

# PLANNING COMMISSION AGENDA



**Planning Commission Meeting**  
**Tuesday, March 28, 2017 at 5:30 p.m.**

**Village Administration Building**  
**99 High Street**  
**South Lebanon, Ohio 45065**

	Agenda Item
1.	<b>Call to Order</b>
2.	<b>Pledge of Allegiance</b>
3.	<b>Roll Call</b>
4.	<b>Open Forum</b>
5.	<b>Review and Approval of Minutes</b> A. Minutes of February 1, 2017
6.	<b>Public Hearing – None</b>
7.	<b>Old Business</b> A. None
8.	<b>New Business</b> A. Case 17-04P: Application for Final PUD Approval for Wynstead Section 4 Subdivision B. Case 17-05P: Application for Final Plat Approval for Woodknoll Section 4 Subdivision C. Case 17-06P Application for Final Plat Approval for Shepherd's Crossing Section 2 (previously named Woodknoll Section 5A)
9.	<b>Communications</b>
10.	<b>Adjournment</b>

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](http://www.southlebanonohio.org)**

**Planning Commission Meeting**  
**MEETING MINUTES**  
**February, 01 2017**

**Members Present:**

Tom Hunsche  
Dennis Rees  
Jim Smith

**Staff:**

Jerry Haddix, Administrator  
Elbert Allen, Clerk

**Members Absent:**

Darrick Zucco  
Bill Madison

1. Call to order at 4:00 PM
2. Pledge of Allegiance
3. Roll Call
4. Open Forum
5. Review and Approval of Minutes of January 12, 2017. After the minutes were reviewed a motion to approve the minutes was made by Tom Hunsche and was seconded by Dennis Rees. A vote was taken. All yeas.
6. Public Hearing: None
7. Old Business: None
8. New Business:

A. Case 17-03P: Application for Easement Plat Approval for Riverside Subdivision. Submitted by Bayer Becker Engineers on behalf of Lebanon Mason, LLC (the "Owner"). On January 12, 2017 the Village Planning Commission passed a motion to conditionally approve the final record plat for the Riverside Phase One subdivision. The Project Engineer, Bayer Becker has submitted an easement plat for Phase One of this development. This includes the easements required for the development. The easement plat contains addition offsite easement that were not shown on the final plat. This has been reviewed by Choice One Engineering as

well as the County Tax Map Department. Staff recommends that the Planning Commission adopt a motion to approve the Easement Plat for Riverside Phase One and authorize Chairman Zucco to sign the Mylar. A motion to approve the Easement Plat for Riverside Phase One was made by Tom Hunsche and was second by Dennis Rees. A vote was taken. Results were all Yeas.

9. Communications: None
10. Motion to adjourn. Dennis Rees made the motion; Tom Hunsche seconded. A vote was taken. Results were all yeas.

---

Darrick Zucco – Chairman

---

Elbert Allen - Clerk

## **VILLAGE OF SOUTH LEBANON MEMORANDUM**

**TO:** Planning Commission

**FROM:** Jerry Haddix, Village Administrator

**RE:** Case 17-04P, Final Development Plan & Construction Drawings for Wynstead Section 4

**DATE:** March 24, 2017

On the agenda for March 28<sup>th</sup> meeting is Case #17-04P, an application for approval of the Final Development Plan & Construction Drawings (FDP) Wynstead Section 4 (the “Property”) submitted by Grand Communities, LTD (aka Fischer Homes) (the “Owner”).

### **Background**

On February 9, 2017, the Owner submitted the FDP for Section 4 of Wynstead Subdivision consisting of a total of 42 single family lots comprising 7.824 acres. This is a continuation of the Wynstead development. This section will complete Castle Drive between Emerald Drive and Windsor Court. The FDP has been sent to the Village’s engineer on this development and to a number of officials and agencies for the purpose of study and recommendations. Bayer Becker, the Developer’s engineer, has made the corrections from Choice One Engineering and the Warren County Water Dept. We are awaiting comments from the Hamilton Township Fire department.

### **Code Analysis**

Section 15.14.18 of the Village Zoning Code lists the requirements for the Final Development Plan. The Owner will be required to submit a Final plat and will need to be reviewed by the Planning Commission.

### **Zoning Process**

The Planning Commission shall approve, approve with conditions, or disapprove the final development plan within sixty (60) days after it has been filed.

### **Recommendation**

The submitted FDP is consistent with the Preliminary Development Plan. Staff recommends that the Planning Commission adopt a motion to approve the Final Development plan & Construction Drawings with the following conditions:

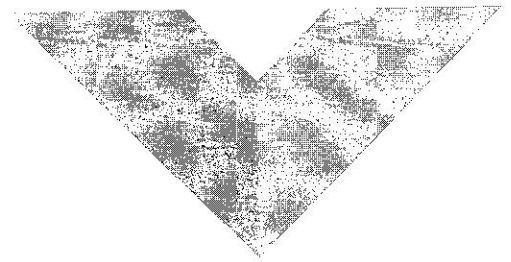
1. Enter into a Development Agreement with the Village and fulfill bonding requirements as required by the Village Solicitor in accordance with the Village Zoning Regulations;



2. Review and approval of the “Declaration of Covenants and Restrictions” by the Village Solicitor; and
3. Approval of the Construction Drawings by the Hamilton Township Fire Department.

# ChoiceOne

Engineering



Date  
March 21, 2017

Attention  
Jerry Haddix  
Village Administrator

Address  
99 N. High Street  
South Lebanon, OH 45065

Subject  
Wynstead Section 4 Phases A & B  
Review #2  
Village of South Lebanon, OH

## Dear Mr. Haddix:

On 3/15/17, Choice One received revised plans, revised storm calculations, revised sanitary PTI, and a disposition of comments to our first review letter dated 2/23/17 for the above-mentioned project. Choice One has reviewed the revised submittal and recommends approval of the construction plans. Any comments that were not made in the plans were satisfactorily explained in the disposition letter.

The only thing that we will note is that the typical section on page 2.0 is now referencing ODOT Item 442 "Super Pave" asphalt for the surface and intermediate courses. While these are a 2016 asphalt specification, we don't see the need for super pave asphalt on these streets, so item 441 asphalt (the old 448 spec) will suffice instead of item 442. Once the plans and calculations are completely finalized, the developer or Bayer Becker should send a full-size paper copy to the Village of everything and an electronic copy to Choice One. As-built drawings of the water, sewer, and storm installations will be required after construction is complete.

If you have any questions, please contact our office.

Sincerely,

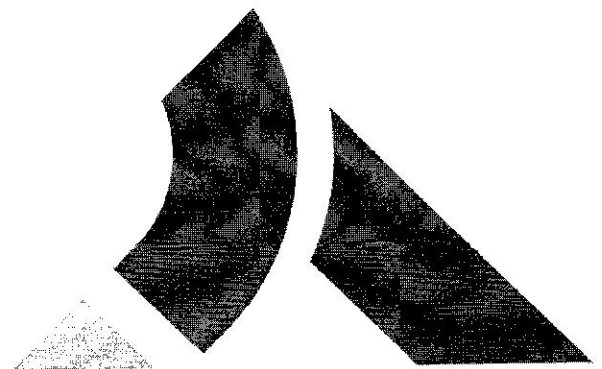
Nicholas J. Selhorst, P.E.

West Central Ohio  
440 E. Innowishar Rd.  
Sidney, OH 45365  
937.497.0200 Phone

S. Ohio/IN 84 Buckle  
205 W. Loveland Ave.  
Cincinnati, OH 45240  
513.239.8554 Phone

East Indiana  
607 N. Madison St.  
Portland, IN 47371  
260.766.2000 Phone

[WWW.CHOICEONEENGINEERING.COM](http://WWW.CHOICEONEENGINEERING.COM)



WARREN COUNTY  
WATER & SEWER DEPARTMENT

CHRIS G. BRAUSCH, P.E.  
COUNTY SANITARY ENGINEER

February 13, 2017

Gregory Koch  
Bayer Becker  
6900 Tylersville Road, Suite A  
Mason, OH 45040

Re: Wynstead  
Section 4, A & B  
South Lebanon

Dear Mr. Koch,

Please be advised that the detail plans for the subject project have been reviewed and the comments with respect to the proposed water system improvements are as follows:

- 1) Confirm all water service corp stops have a minimum of 3' separation.
- 2) Existing 8" valve on Castle Drive does not exist.
- 3) Install 8" valve at tie in along Castle Dr.
- 4) Label deflection or bends at Sta. 11+80. If bends adjust RJP.

It is requested that the plans be modified in accordance with the enclosed drawings and the revised drawings be resubmitted to us so that our review can be finalized.

If you have any questions or comments, please contact this office.

Sincerely,



Chris Wojnicz, P.E., LEED AP  
Assistant Sanitary Engineer

cc: file

## Jerry Haddix

---

**From:** Conley, Molly M. <Molly.Conley@co.warren.oh.us>  
**Sent:** Tuesday, February 28, 2017 10:58 AM  
**To:** Jerry Haddix  
**Subject:** Wynstead Section 4 Ph A& B

Jerry,

I have no comments on Wynstead Section 4 Ph A & B. The erosion and sediment control plan is compliant.

**Molly M. Conley**

Natural Resource Engineer

PHONE - (513) 695-3085 | EMAIL [Molly.Conley@co.warren.oh.us](mailto: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/>




# VILLAGE OF SOUTH LEBANON PLANNING COMMISSION APPLICATION

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

<input type="checkbox"/>	Draft Plan-Discussion Only	<input type="checkbox"/>	Preliminary PUD
<input type="checkbox"/>	Site Plan	<input checked="" type="checkbox"/>	Final PUD
<input type="checkbox"/>	Landscape Plan	<input type="checkbox"/>	Rezoning
<input checked="" type="checkbox"/>	Construction Drawings. (Please complete Fee Schedule form on Page 2)	<input type="checkbox"/>	Lot Split
<input type="checkbox"/>	Preliminary Plat (Please complete Fee Schedule form on Page 2)	<input type="checkbox"/>	Conditional Use Special Use -Telecommunications Tower
<input type="checkbox"/>	Final Plat or Replat	<input type="checkbox"/>	Special Meeting
<input type="checkbox"/>	Right-of-Way Dedication Plat	<input type="checkbox"/>	Other:

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

## 2. Development Information:

Development/Business Name: Wynstead Section Four	
Type of Business/Project Description: Subdivision	
Location: Military Survey No. 1546	Size of Building:
Current Zoning: R-3 PUD	Rezone to:
Total Acreage: 7.824	Acres to be Rezoned:
Number of Employees:	Number of Fleet Vehicles:
Current Owner of the Property Name: Grand Communities, LTD.	Project Contact (Architect, Engineer, Planner) Name: Bayer Becker
Address: 2670 Chancellor Dr, Suite 300	Address: 6900 Tylersville Road, Suite A
City: Crestview Hills State: KY Zip: 41017	City: Mason State: OH Zip: 45040
Telephone: (859) 341-4709 Fax:	Telephone: (513) 336-6600 Fax:
Applicant(s): Grand Communities, LTD.	
Address: 2670 Chancellor Drive, Suite 300	
City: Crestview Hills State: KY Zip: 41017	
Telephone: (859)341-4709 Fax:	
Please Print Applicant's Name Here: Dave Stroup Land Development - Construction Manager	
* Applicant's Signature: 	
* Applicant is responsible for payment of all fees (See Fee Schedule and Footnotes on Pages 3 and 4 respectively.)	

## TO BE COMPLETED BY THE VILLAGE OF SOUTH LEBANON

Application Number: _____	Date of Zoning Commission Meeting: _____
Fee Paid: _____	Drawn: _____ Check #: _____ Date: _____ Initial: _____
Legal Notices Advertised: _____	Mailed to Surrounding Property Owners: _____

### 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

By signing this application, I attest under penalty of law that all the information given above is correct to the best of my knowledge.

Please **Print** Applicant's Name: Dave Stroup (Land Development - Construction Manager)  
Applicant's Signature: [Signature] Date: 2-9-17  
Property Owner's Signature: [Signature] President Date: 2-9-17

### 5. Fee Determination for Construction Drawings and Preliminary Plat Submittals

Please create a detailed breakdown of the estimated infrastructure breakdown cost for the project and attach it to this application. For Construction Drawings complete Item 1 and for Preliminary Plats complete Item 2.

	Total Infrastructure Cost	\$ 360,084.00	(A)
1 - Construction Drawing Fee Breakdown			
1.25% of Total Infrastructure Cost* (Line A x 0.0125)	\$	4,501.05	(B)
1.50% of Total Infrastructure Cost** (Line A x 0.015)	+ \$	5,401.26	(C)
Application Fee	+ \$	150.00	(D)
<b>Total Construction Drawing Fee (Line B + C + D)</b>	\$	10,052.31	(E)
2 - <del>Preliminary Plat</del> <sup>Final PUD</sup> Fee Breakdown:			
0.25% of Total Infrastructure Cost* (Line A x 0.0025)	\$	900.21	(F)
Application Fee	+ \$	150.00	(G)
<b>Total Preliminary Plat Fee (Line F + G)</b>	\$	1050.21	(H)
<b>Total Paid with Application/Submittals (Line E+H)</b>	\$	11,102.52	

\* Due upon submittal

\*\* Due prior to construction

## 6. Fee Schedule and Submittal Requirements

Article/Ord. Reference	Item	Fees <sup>(3)(4)</sup>	Submittal Requirements
Article 20 Article 14	Preliminary Plats Final PUDs	\$150 + 0.25% of estimated infrastructure construction costs <sup>(1)</sup>	12 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 20	Construction Drawings	\$150 + 2.75% of estimated infrastructure construction costs <sup>(1)</sup> (Include estimate with application) (1.25% due at time of submittal and 1.5% due before construction begins) <sup>(2)</sup>	4 Copies <sup>(5)</sup> 2 Drainage Calculations 2 Detailed Spreadsheet of the Estimated Infrastructure Costs
Article 20	Final / Dedication Plats	\$350	10 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 20	Lot Split / Minor Subdivision / Replats	\$75 per lot	3 Survey Plats <sup>(5)</sup> & Legal Descriptions 1 New Deed + 1 Original Deed
Article 18	Site Plans	\$400 + \$5 per unit Multi-family \$400 + \$20 per acre Commercial/ Office/Industrial/Institutional	12 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 17	Landscape Plans	\$150 + \$10 per acre	12 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 7	Zoning District Map Change Zoning Text Change	\$400 + \$10 per acre	20 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper) 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 acre	12 Copies <sup>(5)</sup> + 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 <sup>(9)</sup>
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
Ord. No: 2001-13	Special User Permit Telecommunications Tower	\$5,000 deposit for a new tower \$2,000 deposit for an existing tower	10 copies of all documents as per Ordinance 2001-13 Section 6.F
Ord. No: 2008-14; Permit App.	Flood 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 <sup>(6)</sup>	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.



## **VILLAGE OF SOUTH LEBANON MEMORANDUM**

**TO:** Planning Commission  
**FROM:** Jerry Haddix, Village Administrator  
**RE:** Case 17-05P, Final Plat Approval, Woodknoll Section 4 Subdivision  
**DATE:** March 24, 2017

On the agenda for March 28<sup>th</sup> is Case #17-05P, an application for approval of the Final Record Plat for the Woodknoll Section 4 Subdivision (the "Property") submitted by McCarty Associates, LLC, on behalf of Shepherds Crossing Development, LLC. (the "Owner").

### **Background**

On June 27, 2017, the Village Planning Commission approved the preliminary plat for said Property. The Property is comprised of 5.483 acres between Mary Lane Extension and Sunset Drive. This plat will create 12 single family lots and one open space lot. The present zoning designation is R-3 Planned Unit Development ("PUD") which was part of the original Woodknoll development.

The Final Record Plat has been sent to a number of officials and agencies for review. To date, the Village's engineer on the development, Choice One Engineering, as well as the Warren County Tax Map Department .

### **Code Analysis**

Pursuant to Section 15.20.4 of the Village Zoning Code, a subdivision developer, after receiving approval of the preliminary plat of the proposed subdivision, shall submit a final plat for the subdivision and drawings and specifications of the improvements required therein. The final plat shall be filed with the Planning Commission not later than twelve months after the date of approval of the preliminary plat.

### **Zoning Process**

The Planning Commission shall approve or disapprove the final plat within thirty days after it has been filed. If the plat is disapproved, the grounds for disapproval shall be stated in the records of the Commission, and a copy of said record shall be forwarded to the developer. The Commission shall not disapprove the final plat if the developer has done everything that he was required to do and has proceeded in accordance with the conditions and standards specified in the approved preliminary plat. If disapproved, the developer shall make the necessary corrections and resubmit the final plat within thirty days to the Commission for its final approval.

When the final plat has been approved by the Commission, the original tracing (Mylar) shall be signed by the chairperson of the Commission and returned to the Owner for filing with the Court Recorder after all necessary certifications are received.

**Recommendation**

Staff recommends that the Planning Commission adopt a motion to approve the Final Record Plat and authorize Chairman Zucco to sign the Mylar with the following conditions:

1. Comply with all comments from the Village Engineer, Warren Co. Tax Map Dept. or any other reviewing agency
2. Provide the statements pursuant to Section 15.20.10 of Village Subdivision Regulations.
3. Per Village Subdivision regulations, Developer to enter into a Development Agreement with the Village prior to Village Council approval of Record Plat.

**Attachments**

Final Record Plat

Planning Commission Application

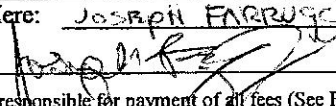
# VILLAGE OF SOUTH LEBANON PLANNING COMMISSION APPLICATION

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

<input type="checkbox"/>	Draft Plan-Discussion Only	<input type="checkbox"/>	Preliminary PUD
<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	Final PUD
<input type="checkbox"/>	Landscape Plan	<input type="checkbox"/>	Rezoning
<input type="checkbox"/>	Construction Drawings. (Please complete Fee Schedule form on Page 2)	<input type="checkbox"/>	Lot Split
<input type="checkbox"/>	Preliminary Plat (Please complete Fee Schedule form on Page 2)	<input type="checkbox"/>	Conditional Use
<input checked="" type="checkbox"/>	Final Plat or Replat	<input type="checkbox"/>	Special Meeting
<input type="checkbox"/>	Right-of-Way Dedication Plat	<input type="checkbox"/>	Other:

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

## 2. Development Information:

<b>Development/Business Name:</b> Woodknoll Subdivision Section 4			
<b>Type of Business/Project Description:</b> Residential subdivision			
<b>Location:</b> Mary Lane and Sunset Drive		<b>Size of Building:</b> N/A	
<b>Current Zoning:</b> R3/PUD		<b>Rezone to:</b> N/A	
<b>Total Acreage:</b> 5.4830		<b>Acres to be Rezoned:</b> N/A	
<b>Number of Employees:</b> N/A		<b>Number of Fleet Vehicles:</b> N/A	
<b>Current Owner of the Property</b>		<b>Project Contact (Architect, Engineer, Planner)</b>	
Name: Shepherds Crossing Development, LLC		Name: McCarty Associates, LLC	
Address: 7861 East Kemper Road		Address: 304 E. Market Street	
City: Cincinnati, State: Ohio Zip: 45249		City: Washington C.H. State: Ohio Zip: 43160	
Telephone: 513-477-0855 Fax:		Telephone: 740-335-3816 Fax: 740-335-3816	
<b>Applicant(s):</b> Shepherds Crossing Development, LLC			
Address: 7861 East Kemper Road			
City: Cincinnati		State: Ohio	Zip: 45249
Telephone: 513-477-0855		Fax:	
Please Print Applicant's Name Here: <u>JOSEPH FARRUGGIN</u>			
* Applicant's Signature: 			
* Applicant is responsible for payment of all fees (See Fee Schedule and Footnotes on Pages 3 and 4 respectively.)			

TO BE COMPLETED BY THE VILLAGE OF SOUTH LEBANON

Application Number:	Date of Planning Commission Meeting:
Fee Paid:	Drawn:
Check:	Initial:
Legal Notices Advertised:	Mailed to Surrounding Property Owners:

### 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

*By signing this application, I attest under penalty of law that all the information given above is correct to the best of my knowledge.*

Please **Print Applicant's Name:** Shepherds Crossing Development, LLC

**Applicant's Signature:** [Signature] **Date:** 3/10/17

**Property Owner's Signature:** [Signature] **Date:** 3/10/17

### 5. Fee Determination for Construction Drawings and Preliminary Plat Submittals

Please create a detailed breakdown of the estimated infrastructure breakdown cost for the project and attach it to this application. For Construction Drawings complete Item 1 and for Preliminary Plats complete Item 2.

Total Infrastructure Cost \$ \_\_\_\_\_ (A)

#### 1 – Construction Drawing Fee Breakdown

1.25% of Total Infrastructure Cost\* (Line A x 0.0125) \$ \_\_\_\_\_ (B)

1.50% of Total Infrastructure Cost\*\* (Line A x 0.015) + \$ \_\_\_\_\_ (C)

Application Fee + \$ 150.00 (D)

**Total Construction Drawing Fee (Line B + C + D)** \$ \_\_\_\_\_ (E)

#### 2 – Preliminary Plat Fee Breakdown:

0.25% of Total Infrastructure Cost\* (Line A x 0.0025) \$ \_\_\_\_\_ (F)

Application Fee + \$ 150.00 (G)

**Total Preliminary Plat Fee (Line F + G)** \$ \_\_\_\_\_ (H)

**Total Paid with Application/Submittals (Line E+H)** \$ 350.00

\* Due upon submittal

\*\* Due prior to construction

## 6. Fee Schedule and Submittal Requirements

Article/Ord. Reference	Item	Fees <sup>(3)(4)</sup>	Submittal Requirements
Article 20 Article 14	Preliminary Plats Final PUDs	\$150 + 0.25% of estimated infrastructure construction costs <sup>(1)</sup>	12 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 20	Construction Drawings	\$150 + 2.75% of estimated infrastructure construction costs <sup>(1)</sup> (Include estimate with application)  (1.25% due at time of submittal and 1.5% due before construction begins) <sup>(2)</sup>	4 Copies <sup>(5)</sup> 2 Drainage Calculations 2 Detailed Spreadsheet of the Estimated Infrastructure Costs
Article 20	Final / Dedication Plats	\$350	10 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 20	Lot Split / Minor Subdivision / Replats	\$75 per lot	3 Survey Plats <sup>(5)</sup> & Legal Descriptions 1 New Deed + 1 Original Deed
Article 18	Site Plans	\$400 + \$5 per unit Multi-family \$400 + \$20 per acre Commercial/ Office/Industrial/Institutional	12 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 17	Landscape Plans	\$150 + \$10 per acre	12 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 7	Zoning District Map Change Zoning Text Change	\$400 + \$10 per acre	20 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper) 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 acre	12 Copies <sup>(5)</sup> + 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 <sup>(5)</sup>
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
Ord. No: 2008-14; Permit App.	Flood 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 <sup>(6)</sup>	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.

1. 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 MEMORANDUM**

**TO:** Planning Commission

**FROM:** Jerry Haddix, Village Administrator

**RE:** Case 17-06P, Final Plat Approval, Shepherd's Crossing Section 2 Subdivision  
(formerly Woodknoll Section 5A)

**DATE:** March 24, 2017

On the agenda for March 28<sup>th</sup> is Case #17-06P, an application for approval of the Final Record Plat for the Shepherd's Crossing Section 2 Subdivision (the "Property") submitted by McCarty Associates, LLC, on behalf of Shepherds Crossing Development, LLC. (the "Owner").

### **Background**

On June 27, 2017, the Village Planning Commission approved the preliminary plat for said Property, which, at that time, was known as Woodknoll Section 5A. Due to the access solely coming from the Shepherd's Crossing subdivision, the Developer has decided to name it after the connecting subdivision. The Property is comprised of 6.2692 acres connecting to Shepherd's way on the east side. This plat will create 17 single family lots. The present zoning designation is R-3 Planned Unit Development ("PUD") which was part of the original Woodknoll development.

The Final Record Plat has been sent to a number of officials and agencies for review. To date, the Village's engineer on the development, Choice One Engineering, as well as the Warren County Tax Map Department.

### **Code Analysis**

Pursuant to Section 15.20.4 of the Village Zoning Code, a subdivision developer, after receiving approval of the preliminary plat of the proposed subdivision, shall submit a final plat for the subdivision and drawings and specifications of the improvements required therein. The final plat shall be filed with the Planning Commission not later than twelve months after the date of approval of the preliminary plat.

### **Zoning Process**

The Planning Commission shall approve or disapprove the final plat within thirty days after it has been filed. If the plat is disapproved, the grounds for disapproval shall be stated in the records of the Commission, and a copy of said record shall be forwarded to the developer. The Commission shall not disapprove the final plat if the developer has done everything that he was required to do and has proceeded in accordance with the conditions and standards specified in the approved preliminary plat. If disapproved, the developer shall make the necessary corrections and resubmit the final plat within thirty days to the Commission for its final approval.

When the final plat has been approved by the Commission, the original tracing (Mylar) shall be signed by the chairperson of the Commission and returned to the Owner for filing with the Court Recorder after all necessary certifications are received.

**Recommendation**

Staff recommends that the Planning Commission adopt a motion to approve the Final Record Plat and authorize Chairman Zucco to sign the Mylar with the following conditions:

1. Comply with all comments from the Village Engineer, Warren Co. Tax Map Dept. or any other reviewing agency
2. Provide the statements pursuant to Section 15.20.10 of Village Subdivision Regulations.
3. Per Village Subdivision regulations, Developer to enter into a Development Agreement with the Village prior to Village Council approval of Record Plat.

**Attachments**

Final Record Plat

Planning Commission Application



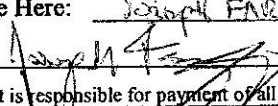
# VILLAGE OF SOUTH LEBANON PLANNING COMMISSION APPLICATION

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

<input type="checkbox"/>	Draft Plan-Discussion Only	<input type="checkbox"/>	Preliminary PUD
<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	Final PUD
<input type="checkbox"/>	Landscape Plan	<input type="checkbox"/>	Rezoning
<input type="checkbox"/>	Construction Drawings. (Please complete Fee Schedule form on Page 2)	<input type="checkbox"/>	Lot Split
<input type="checkbox"/>	Preliminary Plat (Please complete Fee Schedule form on Page 2)	<input type="checkbox"/>	Conditional Use
<input checked="" type="checkbox"/>	Final Plat or Replat	<input type="checkbox"/>	Special Meeting
<input type="checkbox"/>	Right-of-Way Dedication Plat	<input type="checkbox"/>	Other:

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

## 2. Development Information:

<b>Development/Business Name:</b> Shepherds Crossing Section 2/5A	
<b>Type of Business/Project Description:</b> Residential subdivision	
<b>Location:</b> Shepherds Way	<b>Size of Building:</b> N/A
<b>Current Zoning:</b> R3/PUD	<b>Rezone to:</b> N/A
<b>Total Acreage:</b> 6.2692	<b>Acres to be Rezoned:</b> N/A
<b>Number of Employees:</b> N/A	<b>Number of Fleet Vehicles:</b> N/A
<b>Current Owner of the Property</b>	<b>Project Contact (Architect, Engineer, Planner)</b>
<b>Name:</b> Shepherds Crossing Development, LLC	<b>Name:</b> McCarty Associates, LLC
<b>Address:</b> 7861 East Kemper Road	<b>Address:</b> 304 E. Market Street
<b>City:</b> Cincinnati, <b>State:</b> Ohio <b>Zip:</b> 45249	<b>City:</b> Washington C.H. <b>State:</b> Ohio <b>Zip:</b> 43160
<b>Telephone:</b> 513-477-0855 <b>Fax:</b>	<b>Telephone:</b> 740-335-3816 <b>Fax:</b> 740-335-3816
<b>Applicant(s):</b> Shepherds Crossing Development, LLC	
<b>Address:</b> 7861 East Kemper Road	
<b>City:</b> Cincinnati <b>State:</b> Ohio <b>Zip:</b> 45249	
<b>Telephone:</b> 513-477-0855 <b>Fax:</b>	
<b>Please Print Applicant's Name Here:</b> Joseph F. Mazzucco	
<b>* Applicant's Signature:</b> 	
<small>* Applicant is responsible for payment of all fees (See Fee Schedule and Footnotes on Pages 3 and 4 respectively.)</small>	

**TO BE COMPLETED BY THE VILLAGE OF SOUTH LEBANON**

<b>Application Number:</b>	<b>Date of Planning Commission Meeting:</b>
<b>Fee Paid:</b>	<b>Drawn:</b>
<b>Check #:</b>	<b>Date:</b>
<b>Legal Notice Advertised:</b>	<b>Mailed to Surrounding Property Owners:</b>


### 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

*By signing this application, I attest under penalty of law that all the information given above is correct to the best of my knowledge.*

Please **Print** Applicant's Name: Shepherds Crossing Development, LLC

Applicant's Signature:  Date: 3/10/17

Property Owner's Signature:  Date: 3/10/17

### 5. Fee Determination for Construction Drawings and Preliminary Plat Submittals

Please create a detailed breakdown of the estimated infrastructure breakdown cost for the project and attach it to this application. For Construction Drawings complete Item 1 and for Preliminary Plats complete Item 2.

Total Infrastructure Cost \$ \_\_\_\_\_ (A)

#### 1 – Construction Drawing Fee Breakdown

1.25% of Total Infrastructure Cost\* (Line A x 0.0125) \$ \_\_\_\_\_ (B)

1.50% of Total Infrastructure Cost\*\* (Line A x 0.015) + \$ \_\_\_\_\_ (C)

Application Fee + \$ 150.00 (D)

**Total Construction Drawing Fee (Line B + C + D)** \$ \_\_\_\_\_ (E)

#### 2 – Preliminary Plat Fee Breakdown:

0.25% of Total Infrastructure Cost\* (Line A x 0.0025) \$ \_\_\_\_\_ (F)

Application Fee + \$ 150.00 (G)

**Total Preliminary Plat Fee (Line F + G)** \$ \_\_\_\_\_ (H)

**Total Paid with Application/Submittals (Line E+H)** \$ 350.00

\* Due upon submittal

\*\* Due prior to construction

## 6. Fee Schedule and Submittal Requirements

Article/Ord. Reference	Item	Fees <sup>(3)(4)</sup>	Submittal Requirements
Article 20	Preliminary Plats	\$150 + 0.25% of estimated infrastructure construction costs <sup>(1)</sup>	12 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 14	Final PUDs		
Article 20	Construction Drawings	\$150 + 2.75% of estimated infrastructure construction costs <sup>(1)</sup> (Include estimate with application) (1.25% due at time of submittal and 1.5% due before construction begins) <sup>(2)</sup>	4 Copies <sup>(5)</sup> 2 Drainage Calculations 2 Detailed Spreadsheet of the Estimated Infrastructure Costs
Article 20	Final / Dedication Plats	\$350	10 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 20	Lot Split / Minor Subdivision / Replats	\$75 per lot	3 Survey Plats <sup>(5)</sup> & Legal Descriptions 1 New Deed + 1 Original Deed
Article 18	Site Plans	\$400 + \$5 per unit Multi-family \$400 + \$20 per acre Commercial/ Office/Industrial/Institutional	12 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 17	Landscape Plans	\$150 + \$10 per acre	12 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper)
Article 7	Zoning District Map Change Zoning Text Change	\$400 + \$10 per acre	20 Copies <sup>(5)</sup> + 1 Copy (Ledger Paper) 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 acre	12 Copies <sup>(5)</sup> + 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 <sup>(5)</sup>
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
Ord. No: 2008-14; Permit App.	Flood 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 <sup>(6)</sup>	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.

1. 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.