: * Applicant's Signature: Applicant of all fees (S)	ee Fee Schedule and Footnotes on Pages 3 and 4 respectively.)
rippiedant is resignation for the resign	

	TOI	BE CON	IPLETED	ВУЛ	HE VI	LLAGI	E OF SOU	THLE	BANO	N		
Application Number:			er og har eggigs i i	; <u>1</u> ;	_Date of	Planning	Commission	Meeting	; <u> </u>			::
Fee Paid:	ngermantal of the ""	Drawn:		_ ECI	icck#	amony or	Date	35. <u> </u>	and the same of th	_Initial _	a distribution of the second	o estete
Legal Notices Advert	ised:		n mi	5 i.n.	Mai	led to Sur	rounding Pro	perty Ow	ners:			

3. Rezoning and Preliminary PUD Plan Requests

Surrounding Property Owners: Please list the names and addresses of all Owners of Real Property within 300 feet of any part of the property as such names and addresses appear on the most recent tax duplicate on 2 sets of mailing labels. (See submittal requirements on page 3).

4. Signatures Required	····	<u> </u>	
By signing this application, I attest under penalty of law	that all the information g	iven above is correct to t	he hest of my
knowledge.	. /		1
Please Print Applicant's Name: TOWIN H. YAR	conthiA SHEPHERD	s Laussing Veneros	MENT, LLC)
Applicant's Signature:	Da	ite: 5/30/2016	
Property Owner's Signature:	Da	ite: 15 MBB	
Tropa ty cyrilo s organica			
5. Fee Determination for Construction Drawing	s and Preliminary Plat	Submittals	32
Please create a detailed breakdown of the estimated infrastruc	ture breakdown cost for the p	roject and attach it to this a	pplication. For
Construction Drawings complete Item 1 and for Preliminary F	Plats complete Item 2.		
	Total Infrastructure Cost	1,384,000.00	_ (A)
1 - Construction Drawing Fee Breakdown			
1.25% of Total Infrastructure Cost* (Line A x 0.012)	5)		_ (B)
1.50% of Total Infrastructure Cost** (Line A x 0.01	5) + 5	S	(C)
Application Fee	+ :	150.00	_(D)
Total Construction Drawing Fee (Line B + C + D))	S	_ (E)
2 - Preliminary Plat Fee Breakdown:			
0.25% of Total Infrastructure Cost* (Line A x 0.002	5)	3,460.00	_ (F)
Application Fee	+ :	§ <u>150.00</u>	(G)
Total Preliminary Plat Fee (Line F + G)	,	3,610.00	_ (H)
Total Paid with Application/Submittals (Line E+H)		3,610.00	-
* Due upon submittal			

6. Fee Schedule and Submittal Requirements

Article/Ord. Reference	Item	Fees ⁽³⁾⁽⁴⁾	Submittal Requirements
Article 20	Preliminary Plats	\$150 + 0.25% of estimated	12 Copies ⁽³⁾ + 1 Copy (Ledger Paper
Article 14	Final PUDs	infrastructure construction costs ⁽¹⁾	
Article 20	Construction Drawings	\$150 + 2.75% of estimated	4 Copies ⁽⁵⁾
		infrastructure construction costs ⁽¹⁾ (Include estimate with	2 Drainage Calculations
		application)	2 Detailed Spreadsheet of the
		(1.25% due at time of submittal and 1.5% due before construction begins) ⁽²⁾	Estimated Infrastructure Costs
Article 20	Final / Dedication Plats	\$350	10 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper
Article 20	Lot Split / Minor Subdivision / Replats	\$75 per lot	3 Survey Plats ⁽⁵⁾ & Legal Descriptions
_			1 New Deed + 1 Original Deed
Article 18	Site Plans	\$400 + \$5 per unit Multi-family	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper
		\$400 + \$20 per acre Commercial/ Office/Industrial/Institutional	
Article 17	Landscape Plans	\$150 + \$10 per acre	12 Copies (5) + 1 Copy (Ledger Paper
Article 7	Zoning District Map Change	\$400 + \$10 per acre	20 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper
	Zoning Text Change		1 List of Surrounding Property Owners + 2 Sets of Mailing Labels
Article 5	Variances / Appeals	\$400	8 Copies + 1 Copy (Ledger Paper) 1 List of Surrounding Property Owners + 1 Set of Mailing Labels
Article 14	Preliminary PUD Plans	\$2,500 + \$20 per acrc	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper 1 List of Surrounding Property Owners + 2 Sets of Mailing Labels
Article 14	Final PUD Plans	Site Plan Review Fees Apply	Site Plan Review Submittal Requirements Apply
Article 6	Conditional Use / Similar Use	\$250 + applicable site plan fee	15 Copies + 1 Copy Ledger Paper ¹⁵
Article 3	Zoning Permit	\$250 + \$0.03 per square foot of building area (Village water tap and inspection fee required if utilizing Village Water [proof of payment of County tap fee if utilizing County Water]; Village sewer tap and inspection fee also required)	5 Copies
Article 3	Temporary Use Permit	\$50	5 Copies
Article 3	Certificate of Occupancy	\$50	3 Copies of Permit Application w/
Ord. No: 2008-14; Permit App.	Fiood Hazard Area Development Permit	\$50	3 Copies of Permit Application w/ applicable submittal requirements (stated on Page 2 of 2 of Permit Application + Engineering "No Rise" Certification (if applicable
	Special Meeting	\$500 + Application Fee, if any ⁽⁶⁾	Depends Upon Type of Application or Meeting Requested

FOOTNOTES TO FEE SCHEDULE

- (1) Infrastructure construction costs include all infrastructure costs associated with a development including, but not limited to, drainage facilities, sanitary sewers, waterlines, grading, excavation, and street improvements.
- (2) Any inspection conducted outside the normal eight-hour workday of Monday through Friday, excluding holidays, 8:00 a.m. until 4:30 p.m., shall be charged at one and a half (1.5) times the standard rate. The Village reserves the right to charge fees in addition to the fees specified in the table above if, due to the applicant's responsibility, excessive review and/or field inspections are necessary, and as determined by the Village Engineer. Such fees for review and field inspection by Village staff shall be charged at the standard rate of forty dollars (\$40) per hour, plus a three-fourths (.75) hour charge for travel time. Any review and inspection completed by consultants on behalf of the Village shall be charged to the applicant at the same rate charged by the consultants. Performance and maintenance bonds will not be released until payment of all fees is received.
- (3) Any review and inspection completed by consultants on behalf of the Village shall be charged to the applicant at the same rate charged by the consultants. The applicant shall pay the difference when consultant fees charged to the Village are in excess of the established Fee Schedule base amounts. Final approvals will be held until all fees charged by consultants are paid-in-full by the applicant.
- (4) The fee for review of a revised application shall be sixty (60) percent of the fee specified for the initial or first review of such application.
- (5) All plans must be folded to fit a legal sized file folder with the title showing in the lower right-hand corner.
- (6) Special meetings that require one or more of the Village's consultants to attend shall require payment of the special meeting fee before the meeting is scheduled. Examples of special meetings include staff meetings and non-scheduled Planning Commission meetings requested by an applicant and/or developer.
 - Complete applications submitted by the deadlines posted above will be processed and placed on the next regularly scheduled Planning Commission meeting.
 - 2. Incomplete applications or applications that do not comply with the minimum Village Zoning Ordinance and/or Subdivision Regulations or applications that are not submitted by the above posted deadlines will not be placed on the next regularly scheduled Planning Commission meeting agenda.
 - 3. The applicant will be notified if his or her application is not accepted for processing. The Village Administrator and/or Zoning Administrator will discuss the reasons why the application was not accepted and the necessary steps required to meet the next meeting deadline.
 - 4. Applicants may request a special Planning Commission meeting. Requests should be made with the Village Administrator at least two weeks in advance of the requested special meeting date. The meeting will be set if approved by the Planning Commission chairperson and if a quorum can be present. A \$500 fee plus applicable application fee must be paid in advance of the meeting (See Fee Schedule and Footnotes to Fee Schedule).
 - 5. Meeting dates are subject to change due to unforeseen scheduling conflicts and holidays. Applicants should call the Village to check meeting dates in advance of the application deadlines.



VILLAGE OF SOUTH LEBANON **Preliminary Plat Approval Checklist**

Development Name:	Woodknoll Subdivision, Sec. 3	Date Received	06/07/2016
Reviewed By:		Date Reviewed	06/09/2016

All items below are required for preliminary

plat approval from the Village Engineer	\pprov	ed Comments
Required Information Sec 15.20.4		
1. Preliminary Plat Form Sec 15.20.4.6		
a. Scale	\boxtimes	
b. Paper Size	X	
2. Preliminary Plat Contents Sec 15.20.4.7		
a. Proposed Name of Subdivision		
b. Location of Subdivision		
c. Contact Information		
d. Date		
e. Scale and North Point	\boxtimes	
f. Boundaries and Acreage		
g. Adjacent Properties		
h. Existing Features within 200'		
i. Zoning Classification		
j. Existing Contours		
k. Existing Utilities		
I. Proposed Streets and Easements	\boxtimes	Appear to be utility easements along right of way
		lines, not labeled or width given.
m. Building Setbacks		
n. Proposed Utilities	\boxtimes	
o. Lot Information		
p. Reserved Land		
q. Vicinity Map		
3. Supplementary Information Sec 15.20.4.8		
a. Proposed Lot Usage		Not specifically stated
b. Existing Buildings		N/A
c. Accessible Information		N/A
d. Proposed Covenants and Restrictions		Assume they are a separate document
e. Sewage Disposal Method		
General Comments		



VILLAGE OF SOUTH LEBANON Preliminary Plat Approval Checklist

Development Name:	Woodknoll Subdivision, Sec. 4	Date Received	06/07/2016
Reviewed By:		Date Reviewed	06/09/2016

plat approval from the Village		Appro	ved Comments
. Required Information	Sec 15.20.4		
1. Preliminary Plat Form	Sec 15.20.4.6		
a. Scale			
b. Paper Size			
2. Preliminary Plat Contents	Sec 15.20.4.7		
a. Proposed Name of Subo	livision		
b. Location of Subdivision			
c. Contact Information			
d. Date	<u> </u>		
e. Scale and North Point	**	X	
f. Boundaries and Acreag	e		
g. Adjacent Properties			
h. Existing Features withir	200′	\boxtimes	
i. Zoning Classification			
j. Existing Contours			
k. Existing Utilities		\boxtimes	101 200
 Proposed Streets and E 	asements		Utility easements not labeled or width given.
m. Building Setbacks		M	
n. Proposed Utilities	-38		
o. Lot Information			
p. Reserved Land			
q. Vicinity Map			
3. Supplementary Information	Sec 15.20.4.8	 	
a. Proposed Lot Usage		14	Not specifically stated
b. Existing Buildings			N/A
c. Accessible Information			N/A
d. Proposed Covenants a	nd Restrictions	44	Assume they are a separate document
e. Sewage Disposal Meth	od	\boxtimes	



VILLAGE OF SOUTH LEBANON **Preliminary Plat Approval Checklist**

Development Name:	Woodknoll Subdivision, Sec. 5	Date Received	06/07/2016	_
Reviewed By:		Date Reviewed	06/09/2016	- 60

All items below are required for preliminary

All items below are required for preliminary		
Diat approve	pprov	ved Comments
A. Required Information Sec 15.20.4		
1. Preliminary Plat Form Sec 15.20.4.6		
a. Scale		
b. Paper Size		
2. Preliminary Plat Contents Sec 15.20.4.7		
a. Proposed Name of Subdivision	\boxtimes	
b. Location of Subdivision		
c. Contact Information		
d. Date	\boxtimes	
e. Scale and North Point		
f. Boundaries and Acreage		
g. Adjacent Properties		
h. Existing Features within 200'		
i. Zoning Classification	\boxtimes	
j. Existing Contours		
k. Existing Utilities	\boxtimes	
I. Proposed Streets and Easements		Existing utility easements labeled and width giver
		no new easements shown.
m. Building Setbacks	\boxtimes	
n. Proposed Utilities		
o. Lot Information		
p. Reserved Land	\boxtimes	
q. Vicinity Map	\boxtimes	
3. Supplementary Information Sec 15.20.4.8		
a. Proposed Lot Usage		Not specifically stated
b. Existing Buildings		N/A
c. Accessible Information		N/A
d. Proposed Covenants and Restrictions		Assume they are a separate document
e. Sewage Disposal Method		
General Comments		



Union Township Fire Rescue

285 East Pike Street • South Lebanon, Ohio 45065 Office: 494-2566 Fax: 494-9055



Chief, Robert D. Napier

June 22, 2016

Jerry Haddix, Administrator Village of South Lebanon

Ref: Woodknoll Plans Review

After reviewing the plans for the Woodknoll addition off of Shepherds Crossing and Mary Lane Extension, the following are our comments.

• Move the hydrants out of the caulk-de-sac radius.

• All radius turns and cul-de-sac must be able to fit a large fire apparatus. The template that has been used for a large fire apparatus is a "Grey Hound Bus" template.

• It would help us with congestion if there were no parking on the hydrant side of the street. We have found that would give our apparatus room if the is not cars parked on both side of the street. If we have to have ladder truck operations for a fire, the outriggers need up to 20 feet to be extended out.

If you have any questions please feel free to contact me.

Robert Napier Fire Chief/ Township Administrator

Union Township Fire Department 285 E. Pike Street South Lebanon, Ohio 45065 (P) 513-494-2566 (F) 513-494-9055 (C) 513-617-3966

Cc: Trustees, Fiscal Officer, File

Jerry Haddix

From: Conley, Molly M. <Molly.Conley@co.warren.oh.us>

Sent: Friday, June 17, 2016 2:54 PM

To: Jerry Haddix Cc: Nicholas Selhorst

Subject: RE: Woodknoll Preliminary Plats

Jerry,

I do not have any specific comments on the preliminary plans for Woodknoll. I will look in detail at the sediment and erosion control plans when they arrive, but I do not foresee any unusual circumstances with these preliminary designs. Thank You,

Molly M. Conley

Natural Resource Engineer
PHONE - (513) 695-3085 | EMAIL Molly.Conley@co.warren.oh.us



Warren County Soil and Water Conservation District 320 E. Silver Street, Suite 300 Lebanon, Ohio 45036 PHONE (513) 695-1337 http://www.warrenswcd.com/



From: Jerry Haddix [mailto:jhaddix@southlebanonohio.org]

Sent: Wednesday, June 08, 2016 9:30 AM

To: Conley, Molly M. **Cc:** Nicholas Selhorst

Subject: FW: Woodknoll Preliminary Plats

Molly,

For your review, attached are the electronic preliminary plats for Sections 3, 4 & 5 of the Woodknoll Subdivision in the Village of South Lebanon. Please review & forward any comments to me. Thanks,

Jerry Haddix Village Administrator Village of South Lebanon 99 N. High Street South Lebanon, Ohio 45065