

PLANNING COMMISSION AGENDA



Planning Commission Meeting
6:00 PM Wednesday, August 29, 2018

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 August 1, 2018
6.	Public Hearing – None
7.	Old Business A. None
8.	New Business A. Case 18-09P: Application for Final Plat Approval for Shepherds Crossing Section 3 Subdivision B. Case 18-10P - Acceptance & Dedication of Public Improvements for Riverside Subdivision Phase One C. Case 18-11P - Application for Final Development Plan – Wynstead Section 6, A & B D. Case 18-12P – Application for Site Plan Review for new facility for Siteworx, LLC.
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
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Planning Commission Meeting

MEETING MINUTES

August 1st, 2018 @ 6:00 PM

Members Present:

Tom Hunsche
Dennis Rees
Jim Smith

Members Absent:

Darrick Zucco

Staff:

Jerry Haddix,
Administrator
Brianna Koutny,
Clerk

1. Call to order at 6:00 p.m.
2. Roll Call
3. Pledge of Allegiance
4. Open Forum: None
5. Review and Approval of Minutes from July 17th, 2018. A motion to approve was made by Bill Madison, and seconded by Dennis Rees. A vote was taken. All YEAS.
6. Public Hearing: None
7. Old Business: None
8. New Business:
 - a) Case 18-08P : Application for Final Plat Approval for Woodknoll Section 3 Subdivision – Jerry Haddix states that sections 1 and 2 of subdivision have already been completed, and section 4 is currently under construction. He explains that the completion of this phase will connect Pike St. at the Woodknoll location to the Pike St. located at the Amburgey Subdivision. He states the property consists of 3.1733 Acres, and will offer 13 single family lots, along with one open space lot. He states improvements have already been identified and executed, with the exception of a final coat of asphalt. Haddix recommends they enter into a subdivision/developer agreement with the Village as a condition of approval, along with provide statements pursuant to section 15.20.10 of Village Subdivision Regulations. Jim Smith asks if this will complete the development of the subdivision, in which Haddix confirms this is the final development. Jim Smith asks for questions from the Commission.

Hearing none, Smith asks for a motion to approve with conditions. A motion to approve was made by Dennis Rees, and seconded by Bill Madison. A vote was taken. All YEAS.

9. Communications: None

10. Jim Smith asks for a motion to adjourn. Motion made by Bill Madison, and seconded by Dennis Rees. A vote was taken. All YEAS.

Darrick Zucco – Chairman

Brianna Koutny – Clerk

**VILLAGE OF SOUTH LEBANON
MEMORANDUM**

TO: Planning Commission

FROM: Jerry Haddix, Village Administrator

RE: Case 18-09P, Final Plat Approval, Shepherd's Crossing Section 3 Subdivision (formerly Woodknoll Section 5B)

DATE: August 27, 2018

On the agenda for August 29th meeting is Case #18-09P, an application for approval of the Final Record Plat for the Shepherd's Crossing Section 3 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 5 A&B. Due to the access solely coming from the Shepherd's Crossing subdivision, the Developer decided to name it after the connecting subdivision. The Property, as submitted, is comprised of 4.3067 acres connecting to Shepherd's Crossing Section 2. This plat will create 14 single family lots. The present zoning designation is R-3 Planned Unit Development ("PUD") which was part of the original Woodknoll development.

The public improvements in front of Lots 60 & 61 were not completed by the Developer. Therefore, Lots 60 & 61 will be removed from this plat as well as the section where the street has not been improved.

The Final Record Plat has been sent to a number of officials and agencies for review. The Applicant has made the required changes to said plat.

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. Lots 60 & 61 to be removed from the final plat.
3. Provide the statements pursuant to Section 15.20.10 of Village Subdivision Regulations.
4. 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



Date
August 15, 2018

Attention
Jerry Haddix
Village Administrator

Address
99 N. High Street
South Lebanon, OH 45065

Subject
Riverside Subdivision Phase 1
Punch List Walkthrough #2
Village of South Lebanon, OH

Dear Mr. Haddix:

Below please find the final punch list as determined by a field walk of the above-mentioned project on August 15, 2018. The items we have noted are areas from the first punch list that have not been completed yet. The developer should address these items and notify the Village when complete. After notification by the developer, the streets can be accepted by the Village.

- Remove sediment control devices from the catch basins and ensure the catch basins and manholes are cleaned out of all debris. When the catch basins are clean, ensure that all catch basins have poured inverts to channel drainage correctly.
- Add 25 mph speed limit sign on southbound Sutton Drive.
- Curb ramp on Sutton Drive near MMM Road that is on east side of road and points west can be removed and the depressed curb replaced.
- Remove dirt at end of stub street so water can drain away from roadway.

If you have any questions, please contact our office.

Sincerely,

A handwritten signature in blue ink that reads "Nicholas J. Selhorst".

Nicholas J. Selhorst, P.E.
Choice One Engineering

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

S. Ohio/N. Kentucky
203 W. Loveland Ave.
Loveland, OH 45140
513.239.8554 Phone

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**VILLAGE OF SOUTH LEBANON
MEMORANDUM**

TO: Planning Commission
FROM: Jerry Haddix, Village Administrator
RE: Case 18-10P, Acceptance and Dedication of Public Improvements for Riverside Phase One Subdivision
DATE: August 27, 2018

One of the items on the agenda for the August 29th meeting is a request of the Planning Commission to find that the public improvements for the Riverside Phase One subdivision conform to South Lebanon's standards for construction of public improvements.

Background

On February 2, 2017, the Record Plat for Riverside Phase One subdivision was recorded in the Warren County's Recorder's Office. This plat included forty -two (42) single family lots in which all have been or in the process of houses constructed on them.

Code Analysis

Pursuant to Sec 15.20.7(6) Requirements for the Construction of Improvements, the Village, through formal action by the Village Council, shall accept public improvements made by a developer which meet the following conditions:

- a. Said public improvements have been made in accordance with the requirements of these Regulations; and
- b. The design standards of these Regulations have been adhered to; and
- c. Installation of said public improvements has been completed according to the requirements of the Village of South Lebanon; and
- d. All final inspections required by these Regulations have been carried out by the Village and said public improvements were found to be acceptable by the Village Administrator upon the advice (if needed and requested) by an engineer acting in the service of the Village; and
- e. Accurate "as built" construction plans have been submitted by the subdivider to the Village and release from the posted Performance Bond has been granted; and
- f. The Planning Commission has found the subdivider to be in conformance with these Regulations.

Zoning Process

Before Council may accept public improvements for a subdivision, the Planning Commission shall issue a finding that the developer is in conformance with the aforementioned regulations a – e.

Staff Review

Choice One Engineering, the Project Engineer, has provided an inspection for the installation of the public improvements by Lebanon Mason LLC (“Developer”). The Developer will need to complete all of the public improvements and Choice One will need to verify that all of them have been completed satisfactorily.

Recommendation

On the condition that all improvements are confirmed to be completed by Choice One Engineering, staff recommends that the Planning Commission issue a finding to Council that they have found the public improvements in Riverside Phase One Subdivision, as attached, be in conformance with the regulations listed in Sec 15.20.7(6) items a – e.

Attachments

Choice One Inspection Report
Copy of Riverside Phase One recorded plat

**VILLAGE OF SOUTH LEBANON
MEMORANDUM**

TO: Planning Commission

FROM: Jerry Haddix, Village Administrator

RE: Case 18-11P, Final Development Plan & Construction Drawings for Wynstead Section 6 A & B

DATE: August 27, 2018

On the agenda for August 29th meeting is Case #18-11P, an application for approval of the Final Development Plan & Construction Drawings (FDP) Wynstead Section 6 Phases A & B (the “Property”) submitted by Grand Communities, LTD (aka Fischer Homes) (the “Owner”).

Background

On July 26, 2018, the Owner submitted the FDP for Section 6, Phases A & B of Wynstead Subdivision consisting of a total of 34 single family lots (Phase A–17 lots, Phase B-17 lots) comprising 7.064 acres. Phase A of the development will continue on Noble Terrace at Section 3 of the development. Phase B will be the cul-de-sac of Noble Terrace. The FDP & construction drawings have been sent to various agencies and all of the comments have been forwarded to the Owner’s Project Engineer, Bayer Becker. Bayer Becker has indicated that they are currently incorporating all of the comments and will be re-submitting the plans. Noble Court in Section 5B will be changed to prevent having “Noble” in 2 street names in the same development. Noble Terrace was already recorded with Section 3.

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. Approval of the FDP by the Village Engineer and the Warren County Water & Sewer Department, per their comments received by the Village;
3. Review and approval of the “Declaration of Covenants and Restrictions” by the Village Solicitor; and

**VILLAGE OF SOUTH LEBANON
MEMORANDUM**

TO: Planning Commission
FROM: Jerry Haddix, Village Administrator
RE: Case 18-12P, Site Plan Review for Siteworx LLC
DATE: August 27, 2018

On the agenda for August 29th is an application for approval of the site plan for Siteworx LLC to be located on Turtlecreek Road facing Interstate 71 (the “Project”) submitted by Matt Smith, President of Siteworx LLC (the “Applicant”).

Background

The Project that is the subject of the application is located facing Interstate 71 at the southeast corner of Turtlecreek Road. The present zoning classification is B-2 General Business District.

The Planning Commission Application was originally submitted on July 6, 2018. After the plans were reviewed by the Village Engineer and Kim Lapensee, Planning Consultant, there was found a large amount of information missing that is required for conformance to the Village Zoning Regulations and the Village Design Guidelines and Standards. We sent a list of comments to the Applicant and requested them to resubmit plans which they are currently finishing up.

Zoning Code Analysis

Upon reviewing the plans, the Village Engineer and I found that the drawings generally satisfy the Zoning Regulations and Design Guidelines and Standards with the exceptions listed in the attached letter and accompanying site plan approval checklist.

Zoning Process

Pursuant to Article 18 of the Village Zoning Regulations, the development of any new use or construction of any new structures shall require site plan approval prior to construction and/or occupancy. At the first regular meeting at which a site plan proposal is considered, the Commission shall first determine whether to accept the plan for processing. If accepted for processing, the Commission shall review the site plan in relation to applicable standards and regulations, and in relation to the intent and purpose of the Village Zoning Regulations and Design Guidelines and Standards. The Commission shall consider the comments and recommendations from the Village Administrator, the Village Engineer, public safety officials and other reviewing agencies.

If the Commission determines that revisions are necessary to bring the site plan into compliance with applicable standards and regulations, the applicant shall be given the opportunity to submit a revised site plan. The Commission shall review the revised site plan and application materials within 30 days after the Village received a complete revised site plan application.

The Commission shall make a determination on a site plan based on the requirements and standards in the Zoning Regulations and Design Guidelines and Standards. The Commission is authorized to grant approval, grant approval subject to conditions, or reject a site plan. If the Commission chooses to grant approval subject to conditions, the Commission may waive its right to review the revised plan, and instead authorize the Zoning Administrator, or his designee, to review and recommend approval of the resubmitted plans if all required conditions have been addressed.

If construction is not started within 18 months of final approval of the site plan, the site plan approval becomes null and void and a new application for site plan review shall be required.

Recommendation

Staff recommends that the Planning Commission grant its approval of the site plan for Siteworx LLC with the following conditions that the Applicant

Prior to issuance of a zoning permit, the applicant must resubmit the site plan and provide the following information to the Zoning Administrator:

1. Satisfactorily address the comments provide by the Village Engineer and Planner;
2. Add photometric plan to the site plan;
3. Provide a landscape plan that meets Village specifications;

Attachments

Planning Commission Application

Site Plan

Village Engineer Checklist