

PLANNING COMMISSION AGENDA



Planning Commission Meeting
Wednesday, October 11th, 2017 at 6:00 p.m.

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 September 5 th , 2017
6.	Public Hearing – None
7.	Old Business A. None
8.	New Business A. Case 17-10P: Application for Final Plat Approval for Grant's Frederick Section 2, Block "A" Subdivision B. Case 17-11P. Application for Final Plat Approval for Wynstead Section 4, Phase "A" Subdivision
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 St. South Lebanon, Ohio 45065
Ph:(513)494-2296 Fax:(513)494-1656

www.southlebanonohio.org

Planning Commission Meeting
MEETING MINUTES
Tuesday, September 5, 2017

Members Present:

Darrick Zucco
Tom Hunsche
Bill Madison
Jim Smith

Members Absent:

Dennis Rees

Staff:

Jerry Haddix,
Administrator
Brianna Yarbrough
Clerk

1. Call to order at 6:16p.m.
2. Roll call
3. Pledge of Allegiance
4. Open Forum: None
5. Review and approval of Minutes from July 19th, 2017. After the minutes were reviewed, a motion to approve was made by Tom Hunsche, and seconded by Bill Madison. A vote was taken. All YEAS.
6. Public Hearing: None
7. Old Business: None
8. New Business:
 - a) Case 17-08 Application for PUD Revision for Stonelake Subdivision. Administrator, Jerry Haddix stated that this subdivision was originally designed for patio homes for retired individuals with 22' private streets, and was ultimately developed as a single-family home development due to the changing market and new ownership in 2006. Chairman, Darrick Zucco asked what the significance of the width (22 feet) of the streets was. Haddix responded by saying the standard street width for public streets is 24 feet. Haddix stated that a request was made by the Stonelake HOA to amend the Declarations and Covenants to request the change of street ownership and was agreed upon by the South Lebanon Council earlier this year.

Haddix stated that the next step is for the Planning Commission to determine if this is a major departure from the preliminary plan. Haddix states that per Section 15.14.22 of the Village Zoning Code, if decided it is a major change, the PUD goes back to the beginning of the PUD process. Haddix states if it is determined that this is not a major departure, the PUD will be forwarded to the Village Council to vote on a street dedication ordinance. Haddix stated there will be no change in the streets themselves.

Steven Klumb of 259 Stoneridge Blvd in the Stonelake Subdivision, representing the Stone Lake Home Owner's Association, stated that the subdivision was initially meant to be a completely different concept than what it turned out to be. He stated it is no longer a retirement community. It is now a community of single families with children. He stated the subdivision has no fire/police protection through the village, despite the fact that their community pays village taxes. He stated concern with the community's financial strain as the HOA fee for subdivision is \$1000/year, with a street maintenance fee included in that price. He stated the streets were redone by the developer in 2011. Klumb expressed concern for the safety of the streets with children, weather conditions and how those conditions may affect daily living when roads go unmaintained. He stated the homeowners are paying South Lebanon Taxes with no real benefit to the fact.

Bill Madison stated he was unsure of the process that took place when ownership was transferred, but development constraints should have been changed when developers were changed. He stated that this situation has left quite an issue. Madison was concerned that if the Village does not step in, the development may default, and will not only be harmful to the current homeowners, but to the surrounding developments as well. He stated this does not stray far from the original PUD, and recommends the Planning Commission vote to recover the roads and make them public, due to the fact that these individuals pay taxes like every other resident. Jerry Haddix clarifies that the Planning Commission is voting on if this is a major change, as opposed to a minor change.

Jim Smith Recommended the Planning Commission move forward with a vote on a minor change. Jerry Haddix stated the only change that is occurring is the ownership of the roads. Darrick Zucco asked what changes in liabilities come with the change in ownership. Haddix responded by saying the Village would oversee snow removal and periodic maintenance.

Tom Hunsche made a motion to accept that this is not a major change to the approved Stone Lake PUD. Bill Madison seconded the motion. A vote was taken, Darrick Zucco voted NO; Bill Madison, Tom Hunsche, and Jim Smith voted YEA.

- b) Case 17-09: Rezoning of 383 S. Main St. from RFP (Residential Flood Plane) to B-1. Jerry Haddix stated the primary use at the time of construction in 1850 was for businesses. When the Village adopted the Zoning Code, the property was shown in the RFP zoning district, despite it being used for a business and rental property until it was sold in 2016. Haddix stated that due to the property being out of use for longer than 6 months after the purchase was made, the non-conforming use had expired and fell back to the original RFP zoning. Haddix stated the owner was seeking a commercial tenant for the storefront portion and the Village's comprehensive plan recommends this property as a B-1 property considering the two neighboring properties

are zoned B-1 as well. Haddix recommended the approval of rezoning. Darrick Zucco made a motion to approve Case 17-09, and Jim Smith seconded. A vote was taken. All YEAS.

9. Communications: Jerry Haddix stated that Primrose Construction is getting ready to break ground this month. Jim Smith requested notice be sent to the Commission.
10. A motion to adjourn was made by Jim Smith and seconded by Bill Madison. A vote was taken. All YEAS.

Darrick Zucco – Chairman

Brianna Yarbrough – Clerk

VILLAGE OF SOUTH LEBANON MEMORANDUM

TO: Planning Commission

FROM: Jerry Haddix, Village Administrator

RE: Case 17-10P, Final Plat Approval, Grants Frederick Section 2, Block "A" Subdivision

DATE: October 9, 2017

On the agenda for October 11th meeting is Case #17-10P, an application for approval of the Final Record Plat for the Grants Frederick Section 2 Block "A" Subdivision (the "Property") submitted by Bayer Becker Engineers on behalf of Grand Communities, Ltd. (aka Fischer Homes) (the "Owner").

Background

On July 15, 2015, the Village Planning Commission passed a motion that granted conditional approval of the Final Development Plan for the Grants Frederick Section 2 consisting of a total of 58 single family lots comprising 23.0895 acres. This phase (Block "A") along Grants Frederick will consist of 17 lots comprising 4.9685 acres of the Section 2 plan. The final plat has been sent to the Village's engineer on this development and to other agencies for review and comments. Bayer Becker, the Developer's engineer, has made the corrections from Choice One Engineering and the Warren County Map Room. We are awaiting comments from the other utilities.

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:

Development/Business Name: The Villages at River Bend, Grants Frederick, Section 2, Block "A"			
Type of Business/Project Description: Residential Subdivision			
Location: End of Windsor Court		Size of Building: NA	
Current Zoning: R3-PUD		Rezone to: NA	
Total Acreage: 4.9685		Acres to be Rezoned: NA	
Number of Employees: NA		Number of Fleet Vehicles: NA	
Current Owner of the Property		Project Contact (Architect, Engineer, Planner)	
Name: Grand Communities, LTD		Name: Bayer Becker, Contact Greg Koch	
Address: 2670 Chancellor Drive, 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: 859-344-5900		Telephone: 513-336-6600 Fax: 513-336-9365	
Applicant(s): Grand Communities, LTD			
Address: 2670 Chancellor Drive, Suite 300			
City: Crestview Hills State: KY Zip: 41017			
Telephone: 859-341-4709 Fax: 859-344-5900			
Please Print Applicant's Name Here: _____			
* Applicant's Signature:  Land Development - LLC			
<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

Application Number: _____		Date of Planning 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: At Grand Communities, Ltd.

Applicant's Signature: [Signature] Land Development, Inc. Date: 7/20/17

Property Owner's Signature: [Signature] Land Development, Inc. Date: 7/20/17

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) \$ _____

* Due upon submittal

** Due prior to construction

6. Fee Schedule and Submittal Requirements

Article/Ord. Reference	Item	Fees ⁽³⁾⁽⁴⁾	Submittal Requirements
Article 20	Preliminary Plats	\$150 + 0.25% of estimated infrastructure construction costs ⁽¹⁾	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 14	Final PUDs		
Article 20	Construction Drawings	\$150 + 2.75% of estimated infrastructure construction costs ⁽¹⁾ (Include estimate with application) (1.25% due at time of submittal and 1.5% due before construction begins) ⁽²⁾	4 Copies ⁽⁵⁾ 2 Drainage Calculations 2 Detailed Spreadsheet of the 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 \$400 + \$20 per acre Commercial/ Office/Industrial/Institutional	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 17	Landscape Plans	\$150 + \$10 per acre	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 7	Zoning District Map Change Zoning Text Change	\$400 + \$10 per acre	20 Copies ⁽⁵⁾ + 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 ⁽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 ⁽⁵⁾
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 ⁽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.

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
Final Plat Approval Checklist

Development Name: Grants Frederick, Section 2a
Reviewed By: WDG – Choice One Engineering

Date Received 09/26/17
Date Reviewed 09/28/17

**All items below are required for final
plat approval from the Village Engineer**

	Approved	Comments
A. Required Information Sec 15.20.4		
1. Final Plat Form Sec 15.20.4.16		
a. Scale	<input checked="" type="checkbox"/>	
b. Paper Size	<input checked="" type="checkbox"/>	
2. Final Plat Contents Sec 15.20.4.7		
a. Proposed Name of Subdivision and location	<input checked="" type="checkbox"/>	
b. Contact information	<input checked="" type="checkbox"/>	
c. Plat boundaries and closure	<input type="checkbox"/>	Need closure documentation for plat boundary.
d. Bearings/distances to street lines	<input checked="" type="checkbox"/>	
e. Streets and setback lines and R/W	<input checked="" type="checkbox"/>	
f. Curve Data	<input checked="" type="checkbox"/>	
g. Easements and R/W	<input checked="" type="checkbox"/>	
h. Lot numbers and lines	<input checked="" type="checkbox"/>	
i. Common areas	<input checked="" type="checkbox"/>	
j. Covenants and restrictions	<input type="checkbox"/>	No reference to these are made
k. Certification by P.S.	<input checked="" type="checkbox"/>	
l. Notarized certification by owners	<input checked="" type="checkbox"/>	
m. Typical sections, profile of streets	<input type="checkbox"/>	
n. Monuments and pins	<input checked="" type="checkbox"/>	
o. Abutting property owners information	<input checked="" type="checkbox"/>	
p. Notation of evidence of occupation	<input checked="" type="checkbox"/>	
q. Pertinent documents citation	<input checked="" type="checkbox"/>	
r. Superimposition of the original tracts	<input checked="" type="checkbox"/>	
s. Statements and signature blocks	<input checked="" type="checkbox"/>	
3. Supplementary Information Sec 15.20.4.18		
a. Zoning Change approval from Zoning Official	<input type="checkbox"/>	
b. Certification of proper installation and bond.	<input type="checkbox"/>	
c.	<input type="checkbox"/>	
d. Proposed Covenants and Restrictions	<input type="checkbox"/>	
e. Sewage Disposal Method	<input type="checkbox"/>	
General Comments		

WARREN COUNTY ENGINEERS OFFICE
TAX MAP DEPARTMENT
SUBDIVISION PLAT REQUIREMENTS CHECK SHEET
(Including Re-plats, Easement Plats, Vacation Plats, and Dedication Plats)

1	DRAWN ON MYLAR OR LINEN REPRODUCIBLE 24" X 36" SHEET	<i>Paper copy submitted</i>	YES	<input checked="" type="radio"/> NO	N/A
2	TITLE BLOCK: NAME OF SUBDIVISION (MUST BE UNIQUE), SECTION-TOWN-RANGE OR MILITARY SURVEY, TOWNSHIP AND/OR MUNICIPALITY, COUNTY AND STATE		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
3	DATE WHEN SUBMITTED FOR FINAL APPROVAL (MONTH AND YEAR)		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
4	GRAPHIC AND NUMERIC SCALE		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
5	NORTH ARROW WITH BASIS OF BEARINGS		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
6	OCCUPATIONAL STATEMENT		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
7	SUPERIMPOSITION OF SUBDIVISION		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
8	NAME AND ADDRESS OF OWNER/DEVELOPER AND SURVEYOR		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
9	SEAL AND SIGNATURE OF SURVEYOR		YES	<input type="radio"/> NO	N/A
10	RESTRICTIONS AND COVENANTS		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
11	DEED REFERENCE STATEMENT OF OWNER(S) WITH ACREAGE(S)		YES	<input type="radio"/> NO	N/A
12	THE SIZE OF THE SUBDIVISION WITH ACREAGE BREAKDOWN IN ACRES AND TEN-THOUSANDS (0.0000 FOUR DECIMAL PLACES) WHEN UNDER COUNTY JURISDICTION. LOT AND R/W ACREAGE MUST EQUAL TOTAL ACREAGE.		YES	<input type="radio"/> NO	N/A
13	PLAT BOUNDARIES DRAWN WITH A HEAVY DARK LINE WITH DIMENSIONS THAT CLOSE WITHIN THE LIMIT OF 0.02 FEET PER OHIO STATE MINIMUM STANDARDS		YES	<input type="radio"/> NO	N/A
14	PLAT TIED DOWN		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
15	NAMES AND RIGHT-OF-WAY WIDTHS OF ALL STREETS, HIGHWAYS, STREAMS, RIVERS, CANALS AND RAILROADS		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
16	RADII, INTERNAL ANGLES, POINTS OF CURVATURE, TANGENT BEARINGS, LENGTHS OF ARCS AND LENGTHS AND BEARINGS OF CHORDS OF ALL STREETS WITHIN THE PLAT		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
17	THE EXACT LOCATIONS AND DIMENSIONS OF ALL EASEMENTS		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
18	FRONT YARD BUILDING SETBACK		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
19	ALL EXISTING PROPERTY, SECTION, MILITARY SURVEY, COUNTY, TOWNSHIP AND MUNICIPAL CORPORATION LINES		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
20	BREAKDOWN OF ACREAGE MENTIONED IN ITEM 19 (MUST EQUAL TOTAL ACREAGE)		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
21	LOT SIZES, NUMBERS AND ACCURATE DIMENSIONS		YES	<input type="radio"/> NO	N/A
22	LOT NUMBERS ARE CONSECUTIVE WITH PREVIOUS SECTIONS/PHASES		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
23	LOTS CONTIGUOUS WITH EACH OTHER OR BY STREETS OR OUT OF THE SAME PARCEL		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
24	LOTS DRAWN WITH SOLID LINE AROUND BOUNDARY (OTHER BOUNDARIES, SUCH AS EASEMENTS AND ORIGINAL TRACT LINES, MUST HAVE A BROKEN LINETYPE)		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
25	MINIMUM ELEVATION OPENING LISTED FOR EACH LOT	<i>none noted</i>	YES	<input type="radio"/> NO	N/A
26	OUTLINED AREAS TO BE DEDICATED FOR THE COMMON USE OF PROPERTY OWNERS WITHIN THE PLAT		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
27	MONUMENTATION: FOUND OR SET, TYPE, SIZE AND CONDITION		YES	<input type="radio"/> NO	N/A
28	REASON FOR OMITTING ANY MONUMENTATION		YES	<input type="radio"/> NO	<input checked="" type="radio"/> N/A
29	ALL ADJACENT PARCELS SHOWING PROPERTY OWNERS, ACREAGE, OR NAME OF SUBDIVISION AND LOT NUMBER, DEED OR PLAT RECORDS, AND LAND SURVEY REFERENCES		YES	<input type="radio"/> NO	N/A

COMMENTS: *4) Does not agree w/ lot lines. 11) Include total ac. of plot 12, 13. 21) Lot 70 does not close; Give total curve info for R/W; Show tie distance & bearing for O/S 76.*
10) No recording ref. of cov. & restr. 27) Monument symbol used but not shown in legend?
24) Missing info. See notes on dwg.

OWNER / DEVELOPER: *Grand Communities* SUBDIVISION: *The Villages at Rivers Bend*
13-31-400-021 0.001 5428 13-31-400-046 030 Grants Frederick, Section 2,
13-31-400-024 0.183 568 5307-301 Block A

SURVEYOR: *Bryan R. Johnson* *Byer-* DATE: *10 13 2017* REVIEWER: *S Combs*

VILLAGE OF SOUTH LEBANON MEMORANDUM

TO: Planning Commission

FROM: Jerry Haddix, Village Administrator

RE: Case 17-11P, Final Plat Approval, Wynstead Section 4, Phase "A" Subdivision

DATE: October 9, 2017

On the agenda for October 11th meeting is Case #17-11P, an application for approval of the Final Record Plat for the Wynstead Section 4 Phase "A" Subdivision (the "Property") submitted by Bayer Becker Engineers on behalf of Grand Communities, Ltd. (aka Fischer Homes) (the "Owner").

Background

On March 28, 2017, the Village Planning Commission passed a motion that granted conditional approval of the Final Development Plan for the Wynstead Section 4 consisting of a total of 42 single family lots comprising 7.824 acres. This phase along Castle Drive will consist of 25 lots comprising 4.2028 acres of the Section 4 plan. The final plat has been sent to the Village's engineer on this development and to other agencies for review and comments. Bayer Becker, the Developer's engineer, has made the corrections from Choice One Engineering and the Warren County Map Room. We are awaiting comments from the other utilities.

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:

Development/Business Name: Wynstead Section 4, Phase A	
Type of Business/Project Description: Residential Subdivision	
Location: End of Windsor Court	Size of Building: NA
Current Zoning: R3-PUD	Rezone to: NA
Total Acreage: 4.2028	Acres to be Rezoned: NA
Number of Employees: NA	Number of Fleet Vehicles: NA
Current Owner of the Property	Project Contact (Architect, Engineer, Planner)
Name: Grand Communities, LTD	Name: Bayer Becker, Contact Greg Koch
Address: 2670 Chancellor Drive, 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: 859-344-5900	Telephone: 513-336-6600 Fax: 513-336-9365
Applicant(s): Grand Communities, LTD	
Address: 2670 Chancellor Drive, Suite 300	
City: Crestview Hills State: KY Zip: 41017	
Telephone: 859-341-4709 Fax: 859-344-5900	
Please Print Applicant's Name Here: _____	
* Applicant's Signature: 	
<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

Application Number: _____ **Date of Planning 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: Grand Communities, Ltd.

Applicant's Signature: [Signature] Date: 9/20/17

Property Owner's Signature: [Signature] Date: 9/20/17

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) \$ _____

* Due upon submittal

** Due prior to construction

6. Fee Schedule and Submittal Requirements

Article/Ord. Reference	Item	Fees ⁽³⁾⁽⁴⁾	Submittal Requirements
Article 20 Article 14	Preliminary Plats Final PUDs	\$150 + 0.25% of estimated infrastructure construction costs ⁽¹⁾	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 20	Construction Drawings	\$150 + 2.75% of estimated infrastructure construction costs ⁽¹⁾ (Include estimate with application) (1.25% due at time of submittal and 1.5% due before construction begins) ⁽²⁾	4 Copies ⁽⁵⁾ 2 Drainage Calculations 2 Detailed Spreadsheet of the 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 \$400 + \$20 per acre Commercial/ Office/Industrial/Institutional	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 17	Landscape Plans	\$150 + \$10 per acre	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 7	Zoning District Map Change Zoning Text Change	\$400 + \$10 per acre	20 Copies ⁽⁵⁾ + 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 ⁽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 ⁽⁵⁾
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 ⁽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.

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
Final Plat Approval Checklist

Development Name: Wynstead, Section 4A
Reviewed By: WDG – Choice One Engineering

Date Received 09/26/17
Date Reviewed 09/28/17

**All items below are required for final
plat approval from the Village Engineer**

	Approved	Comments
A. Required Information Sec 15.20.4	<input type="checkbox"/>	
1. Final Plat Form Sec 15.20.4.16	<input type="checkbox"/>	
a. Scale	<input checked="" type="checkbox"/>	
b. Paper Size	<input checked="" type="checkbox"/>	
2. Final Plat Contents Sec 15.20.4.7	<input type="checkbox"/>	
a. Proposed Name of Subdivision and location	<input checked="" type="checkbox"/>	
b. Contact information	<input checked="" type="checkbox"/>	
c. Plat boundaries and closure	<input type="checkbox"/>	No closure documentation for plat boundary.
d. Bearings/distances to street lines	<input checked="" type="checkbox"/>	
e. Streets and setback lines and R/W	<input checked="" type="checkbox"/>	
f. Curve Data	<input checked="" type="checkbox"/>	
g. Easements and R/W	<input checked="" type="checkbox"/>	
h. Lot numbers and lines	<input checked="" type="checkbox"/>	
i. Common areas	<input type="checkbox"/>	No common area in this phase. Note 6 on bottom right of page 1 can be removed.
j. Covenants and restrictions	<input checked="" type="checkbox"/>	
k. Certification by P.S.	<input checked="" type="checkbox"/>	
l. Notarized certification by owners	<input checked="" type="checkbox"/>	
m. Typical sections, profile of streets	<input type="checkbox"/>	
n. Monuments and pins	<input checked="" type="checkbox"/>	
o. Abutting property owners information	<input checked="" type="checkbox"/>	
p. Notation of evidence of occupation	<input checked="" type="checkbox"/>	
q. Pertinent documents citation	<input checked="" type="checkbox"/>	
r. Superimposition of the original tracts	<input checked="" type="checkbox"/>	
s. Statements and signature blocks	<input type="checkbox"/>	Village Fiscal Officer is Nicole Armstrong
3. Supplementary Information Sec 15.20.4.18	<input type="checkbox"/>	
a. Zoning Change approval from Zoning Official	<input type="checkbox"/>	
b. Certification of proper installation and bond.	<input type="checkbox"/>	
c.	<input type="checkbox"/>	
d. Proposed Covenants and Restrictions	<input type="checkbox"/>	
e. Sewage Disposal Method	<input type="checkbox"/>	
General Comments		

WARREN COUNTY ENGINEERS OFFICE
TAX MAP DEPARTMENT
SUBDIVISION PLAT REQUIREMENTS CHECK SHEET
(Including Re-plats, Easement Plats, Vacation Plats, and Dedication Plats)

1	DRAWN ON MYLAR OR LINEN REPRODUCIBLE 24" X 36" SHEET	<i>Paper copy submitted.</i>	YES	<input checked="" type="radio"/> NO	N/A
2	TITLE BLOCK: NAME OF SUBDIVISION (MUST BE UNIQUE), SECTION-TOWN-RANGE OR MILITARY SURVEY, TOWNSHIP AND/OR MUNICIPALITY, COUNTY AND STATE		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
3	DATE WHEN SUBMITTED FOR FINAL APPROVAL (MONTH AND YEAR)	<i>April 2 2017</i>	<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
4	GRAPHIC AND NUMERIC SCALE		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
5	NORTH ARROW WITH BASIS OF BEARINGS		YES	<input checked="" type="radio"/> NO	N/A
6	OCCUPATIONAL STATEMENT		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
7	SUPERIMPOSITION OF SUBDIVISION		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
8	NAME AND ADDRESS OF OWNER/DEVELOPER AND SURVEYOR		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
9	SEAL AND SIGNATURE OF SURVEYOR		YES	<input checked="" type="radio"/> NO	N/A
10	RESTRICTIONS AND COVENANTS		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
11	DEED REFERENCE STATEMENT OF OWNER(S) WITH ACREAGE(S)		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
12	THE SIZE OF THE SUBDIVISION WITH ACREAGE BREAKDOWN IN ACRES AND TEN-THOUSANDS (0.0000 FOUR DECIMAL PLACES) WHEN UNDER COUNTY JURISDICTION. LOT AND R/W ACREAGE MUST EQUAL TOTAL ACREAGE.		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
13	PLAT BOUNDARIES DRAWN WITH A HEAVY DARK LINE WITH DIMENSIONS THAT CLOSE WITHIN THE LIMIT OF 0.02 FEET PER OHIO STATE MINIMUM STANDARDS		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
14	PLAT TIED DOWN		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
15	NAMES AND RIGHT-OF-WAY WIDTHS OF ALL STREETS, HIGHWAYS, STREAMS, RIVERS, CANALS AND RAILROADS		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
16	RADII, INTERNAL ANGLES, POINTS OF CURVATURE, TANGENT BEARINGS, LENGTHS OF ARCS AND LENGTHS AND BEARINGS OF CHORDS OF ALL STREETS WITHIN THE PLAT		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
17	THE EXACT LOCATIONS AND DIMENSIONS OF ALL EASEMENTS		YES	<input checked="" type="radio"/> NO	N/A
18	FRONT YARD BUILDING SETBACK		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
19	ALL EXISTING PROPERTY, SECTION, MILITARY SURVEY, COUNTY, TOWNSHIP AND MUNICIPAL CORPORATION LINES		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
20	BREAKDOWN OF ACREAGE MENTIONED IN ITEM 19 (MUST EQUAL TOTAL ACREAGE)		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
21	LOT SIZES, NUMBERS AND ACCURATE DIMENSIONS		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
22	LOT NUMBERS ARE CONSECUTIVE WITH PREVIOUS SECTIONS/PHASES		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
23	LOTS CONTIGUOUS WITH EACH OTHER OR BY STREETS OR OUT OF THE SAME PARCEL		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
24	LOTS DRAWN WITH SOLID LINE AROUND BOUNDARY (OTHER BOUNDARIES, SUCH AS EASEMENTS AND ORIGINAL TRACT LINES, MUST HAVE A BROKEN LINETYPE)		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
25	MINIMUM ELEVATION OPENING LISTED FOR EACH LOT		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
26	OUTLINED AREAS TO BE DEDICATED FOR THE COMMON USE OF PROPERTY OWNERS WITHIN THE PLAT		YES	<input type="radio"/> NO	<input checked="" type="radio"/> N/A
27	MONUMENTATION: FOUND OR SET, TYPE, SIZE AND CONDITION		<input checked="" type="radio"/> YES	<input type="radio"/> NO	N/A
28	REASON FOR OMITTING ANY MONUMENTATION		YES	<input checked="" type="radio"/> NO	N/A
29	ALL ADJACENT PARCELS SHOWING PROPERTY OWNERS, ACREAGE, OR NAME OF SUBDIVISION AND LOT NUMBER, DEED OR PLAT RECORDS, AND LAND SURVEY REFERENCES		YES	<input checked="" type="radio"/> NO	N/A

COMMENTS: *5) Plat shows 2 different basis of bearings - S.R. 145-69 on 1st pg and P.B. 86 Pg. 1 on 2nd pg. Pick one.*
17) Locate/label (if not a setback) line along SE line of lot 147. 26) Missing monuments along frontage of lots 136, 140, 139, 157, 142, 154, 147 & 148. Is monument offset @ NW corner of lot 146? 29) Show title deed reference for TBHW adjainer.

OWNER / DEVELOPER: *Grand Communities, Ltd* SUBDIVISION: *Wynstead Sec. 4, Phase A*

SURVEYOR: *Brian H. Johnson* DATE: *10 / 3 / 17* REVIEWER: *S. Conley*