

# PLANNING COMMISSION AGENDA



**Planning Commission Meeting  
6:00 PM Tuesday, December 19, 2017**

**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 October 11, 2017
6.	<b>Public Hearing – None</b>
7.	<b>Old Business</b> A. None
8.	<b>New Business</b> A. Case 17-12P: Application for Final Plat Approval for Riverside Subdivision Phase Two
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 St. South Lebanon, Ohio 45065  
Ph:(513)494-2296 Fax:(513)494-1656

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

**Planning Commission Meeting**

**MEETING MINUTES**

**Wednesday, October 11<sup>th</sup>, 2017**

**Members Present:**

Jim Smith  
Tom Hunsche  
Dennis Rees

**Members Absent:**

Darrick Zucco  
Bill Madison

**Staff:**

Jerry Haddix,  
**Administrator**  
Brianna Yarbrough  
**Court Clerk**

1. Call to order at 6:01p.m.
2. Roll Call
3. Pledge of Allegiance
4. Open Forum: None
5. Review and Approval of Minutes from September 5<sup>th</sup>, 2017. After the minutes were reviewed, a motion to approve was made by Tom Hunsche, and seconded by Dennis Rees. A vote was taken. All YEAS.
6. Public Hearing: None
7. Old Business: None
8. New Business:
  - a) 17-10P: Application for Final Plat Approval for Grant's Frederick Section 2, Block "A" Subdivision. Administrator, Jerry Haddix stated that on July 15<sup>th</sup>, 2015 the Planning Commission granted conditional approval of the Final Development Plan for Section 2 consisting of 58 single family lots consisting of over 23 acres. He stated that out of 3 Phases, this Phase, (Block "A") will consist of 17 lots and comprise of almost 5 Acres. Haddix stated this was an extension of Grants Frederick. Haddix stated the Final Plat has been sent to various organization. Haddix also stated our engineer, (Choice One Engineering) and Warren County Map Room have already submitted, but is still waiting on comments from other utilities.

Administrator Haddix recommends approval upon conditions that comments from Choice One Engineering and Warren County Tax Map Department be incorporated, provide statements pursuant to section 15.20.10 of the Village Subdivision Regulations, and the Developer enter into a Development Agreement with the Village prior to Village Council approval of record plat.

Tom Hunsche made a motion to approve the Final Record Plat, and was seconded by Dennis Rees. All YEAS.

- b) 17-11P Application for Final Plat Approval for Wynstead Section 4 Phase “A” Subdivision. Haddix stated Section 4 “A” consisted of 25 lots comprising of 4.2028 acres. He stated this was the first section of the final development plan that as approved in March, 2017. Like Grants Frederick, this has been approved by the Warren County Map Room along with the Village Engineer. Comments have been submitted by both. Haddix recommended approval of the Final Record Plat upon the same conditions as Grants Frederick which are: 1) comply with all comments from Choice One Engineering and Warren County Tax Map Department, or any other agency; 2 ) provide statements pursuant to Section 15020.10 of the Village Subdivision Regulations; and 3) the Developer to enter into an agreement with the Village prior to Village Council’s approval of Record Plat.

A motion to approve the Final Record Plat was made by Dennis Rees, and seconded by Tom Hunsche. A vote was taken, all YEAS.

- 9. Communications: Jerry Haddix stated they are still waiting on the ground breaking for Primrose School and will keep the Commission updated.
- 10. A motion to adjourn was made by Tom Hunsche, and seconded by Dennis Rees. 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 17-12P, Final Plat Approval, Riverside Subdivision Phase Two

**DATE:** December 13, 2017

---

On the agenda for the December 19<sup>th</sup> meeting is Case #17-12P, an application for approval of the Final Record Plat for the Riverside Subdivision Phase Two (the “Property”) submitted by Bayer Becker Engineers on behalf of Lebanon Mason, LLC (the “Owner”).

### **Background**

On February 11, 2016, the Village Planning Commission passed a motion that granted approval of the Preliminary Plat for the 127-lot, 54.120 acre Rivers Crossing South development (now known as “Riverside”). Riverside Phase One record plat was recorded on February 2<sup>nd</sup> which consisted of 15.421 acres and 42 single family lots along with 2.95 acres of open space. This final plat, Riverside Phase Two, consists of 10.7904 acres and will create 43 single family lots. The present zoning designation is R-3.

The Final Record Plat has been sent to a number of officials and agencies for review. The Owner has addressed the comments received from the Warren County Tax Map Dept, Choice One Engineering and Duke Energy.

### **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, approved by the Village Council, 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.

**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> Riverside Phase 2			
<b>Type of Business/Project Description:</b> Subdivision			
<b>Location:</b> Section 1 & 7, Town 4, Range 3		<b>Size of Building:</b>	
<b>Current Zoning:</b> R-3		<b>Rezone to:</b>	
<b>Total Acreage:</b> 10.7904		<b>Acres to be Rezoned:</b>	
<b>Number of Employees:</b>		<b>Number of Fleet Vehicles:</b>	
<b>Current Owner of the Property</b>		<b>Project Contact (Architect, Engineer, Planner)</b>	
Name: Lebanon Mason, LLC		Name:	
Address: 4020 Kinross Lakes, Suite 200		Address:	
City: Richfield	State: OH	Zip: 44286	
Telephone: 513-404-6401	Fax:	Telephone:	Fax:
<b>Applicant(s):</b> Lebanon Mason, LLC			
Address: 4020 Kinross Lakes, Suite 200			
City: Richfield	State: OH	Zip: 44286	
Telephone: 513-404-6401	Fax:		
Please Print Applicant's Name Here: Peter Goffstein			
* 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 #: _____	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: Lebanon Mason, by Peter Goffstein, its Authorized Agent

Applicant's Signature:  Date: 11/27/17

Property Owner's Signature:  Date: 11/27/17

### 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 <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.