

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING**

**January 18, 2022**

**(To be held in the Training Room on the 3<sup>rd</sup> Floor of the Municipal Building)**

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**You may listen to the meeting from your computer, tablet or smartphone. As the State of Emergency has been lifted by Governor DeWine, the Zoom media is available as a method to hear the meetings only. Council and Citizen participation will be in-person only.**

<https://zoom.us/j/2412774424?pwd=TzBqdXRid1ZQNFZrU1I3UDgvY1J0QT09>

Meeting ID: 241 277 4424

Passcode: 43078

Dial by Phone: 1-646-558-8656

**PLEASE MUTE YOUR PHONES**

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- **Call to Order**
- **Roll Call**
- **Pledge of Allegiance**
- **Council Clerk Appointment**
- **Urbana Police Division ‘Civilian Award’ Presentation**
- **Approval of Minutes:** None available
- **Communications (see attached)**
  1. Miami Valley Risk Management Association (MVRMA) ‘Elected Officials Training’ (e-mailed 1/14/22 and copy attached)
- **Board of Control:**
  1. The Board of Control and Health Insurance Committee recommends Council authorize the purchase of Anthem group health insurance and related life, vision (EyeMed), and dental (Delta Dental) insurances for \$1,734,847.00. The insurance expense is in the 2022 budget at \$1,702,425.00 (see attached). VOTE: 3-0
  2. The Board of Control recommends Council authorize a purchase order to Dunrobin Associates, LLC for right-of-way acquisition services for the South High Street Improvements Project (CHP-S. High Street) (PID #112019) in the amount of \$312,062.00. This expense will be charged to the Capital Improvement Fund and is in the 2022 budget (see attached). VOTE: 3-0

\*\*\*Footnote – Purchase Orders \$2,501 - \$50,000 for December 2021 (see attached)\*\*\*

- **Citizen Comments:** (In Person Only; Must Sign-in)

- **Ordinances and Resolutions**

**Old Business:**

**Third Reading:**

**Ordinance 4395-22:** An ordinance approving a collective bargaining agreement between the City of Urbana, Ohio and the City of Urbana Police Patrol Officers and the Fraternal Order of Police/Ohio Labor Council, Inc., and declaring it an emergency.

**Ordinance 4396-22:** An ordinance approving a collective bargaining agreement between the City of Urbana, Ohio and the City of Urbana Police Sergeants and the Fraternal Order of Police/Ohio Labor Council, Inc., and declaring it an emergency.

**Second Reading:** None

**New Business:**

**First Reading:**

**Resolution 2437-22:** A resolution confirming appointments to the Tax Incentive Review Council (TIRC) for calendar year 2022. (Passage on 1<sup>st</sup> reading)

**Resolution 2625-22:** A resolution to authorize preliminary approval between the City of Urbana, Champaign County, Ohio and Ohio Department of Transportation for pavement planing and resurfacing of United States Route 68 from just south of Pearce Place (SLM 5.36) to Washington Avenue (SLM 6.93), omitting the roundabout at US 36, and declaring an emergency. (Passage on 1<sup>st</sup> reading)

**Ordinance 4559-22:** An ordinance to amend Section 1133.08 (Parking Space Requirements) of the Codified Ordinances of the City of Urbana, Ohio. (Three readings, public hearing required)

**Ordinance 4560-22:** An ordinance to update the City of Urbana's Official Zoning Map by establishing zoning for parcel K48-25-11-01-30-004-00, also known as 1673 US Hwy 68 as R-1 Low Density Residential District. (Three readings, public hearing required)

**Ordinance 4561-22:** An ordinance to create a new subsection of code to be placed in Chapter 1133 (Off-Street Parking and Loading) of the Codified Ordinances of the City of Urbana, Ohio. (Three readings, public hearing required)

**Ordinance 4562-22:** An ordinance to update the City of Urbana's Official Zoning Map by establishing City designated zoning classification for two recently-annexed properties as BR-1 (Business Residential) District. (Three readings, public hearing required)

**Ordinance 4563-22:** An ordinance to amend the City of Urbana's Official Zoning Map by rezoning approximately 45 parcels in the area of Storms Avenue, College Way, Grand Avenue, and Clay Street currently zoned M-1 Manufacturing District, to R-2 Medium Density Residential District. (Three readings, public hearing required)

- **Committee Reports:**
  - **Miscellaneous Business:**
    1. Council
    2. Administration
    3. Council Clerk
  - **Next Meeting:** Tuesday, February 1, 2022
  - **Adjourn**
-

**Kerry Brugger**

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**Subject:** FW: Elected City Officials Training Program March 9, 2022 - Yankee Trace Golf Course

**From:** Jodi Martin <jmartin@mvcc.net>  
**Sent:** Wednesday, January 12, 2022 10:01 AM  
**To:** Jodi Martin <jmartin@mvcc.net>  
**Subject:** FW: Elected City Officials Training Program March 9, 2022 - Yankee Trace Golf Course

Hello  
Please see training below...

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**From:** Starr Markworth <[SMarkworth@mvrma.com](mailto:SMarkworth@mvrma.com)>  
**Sent:** Wednesday, January 12, 2022 7:31 AM  
**Cc:** MARKWORTH STARR <[smarkworth@mvrma.com](mailto:smarkworth@mvrma.com)>  
**Subject:** Elected City Officials Training Program March 9, 2022 - Yankee Trace Golf Course

***PLEASE DISTRIBUTE TO YOUR COUNCIL/COMMISSION MEMBERS***

**DEAR CITY COUNCIL/COMMISSION MEMBERS,**

**CONGRATULATIONS ON YOUR RECENT ELECTION.**

**WHETHER YOU ARE NEWLY ELECTED, RE-ELECTED OR A SEASONED OFFICIAL, YOU ARE AN IMPORTANT PART OF A TEAM THAT WILL PLAY A VITAL ROLE IN SETTING THE DIRECTION FOR THE FUTURE OF YOUR CITY.**

**GAINING A STRONG OVERALL UNDERSTANDING AND ORIENTATION OF LOCAL GOVERNMENT MAY HELP AS YOU GENEROUSLY TAKE ON THIS PUBLIC OFFICE.**

**YOU ARE INVITED TO ATTEND A UNIQUE PROGRAM DEVELOPED FOR ELECTED CITY OFFICIALS.**

**THIS PROGRAM IS ALSO OPEN TO CITY STAFF THAT MAY LIKE TO ATTEND WITH YOUR ELECTED OFFICIALS.**

**PLEASE JOIN US FOR A DAY FULL OF LEARNING AND NETWORKING.**

**WEDNESDAY MARCH 9, 2022**  
**YANKEE TRACE GOLF COURSE, CENTERVILLE, OH**  
**REGISTRATION/BREAKFAST – 7:30 AM**  
**PROGRAM STARTS PROMPTLY AT 8AM**

**COST: \$75 FOR MVRMA/MVCC/CLG MEMBERS \$100 NON-MEMBERS**

**\*\*INCLUDES CONTINENTAL BREAKFAST, LUNCH AND TRAINING MATERIALS**  
**WILL BE INVOICED AFTER THE PROGRAM**

MIAMI VALLEY COMMUNICATIONS COUNCIL  
AND  
MIAMI VALLEY RISK MANAGEMENT ASSOCIATION

PRESENTS

**2022**  
**Elected Officials**  
**Program**

7:30am - 4:15pm  
Wednesday March 9, 2022

City of Centerville  
Yankee Trace Golf Course  
10000 Yankee Street  
Centerville, OH 45458

## [Elected Officials Training Program Information](#)

### [Click to Register for Training](#)

If you have multiple registrations, you can send email to [smarkworth@mvrma.com](mailto:smarkworth@mvrma.com) rather than completing multiple registration forms.

Please contact me with any questions.

Thanks so much!

#### **Starr Markworth**

MVRMA Loss Control Manager  
3085 Woodman Drive, Suite 200  
Kettering, OH 45420  
937-660-7168  
937-416-4051 (cell)  
[www.mvrma.com](http://www.mvrma.com)



BOC #1

To: Mayor Bill Bean  
From: City of Urbana Health Insurance Committee  
Date: January 11, 2022  
Re: 2022 Insurance Recommendation

**Recommendation:**

On January 11, 2022, the City of Urbana Health Insurance Committee, by a vote of 5-1, recommends the following:

- Change from United Health Care to Anthem for health (traditional and Health Savings Account plans) through our broker USI.
- Maintain the City's contribution to participating employees' Health Savings Accounts (\$1,700 single/\$3,400 family).
- Maintain current dental and vision providers (Delta Dental and EyeMed).

Based on current employee census, these changes will result in a cumulative overall increase of 5.8% for the city of Urbana.

Respectfully submitted on behalf of the Committee

  
Sgt. Shawn Schmidt

BB 1/12/22

KB 1/12/22

CB 01/12/22



City of Urbana  
 Medical Plan  
 Benefit Outline and Cost Summary  
 March 1, 2022 Renewal Date

Benefit Outline	Current		Option 4	
	Plan 1	Plan 2	Plan 1	Plan 2
Carrier	UHC	UHC	Anthem	Anthem
Plan Type, Name, Network	PPO BYSM Rx C24 Choice Plus	HSA BTA9 Rx C24 Choice Plus	PPO Opt. 7 Rx T2 Blue Access	HSA Opt. E1 Rx T8 Blue Access
Deductible (Individual / Family)	\$1,500/\$3,000	\$2,800/\$5,600	\$1,500/\$3,000	\$2,800/\$5,600
Non-Network Deductible (Individual / Family)	\$5,000/\$10,000	\$7,500/\$15,000	\$4,500/\$9,000	\$8,400/\$16,800
Deductible Embedded / Non-Embedded	Embedded	Embedded	Embedded	Embedded
Out-of-Pocket Maximum (Individual / Family)	\$5,000/\$10,000	\$4,500/\$9,000	\$3,800/\$7,600	\$3,500/\$7,000
Non-Network OOP Max (Individual / Family)	\$10,000/\$20,000	\$15,000/\$30,000	\$11,400/\$22,800	\$10,500/\$21,000
Prescription OOP Max (Individual / Family)	Included w/med	Included w/med	Included w/med	Included w/med
Coinsurance (In / Out)	80%/50%	100%/50%	80%/50%	100%/70%
Wellness / Preventive Care	\$0 copay	\$0 copay	\$0 copay	\$0 copay
Primary Care Office Visit	\$25 copay	Ded, \$25 copay	\$30 copay	Ded, 100%
Specialist Office Visit	DN: \$25 copay N: \$50 copay	Ded, \$50 copay	\$60 copay	Ded, 100%
Walk-In / Urgent Care Visit	\$50 copay	Ded, \$75 copay	\$75 copay	Ded, 100%
Emergency Room	\$250 copay, then 80%	Ded, \$250 copay	\$350 copay, then 80%	Ded, 100%
Outpatient Lab / X-Ray	\$0 copay	Ded, 100%	Office: \$0 copay Hospital: Ded, 80%	Ded, 100%
Complex Imaging (MRI, CAT, PET, et al.)	Ded, 80%	Ded, 100%	Ded, 80%	Ded, 100%
Outpatient Surgical Facility	Ded, 80%	Ded, 100%	Ded, 80%	Ded, 100%
Inpatient Hospital Facility	Ded, 80%	Ded, 100%	Ded, 80%	Ded, 100%
Retail Prescription Drug Copays	\$10/\$40/\$85	Ded, \$10/\$40/\$85	P: \$10/\$40/\$70 NP: \$20/\$50/\$80	P: Ded, \$10/\$40/\$70 NP: Ded, \$20/\$50/\$80
Mail Order Prescription Drug Copays	\$25/\$100/\$212.50	Ded, \$25/\$100/\$212.50	\$25/\$120/\$210	Ded, \$25/\$120/\$210
Specialty Prescription Drugs	R: \$250/ MD: \$625	R: Ded, \$250 MO: Ded, \$625	P: 25% to \$350 NP: 25% to \$450	P: Ded, 25% to \$350 NP: Ded, 25% to \$450
<b>Rates &amp; Total Cost</b>				
	<b>Plan 1</b>	<b>Plan 2</b>		
Employee	4	10	\$796.08	\$696.32
Employee + Spouse	4	12	\$1,751.38	\$1,531.92
Employee + Child(ren)	1	16	\$1,432.96	\$1,253.39
Employee + Spouse & Child(ren)	7	26	\$2,388.26	\$2,088.98
<b>Total Employees</b>	<b>16</b>	<b>64</b>		
Annual Subtotal			\$340,087	\$1,196,568
Percent Change by Plan				13.2%
<b>HSA Total</b>				
Annual Premium Total (w/out HSA)			\$1,536,655	\$1,625,673
Change from Current				\$89,018
Percentage Change				5.8%
<b>Notes</b>				
1. (dw) = deductible waived			Fully Insured Firm Rates - Chamber Rates	





# DunrobinAssociates, LLC

Working Towards Greener, Safer, Improved Communities

PROVIDING RIGHT-OF-WAY SERVICES SINCE 2010

BOC #2

10132 Kenwood Road  
Cincinnati, OH 45242

P.O. Box 76218  
Highland Heights, KY 41076

Central Phone: (859) 781-9776

VIA Electronic Mail: [doug.crabill@ci.urbana.oh.us](mailto:doug.crabill@ci.urbana.oh.us) and [tyler.bumbalough@ci.urbana.oh.us](mailto:tyler.bumbalough@ci.urbana.oh.us)

January 7, 2022

Doug Crabill, Community Development Manager  
City of Urbana  
205 South Main Street  
Urbana, OH 43078

Tyler Bumbalough, City Engineer  
City of Urbana  
205 South Main Street  
Urbana, OH 43078

Subject: 112019 – CHP-South High Street  
Amended Right-of-Way Cost Proposal

Dear Mr. Crabill and Mr. Bumbalough:

Thank you for the opportunity to submit the attached cost proposal to provide right-of-way acquisition services for the referenced project. The total proposed cost for right-of-way services for this project is \$312,062. The cost proposal includes a contingency amount of \$4,050 for the title report updates. It is recommended that abbreviated title reports be used for all parcels subject to temporary takings. The use of abbreviated titles serves to reduce cost and takes less time to prepare. The title report update contingency of \$4,050 is a blended rate and assumes the update of 18 title reports. This contingency amount will only be charged for parcels for parcels requiring appropriation. The proposal also includes direct cost estimated in the amount of \$3,787. The direct costs are specific to Champaign County Recorder fees/Champaign County Transfer fees and for reimbursable expenses related to preparing the title reports. All requests for reimbursement of direct costs will be accompanied by receipts.

I have included a worksheet providing a detailed cost for each parcel along with the ODOT standard cost proposal form that summarizes cost per task. It is assumed that this cost proposal may be amended commensurate with any change in the scope of services. Should you require additional information, please do not hesitate to contact me.

Thank you again for the opportunity to submit this proposal. Your acceptance of this cost proposal will serve as Dunrobin's authorization to proceed.

Respectfully Submitted:

*L. Beth Sutherland*

L. Beth Sutherland  
Senior Programs Manager  
Managing Member

CITY OF URBANA, OH  
ACCEPTANCE OF PROPOSAL

BY: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





Parcel	Owner	PM	Title	Appraisal	Negotiation (Make Offer & Meet)	Negotiation (Signed Parcel or Appropriation Packet)	Closing	Title Update Contingency for Appropriation	PARCEL TOTAL		
				\$ 49,200	\$ 35,750	\$ 50,500	\$ 65,600	\$ 65,600	\$ 37,575	\$ 4,050	\$ 308,275

Copy Cost	Transfer Fees	Recording Fees	Recording Fee Contingency
\$ 820	\$ 39	\$ 2,598	\$ 330

\$ 820	\$ 39	\$ 2,598	\$ 330
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ESTIMATED RIGHT-OF-WAY ACQUISITION SERVICES	\$ 304,225
ESTIMATED CONTINGENCY FEES	\$ 4,050
ESTIMATED DIRECT COSTS	\$ 3,787
<b>ESTIMATED TOTAL RIGHT-OF-WAY FEES AND COSTS</b>	<b>\$ 312,062</b>

## RW ACQUISITION SERVICES COST PROPOSAL

**Company Name:** Dunrobin Associates, LLC

**District:** 7

**Date:** 1/7/2022

**PID NO.:** 112019

**Task No.:** Programmatic

**Project CRS:** CHP-S. High St.

Pay Item	Type of Unit	No. of Units	Fee Per Unit	Total Amount
<b>1. Project Management - line items found in sections below</b>	parcel			
<b>2. Appraisal</b>				
a. RE 95 Preparation (if required)	parcel			\$0.00
b. R/W Appraisal Report (RE 25-17)	parcel	1	\$2,500.00	\$2,500.00
c. Limited Scope R/W Appraisal Report (RE 25-17)	parcel			\$0.00
d. Value Finding (RE 90)	parcel	6	\$1,250.00	\$7,500.00
e. Value Analysis	parcel	75	\$540.00	\$40,500.00
f. Value Analysis Update	parcel			\$0.00
g. Project Management	parcel	82	\$150.00	\$12,300.00
<b>SECTION SUBTOTAL</b>				<b>\$62,800.00</b>
<b>3. Appraisal Review</b>				
a. R/W Appraisal Report(RE 25-16)	parcel			\$0.00
b. Limited Scope R/W Appraisal Report (RE 25-16)	parcel			\$0.00
c. Value Finding (RE 25-14)	parcel			\$0.00
d. Value Analysis (RE 25-13)	parcel			\$0.00
e. USPAP Review (RE 25-12)	parcel			\$0.00
f. Parcel Impact Note	parcel			\$0.00
g. Appraisal Problem Analysis	parcel			\$0.00
h. Project Management	parcel			\$0.00
<b>SECTION SUBTOTAL</b>				<b>\$0.00</b>
<b>4. Title Researches</b>				
a. Abbreviated Titles	parcel	43	\$350.00	\$15,050.00
b. Full Title (42 year)	parcel	38	\$525.00	\$19,950.00
b. Full Title (Parcel 96)	parcel	1	\$750.00	\$750.00
c. Title Update Contingency (Blended)	parcel	18	\$225.00	\$4,050.00
d. Project Management	parcel	82	\$150.00	\$12,300.00
<b>SECTION SUBTOTAL</b>				<b>\$52,100.00</b>
<b>SECTION TOTAL</b>				<b>\$114,900.00</b>

Table split for Federal Authorization for Right of Way Acquisition

Pay Item	Type of Unit	No. of Units	Fee Per Unit	Total Amount
<b>5. Negotiation</b>				
a. Negotiation (includes letters, packets, negotiations, billings, document preparation, plan revision coordination, etc.)	parcel	82	\$1,600.00	\$131,200.00
b. Bill of Sale Negotiation	Per BS Parcel			\$0.00
c. Negotiation Trainee	parcel			\$0.00
d. Project Management	parcel	82	\$150.00	\$12,300.00
<b>SECTION SUBTOTAL</b>				<b>\$143,500.00</b>
<b>6. Closings</b>				
a. Mail Out	parcel	43	\$375.00	\$16,125.00
b. Formal (includes forms RE 30, 31, 44, 45 & 57 and etc.)	parcel	39	\$550.00	\$21,450.00
c. Formal - structure parcels	parcel			\$0.00
d. Title Update for Appropriation	parcel			\$0.00
e. Mortgage Release	per release			\$0.00
f. Project Management	per release	82	\$150.00	\$12,300.00
<b>SECTION SUBTOTAL</b>				<b>\$49,875.00</b>
<b>7. Relocation Assistance Services</b>				
a. Residential offer made	parcel			\$0.00
b. Residential final billing	parcel			\$0.00
c. Commercial Offer made	parcel			\$0.00
d. Commercial final billing	parcel			\$0.00
e. Personal Property final billing	parcel			\$0.00
f. Pre-Acquisition Survey/Interview	parcel			\$0.00
g Pre-Acquisition Report	parcel			\$0.00
Project Management for h Relocation/Relocation Review	parcel			\$0.00
<b>SECTION SUBTOTAL</b>				<b>\$0.00</b>
<b>8 Relocation Review</b>				
a. Residential Review	parcel			\$0.00
b. Commercial Review	parcel			\$0.00
c. Personal Property Review	parcel			\$0.00
d. Project Management	parcel			\$0.00
<b>SECTION SUBTOTAL</b>				<b>\$0.00</b>

Pay Item	Type of Unit	No. of Units	Fee Per Unit	Total Amount
<b>9. Asbestos</b>				
a. Collection/Reporting	parcel			\$0.00
b. Testing	parcel			\$0.00
<b>SECTION SUBTOTAL</b>				<b>\$0.00</b>
<b>10. Miscellaneous</b>				
a. Red Books	parcel			\$0.00
b. Meetings and Testimony for appropriations	parcel			\$0.00
c. Property Management	parcel			\$0.00
d. Specialty Appraisal Studies (Parking, Rent, Architectural etc.)	parcel			\$0.00
e. Copies and Recording fees (reimbursable based on actual cost for Titles and Closings - receipts necessary)	parcel	82	\$46.00	\$3,787.00
f. R/W Cost Estimate (RE-101)	parcel			\$0.00
<b>SECTION SUBTOTAL</b>				<b>\$3,787.00</b>
<b>SECTION TOTAL</b>				<b>\$197,162.00</b>
<b>GRAND TOTAL</b>				<b>\$312,062.00</b>

## **RESOLUTION 2437-22**

### **A RESOLUTION CONFIRMING APPOINTMENTS TO THE TAX INCENTIVE REVIEW COUNCIL (TIRC) FOR CALENDAR YEAR 2022.**

**WHEREAS**, the TIRC reviews and evaluates the performance of each enterprise zone agreement and community reinvestment area agreement on behalf of the City annually, and

**WHEREAS**, each appointee as a member of the TIRC serves without compensation; and

**WHEREAS**, pursuant to Ohio Revised Code Section 5709.85, the Mayor appoints two residents of the City of Urbana to the TIRC, with confirmation by City Council; and as no term is specified in the Ohio Revised Code, the Mayor may make those appointments concurrent with his own term in office through December 31, 2023; and

**WHEREAS**, the Council President appoints one member of the city's legislative authority to the City of Urbana TIRC, with the confirmation by City Council (Council); and pursuant to Ohio Revised Code Section 5709.85, the Council President appoints one member of the City's legislative authority to the TIRC; and

**WHEREAS**, this Council has determined, by reviewing all pertinent information, that it is necessary and in the best interest of the City of Urbana to confirm these appointments,

### **NOW, THEREFORE, BE IT RESOLVED BY THE URBANA CITY COUNCIL:**

**SECTION ONE:** Appointment by the Mayor of Ronald T. "Tom" Coles is confirmed, to serve a term as a TIRC member ending December 31, 2023.

**SECTION TWO:** Appointment by the Mayor of Nathaniel P. "Pat" Bass is confirmed, to serve a term as a TIRC member ending December 31, 2023.

**SECTION THREE:** Appointment by the Council President of Councilwoman Audra Bean is confirmed, to serve through the end of her own term in office on December 31, 2025.

**SECTION FOUR:** That all formal actions of this City Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this City Council and that all deliberations of the Council and any decision-making bodies of the City of Urbana which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the City of Urbana, including Section 121.22 of the Ohio Revised Code.



**SECTION FIVE:** This Resolution shall take effect at the earliest time provided by law.

\_\_\_\_\_  
Marty Hess, Council President


Attest: \_\_\_\_\_

Date: \_\_\_\_\_

This resolution approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Bill Bean, Mayor

Resolution No. 2437-22

Department requesting: Administration		Personnel: K. Brugger	Director of Law Review  
Expenditure? Y [N]	Emergency? [Y] N	Public Hearing? Y [N] If yes, dates advertised:	
Readings required: [1] 2 3			
First reading date: 1/18/2022	Second reading date: n/a	Third/Final reading date: n/a	

Anticipated effective date if approved: 1/19/2022



## **RESOLUTION 2625-22**

**A RESOLUTION TO AUTHORIZE PRELIMINARY APPROVAL BETWEEN THE CITY OF URBANA, CHAMPAIGN COUNTY, OHIO AND OHIO DEPARTMENT OF TRANSPORTATION FOR PAVEMENT PLANING AND RESURFACING OF UNITED STATES ROUTE 68 FROM JUST SOUTH OF PEARCE PLACE (SLM 5.36) TO WASHINGTON AVENUE (SLM 6.93), OMITTING THE ROUNDABOUT AT US 36, Reference PID No.: 108874, County/Route/Section: CHP US 68 5.36, AND DECLARING AN EMERGENCY.**

### **SECTION I – Project Description**

WHEREAS, the City of Urbana, hereinafter referred to as the LPA, and the State of Ohio have determined the need for the described project:

**The project consists of resurfacing the existing roadway of US 68 from SLM 05.36 (0.07 mile south of Pearce Place) to SLM 06.93 (Washington Avenue), excluding the roundabout at US 36 and US 68.**

NOW THEREFORE, be it ordained by the City Council of Urbana, Ohio, Champaign County, that:

### **SECTION II – Consent Statement**

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

### **SECTION II – Cooperation Statement**

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

The LPA agrees to participate in the cost of the project. The LPA further agrees to pay 100% of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

The LPA further agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to the LPA. The LPA shall contribute its share of the cost of these items in accordance with other sections herein.

The LPA further agrees to pay 100% of the cost to install and/or repair curb ramps at all necessary intersections to ensure compliance with the Americans with Disabilities Act.

#### **SECTION IV – Utilities and Right-of-Way Statement**

The LPA agrees to acquire and/or make available to ODOT, in accordance with current State and Federal regulations, all necessary right-of-way required for the described Project. The LPA also understands that right-of-way includes eligible utility costs.

The LPA agrees to be responsible for all utility accommodation, relocation and reimbursement and agrees that such accommodation, relocations, and reimbursements shall comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

#### **SECTION V – Maintenance**

Upon completion of the Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

#### **SECTION VI Authority to Sign**

The LPA hereby authorizes the DIRECTOR OF ADMINISTRATION of said CITY OF URBANA to enter into and execute contracts with the Director of Transportation which are necessary to develop plans for and to complete the above-described project; and to execute contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project.

Upon request of ODOT, the DIRECTOR OF ADMINISTRATION is also empowered to execute any appropriate documents to affect the assignment of all rights, title, and interests of the CITY OF URBANA to ODOT arising from any agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

The LPA agrees that if Federal Funds are used to pay the cost of any consultant contract, the LPA shall comply with 23 CFR 172 in the selection of its consultant and administration of the consultant contract. Further the LPA agrees to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all of its consultant contracts. The LPA agrees to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project. The LPA agrees to include a completion schedule acceptable to ODOT and to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.

**SECTION VII-Emergency measure**

The RESOLUTION is hereby declared to be an emergency measure to expedite the highway project and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.


\_\_\_\_\_  
President of City Council

Attest: \_\_\_\_\_

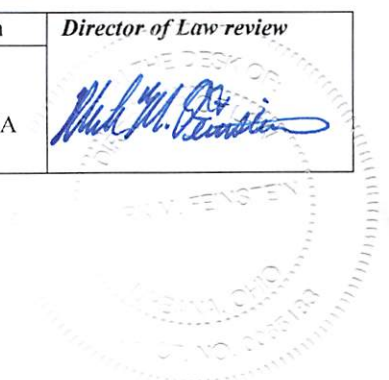
Date: \_\_\_\_\_

This Ordinance approved by me this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

Department requesting:	Engineering	Personnel: Tyler Bumbalough	<i>Director of Law review</i> 
Expenditure? Y (N)	Emergency? (Y) N	Public Hearing? Y (N)	
Readings required:	(1) 2 3	Dates advertised: NA	
First reading date:	Second reading date(s):	Third/final reading date: NA	
<b>1-18-2022</b>	NA		

Anticipated effective date if approved: **1-18-2022**



## ORDINANCE NO. 4559-22

### AN ORDINANCE TO AMEND SECTION 1133.08 OF THE CODIFIED ORDINANCES OF THE CITY OF URBANA.

**WHEREAS**, whenever the public necessity, convenience, general welfare or good zoning practices require, Council may by ordinance after receipt of a recommendation thereon from the Planning Commission and subject to procedures provided by law, amend, supplement, change or repeal the regulations, restrictions and boundaries or classification of property; and

**WHEREAS**, on December 20, 2021, the Planning and Zoning Staff formally requested an amendment to Section 1133.08 of the Codified Ordinances of the City of Urbana; and

**WHEREAS**, on December 20, 2021, the City of Urbana Planning Commission recommended by a 7-0 vote that Council approve the requested amendments; and

**WHEREAS**, Council held a public hearing pursuant to Chapter 1113.09 of the Codified Ordinances of the City of Urbana on Tuesday, February 1, 2022.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Urbana, County of Champaign and State of Ohio:

#### SECTION ONE:

That the existing Section 1133.08 of the Codified Ordinances of the City of Urbana, Ohio is hereby amended, to read (proposed changes in red):

#### **1133.08 PARKING SPACE REQUIREMENTS.**

For the purpose of this Part, the following parking space requirements shall apply:

(a) Auditoriums, theaters and similar uses.	One space for each four seats.
(b) Automotive filling station.	One space for each two pumps.
(c) Automotive repair.	Two spaces for each service bay.
(d) Automotive sales.	One space for each 800 square feet of floor area.
(e) Bed and breakfast establishments..	One space for each guest room plus two spaces for the permanent residence.
(f) Club.	Four spaces for each 1,000 square feet of floor area.
(g) Convalescent care facility.	One space for each two beds.
(h) Convenience store.	One space for each 100 square feet of floor area.
(i) Day care facility (child).	One space for each staff member plus one space for each five children at design capacity.

(j) Eating and drinking establishments.	One space for each 100 square feet of floor area plus sufficient stacking space for five vehicles at each drive thru window.
(k) Educational institutions.	Two spaces for each classroom plus one space for each four seats in the auditorium. High schools shall also include one space for each ten students at design capacity.
(l) Financial Institutions.	One space for each 250 square feet of floor area plus sufficient stacking space to accommodate the number of automobiles equal to five times the number of teller windows.
(m) Funeral Home	One space for each 50 square feet of floor area plus one reserved space for each hearse or company vehicle.
(n) Group home.	One space for each four beds.

(o) Hospital.	One space for each two beds.
(p) Hotel/motel.	One space for each sleeping room plus one space for each 400 square feet of public meeting area and/or restaurant space.
(q) Industrial/manufacturing.	<b>1.1 spaces for each employee based on the working period when the maximum number of employees are employed on the premises.</b>
(r) Medical or dental clinic.	One space for each 250 square feet of floor area of examination room, treatment room and waiting room.
(s) Office.	One space for each 200 square feet of floor area.
(t) Personal services.	One space for each 200 square feet of floor area.
(u) Public assembly hall.	One space for each 50 square feet of floor area.
(v) Public buildings.	One space for each 200 square feet of floor area.
(w) Recreation, commercial.	One space for each three seats or one space for each 100 square feet, whichever is greater.
(x) Recreation, non-commercial.	One space for each participant at maximum utilization.
(y) Religious places of worship.	One space for each five seats in the place of assembly.
(z) Residential, mobile home	Two spaces for each dwelling unit.
(aa) Residential, multi-family.	Two spaces for each dwelling unit, except in the central business district (B-2) where one parking space per unit is required.
(bb) Residential, single family.	Two spaces for each dwelling unit.

(cc) Residential, two family.	Two spaces for each dwelling unit.

(dd) Restaurants	One (1) space for every 4 customer seats plus one (1) space for each employee based on the working period when the maximum number of employees are employed on the premises.
(ee) Restaurants, fast-food.	One (1) space for every 4 customer seats plus one (1) space for each employee based on the working period when the maximum number of employees are employed on the premises plus sufficient stacking space for eight (8) vehicles at each drive thru window.
(ff) Restaurant, Drive-in	Five spaces for each 1,000 square feet of floor area.
(gg) Restaurant, Carryout	One (1) space for every 4 customer seats plus one (1) space for each employee based on the working period when the maximum number of employees are employed on the premises or one (1) space for every 200 square feet plus one (1) space for each employee based on the working period when the maximum number of employees are employed on the premises. One space for each 300 square feet of pool and promenade area.
(hh) Retail Business	One space for each 250 square feet of floor area.
(ii) Swimming Club	One space for each 300 square feet of pool and promenade area.
(jj) Warehousing	1.1 spaces for each employee based on the working period when the maximum number of employees are employed on the premises.

**SECTION TWO:**

That the City of Urbana Planning Commission’s recommendation to approve the request to add to Chapter 1133 is attached and labeled as “Exhibit A”.

**SECTION THREE:**

All actions of City Council and the Planning Commission related to this legislation were conducted in open meetings pursuant to Urbana Codified Ordinance 107.01 and Ohio Revised Code 121.22. City Council held a public hearing pursuant to Urbana Codified Ordinance 1113.09, with notice by publication pursuant to Urbana City Charter Section 2.16, on January 21, 2022.

**SECTION FOUR:**

This ordinance shall become effective at the earliest time provided by law.

\_\_\_\_\_  
President, City of Urbana Council


PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Clerk of Council

This Ordinance approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor, City of Urbana

Department requesting: Administration/Zoning		Personnel: Preston Carter	Director of Law Review  _____ M. M. FENSTER
Expenditure? Y (N)	Emergency? Y (N)	Public Hearing? (Y) N If yes, dates advertised: 01/21/2022	
Readings required: 1 2 (3)			
First reading date: 01/18/2022	Second reading date: 02/01/2022	Third/Final reading date: 02/15/2022	

Anticipated effective date if approved: 03/02/2022





## Planning Commission

December 20, 2021, Meeting Minutes

### Attendance

**Members Present:** Kimberly Gordon-Brooks; Eric Samuelsson (Chair); Kerry Brugger; Richard Kerns; Jennifer Dunham-Young;

**Member(s) Absent:** Steve Brandeberry; Bill Bean

**Guests Present:** Rod Hines; Karen Hart; Ralph P; RCR

### Call to Order and Pledge of Allegiance

**Action:** Eric Samuelsson called the meeting to order and lead the pledge of allegiance,

### Reading of Rules of the Meeting

**Action:** Mr. Samuelsson read the meeting rules and regulations.

### Prior Meeting Minutes

**Action:** Kerry Brugger motioned to accept the previous meeting minutes. It was seconded by Kimberly Gordon-Brooks.

**Discussion:** None.

**Vote:** 5 (Yay) – 0 (Nay)

**Motion passed.**

### Old Business – Application(s)

**Case # 1:** **PC-2021-19 – City of Urbana – Zoning Map Amendment – PreK-8 School**

**Application, Staff  
Comments &  
Recommendations:**

It was motioned by Kerry Brugger to un-table the Zoning Map amendment and open it up for discussion. It was seconded by Kimberly Gordon-Brooks.

Mr. Brugger noted that at the last meeting there was confusion about how the area around the school should be zoned as the school hopes to grow and expand as their needs change. It was recommended the City sets a PUD for this area to ensure the school can do what they need to.

**Testimony in Favor:**

**Testimony Against:**

**Discussion:**



<b>Action:</b>	Mr. Brugger motioned to change the map to have the school zoned R-1 as originally planned and the City schools can request changes later. This would mean the school has to come back in the future if they wish to expand or make changes. It was seconded by Mrs. Dunham-Young.
<b>Vote:</b>	5 (Yay) – 0 (Nay) Motion passed.

**New Business – Application(s)**

**Case # 1: PC-2021-20 – First Central National Bank – 1754 E. US HWY 36 – Wall Signs (Administratively approved)**

<b>Application, Staff Comments &amp; Recommendations:</b>	Preston Carter spoke and stated this was a sign application which was administratively approved. This will be at the old Sonic building for the New First Central National Bank for two new wall signs. This is in Wal Mart PUD and the application met all the wall signage standards so it was administratively approved a few weeks prior.
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	None Required.
<b>Vote:</b>	None Required.

**Case # 2: PC-2021-21 – First Central National Bank – 1754 E. US HWY 36 – Monument Sign (Administratively approved)**

<b>Application, Staff Comments &amp; Recommendations:</b>	This is at the same location. This is a monument sign that will be reusing the same monument from the previous establishment while just changing the faces for the new business. This monument met all the required signage standards for monument signs in the PUD.
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	None Required.
<b>Vote:</b>	None Required.

**Case # 3: PC-2021-22 - First Central National Bank – 1754 E. US HWY 36 – Site Plan Review**

<b>Application, Staff Comments &amp;</b>	Mr. Carter presented the site plan for the bank. This is the old Sonic Building/CashMaxx. This has been through a lite internal RTC since there will not be a lot of changes to the external of the building. Most of the
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<b>Recommendations:</b>	<p>changes will be internal and nothing will be changed for street or water. Most of the review has been through Zoning and Engineering. The request is that the plans be approved with the condition that all the staff comments are addressed. The most recent updated plans were just recently received and have not been reviewed yet.</p> <p>Mr. Carter stated most of the staff comments pertain to striping, landscape, and LED signage suggestions.</p> <p>A representative from the bank spoke and stated the major exterior changes will include an ATM and the red canopy will be removed and overall the interior will have some cosmetic changes.</p>
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks and seconded by Mr. Kerns to accept the application with the condition that all the staff comments are addressed.
<b>Vote:</b>	5 (Yay) – 0 (Nay) <b>Motion passed.</b>
<b>Case # 4:</b>	<b>PC-2021-23 – City of Urbana – Zoning Map Amendment - 1675 &amp; 1693 E US HWY 36</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	<p>Mr. Carter stated this is a new zoning map amendment. There are two properties that are being annexed into the City. These are residential homes across from the First Central National Bank location. They are currently zoned in the Urbana Township as B-1. It is suggested they are brought in as BR-1 which will allow them to exist as residential units but if they want to make modification as homes, they can and if they want to be converted business they can as well. This is based on the homes being annexed and the City needs to establish their zoning.</p>
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks and seconded by Mrs. Dunham-Young to accept the application as presented.
<b>Vote:</b>	5 (Yay) – 0 (Nay) <b>Motion passed.</b>
<b>Case # 5:</b>	<b>PC-2021-24 – City of Urbana – 1133.08 Parking Space Requirements</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	<p>Mr. Carter spoke and stated this and the next application is an update to the parking codes within the City for Off-Street. This is something the Zoning office has been working on for a little while to address some major parking concerns throughout the City.</p> <p>Industrial and manufacturing parking currently requires a minimum 1 parking space per 1000 feet of floor space. Warehousing requires the same. There is multiple building in town that if the requirement were held, there would be seas on parking lots which would never be filled which is wasteful. Looking at how industry will be moving forward, they feel they need to update this.</p>



The proposal was originally to require one space per employee when the working period with the maximum number of employees on the premise. Since they, they moved to require 1.1 space per employee for the maximum number of employees on the premise. Therefore, if XYZ company has the most employees on 1<sup>st</sup> shift with 50 employees, this will require them to have 55 parking spots which basically means for every 10 employees, you have 11 parking spots. This will help to alleviate visitor parking and/or address the overlap between shifts. This is an attempt to address both of these concerns. This is just a minimum amount and the business could have more if they decided. The goal is put the ball in the employer's court to follow this as a minimum guideline rather than the City having to come in a give them a maximum and minimum.

This is being addressed so that a company cannot just make 50 parking spaces and then hire 100 people per shift which will then require the additional employees without parking spaces to park in the grass or along the road so they can go in and work their shift.

Mr. Samuelsson asked if Zoning had looked and compared our guidelines with other surrounding cities. Mr. Carter stated they checked ordinances from surrounding areas and Urbana is kind of behind compared to surrounding areas as far as the parking updates go.

Mr. Carter moved on to address restaurant parking requirements. Currently there is required 1 space for every 100 square feet of floor area and the City is running into the same issue that if this trend continues, there is going to be way too much parking lot space for businesses that will never fill it which is wasteful and not always visually appealing. This issue is currently there is no different definition of square footage between kitchen space which will not have many people in it versus the dining space. For example, if the whole restaurant is 4,000 square feet but only 1,000 of that is dining space, they would be required to have way more parking they their patrons would ever fill and the business would not have that many more people there working to fill those additional parking spots. The new rule would require the business to have 1 space for every 4 patrons and 1 space per employee when the work shift with the maximum employees are employed are on the premise. The rest of the different kinds of restaurants have similar requirements but addresses differences for thrive throughs, drive-in, fast food, carry-out, and sit-down restaurants. Any of these will require a spot for each employee when maximum number of employees are on the premise plus 1 space for every four patrons' seats or 1 space for every 200 square feet depending on if they have in-restaurant dining or not.

It was asked by a board member what the requirement is for businesses in the downtown with these changes. Mr. Carter stated if they do not have the space to provide parking, the City cannot require it which is the case with many downtown businesses given the buildings are shared walls or really closely packed together. However, this is something the Zoning office is working to improve. There is ample public parking in the downtown area and they will be working with developers to address the parking in the downtown so that the parking is developed properly. These new changes will be for new developments.

Mr. Samuelsson asked about the requirements for apartments. Mr. Carter stated he did not know the requirements for apartments off the top of his head but this are not being adjusted yet.

Mr. Carter stated that if the Planning Commission approves these changes, they will move onto Council which will go through 3 meetings with council and a public hearing to get the publics viewpoint on these changes.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:**

**Action:** It was moved by Mr. Kerns to accept the application and seconded by Mrs. Gordon-Brooks.



<b>Vote:</b>	5 (Yay) – 0 (Nay) Motion passed.
<b>Case # 6:</b>	<b>PC-2021-25 – City of Urbana – 1133.11 Residential and Commercial Parking Prohibited</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	<p>Mr. Carter that is a brand-new section proposed to be added to the end of the Chapter 1133. This is to prohibit parking of certain vehicles in certain areas of the City.</p> <p>A) All commercial, recreational, and motor vehicles must be parking surface that meeting the requirements for driveways, or on gravel driveways which predate the passage of 1133.02e. Code 1133.02 outlines the approved materials for the parking areas. This must be durable or dustless surface which would not be gravel. People can apply for a variance from the BZA to ask for approval to have gravel. This update will require vehicles of any kind be parked on a paved parking surface according to 1133.02e or be put in place prior to that code being passed. The point is to no longer allow your car, boat, motor home, etc. on grass or dirt whether it is front, back, or side yard. This would be across all zoning district.</p> <p>B) This does the same thing but for all things that have tires but no engine. This is for campers, trailers, etc. This will address the issue of campers in back yard being lived in or not which have become unsightly, address trailers for commercial or personal use.</p> <p>Mr. Brugger asked if there is a difference between a smaller two sleeper pull-behind camper versus a 5 by 8 small trailer to haul small amounts of lumber and wood. Mr. Carter answered the trailer falls into utility/commercial which is addressed in the update and the camper is recreational which is address the same. Mr. Brugger recommended adding the term utility to the update to ensure this is covered.</p> <p>Mr. Kerns asked if this has to be in the back yard. Mr. Carter stated that the current code states these vehicles have to be on the side or rear with screening or fenced and not in the front. Mr. Carter also stated that self-storage is available in town for these kinds of vehicles.</p> <p>Mrs. Gordon-Brooks stated she is concerned about the 72 hours rule. Mr. Carter stated that 72 hours is for recreation not cars. Mr. Dunham-Young stated the 72 hours is not enough int eh summer time because people bring their camper in to plug it in and get it ready to take a trip for more than 72 hours. Mr. Carter stated this rule mostly pertains to long stays with the camper. Basically, the camper cannot come and just sit and have occupancy. People cannot live in their camper basically.</p> <p>They asked for clarification for the screening requirement. Mr. Carter stated the screening needs to be a fence.</p> <p>C.) This update does not allow commercial trailers being parked in residential areas which has been an issue in the past.</p> <p>Mr. Carter stated that if people have gathering and small parties with many cars in the yard, that is fine. These updates are to address habitual issues with broken down vehicles being parked everywhere and things just looking bad.</p>
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	The recommendation to add the term 'utility' to section B.
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks to accept the application as amended and seconded by Mr. Brugger.
<b>Vote:</b>	5 (Yay) – 0 (Nay)



Motion passed.

## Adjournment

**Action:** Mrs. Gordon-Brooks moved to adjourn, it was seconded by Mr. Brugger.

**Vote:** 5 (Yay) – 0 (Nay)  
Motion passed.

## ORDINANCE NO. 4560-22

AN ORDINANCE TO UPDATE THE CITY OF URBANA'S OFFICIAL ZONING MAP BY ESTABLISHING ZONING FOR PARCEL K48-25-11-01-30-004-00, ALSO KNOWN AS 1673 US HWY 68 AS R-1 LOW DENSITY RESIDENTIAL DISTRICT.

WHEREAS, Chapter 1113 of the Codified Ordinances of the City of Urbana, Ohio enables amendment of the Official Zoning Map; and

WHEREAS, whenever the public necessity, convenience, general welfare or good zoning practices require, Council may by ordinance after receipt of a recommendation thereon from the Planning Commission and subject to procedures provided by law, amend, supplement, change or repeal the regulations, restrictions and boundaries or classification of property; and

WHEREAS, on December 20, 2021, the Planning and Zoning Staff formally requested an amendment to the Official Zoning Map for the City of Urbana pursuant to Chapter 1113.03 (a) of the Codified Ordinances of the City of Urbana; and

WHEREAS on December 20, 2021, the City of Urbana Planning Commission recommended by a 5-0 vote, that City Council *approve* the request to update the City of Urbana Official Zoning Map to establish zoning for parcel K48-25-11-01-30-004-00, also known as 1673 US Hwy 68, as R-1 (Low Density Residential) District; and

WHEREAS, Council held a public hearing pursuant to Chapter 1113.09 of the Codified Ordinances of the City of Urbana on Tuesday, February 1, 2022.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Urbana, County of Champaign and State of Ohio:

Section 1: The City Engineer shall amend the Official Zoning Map of the City of Urbana, Ohio to reflect the zoning change depicted in the Planning Commission Staff Report and as recommended by the Planning Commission. An exhibit of the proposed zoning map change is attached and labeled as "Exhibit A".

Section 2: The Mayor shall sign the amended Official Zoning Map of the City of Urbana, Ohio.

Section 3: The Clerk of Council is now instructed to sign the amended Official Zoning Map to attest to this action of City Council.

SECTION 4: That the City of Urbana Planning Commission's recommendation to approve the request to rezone the proposed area is attached and labeled as "Exhibit B".

Section 5: The Planning Commission Staff Report is attached and labeled as "Exhibit C."

SECTION 6: All actions of City Council and the Planning Commission related to this legislation were conducted in open meetings pursuant to Urbana Codified Ordinance 107.01 and Ohio Revised Code 121.22. City Council held a public hearing under Urbana Codified Ordinance 1113.09, with notice by publication pursuant to Urbana City Charter Section 2.16, on January 21, 2022.

SECTION 7: This ordinance shall become effective at the earliest time provided by law.


Passed: \_\_\_\_\_

\_\_\_\_\_  
Marty Hess, Council President

Attest: \_\_\_\_\_  
Clerk of Council

This Ordinance approved by me this \_\_\_\_ day of \_\_\_\_\_, 2022.

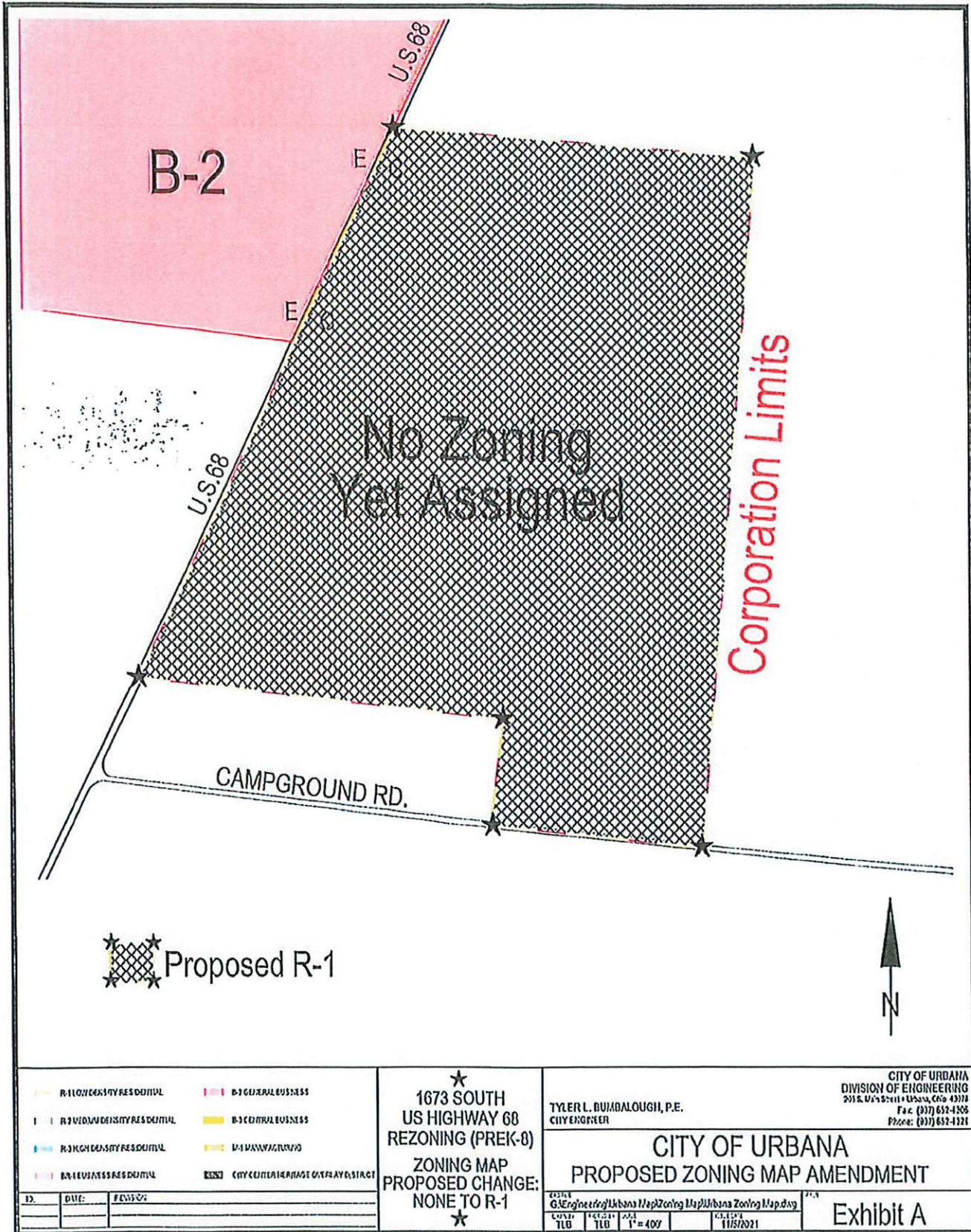
\_\_\_\_\_  
Mayor

Department requesting: Zoning		Personnel: Preston Carter	Director of Law review
Expenditure? <b>Y (N)</b>	Emergency? <b>Y (N)</b>	Public Hearing? <b>(Y) N</b>	
Readings required: <b>1 2 (3)</b>		If yes, dates advertised: 01/21/2022	
First reading date: 01/18/2022	Second reading date: 02/01/2022	Third/Final reading date: 02/15/2022	

Anticipated effective date if approved: 03/02/2022







<ul style="list-style-type: none"> <li>R-1 LOW DENSITY RESIDENTIAL</li> <li>R-2 MEDIUM DENSITY RESIDENTIAL</li> <li>R-3 HIGH DENSITY RESIDENTIAL</li> <li>B-1 GENERAL BUSINESS</li> <li>B-2 CONTROL BUSINESS</li> <li>U-1 UNIMPLEATED</li> <li>CITY CENTER MAP OVERLAY DISTRICT</li> </ul>	<ul style="list-style-type: none"> <li>B-1 GENERAL BUSINESS</li> <li>B-2 CONTROL BUSINESS</li> <li>U-1 UNIMPLEATED</li> <li>CITY CENTER MAP OVERLAY DISTRICT</li> </ul>									
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ID.	DATE:	REVISION:								

★  
**1673 SOUTH US HIGHWAY 68 REZONING (PREK-0)**  
**ZONING MAP PROPOSED CHANGE: NONE TO R-1**  
 ★

CITY OF URBANA  
 DIVISION OF ENGINEERING  
 201 S. UNIVERSITY • URBANA, ILL. 62501  
 Fax: (313) 632-4365  
 Phone: (313) 632-1121

TYLER L. DUJMALOUGH, P.E.  
 CIVIL ENGINEER

CITY OF URBANA  
 PROPOSED ZONING MAP AMENDMENT

DATE	11/15/2021
PROJECT	1673 South US Highway 68 Rezoning
SCALE	1" = 400'
DATE	11/15/2021



## Planning Commission

December 20, 2021, Meeting Minutes

### Attendance

**Members Present:** Kimberly Gordon-Brooks; Eric Samuelsson (Chair); Kerry Brugger; Richard Kerns; Jennifer Dunham-Young;

**Member(s) Absent:** Steve Brandeberry; Bill Bean

**Guests Present:** Rod Hines; Karen Hart; Ralph P; RCR

### Call to Order and Pledge of Allegiance

**Action:** Eric Samuelsson called the meeting to order and lead the pledge of allegiance,

### Reading of Rules of the Meeting

**Action:** Mr. Samuelsson read the meeting rules and regulations.

### Prior Meeting Minutes

**Action:** Kerry Brugger motioned to accept the previous meeting minutes. It was seconded by Kimberly Gordon-Brooks.

**Discussion:** None.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

### Old Business – Application(s)

**Case # 1:** **PC-2021-19 – City of Urbana – Zoning Map Amendment – PreK-8 School**

**Application, Staff Comments & Recommendations:** It was motioned by Kerry Brugger to un-table the Zoning Map amendment and open it up for discussion. It was seconded by Kimberly Gordon-Brooks.

Mr. Brugger noted that at the last meeting there was confusion about how the area around the school should be zoned as the school hopes to grow and expand as their needs change. It was recommended the City sets a PUD for this area to ensure the school can do what they need to.

**Testimony in Favor:**

**Testimony Against:**

**Discussion:**



<b>Action:</b>	Mr. Brugger motioned to change the map to have the school zoned R-1 as originally planned and the City schools can request changes later. This would mean the school has to come back in the future if they wish to expand or make changes. It was seconded by Mrs. Dunham-Young.
<b>Vote:</b>	5 (Yay) – 0 (Nay) Motion passed.

**New Business – Application(s)**

**Case # 1: PC-2021-20 – First Central National Bank – 1754 E. US HWY 36 – Wall Signs (Administratively approved)**

<b>Application, Staff Comments &amp; Recommendations:</b>	Preston Carter spoke and stated this was a sign application which was administratively approved. This will be at the old Sonic building for the New First Central National Bank for two new wall signs. This is in Wal Mart PUD and the application met all the wall signage standards so it was administratively approved a few weeks prior.
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	None Required.
<b>Vote:</b>	None Required.

**Case # 2: PC-2021-21 – First Central National Bank – 1754 E. US HWY 36 – Monument Sign (Administratively approved)**

<b>Application, Staff Comments &amp; Recommendations:</b>	This is at the same location. This is a monument sign that will be reusing the same monument from the previous establishment while just changing the faces for the new business. This monument met all the required signage standards for monument signs in the PUD.
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	None Required.
<b>Vote:</b>	None Required.

**Case # 3: PC-2021-22 - First Central National Bank – 1754 E. US HWY 36 – Site Plan Review**

<b>Application, Staff Comments &amp;</b>	Mr. Carter presented the site plan for the bank. This is the old Sonic Building/CashMaxx. This has been through a lite internal RTC since there will not be a lot of changes to the external of the building. Most of the
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<b>Recommendations:</b>	<p>changes will be internal and nothing will be changed for street or water. Most of the review has been through Zoning and Engineering. The request is that the plans be approved with the condition that all the staff comments are addressed. The most recent updated plans were just recently received and have not been reviewed yet.</p> <p>Mr. Carter stated most of the staff comments pertain to striping, landscape, and LED signage suggestions.</p> <p>A representative from the bank spoke and stated the major exterior changes will include an ATM and the red canopy will be removed and overall the interior will have some cosmetic changes.</p>
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks and seconded by Mr. Kerns to accept the application with the condition that all the staff comments are addressed.
<b>Vote:</b>	5 (Yay) – 0 (Nay) <b>Motion passed.</b>
<b>Case # 4:</b>	<b>PC-2021-23 – City of Urbana – Zoning Map Amendment - 1675 &amp; 1693 E US HWY 36</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	<p>Mr. Carter stated this is a new zoning map amendment. There are two properties that are being annexed into the City. These are residential homes across from the First Central National Bank location. They are currently zoned in the Urbana Township as B-1. It is suggested they are brought in as BR-1 which will allow them to exist as residential units but if they want to make modification as homes, they can and if they want to be converted business they can as well. This is based on the homes being annexed and the City needs to establish their zoning.</p>
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks and seconded by Mrs. Dunham-Young to accept the application as presented.
<b>Vote:</b>	5 (Yay) – 0 (Nay) <b>Motion passed.</b>
<b>Case # 5:</b>	<b>PC-2021-24 – City of Urbana – 1133.08 Parking Space Requirements</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	<p>Mr. Carter spoke and stated this and the next application is an update to the parking codes within the City for Off-Street. This is something the Zoning office has been working on for a little while to address some major parking concerns throughout the City.</p> <p>Industrial and manufacturing parking currently requires a minimum 1 parking space per 1000 feet of floor space. Warehousing requires the same. There is multiple building in town that if the requirement were held, there would be seas on parking lots which would never be filled which is wasteful. Looking at how industry will be moving forward, they feel they need to update this.</p>



The proposal was originally to require one space per employee when the working period with the maximum number of employees on the premise. Since they, they moved to require 1.1 space per employee for the maximum number of employees on the premise. Therefore, if XYZ company has the most employees on 1<sup>st</sup> shift with 50 employees, this will require them to have 55 parking spots which basically means for every 10 employees, you have 11 parking spots. This will help to alleviate visitor parking and/or address the overlap between shifts. This is an attempt to address both of these concerns. This is just a minimum amount and the business could have more if they decided. The goal is put the ball in the employer's court to follow this as a minimum guideline rather than the City having to come in a give them a maximum and minimum.

This is being addressed so that a company cannot just make 50 parking spaces and then hire 100 people per shift which will then require the additional employees without parking spaces to park in the grass or along the road so they can go in and work their shift.

Mr. Samuelsson asked if Zoning had looked and compared our guidelines with other surrounding cities. Mr. Carter stated they checked ordinances from surrounding areas and Urbana is kind of behind compared to surrounding areas as far as the parking updates go.

Mr. Carter moved on to address restaurant parking requirements. Currently there is required 1 space for every 100 square feet of floor area and the City is running into the same issue that if this trend continues, there is going to be way too much parking lot space for businesses that will never fill it which is wasteful and not always visually appealing. This issue is currently there is no different definition of square footage between kitchen space which will not have many people in it versus the dining space. For example, if the whole restaurant is 4,000 square feet but only 1,000 of that is dining space, they would be required to have way more parking they their patrons would ever fill and the business would not have that many more people there working to fill those additional parking spots. The new rule would require the business to have 1 space for every 4 patrons and 1 space per employee when the work shift with the maximum employees are employed are on the premise. The rest of the different kinds of restaurants have similar requirements but addresses differences for thrive throughs, drive-in, fast food, carry-out, and sit-down restaurants. Any of these will require a spot for each employee when maximum number of employees are on the premise plus 1 space for every four patrons' seats or 1 space for every 200 square feet depending on if they have in-restaurant dining or not.

It was asked by a board member what the requirement is for businesses in the downtown with these changes. Mr. Carter stated if they do not have the space to provide parking, the City cannot require it which is the case with many downtown businesses given the buildings are shared walls or really closely packed together. However, this is something the Zoning office is working to improve. There is ample public parking in the downtown area and they will be working with developers to address the parking in the downtown so that the parking is developed properly. These new changes will be for new developments.

Mr. Samuelsson asked about the requirements for apartments. Mr. Carter stated he did not know the requirements for apartments off the top of his head but this are not being adjusted yet.

Mr. Carter stated that if the Planning Commission approves these changes, they will move onto Council which will go through 3 meetings with council and a public hearing to get the publics viewpoint on these changes.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:**

**Action:** It was moved by Mr. Kerns to accept the application and seconded by Mrs. Gordon-Brooks.



<b>Vote:</b>	5 (Yay) – 0 (Nay) Motion passed.
<b>Case # 6:</b>	<b>PC-2021-25 – City of Urbana – 1133.11 Residential and Commercial Parking Prohibited</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	<p>Mr. Carter that is a brand-new section proposed to be added to the end of the Chapter 1133. This is to prohibit parking of certain vehicles in certain areas of the City.</p> <p>A) All commercial, recreational, and motor vehicles must be parking surface that meeting the requirements for driveways, or on gravel driveways which predate the passage of 1133.02e. Code 1133.02 outlines the approved materials for the parking areas. This must be durable or dustless surface which would not be gravel. People can apply for a variance from the BZA to ask for approval to have gravel. This update will require vehicles of any kind be parked on a paved parking surface according to 1133.02e or be put in place prior to that code being passed. The point is to no longer allow your car, boat, motor home, etc. on grass or dirt whether it is front, back, or side yard. This would be across all zoning district.</p> <p>B) This does the same thing but for all things that have tires but no engine. This is for campers, trailers, etc. This will address the issue of campers in back yard being lived in or not which have become unsightly, address trailers for commercial or personal use.</p> <p>Mr. Brugger asked if there is a difference between a smaller two sleeper pull-behind camper versus a 5 by 8 small trailer to haul small amounts of lumber and wood. Mr. Carter answered the trailer falls into utility/commercial which is addressed in the update and the camper is recreational which is address the same. Mr. Brugger recommended adding the term utility to the update to ensure this is covered.</p> <p>Mr. Kerns asked if this has to be in the back yard. Mr. Carter stated that the current code states these vehicles have to be on the side or rear with screening or fenced and not in the front. Mr. Carter also stated that self-storage is available in town for these kinds of vehicles.</p> <p>Mrs. Gordon-Brooks stated she is concerned about the 72 hours rule. Mr. Carter stated that 72 hours is for recreation not cars. Mr. Dunham-Young stated the 72 hours is not enough int eh summer time because people bring their camper in to plug it in and get it ready to take a trip for more than 72 hours. Mr. Carter stated this rule mostly pertains to long stays with the camper. Basically, the camper cannot come and just sit and have occupancy. People cannot live in their camper basically.</p> <p>They asked for clarification for the screening requirement. Mr. Carter stated the screening needs to be a fence.</p> <p>C.) This update does not allow commercial trailers being parked in residential areas which has been an issue in the past.</p> <p>Mr. Carter stated that if people have gathering and small parties with many cars in the yard, that is fine. These updates are to address habitual issues with broken down vehicles being parked everywhere and things just looking bad.</p>
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	The recommendation to add the term 'utility' to section B.
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks to accept the application as amended and seconded by Mr. Brugger.
<b>Vote:</b>	5 (Yay) – 0 (Nay)



Motion passed.

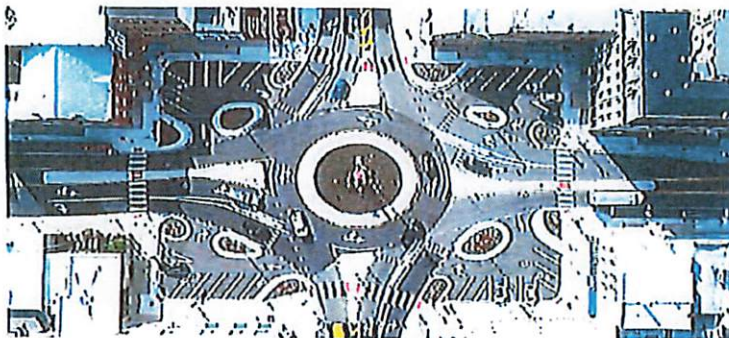
## Adjournment

**Action:** Mrs. Gordon-Brooks moved to adjourn, it was seconded by Mr. Brugger.

**Vote:** 5 (Yay) – 0 (Nay)  
Motion passed.



Department of Zoning and Compliance  
205 South Main Street, Urbana, OH 43078 | (937) 652 – 4325 | [ZoningandCompliance@ci.urbana.oh.us](mailto:ZoningandCompliance@ci.urbana.oh.us) | [www.urbanaohio.com](http://www.urbanaohio.com)



### STAFF REPORT

**Project Case No.:** PC-2021-19  
**Staff:** Preston Carter – Zoning and Compliance Officer  
**Applicant:** City of Urbana  
**Property Address:** 1673 US HWY 68 (K48-25-11-01-30-004-00)  
**Property Size:** Approx. 72 acres  
**Current Zoning:** None

#### Request Summary:

Proposal to update the zoning map to establish zoning for parcel K48-25-11-01-30-004-00, also known as 1673 US HWY 68 as R-1 Low Density Residential. Site is home to Urbana City Schools PreK-8.

#### Planning Commission Options:

The Planning Commission, by motion and vote, may approve the application as presented, approve the application with conditions, table the application for more information, or deny the application as presented.



## **ORDINANCE NO. 4561-22**

**AN ORDINANCE TO CREATE A NEW SUBSECTION OF CODE TO BE PLACED IN CHAPTER 1133 OF THE CODIFIED ORDINANCES OF THE CITY OF URBANA, OHIO. (Three readings, public hearing required).**

**WHEREAS**, whenever the public necessity, convenience, general welfare or good zoning practices require, Council may by ordinance after receipt of a recommendation thereon from the Planning Commission and subject to procedures provided by law, amend, supplement, change or repeal the regulations, restrictions and boundaries or classification of property; and

**WHEREAS**, on December 20, 2021, the Planning and Zoning Staff formally requested the addition of Section 1133.11, Parking Space Requirements, to Chapter 1133 of the Codified Ordinances of the City of Urbana; and

**WHEREAS**, on December 20, 2021, the City of Urbana Planning Commission recommended by a 5-0 vote that Council approve the requested addition; and

**WHEREAS**, Council held a public hearing pursuant to Chapter 1113.09 of the Codified Ordinances of the City of Urbana on Tuesday, February 1, 2022.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Urbana, County of Champaign and State of Ohio:

### **SECTION ONE:**

That Chapter 1133 OFF-STREET PARKING AND LOADING, of the Codified Ordinances of the City of Urbana, Ohio is hereby amended, to add:

#### **1133.11 Residential and Commercial Parking Prohibited**

- a) All commercial, recreational and motor vehicles must be parked on:
  - 1. Surfaces that meet 1133.02 (e) Off-street Parking and Design Standards – Paving  
or
  - 2. Existing gravel surfaces that predate the passage of 1133.02 (e)
  
- b) All campers, recreational trailers, utility trailers and commercial trailers must be parked on:
  - 1. Surfaces that meet 1133.02 (e) Off-street Parking and Design Standards – Paving  
or
  - 2. Existing gravel surfaces that predate the passage of 1133.02 (e)
  
- c) Semi-trailers and commercial trailers shall not be parked, kept or stored in residentially zoned areas, on residential property in other zoning districts
  
- d) No occupancy shall be allowed for greater than 72 hours in any calendar year for any motor home, travel trailer, camper or other recreational vehicle on any premises unless

the vehicle is located in a manufactured home park or RV park where permitted recreational vehicle spaces are provided and where such occupancy does not violate any other city, state or federal regulation.

**SECTION TWO:**

That the City of Urbana Planning Commission’s recommendation to approve the request to add to Chapter 1133 is attached and labeled as “Exhibit A”.

**SECTION THREE:**

All actions of City Council and the Planning Commission related to this legislation were conducted in open meetings pursuant to Urbana Codified Ordinance 107.01 and Ohio Revised Code 121.22. City Council held a public hearing pursuant to Urbana Codified Ordinance 1113.09, with notice by publication pursuant to Urbana City Charter Section 2.16, January 21, 2022.

**SECTION FOUR:**

This ordinance shall become effective at the earliest time provided by law.


\_\_\_\_\_  
President, City of Urbana Council

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Clerk of Council

This Ordinance approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor, City of Urbana

Department requesting: Administration/Zoning		Personnel: Preston Carter	Director of Law Review
Expenditure? Y (N)	Emergency? Y (N)	Public Hearing? (Y) N If yes, dates advertised: 01/21/2022	
Readings required: 1 2 (3)			
First reading date: 01/18/2022	Second reading date: 02/01/2022	Third/Final reading date: 02/15/2022	

Anticipated effective date if approved: 03/02/2022



## Planning Commission

December 20, 2021, Meeting Minutes

### Attendance

**Members Present:** Kimberly Gordon-Brooks; Eric Samuelsson (Chair); Kerry Brugger; Richard Kerns; Jennifer Dunham-Young;

**Member(s) Absent:** Steve Brandeberry; Bill Bean

**Guests Present:** Rod Hines; Karen Hart; Ralph P; RCR

### Call to Order and Pledge of Allegiance

**Action:** Eric Samuelsson called the meeting to order and lead the pledge of allegiance,

### Reading of Rules of the Meeting

**Action:** Mr. Samuelsson read the meeting rules and regulations.

### Prior Meeting Minutes

**Action:** Kerry Brugger motioned to accept the previous meeting minutes. It was seconded by Kimberly Gordon-Brooks.

**Discussion:** None.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

### Old Business – Application(s)

**Case # 1:** **PC-2021-19 – City of Urbana – Zoning Map Amendment – PreK-8 School**

**Application, Staff Comments & Recommendations:** It was motioned by Kerry Brugger to un-table the Zoning Map amendment and open it up for discussion. It was seconded by Kimberly Gordon-Brooks.

Mr. Brugger noted that at the last meeting there was confusion about how the area around the school should be zoned as the school hopes to grow and expand as their needs change. It was recommended the City sets a PUD for this area to ensure the school can do what they need to.

**Testimony in Favor:**

**Testimony Against:**

**Discussion:**



<b>Action:</b>	Mr. Brugger motioned to change the map to have the school zoned R-1 as originally planned and the City schools can request changes later. This would mean the school has to come back in the future if they wish to expand or make changes. It was seconded by Mrs. Dunham-Young.
<b>Vote:</b>	5 (Yay) – 0 (Nay) Motion passed.

**New Business – Application(s)**

**Case # 1: PC-2021-20 – First Central National Bank – 1754 E. US HWY 36 – Wall Signs (Administratively approved)**

<b>Application, Staff Comments &amp; Recommendations:</b>	Preston Carter spoke and stated this was a sign application which was administratively approved. This will be at the old Sonic building for the New First Central National Bank for two new wall signs. This is in Wal Mart PUD and the application met all the wall signage standards so it was administratively approved a few weeks prior.
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	None Required.
<b>Vote:</b>	None Required.

**Case # 2: PC-2021-21 – First Central National Bank – 1754 E. US HWY 36 – Monument Sign (Administratively approved)**

<b>Application, Staff Comments &amp; Recommendations:</b>	This is at the same location. This is a monument sign that will be reusing the same monument from the previous establishment while just changing the faces for the new business. This monument met all the required signage standards for monument signs in the PUD.
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	None Required.
<b>Vote:</b>	None Required.

**Case # 3: PC-2021-22 - First Central National Bank – 1754 E. US HWY 36 – Site Plan Review**

<b>Application, Staff Comments &amp;</b>	Mr. Carter presented the site plan for the bank. This is the old Sonic Building/CashMaxx. This has been through a lite internal RTC since there will not be a lot of changes to the external of the building. Most of the
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<b>Recommendations:</b>	<p>changes will be internal and nothing will be changed for street or water. Most of the review has been through Zoning and Engineering. The request is that the plans be approved with the condition that all the staff comments are addressed. The most recent updated plans were just recently received and have not been reviewed yet.</p> <p>Mr. Carter stated most of the staff comments pertain to striping, landscape, and LED signage suggestions.</p> <p>A representative from the bank spoke and stated the major exterior changes will include an ATM and the red canopy will be removed and overall the interior will have some cosmetic changes.</p>
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks and seconded by Mr. Kerns to accept the application with the condition that all the staff comments are addressed.
<b>Vote:</b>	5 (Yay) – 0 (Nay) Motion passed.
<b>Case # 4:</b>	<b>PC-2021-23 – City of Urbana – Zoning Map Amendment - 1675 &amp; 1693 E US HWY 36</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	Mr. Carter stated this is a new zoning map amendment. There are two properties that are being annexed into the City. These are residential homes across from the First Central National Bank location. They are currently zoned in the Urbana Township as B-1. It is suggested they are brought in as BR-1 which will allow them to exist as residential units but if they want to make modification as homes, they can and if they want to be converted business they can as well. This is based on the homes being annexed and the City needs to establish their zoning.
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks and seconded by Mrs. Dunham-Young to accept the application as presented.
<b>Vote:</b>	5 (Yay) – 0 (Nay) Motion passed.
<b>Case # 5:</b>	<b>PC-2021-24 – City of Urbana – 1133.08 Parking Space Requirements</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	<p>Mr. Carter spoke and stated this and the next application is an update to the parking codes within the City for Off-Street. This is something the Zoning office has been working on for a little while to address some major parking concerns throughout the City.</p> <p>Industrial and manufacturing parking currently requires a minimum 1 parking space per 1000 feet of floor space. Warehousing requires the same. There is multiple building in town that if the requirement were held, there would be seas on parking lots which would never be filled which is wasteful. Looking at how industry will be moving forward, they feel they need to update this.</p>



The proposal was originally to require one space per employee when the working period with the maximum number of employees on the premise. Since they, they moved to require 1.1 space per employee for the maximum number of employees on the premise. Therefore, if XYZ company has the most employees on 1<sup>st</sup> shift with 50 employees, this will require them to have 55 parking spots which basically means for every 10 employees, you have 11 parking spots. This will help to alleviate visitor parking and/or address the overlap between shifts. This is an attempt to address both of these concerns. This is just a minimum amount and the business could have more if they decided. The goal is put the ball in the employer's court to follow this as a minimum guideline rather than the City having to come in a give them a maximum and minimum.

This is being addressed so that a company cannot just make 50 parking spaces and then hire 100 people per shift which will then require the additional employees without parking spaces to park in the grass or along the road so they can go in and work their shift.

Mr. Samuelsson asked if Zoning had looked and compared our guidelines with other surrounding cities. Mr. Carter stated they checked ordinances from surrounding areas and Urbana is kind of behind compared to surrounding areas as far as the parking updates go.

Mr. Carter moved on to address restaurant parking requirements. Currently there is required 1 space for every 100 square feet of floor area and the City is running into the same issue that if this trend continues, there is going to be way too much parking lot space for businesses that will never fill it which is wasteful and not always visually appealing. This issue is currently there is no different definition of square footage between kitchen space which will not have many people in it versus the dining space. For example, if the whole restaurant is 4,000 square feet but only 1,000 of that is dining space, they would be required to have way more parking they their patrons would ever fill and the business would not have that many more people there working to fill those additional parking spots. The new rule would require the business to have 1 space for every 4 patrons and 1 space per employee when the work shift with the maximum employees are employed are on the premise. The rest of the different kinds of restaurants have similar requirements but addresses differences for thrive throughs, drive-in, fast food, carry-out, and sit-down restaurants. Any of these will require a spot for each employee when maximum number of employees are on the premise plus 1 space for every four patrons' seats or 1 space for every 200 square feet depending on if they have in-restaurant dining or not.

It was asked by a board member what the requirement is for businesses in the downtown with these changes. Mr. Carter stated if they do not have the space to provide parking, the City cannot require it which is the case with many downtown businesses given the buildings are shared walls or really closely packed together. However, this is something the Zoning office is working to improve. There is ample public parking in the downtown area and they will be working with developers to address the parking in the downtown so that the parking is developed properly. These new changes will be for new developments.

Mr. Samuelsson asked about the requirements for apartments. Mr. Carter stated he did not know the requirements for apartments off the top of his head but this are not being adjusted yet.

Mr. Carter stated that if the Planning Commission approves these changes, they will move onto Council which will go through 3 meetings with council and a public hearing to get the publics viewpoint on these changes.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:**

**Action:** It was moved by Mr. Kerns to accept the application and seconded by Mrs. Gordon-Brooks.



<b>Vote:</b>	5 (Yay) – 0 (Nay) Motion passed.
<b>Case # 6:</b>	<b>PC-2021-25 – City of Urbana – 1133.11 Residential and Commercial Parking Prohibited</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	<p>Mr. Carter that is a brand-new section proposed to be added to the end of the Chapter 1133. This is to prohibit parking of certain vehicles in certain areas of the City.</p> <p>A) All commercial, recreational, and motor vehicles must be parking surface that meeting the requirements for driveways, or on gravel driveways which predate the passage of 1133.02e. Code 1133.02 outlines the approved materials for the parking areas. This must be durable or dustless surface which would not be gravel. People can apply for a variance from the BZA to ask for approval to have gravel. This update will require vehicles of any kind be parked on a paved parking surface according to 1133.02e or be put in place prior to that code being passed. The point is to no longer allow your car, boat, motor home, etc. on grass or dirt whether it is front, back, or side yard. This would be across all zoning district.</p> <p>B) This does the same thing but for all things that have tires but no engine. This is for campers, trailers, etc. This will address the issue of campers in back yard being lived in or not which have become unsightly, address trailers for commercial or personal use.</p> <p>Mr. Brugger asked if there is a difference between a smaller two sleeper pull-behind camper versus a 5 by 8 small trailer to haul small amounts of lumber and wood. Mr. Carter answered the trailer falls into utility/commercial which is addressed in the update and the camper is recreational which is address the same. Mr. Brugger recommended adding the term utility to the update to ensure this is covered.</p> <p>Mr. Kerns asked if this has to be in the back yard. Mr. Carter stated that the current code states these vehicles have to be on the side or rear with screening or fenced and not in the front. Mr. Carter also stated that self-storage is available in town for these kinds of vehicles.</p> <p>Mrs. Gordon-Brooks stated she is concerned about the 72 hours rule. Mr. Carter stated that 72 hours is for recreation not cars. Mr. Dunham-Young stated the 72 hours is not enough int eh summer time because people bring their camper in to plug it in and get it ready to take a trip for more than 72 hours. Mr. Carter stated this rule mostly pertains to long stays with the camper. Basically, the camper cannot come and just sit and have occupancy. People cannot live in their camper basically.</p> <p>They asked for clarification for the screening requirement. Mr. Carter stated the screening needs to be a fence.</p> <p>C.) This update does not allow commercial trailers being parked in residential areas which has been an issue in the past.</p> <p>Mr. Carter stated that if people have gathering and small parties with many cars in the yard, that is fine. These updates are to address habitual issues with broken down vehicles being parked everywhere and things just looking bad.</p>
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	The recommendation to add the term 'utility' to section B.
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks to accept the application as amended and seconded by Mr. Brugger.
<b>Vote:</b>	5 (Yay) – 0 (Nay)



Motion passed.

## Adjournment

**Action:** Mrs. Gordon-Brooks moved to adjourn, it was seconded by Mr. Brugger.

**Vote:** 5 (Yay) – 0 (Nay)  
Motion passed.



## ORDINANCE NO. 4562-22

AN ORDINANCE TO UPDATE THE CITY OF URBANA'S OFFICIAL ZONING MAP BY ESTABLISHING CITY DESIGNATED ZONING CLASSIFICATIONS FOR TWO RECENTLY-ANNEXED PROPERTIES AS BR-1 (BUSINESS RESIDENTIAL) DISTRICT.

WHEREAS, Chapter 1113 of the Codified Ordinances of the City of Urbana, Ohio enables amendment of the Official Zoning Map; and

WHEREAS, whenever the public necessity, convenience, general welfare or good zoning practices require, Council may by ordinance after receipt of a recommendation thereon from the Planning Commission and subject to procedures provided by law, amend, supplement, change or repeal the regulations, restrictions and boundaries or classification of property; and

WHEREAS, on December 20, 2021, the Planning and Zoning Staff formally requested an amendment to the Official Zoning Map for the City of Urbana pursuant to Chapter 1113.03 (a) of the Codified Ordinances of the City of Urbana; and

WHEREAS on December 20, 2021, the City of Urbana Planning Commission recommended by a 5-0 vote, that City Council *approve* the request to update the City of Urbana Official Zoning Map to establish city designated zoning classifications for two (2) recently annexed properties: parcel K41-11-11-11-00-007-00, also known as 1675 E. US Hwy 36 and parcel K41-11-11-1-00-008-00, also known as 1693 E. US Hwy 36 and, to-wit: that per the Urbana Township Zoning Map, these parcels have been designated as B-1 (Service Business District), and that City of Urbana staff has proposed that these annexed parcels be designated as BR-1 (business Residential District) on the city's Official Zoning Map; and

WHEREAS, Council held a public hearing pursuant to Chapter 1113.09 of the Codified Ordinances of the City of Urbana on Tuesday, February 1, 2022.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Urbana, County of Champaign and State of Ohio:

Section 1: The City Engineer shall amend the Official Zoning Map of the City of Urbana, Ohio to reflect the zoning change depicted in the Planning Commission Staff Report and as recommended by the Planning Commission. An exhibit of the proposed zoning map change is attached and labeled as "Exhibit A".

Section 2: The Mayor shall sign the amended Official Zoning Map of the City of Urbana, Ohio.

Section 3: The Clerk of Council is now instructed to sign the amended Official Zoning Map to attest to this action of City Council.

SECTION 4: That the City of Urbana Planning Commission’s recommendation to approve the request to rezone the proposed area is attached and labeled as “Exhibit B”.

Section 5: The Planning Commission Staff Report is attached and labeled as “Exhibit C.”

SECTION 6: All actions of City Council and the Planning Commission related to this legislation were conducted in open meetings pursuant to Urbana Codified Ordinance 107.01 and Ohio Revised Code 121.22. City Council held a public hearing under Urbana Codified Ordinance 1113.09, with notice by publication pursuant to Urbana City Charter Section 2.16, on January 21, 2022.

SECTION 7: This ordinance shall become effective at the earliest time provided by law.


Passed: \_\_\_\_\_

\_\_\_\_\_  
Marty Hess, Council President

Attest: \_\_\_\_\_  
Clerk of Council

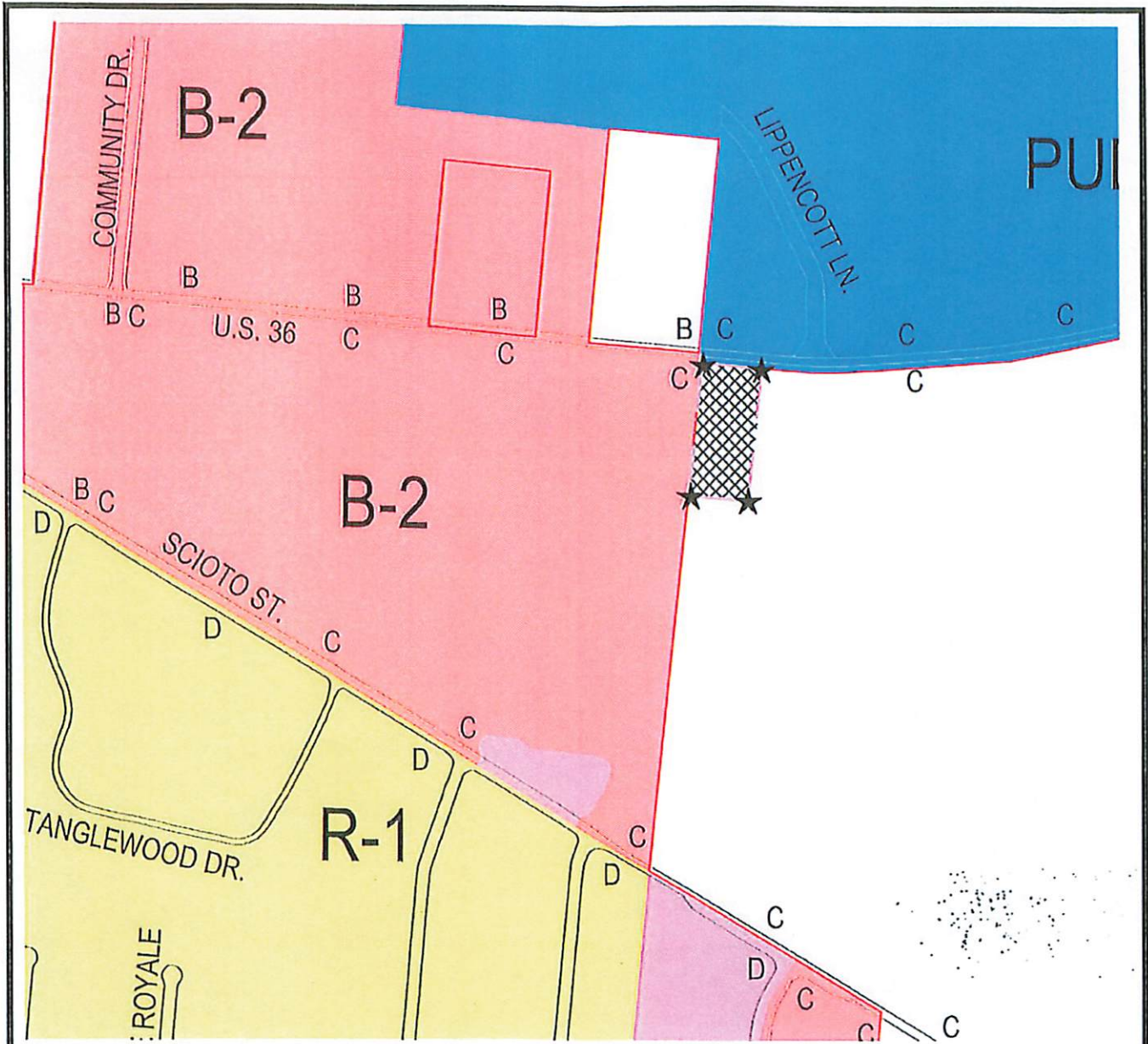
This Ordinance approved by me this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

Department requesting: Zoning		Personnel: Preston Carter	Director of Law review
Expenditure? <b>Y (N)</b>	Emergency? <b>Y (N)</b>	Public Hearing? <b>(Y) N</b>	
Readings required: <b>1 2 (3)</b>		If yes, dates advertised: 01/21/2022	
First reading date: 01/18/2022	Second reading date: 02/01/2022	Third/Final reading date: 02/15/2022	









Anticipated effective date if approved: 03/02/2022





 Proposed BR-1



	R-1 LOW DENSITY RESIDENTIAL		B-2 GENERAL BUSINESS
	R-2 MEDIUM DENSITY RESIDENTIAL		B-3 CENTRAL BUSINESS
	R-3 HIGH DENSITY RESIDENTIAL		M-1 MANUFACTURING
	BR-1 BUSINESS RESIDENTIAL		CITY CENTER HERITAGE OVERLAY DISTRICT
NO.	DATE:	REVISION:	

★  
 1675 & 1693  
 EAST US HWY 36  
 REZONING (PENCE)  
 ZONING MAP  
 PROPOSED CHANGE:  
 B-1 (TWP.) TO BR-1  
 ★

CITY OF URBANA DIVISION OF ENGINEERING 205 S. Main Street • Urbana, OH 43078 Fax: (637) 652-4305 Phone: (637) 652-4324	
TYLER L. DUMBALOUGH, P.E. CITY ENGINEER	
CITY OF URBANA PROPOSED ZONING MAP AMENDMENT	
G:\Engineering\Urbana Map\Zoning Map\Urbana Zoning Map.dwg TLD TLD 1"=400' 11/8/2021	Exhibit A



## Planning Commission

December 20, 2021, Meeting Minutes

### Attendance

**Members Present:** Kimberly Gordon-Brooks; Eric Samuelsson (Chair); Kerry Brugger; Richard Kerns; Jennifer Dunham-Young;

**Member(s) Absent:** Steve Brandeberry; Bill Bean

**Guests Present:** Rod Hines; Karen Hart; Ralph P; RCR

### Call to Order and Pledge of Allegiance

**Action:** Eric Samuelsson called the meeting to order and lead the pledge of allegiance,

### Reading of Rules of the Meeting

**Action:** Mr. Samuelsson read the meeting rules and regulations.

### Prior Meeting Minutes

**Action:** Kerry Brugger motioned to accept the previous meeting minutes. It was seconded by Kimberly Gordon-Brooks.

**Discussion:** None.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

### Old Business – Application(s)

**Case # 1:** **PC-2021-19 – City of Urbana – Zoning Map Amendment – PreK-8 School**

**Application, Staff  
Comments &  
Recommendations:**

It was motioned by Kerry Brugger to un-table the Zoning Map amendment and open it up for discussion. It was seconded by Kimberly Gordon-Brooks.

Mr. Brugger noted that at the last meeting there was confusion about how the area around the school should be zoned as the school hopes to grow and expand as their needs change. It was recommended the City sets a PUD for this area to ensure the school can do what they need to.

**Testimony in Favor:**

**Testimony Against:**

**Discussion:**



<b>Action:</b>	Mr. Brugger motioned to change the map to have the school zoned R-1 as originally planned and the City schools can request changes later. This would mean the school has to come back in the future if they wish to expand or make changes. It was seconded by Mrs. Dunham-Young.
<b>Vote:</b>	5 (Yay) – 0 (Nay) Motion passed.

**New Business – Application(s)**

**Case # 1: PC-2021-20 – First Central National Bank – 1754 E. US HWY 36 – Wall Signs (Administratively approved)**

<b>Application, Staff Comments &amp; Recommendations:</b>	Preston Carter spoke and stated this was a sign application which was administratively approved. This will be at the old Sonic building for the New First Central National Bank for two new wall signs. This is in Wal Mart PUD and the application met all the wall signage standards so it was administratively approved a few weeks prior.
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	None Required.
<b>Vote:</b>	None Required.

**Case # 2: PC-2021-21 – First Central National Bank – 1754 E. US HWY 36 – Monument Sign (Administratively approved)**

<b>Application, Staff Comments &amp; Recommendations:</b>	This is at the same location. This is a monument sign that will be reusing the same monument from the previous establishment while just changing the faces for the new business. This monument met all the required signage standards for monument signs in the PUD.
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	None Required.
<b>Vote:</b>	None Required.

**Case # 3: PC-2021-22 - First Central National Bank – 1754 E. US HWY 36 – Site Plan Review**

<b>Application, Staff Comments &amp;</b>	Mr. Carter presented the site plan for the bank. This is the old Sonic Building/CashMaxx. This has been through a lite internal RTC since there will not be a lot of changes to the external of the building. Most of the
--	---



<b>Recommendations:</b>	<p>changes will be internal and nothing will be changed for street or water. Most of the review has been through Zoning and Engineering. The request is that the plans be approved with the condition that all the staff comments are addressed. The most recent updated plans were just recently received and have not been reviewed yet.</p> <p>Mr. Carter stated most of the staff comments pertain to striping, landscape, and LED signage suggestions.</p> <p>A representative from the bank spoke and stated the major exterior changes will include an ATM and the red canopy will be removed and overall the interior will have some cosmetic changes.</p>
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks and seconded by Mr. Kerns to accept the application with the condition that all the staff comments are addressed.
<b>Vote:</b>	5 (Yay) – 0 (Nay) <b>Motion passed.</b>
<b>Case # 4:</b>	<b>PC-2021-23 – City of Urbana – Zoning Map Amendment - 1675 &amp; 1693 E US HWY 36</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	<p>Mr. Carter stated this is a new zoning map amendment. There are two properties that are being annexed into the City. These are residential homes across from the First Central National Bank location. They are currently zoned in the Urbana Township as B-1. It is suggested they are brought in as BR-1 which will allow them to exist as residential units but if they want to make modification as homes, they can and if they want to be converted business they can as well. This is based on the homes being annexed and the City needs to establish their zoning.</p>
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks and seconded by Mrs. Dunham-Young to accept the application as presented.
<b>Vote:</b>	5 (Yay) – 0 (Nay) <b>Motion passed.</b>
<b>Case # 5:</b>	<b>PC-2021-24 – City of Urbana – 1133.08 Parking Space Requirements</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	<p>Mr. Carter spoke and stated this and the next application is an update to the parking codes within the City for Off-Street. This is something the Zoning office has been working on for a little while to address some major parking concerns throughout the City.</p> <p>Industrial and manufacturing parking currently requires a minimum 1 parking space per 1000 feet of floor space. Warehousing requires the same. There is multiple building in town that if the requirement were held, there would be seas on parking lots which would never be filled which is wasteful. Looking at how industry will be moving forward, they feel they need to update this.</p>



The proposal was originally to require one space per employee when the working period with the maximum number of employees on the premise. Since they, they moved to require 1.1 space per employee for the maximum number of employees on the premise. Therefore, if XYZ company has the most employees on 1<sup>st</sup> shift with 50 employees, this will require them to have 55 parking spots which basically means for every 10 employees, you have 11 parking spots. This will help to alleviate visitor parking and/or address the overlap between shifts. This is an attempt to address both of these concerns. This is just a minimum amount and the business could have more if they decided. The goal is put the ball in the employer's court to follow this as a minimum guideline rather than the City having to come in a give them a maximum and minimum.

This is being addressed so that a company cannot just make 50 parking spaces and then hire 100 people per shift which will then require the additional employees without parking spaces to park in the grass or along the road so they can go in and work their shift.

Mr. Samuelsson asked if Zoning had looked and compared our guidelines with other surrounding cities. Mr. Carter stated they checked ordinances from surrounding areas and Urbana is kind of behind compared to surrounding areas as far as the parking updates go.

Mr. Carter moved on to address restaurant parking requirements. Currently there is required 1 space for every 100 square feet of floor area and the City is running into the same issue that if this trend continues, there is going to be way too much parking lot space for businesses that will never fill it which is wasteful and not always visually appealing. This issue is currently there is no different definition of square footage between kitchen space which will not have many people in it versus the dining space. For example, if the whole restaurant is 4,000 square feet but only 1,000 of that is dining space, they would be required to have way more parking they their patrons would ever fill and the business would not have that many more people there working to fill those additional parking spots. The new rule would require the business to have 1 space for every 4 patrons and 1 space per employee when the work shift with the maximum employees are employed are on the premise. The rest of the different kinds of restaurants have similar requirements but addresses differences for thrive throughs, drive-in, fast food, carry-out, and sit-down restaurants. Any of these will require a spot for each employee when maximum number of employees are on the premise plus 1 space for every four patrons' seats or 1 space for every 200 square feet depending on if they have in-restaurant dining or not.

It was asked by a board member what the requirement is for businesses in the downtown with these changes. Mr. Carter stated if they do not have the space to provide parking, the City cannot require it which is the case with many downtown businesses given the buildings are shared walls or really closely packed together. However, this is something the Zoning office is working to improve. There is ample public parking in the downtown area and they will be working with developers to address the parking in the downtown so that the parking is developed properly. These new changes will be for new developments.

Mr. Samuelsson asked about the requirements for apartments. Mr. Carter stated he did not know the requirements for apartments off the top of his head but this are not being adjusted yet.

Mr. Carter stated that if the Planning Commission approves these changes, they will move onto Council which will go through 3 meetings with council and a public hearing to get the publics viewpoint on these changes.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:**

**Action:** It was moved by Mr. Kerns to accept the application and seconded by Mrs. Gordon-Brooks.



<b>Vote:</b>	5 (Yay) – 0 (Nay) Motion passed.
<b>Case # 6:</b>	<b>PC-2021-25 – City of Urbana – 1133.11 Residential and Commercial Parking Prohibited</b>
<b>Application, Staff Comments &amp; Recommendations:</b>	<p>Mr. Carter that is a brand-new section proposed to be added to the end of the Chapter 1133. This is to prohibit parking of certain vehicles in certain areas of the City.</p> <p>A) All commercial, recreational, and motor vehicles must be parking surface that meeting the requirements for driveways, or on gravel driveways which predate the passage of 1133.02e. Code 1133.02 outlines the approved materials for the parking areas. This must be durable or dustless surface which would not be gravel. People can apply for a variance from the BZA to ask for approval to have gravel. This update will require vehicles of any kind be parked on a paved parking surface according to 1133.02e or be put in place prior to that code being passed. The point is to no longer allow your car, boat, motor home, etc. on grass or dirt whether it is front, back, or side yard. This would be across all zoning district.</p> <p>B) This does the same thing but for all things that have tires but no engine. This is for campers, trailers, etc. This will address the issue of campers in back yard being lived in or not which have become unsightly, address trailers for commercial or personal use.</p> <p>Mr. Brugger asked if there is a difference between a smaller two sleeper pull-behind camper versus a 5 by 8 small trailer to haul small amounts of lumber and wood. Mr. Carter answered the trailer falls into utility/commercial which is addressed in the update and the camper is recreational which is address the same. Mr. Brugger recommended adding the term utility to the update to ensure this is covered.</p> <p>Mr. Kerns asked if this has to be in the back yard. Mr. Carter stated that the current code states these vehicles have to be on the side or rear with screening or fenced and not in the front. Mr. Carter also stated that self-storage is available in town for these kinds of vehicles.</p> <p>Mrs. Gordon-Brooks stated she is concerned about the 72 hours rule. Mr. Carter stated that 72 hours is for recreation not cars. Mr. Dunham-Young stated the 72 hours is not enough int eh summer time because people bring their camper in to plug it in and get it ready to take a trip for more than 72 hours. Mr. Carter stated this rule mostly pertains to long stays with the camper. Basically, the camper cannot come and just sit and have occupancy. People cannot live in their camper basically.</p> <p>They asked for clarification for the screening requirement. Mr. Carter stated the screening needs to be a fence.</p> <p>C.) This update does not allow commercial trailers being parked in residential areas which has been an issue in the past.</p> <p>Mr. Carter stated that if people have gathering and small parties with many cars in the yard, that is fine. These updates are to address habitual issues with broken down vehicles being parked everywhere and things just looking bad.</p>
<b>Testimony in Favor:</b>	None.
<b>Testimony Against:</b>	None.
<b>Discussion:</b>	The recommendation to add the term 'utility' to section B.
<b>Action:</b>	It was moved by Mrs. Gordon-Brooks to accept the application as amended and seconded by Mr. Brugger.
<b>Vote:</b>	5 (Yay) – 0 (Nay)





Motion passed.

## Adjournment

**Action:** Mrs. Gordon-Brooks moved to adjourn, it was seconded by Mr. Brugger.

**Vote:** 5 (Yay) – 0 (Nay)  
Motion passed.



Department of Zoning and Compliance

205 South Main Street, Urbana, OH 43078 | (937) 652 -- 4325 | [ZoningandCompliance@ci.urbana.oh.us](mailto:ZoningandCompliance@ci.urbana.oh.us) | [www.urbanaohio.com](http://www.urbanaohio.com)



## STAFF REPORT

<b>Project Case No.:</b>	PC-2021-23
<b>Staff:</b>	Preston Carter – Zoning and Compliance Officer
<b>Applicant:</b>	City of Urbana
<b>Property Address:</b>	1675 & 1693 E US HWY 36
<b>Property Size:</b>	.69 acres each
<b>Current Zoning:</b>	B-1 Urbana Township Zoning

### Request Summary:

Proposal to update the City of Urbana Official Zoning Map to establish city designated zoning classifications for two (2) recently annexed properties: parcel K41-11-11-11-00-007-00, also known as 1675 E. US HWY 36 and parcel K41-11-11-11-00-008-00, also known as 1693 E. US HWY 36. Per the Urbana Township Zoning Map, these parcels have been designated as B-1 (Service Business District). City of Urbana staff has proposed that these annexed parcels be designated as BR-1 (Business Residential District) on the city's Official Zoning Map.

### Planning Commission Options:

The Planning Commission, by motion and vote, may approve the application as presented, approve the application with conditions, table the application for more information, or deny the application as presented.

## ORDINANCE NO. 4563-22

AN ORDINANCE TO AMEND THE CITY OF URBANA'S OFFICIAL ZONING MAP BY REZONING APPROXIMATELY 45 PARCELS IN THE AREA OF STORMS AVENUE, COLLEGE WAY, GRAND AVENUE AND CLAY STREET CURRENTLY ZONED M-1 MANUFACTURING DISTRICT TO R-2 MEDIUM DENSITY RESIDENTIAL DISTRICT.

WHEREAS, Chapter 1113 of the Codified Ordinances of the City of Urbana, Ohio enables amendment of the Official Zoning Map; and

WHEREAS, whenever the public necessity, convenience, general welfare or good zoning practices require, Council may by ordinance after receipt of a recommendation thereon from the Planning Commission and subject to procedures provided by law, amend, supplement, change or repeal the regulations, restrictions and boundaries or classification of property; and

WHEREAS, on November 22, 2021, the Planning and Zoning Staff formally requested an amendment to the Official Zoning Map for the City of Urbana pursuant to Chapter 1113.03 (a) of the Codified Ordinances of the City of Urbana; and

WHEREAS on November 22, 2021, the City of Urbana Planning Commission recommended by a 7-0 vote, that City Council *approve* the request to rezone an approximately 45 parcels in the area of Storms Avenue, College Way, Grand Avenue and Clay Street from M1 Manufacturing District to R-2 Medium Density Residential District; and

WHEREAS, Council held a public hearing pursuant to Chapter 1113.09 of the Codified Ordinances of the City of Urbana on Tuesday, February 1, 2022.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Urbana, County of Champaign and State of Ohio:

Section 1: The City Engineer shall amend the Official Zoning Map of the City of Urbana, Ohio to reflect the zoning change depicted in the Planning Commission Staff Report and as recommended by the Planning Commission. An exhibit of the proposed zoning map change is attached and labeled as "Exhibit A".

Section 2: The Mayor shall sign the amended Official Zoning Map of the City of Urbana, Ohio.

Section 3: The Clerk of Council is now instructed to sign the amended Official Zoning Map to attest to this action of City Council.

SECTION 4: That the City of Urbana Planning Commission's recommendation to approve the request to rezone the proposed area is attached and labeled as "Exhibit B".

Section 5: The Planning Commission Staff Report is attached and labeled as "Exhibit C."

SECTION 6: All actions of City Council and the Planning Commission related to this legislation were conducted in open meetings pursuant to Urbana Codified Ordinance 107.01 and Ohio Revised Code 121.22. City Council held a public hearing under Urbana Codified Ordinance 1113.09, with notice by publication pursuant to Urbana City Charter Section 2.16, on January 21, 2022.

SECTION 7: This ordinance shall become effective at the earliest time provided by law.


Passed: \_\_\_\_\_

\_\_\_\_\_  
Marty Hess, Council President

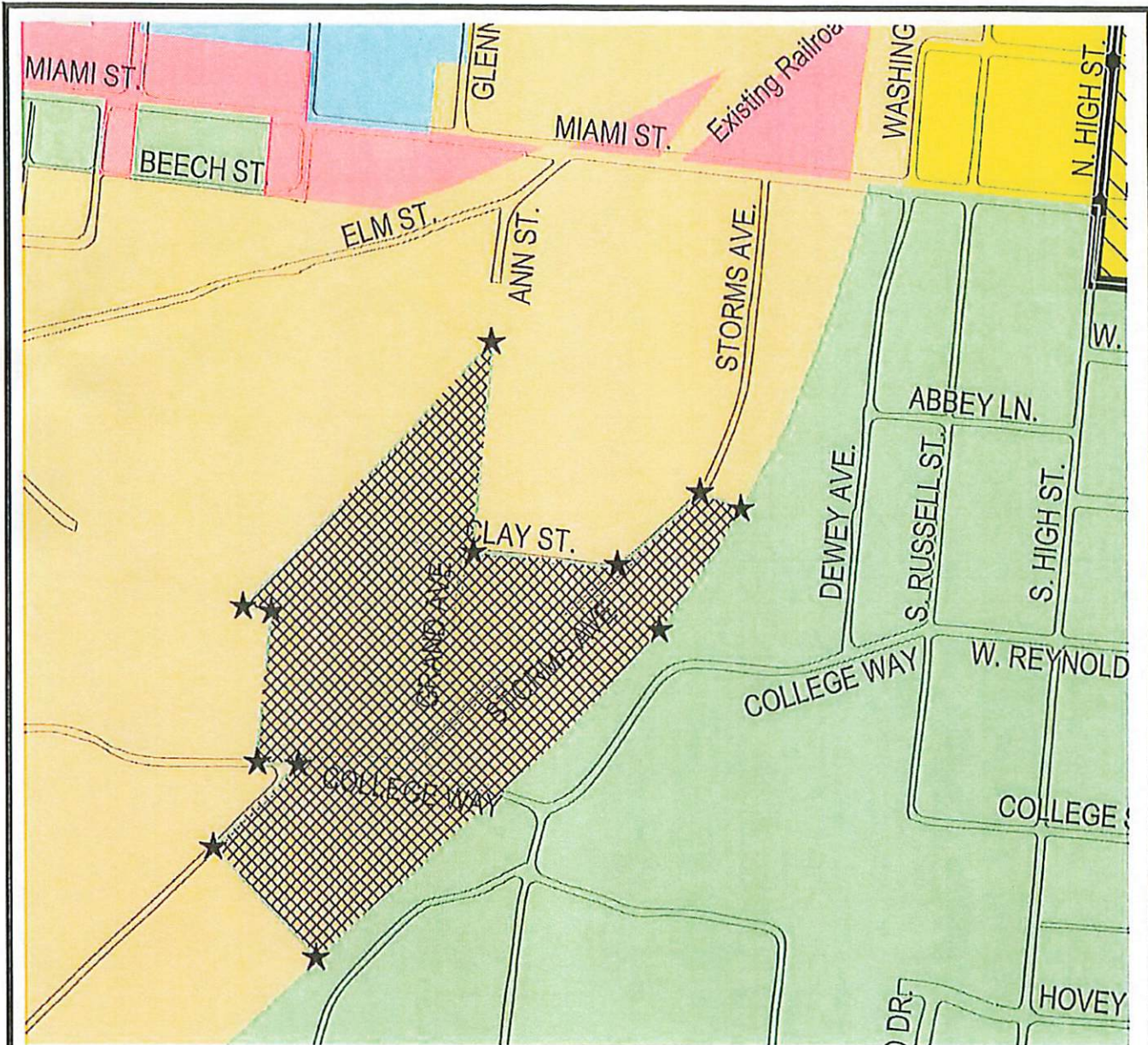
Attest: \_\_\_\_\_  
Clerk of Council

This Ordinance approved by me this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor









Department requesting: Zoning		Personnel: Preston Carter	Director of Law review
Expenditure? <b>Y (N)</b>	Emergency? <b>Y (N)</b>	Public Hearing? <b>(Y) N</b>	
Readings required: <b>1 2 (3)</b>		If yes, dates advertised: 01/21/2022	
First reading date: 01/18/2022	Second reading date: 02/01/2022	Third/Final reading date: 02/15/2022	

Anticipated effective date if approved: 03/02/2022



 Proposed R-2



 R-1 LOW DENSITY RESIDENTIAL	 B-2 GENERAL BUSINESS	
 R-2 MEDIUM DENSITY RESIDENTIAL	 B-3 CENTRAL BUSINESS	
 R-3 HIGH DENSITY RESIDENTIAL	 M-1 MANUFACTURING	
 BR-1 BUSINESS RESIDENTIAL	 CITY CENTER HERITAGE OVERLAY DISTRICT	
ID:	DATE:	REVISION:

★  
**CLAY, GRAND,  
 STORMS & COLLEGE  
 WAY REZONING**  
 ZONING MAP  
 PROPOSED CHANGE:  
 M-1 TO R-2  
 ★

TYLER L. BUMBALOUGH, P.E.  
 CITY ENGINEER

**CITY OF URBANA**  
 DIVISION OF ENGINEERING  
 205 S. Main Street • Urbana, Ohio 43078  
 Fax: (637) 652-4306  
 Phone: (637) 652-4324

**CITY OF URBANA**  
 PROPOSED ZONING MAP AMENDMENT

EXHIBIT A  
 G:\Engineering\Urbana Map\Zoning Map\Urbana Zoning Map.dwg  
 11/5/2021

Exhibit A



## Planning Commission

November 22, 2021, Meeting Minutes

### Attendance

**Members Present:** Kimberly Gordon-Brooks; Eric Samuelsson (Chair); Kerry Brugger; Richard Kerns; Bill Bean; Jennifer Dunham-Young; Steve Brandeberry (Alternate);

**Member(s) Absent:**

**Guests Present:** Ron Quesenberry; John Organ; Justin Wollenberg; Phil Moorehead; Audra Bean; Charles Thiel; Chris Bradley; Robert Woodburn; Scott Mallery

### Call to Order and Pledge of Allegiance

**Action:** Eric Samuelsson called the meeting to order and lead the pledge of allegiance,

### Reading of Rules of the Meeting

**Action:** Mr. Samuelsson read the meeting rules and regulations.

### Prior Meeting Minutes

**Action:** There were no meeting minutes from the previous meeting.

**Discussion:** None.

**Vote:** 6 (Yay) – 0 (Nay)  
Motion passed.

### Old Business – Application(s)

**Case # 1:** None.

**Application, Staff Comments & Recommendations:** None.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:** None.

**Action:** None.

**Vote:**



**New Business – Application(s)**

**Case # 1: PC-2021-18 – City of Urbana – Zoning Map Amendment – Clay St., Grand St., Storms Ave., College Way**

**Application, Staff Comments & Recommendations:** Mr. Carter spoke regarding the Zoning Map Amendment. This proposed change will affect 45 parcels near Grand Avenue, College Way. The current zone is M-1. The proposed change would make it R-2. This has been brought forth given there has been multiple people come to the zoning office wanting to develop their properties and they have not been able to do so because of the way this area is zoned even though there are quite a few residential homes. Every parcel proposed to change already has an existing residential structure or is set up to have one.

Mr. Crabill stated this has been proposed before which it was tabled due to the unknown path of the development of the Q-3 project. However, that area would not be affected by this change.

A board member stated the owner’s property over there that is set up for a residential area but it has been impossible to develop and impossible to sell due to the restrictions given its zoning.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:**

**Action:** It was moved by Mr. Brandeberry and seconded by Mr. Bean to accept the application.

**Vote:** 7 (Yay) – 0 (Nay)  
Motion passed.

**Case # 2: PC-2021-19 – City of Urbana – Zoning Map Amendment – PreK-8 School**

**Application, Staff Comments & Recommendations:** Mr. Carter spoke and stated this application is for the area which is the new school. This will be just bringing the school in as an R-1.

Mr. Crabill stated that back in March of 2018 it was annexed into the City. After bringing it to Planning Commission and ended not getting a propose designation and was tables. Since then, it has been on the zoning map as ‘No Zoning Yet Assigned’. Since 2018, they went through the South Main Street corridor plan which designated the school site and the Madison-Champaign ESC. Long term, the school would like to designate an institutional district in case the school grows or has any projects come about. However, the City is looking to make it an R-1. A school is a conditional use in an R-1 district. This only affects the school parcel and will not affect any of the neighboring parcels.

It was asked why the City wouldn’t just zone it institutional instead of making it R-1. Mr. Crabill answered long term, that will be the goal but it’s a matter of putting that text together and establishing something like this for the school.

Charles Theil is the Superintendent and stated the school wants the zoning to be done in such a way that if they school builds more building and education facilities in this area, it would be feasible and permissible by the City. Mr. Theil asked if this will be a hang-up when the school does want to expand if they zone it as the City proposes. Anything that would need done would have to go through the BZA. Mr. Thiel stated they could



potentially look into building some baseball fields, bus garage, new fences and things and would be worried they could not do any of that when the time comes if this area is not zoned properly.

A board member asked what a particular area on the map was which was colored red. Mr. Crabill said it was a mixed-use area.

Mr. Brugger made the point that leaving the area unzoned will basically have the same effect as zoning it improperly by making it hard for the school to develop further. He would rather find a solution that will give everyone some comfort. Mr. Crabill agreed but noted that if they do not assign it something, and in 6 months they want to build, the City will have no guidelines to follow to ensure everything follows code. Therefore, they could not do anything at all if it is not zoned one way or another. Mr. Brugger stated he understands that concern but would rather give it a placeholder zoning which allows the school to do something if they need to and suggested instead of R-1 being a placeholder, have an Institutional district as the placeholder since that is what it is. Then they could build off it being institutional rather than trying to use conditional use in an R-1. Mr. Crabill stated that Mr. Brugger is valid in his point but the City would need to update the map and ordinance to call out an Institution. Mr. Brugger stated there needs to be more discussion that just this meeting about how to handle this zoning a potentially more backend work by the City to make a district the school would fit into.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:**

**Action:** Mr. Brugger moved to table this to allow the City time to establish a PUD (institutional) for the school. 27.03 It was seconded by Mr. Bean.

**Vote:** 7 (Yay) – 0 (Nay)  
**Motion passed.**

### Miscellaneous

## Dugan Place Pre-application Conference

**Application, Staff Comments & Recommendations:** Mr. Carter explained this sight a little and turned it over to the company. This is just for some open discussion to review the high-level plan. Phil Moorehead from G-2 Planning spoke about the project. The subject site is on the East side of the City. It's 92.6 acres and is within the Urbana Commons PUD. They are looking into establishing a new PUD which will be a subject of discussion. They are hoping for a residential zoning which will allow multi-family dwellings and single-family dwellings.

Sub-area A will be patio homes with about 29 acres of the site. These are smaller lots which will be targeting empty nesters or someone who wants a smaller space and lower maintenance home. The North portion of the site is sub-area B. This will be a less intensive area. These will be single-family homes to target young families or multi-generational homes. The center will be townhomes for sale. They will have a shared wall or two with your neighbor if you purchase one of these. They will have their own front access to each unit and their own garage. This will target a similar demographic for a patio home such as someone who is downsizing or wants less to worry about with their properties. Townhomes will likely be a lower price point than the townhomes. 38.12 Sub-area D is still subject to change. It could be multi-family or have assisted living components. They are still trying to decide what is needed. There will be about 400 living units by the time this is done. Mr. Moorehead shared some architecture designs and floor plans. These are still subject to change and there will be a range of different materials and various architectural details. He opened the floor to some questions. Mr. Brandeberry stated he knows there is quite a need for housing in Urbana. Mr. Crabill noted there has been housing studies and a meeting in August with different businesses who stated they had employees that need new housing. Mr. Crabill also stated on the staff level there has been discussion there being a need for a north





access point if the parcels to the north start to develop. The current proposition for this access is on a property line which could cause issues. The City proposed having at least two access points to the north and potentially one to connect to Boyce Street. They have also reviewed trail connectivity with the bike trail to connect. They have looked into connecting to Washington Ave and at the property of the YMCA.

Mr. Brugger stated the talk around the town is concern for offset intersections which are sometimes seen as an issue in the City already. Mr. Crabill stated that the City Engineer has looked into this as well.

Mr. Brugger asked for clarification on what concepts are being proposed for sub-area D. Mr. Moorehead stated they are thinking multi-family but this could be senior living multi-family, or just an apartment but it is still being decided.

Mr. Crabill stated they have expressed this area as being market rate living so none of this will be subsidized or section 8 housing.

Mr. Crabill also clarified a traffic study will have to take place. He also stated this would meet the density of 5 unites per acre which would meet the criteria to be an R-2 density.

It was asked how this development compares in size to the development in Springfield. The Springfield development is 104 acres with a similar density. The single-family will have basements, patio homes will be crawl spaces or slabs. Townhomes will be on slab. That is subject to change based on what the market is calling for. The single-family will be between 1,400 square feet or 1,600 square feet and maybe a few 1,800 square feet with prices between \$250,000 and \$350,000. As the builder comes in they will help them fine tooth these details.

Mr. Carter announced the next meeting being moved from Monday December 27<sup>th</sup> to Monday, December 20<sup>th</sup> given the City offices are closed on the 27<sup>th</sup> for the holidays.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:**

**Action:**

**Vote:**

## Adjournment

**Action:** Mr. Bean moved to adjourn, it was seconded by Mr. Brugger.

**Vote:** 7 (Yay) – 0 (Nay)  
**Motion passed.**



## STAFF REPORT

**Project Case No.:** PC-2021-18  
**Staff:** Preston Carter – Zoning and Compliance Officer  
**Applicant:** City of Urbana  
**Property Address:** 45 parcels in the area of Storms Avenue, College Way, Grand Avenue and Clay Street  
**Property Size:**  
**Current Zoning:** M-1

### Request Summary:

Proposal to rezone approximately 45 parcels in the area of Storms Avenue, College Way, Grand Avenue and Clay Street from M-1 Manufacturing to R-2 Medium Density Residential.

### Planning Commission Options:

The Planning Commission, by motion and vote, may approve the application as presented, approve the application with conditions, table the application for more information, or deny the application as presented.