

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING AGENDA  
TUESDAY, SEPTEMBER 3, 2019, AT 6:00 P.M.**

**(The UCC Regular Session Meeting will be held in Council Chambers in the Municipal Building)**

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**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Approval of Minutes**

Urbana City Council Regular Session Meeting Minutes of August 20, 2019.

**Communications**

1. Certified Copy of Audit Report (Emailed 8-21-19)
2. Design Review Board Meeting Minutes of June 24, 2019 (See attached)
3. Planning Commission Meeting Minutes of July 22, 2019 (See attached)
4. Letter to City Council from Community Development Manager, Doug Crabill, regarding Roundabout Update. (See attached)

**Board of Control**

1. The Board of Control recommends Council authorize a purchase order to Terran Corporation in the amount not to exceed \$69,500.00 for time and material to complete the CMP and groundwater sampling plan revisions and the explosive gas program services. This expense will be charged to the Capital Improvement Fund – Landfill and is not in the 2019 budget. VOTE: 3-0.

2. The Board of Control recommends Council authorize a purchase order to Choice One Engineering in the amount of \$66,420.00 for Phase 2A Water Replacement Design. This expense will be divided between the General Fund – Engineering (\$4,649.40), Stormwater Operating Fund (\$15,276.60) and Water Fund (\$46,494.00) and is not in the 2019 budget (see attached). VOTE: 3-0.

**Citizen Comments**

## **Ordinances and Resolutions**

### **First Reading**

#### **Resolution No. 2430-19**

Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. (May be passed on first reading)

### **Second Reading**

### **Third Reading**

#### **Ordinance No. 4511-19**

An Ordinance to vacate the 12' wide alley bounded on the west by Ann Street (60' Right-Of-Way), with Lot 5 of William Wiley's Addition being on the north side of the alley and Lot 6 being on the south side of the alley, thence running east to west line of a 17' wide un-named street, also being on a line from the southeast corner of Lot 1 to the northeast corner of Lot 10.

#### **Ordinance No. 4512-19**

An Ordinance to vacate the 17' wide un-named street in William Wiley's Addition beginning at the south line of Miami Street, running north to south ending at the north line of the portion of Beech Street vacated per Deed Volume 221, Page 315.

### **Miscellaneous Business**

### **Adjourn**

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**URBANA CITY COUNCIL  
PUBLIC HEARING  
TUESDAY, AUGUST 6, 2019**

President Hess called the public meeting to order with regard to an Ordinance to vacate the 12' wide alley bounded on the west by Ann Street (60' Right-Of-Way), with Lot 5 of William Wiley's Addition being on the north side of the alley and Lt 6 being on the south side of the alley, thence running east to west line of a 17' wide un-named street, also being on a line from the southeast corner of Lot 1 to the northeast corner of Lot 10, in addition, a second Ordinance to vacate the 17' wide un-named street in William Wiley's Addition beginning at the south line of Miami Street, running north to south ending at the north line of the portion of Beech Street vacated per Deed Volume 221, Page 315.

Adam Moore spoke on these Ordinances and stated this was the recommendation of the Planning Commission.

Mr. Fields stated that the property needed to be cleaned up.

Mr. Paul and Mr. Moore spoke of the short version, the same being that the blue highlighted section on the handout is the area to be vacated and the two areas would be split down the middle.

Mr. Crabill added that the City had been in touch with the Port Authority and a meeting was scheduled for tomorrow with himself, CEP Director Marcia Bailey and the Port Authority.

Mr. Moore also said there would be no loss of functionality from this action.

President Hess declared the Public Hearing closed at 6:05 p.m.

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING  
TUESDAY, AUGUST 6, 2019**

President Hess called the City of Urbana Regular Session Meeting to order at 6:05 p.m. City staff attending: Mayor Bill Bean, Director of Administration Kerry Brugger, Director of Finance Chris Boettcher, City Engineer Tyler Bumbalough, Engineer Tech Clay Miller, Zoning Compliance Officer Adam Moore, and Community Development Manager Doug Crabill.

**PRESIDENT CALLED ROLL:** Mr. Fields, present; Mr. Hoffman, present; Mr. Paul, present; Mr. Scott, present; Mr. Thackery, present; Mr. McKee, present; and Mr. Piper, present.

**MINUTES** of the Regular Session Meeting Minutes of August 6, 2019 were presented for approval. Mr. Thackery moved for the approval of said minutes and Mr. Paul seconded. Voice vote on approval: all ayes, nays, none.

Motion passed 7-0.

## COMMUNICATIONS

1. Planning Commission Meeting Minutes of January 28, 2019
2. Board of Zoning Appeals Meeting Minutes of June 10, 2019
3. Charter Committee Meeting Minutes of August 7, 2019

Mr. Thackery moved to accept all of the communications. Mr. Fields seconded. Voice vote on approval: all ayes, nays, none.

Motion passed 7-0.

## ADMINISTRATIVE REPORTS – BOARD OF CONTROL

### 1. **Hull & Associates - \$7,200.00 (General Fund – Miscellaneous Non Departmental)**

Mr. Crabill said this the soil was tested for the West side and the results came back favorable. He continued stating that this same action needs to take place for the East side, and that during one of the samplings, the soil sample came back with a high concentration of gas in two locations. He further explained the OHEPA wants this sampling done seasonally. Additionally, Mr. Crabill spoke about the voluntary action rules changing, and what impact this may have. He added that the area on Storms Avenue next to the building was one area of concern and the other was located at the old oil depot, next to the building adjacent to the bike path. He also added that this area would require a drill rig to drill down approximately five feet or so, then put a cap on it for further samplings. He also stated that they met with True Inspection Services today to speak about this issue to ensure this gets done sooner than later. He also mention that the second sample should be coming in January. He also clarified that what everyone is looking for was “Not off Property Issues”.

Mr. Fields asked if the City was paying the entire \$7,200.00 and Mr. Crabill said they were still discussing this issue with True Inspections, since it will becoming their property.

President Hess asked what kind of gas they were looking for and Mr. Crabill advised that it was a degraded old petroleum on one location and VOC on the other location.

Mr. Paul moved to put this item on the floor for discussion and possible passage. Mr. Fields seconded. Voice vote on approval: all ayes, nays, none.

## CITIZEN COMMENTS

Steve Brune – 206 Scioto St., Urbana, Ohio, spoke about receiving a packet from the City regarding the Lodging Tax, and he said that it was very professional and thanked the City for providing the same. He also stated that he saw Mayor Bean out at Urbana University welcoming all of the freshman, and he said that it was very nice to see that. Additionally, he spoke about political signs and he stated that he felt it was too soon to be placing them out. He said that he understood if it was closer to the election, but it is only August, and he said it looks bad.

**ORDINANCES AND RESOLUTIONS:**

**First Reading –**

**Resolution No. 2561-19**

A Resolution to formally adopt the ADA Transition Plan for the City of Urbana.

Mr. Thackery moved to put this Resolution on the floor for discussion. Mr. Paul seconded.

Tyler Bumbalough introduced Clay Miller, his assistant and handed the floor over to him to speak about the ADA Transition Plan.

Mr. Miller stated that he has been working on this project for over the last year and that it is considered a living document as it will be updated as we go along. He also stated the number one priority of this plan was to have safe and accessible routes for everyone.

Mr. McKee said that was nice to see that there were plans to make improvements all the way out to the year 2026.

Mr. Hoffman said that he appreciated all of the hard work and that the City clearly was making progress and having a plan is the right thing to do.

President Hess asked how much the City was paying per year on the ramp upgrades, and Mr. Bumbalough advised approximately \$10,000.00. Mr. Fields asked if all of the ramps required the cover on them. Mr. Miller advised that all ramps are to have to dome in them and they will be upgraded as the City moves along.

Mr. Thackery moved to put this Resolution on the floor for passage. Mr. Scott seconded.

President Hess called for a roll call for passage: Mr. Hoffman, yes; Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mr. McKee, yes; Mr. Piper, yes; and Mr. Fields, yes.

Resolution passed 7-0.

**Ordinance No. 4513-19**

An Ordinance levying Special Assessments for the purpose of constructing or repairing sidewalks, curbs and gutters, and declaring an emergency.

Mr. Thackery moved to put this Ordinance on the floor for discussion. Mr. Fields seconded.

Mr. Bumbalough stated that regarding Miller Drive, the Rue's, Bon Air, S. Kenton, etc. and advised that only one home owner will be assessed.

Mr. Thackery moved to put this Ordinance on the floor for passage. Mr. Paul seconded.

President Hess called for a roll call for passage: Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mr. McKee, yes; Mr. Piper, no, Mr. Fields, yes; and Mr. Hoffman, yes.

Ordinance passed 6-1.

**Second Reading –**

**Ordinance No. 4511-19**

An Ordinance to vacate the 12' wide alley bounded on the west by Ann Street (60' Right-Of-Way), with Lot 5 of William Wiley's Addition being on the north side of the alley and Lt 6 being on the south side of the alley, thence running east to west line of a 17' wide un-named street, also being on a line from the southeast corner of Lot 1 to the northeast corner of Lot 10.

President Hess declared this Ordinance to have its second reading.

**Ordinance No. 4512-19**

An Ordinance to vacate the 17' wide un-named street in William Wiley's Addition beginning at the south line of Miami Street, running north to south ending at the north line of the portion of Beech Street vacated per Deed Volume 221, page 315.

President Hess declared this Ordinance to have its second reading.

**Third Reading –**

**None**

**MISCELLANEOUS BUSINESS/WORK SESSION**

Mr. Scott inquired as to whose responsibility it was to repair a catch basin on the street. Mr. Bumbalough advised to contact the City.

Mr. Thackery stated that he attended the second "Coffee with Council" and said there were good discussions coming up at these meetings. He also had a question on the South Main Street Zoning and wanted to know what the status was. Mr. Crabill said a final draft was being prepared, and a public meeting would be scheduled in the first or second week in September. He also stated that this issue would be coming to Council in October at the earliest.

Mr. McKee stated that he wasn't going to be running for his Council seat in the upcoming election. He stated that he intended to run for the seat but he and his wife bought some family property and he would be tied up with that.

Mr. Fields thanked Mr. McKee for everything that he had done including the communication issue.

Mr. Bumbalough said that this past Friday the milling program began for Miller Drive, the Rue's, Bon Air, etc. He added that contractors were coming tomorrow to chip and seal and then a final surface will be put down following the chip and seal.

Ms. Boettcher spoke about the sign replacement for 225 South Main Street. She provided a handout and stated there were three options: Option one, replacing the existing sign faces with new FlexFace Material with the new City logo and design, to cost \$2,900.00. Option two, replacing the sign faces and add a 1'H 16MM Watchfire Full Color LED Message Center, which would allow for one line of messaging that is seeable from the roadway, to cost \$15,398.00. Option three, replacing the sign faces and add a 2' H 16MM LED Message Center, to cost \$20,368.00. Mr. Brugger added that when the sign faces are replaced, this would be the time to add the message board, if Council so chooses to do this route.

Mr. Brugger spoke about his attendance of a meeting at the Health Department about the Mosquito Spray grant. He said there was no grant this year, but there was some money to carry over from last year. He further stated although there was no grant, the City was still going to spray for the mosquitos. Mr. Brugger also spoke about the upcoming Tire Recycle Day at the County Fairgrounds on Saturday, October 12, 2019, 8:00 a.m. – 12:00 p.m. He advised that in 2016, they collected 84.5 tire tons, in 2017, they collected 43.5 tire tons, and in 2018, the collected 82 tire tons. He also stated there would be more information upcoming. He also spoke about the Q3 Project and stated how he appreciates all of Council's support. He also stated that everyone know it was going to be a long process He advised that True Inspections are willing to come into a future Council meeting to discuss their future plans with their portion of the property. Mr. Brugger also advised that the ground was starting to be cleared on the site for the hotel. He spoke about 225 South Main Street, which would be the Business Office for the City and that they were wrapping up the windows, painting and carpeting. He said that the Finance Office, the Utility Office, the Tax Department, and Human Resources should all be moved in and ready the Tuesday after Labor Day. He added that the Zoning and Engineering Department would then be headed down to the first floor where the Finance offices are now and said that it would be nice to have that on the first floor for the citizens. He then spoke about an issue on Boyce St., an underground water current that has broken through the surface. He advised that it has been confirmed that it is ground water. He said they were going to try to divert it when it resurfaces again. Mr. Brugger also spoke on the political signs that have already been placed out for view. He stated that Mr. Moore has already been made aware of this situation and that per Section 1137.05 of the Urbana City Ordinances, no sign shall be erected within the public right of way except as provided for in Section 1137.10. He further stated that Section 1137.07 states that any sign not expressly permitted by this chapter shall be prohibited including, but not limited to: abandoned signs; banners, pennants, festoons, streamers, spinners; searchlights; signs imitating or resembling official traffic or government signs/signals; snipe signs. In addition, the following signs are prohibited: signs attached to trees, telephone poles, public benches, streetlights or placed on any public property or public right of way. Signs placed on vehicles or trailers which are parked or located for the primary purpose of displaying such signs are prohibited. Off premise signs or billboards are also prohibited under this chapter. Violations of this part shall be declared a nuisance under Chapter 1339 and subject to provisions set forth in Section 1137.99 Penalty. He further stated that political signs are considered temporary signs and they would be working with the Law Director upon his return, on the issue of a possible thirty day rule, as Mr. Brune suggested.

Mayor Bean spoke of his excitement of seeing the construction of the hotel in its beginning stages with the moving of dirt. He said that he and CEP Director Marcia Bailey have been working on this project for over four years. He also spoke about being out at Urbana University welcoming students. He advised there were 240 freshman this year, some of which were from Germany, China, and the UK. He also stated to Mr. McKee his sadness to hear of him not running for the Council seat, but he congratulated him on his new property purchase.

President Hess spoke of a gentleman speaking with him letting him know that he saw a funeral procession come thru the square recently and noticed that all of the workers shut down all of the equipment and put their helmets over their hearts. He stated this gentleman was very appreciative to see the kindness that the construction workers showed. President Hess also inquired as to a Work Session to speak about the sign for the new Business Office for the City, should Council choose to have one.

Mr. Fields moved to adjourn and Mr. Thackery seconded. Voice vote on approval: all ayes, nays, one from Mr. Hoffman.

Motion passed 6-1.

**ADJOURN AT 7:11 p.m.**

**NEXT SCHEDULED MEETING**

September 3, 2019, at 6:00 p.m.

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Council Clerk

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Council President





## Design Review Board

June 24, 2019, Meeting Minutes

### Attendance

- Members Present:** Rich Colvin; Bill Gibson; Lin Giampetro; Steve Brandeberry and Brandon Shockey.
- Member(s) Absent:** Patrick Trenor; Kurt Heintz; Lydia Hess; and Judy Tullis.
- Guests Present:** Adam Moore (Zoning & Compliance); Catherine Tanujaya (Zoning & Compliance); Dave and Carol Smith (Skylight Lofts, LLC); Stacy Eades (151 Heritage Dr.); and Brian Scanlan (Scanlan Construction, LLC).

### Call to Order and Pledge of Allegiance

- Action:** Rich Colvin called the meeting to order at 7:00 PM.

### Reading of Rules of the Meeting

- Action:** Adam Moore read the rules of the meeting.

### Prior Meeting Minutes

- Action:** Bill Gibson made a motion to approve the meeting minutes from April 22, 2019.  
Lin Giampetro seconded the motion.
- Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

### New Business – Application(s)

**Case # 1:** DRB-2019-008 – 215-223 N. Main St. – Skylight Lofts, LLC – Exterior Painting.

- Application, Staff Comments & Recommendations:** Adam Moore read the application, provided the background and read the staff report to the Board.
- Testimony in Favor:** Dave Smith (Skylights Lofts, LLC) explained that he received a lot of inputs on the project. The goal is to improve the look of the whole building (215-223 N. Main St.). The color being proposed is black, gray and bronze accents.
- Testimony Against:** None.
- Discussion:** Rich Colvin commented that the details may be hidden by the black paint on the ornate section on top of the iron work balcony as oppose to white where the details can be clearly seen. Dave Smith (Skylights Lofts, LLC) explains that the recessed portions will stay as light gray which should preserve the details. The triangle top will be painted bronze to highlight it. Brandon Shockey and Lin Giampetro agreed that the proposed paint scheme will elevate the look of the building.
- Stacy Eades (151 Heritage Dr.) asked if the back and sides of the building will also be painted. Mr. Smith answered that there is no visible side of the building and no decorations on the back of the building. The back side only has windows. Ms. Eades also inquired if the awnings are going to be replaced. Mr. Smith



answered that they are going to be gray and white.

**Action:**

Steve Brandeberry made a motion to **approve the application as presented.**  
Brandon Shockey seconded the motion.

**Vote:**

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

**Case # 2:**

**DRB-2019-009 – 127 Scioto St. – Forest Hills, LLC – Exterior Painting.**

**Application, Staff  
Comments &  
Recommendations:**

Adam Moore read the application, provided the background and read the staff report to the Board.

**Testimony in Favor:**

None.

**Testimony Against:**

None.

**Discussion:**

Adam Moore explained that this building is currently painted brick and since it has already been painted, the guideline allows for the repainting of the building. Brian Scanlan (127 Scioto St. - Scanlan Construction, LLC) explained that the proposed color is gray, black and white with some gingerbread for highlights on the cornice. Rich Colvin asked if anything will be done to the windows. Mr. Scanlan answered that they would like to replace the top five windows to black in order to tie into the color scheme. He continued that they have started working on gutting out the building and will be renovating both the interior and exterior.. Mr. Colvin asked if there are transoms on the first floor. Mr. Scanlan answered that there are transoms above the store front. It is a 6' x 6' frosted glass window but he does not know the status of the windows. The goal for the building is to have it used for business on the first floor and loft apartments on top. The windows on the side will be left alone for now in order to work on the front façade. The request is to have three sides of the building repainted but not on the exposed brick side of the building. The existing windows that are not replaced will be painted black to match the front of the building.

Brandon Shockey asked if the awning will be replaced or painted. Mr. Scanlan answered that the covering of the awning will be changed to black and the new tenant will have white logo embossed into the new awning. Bill Gibson asked what the plans are for the windows on the Locust St. side. Mr. Scanlan explains that the windows will be addressed once he commences work on the loft apartments. He continues that the windows on the second floor are 3' x 9'. The plan is to do a 7' double hung windows with 2' transom above it. The 2' above the double hung window will be a fixed piece of glass and the bottom 7' will be an operable double hung window. Mr. Colvin commented that if the transoms were wider, it would look more historically accurate.

Stacy Eades (151 Heritage Dr.) asked if the historic details will be preserved since it does not seem to show those details with the proposed paint scheme. Mr. Moore explained that this is a rendering and it does not show the details, however the historic details will be preserved. Mr. Scanlan added that they will be highlighting the details of the building. Mr. Moore also stated that the motion made today will be for the front façade paint scheme with the five windows, as well as the black awning with white lettering sign on the flat side of the awning.

**Action:**

Lin Giampetro made a motion to **approve the application as presented.**  
Steve Brandeberry seconded the motion.

**Vote:**

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



**Case # 3:**

**DRB-2019-010 – 111-113 Scioto St. – W&T, LLC – Parging Rear Façade.**

**Application, Staff  
Comments &  
Recommendations:**

Adam Moore read the application, provided the background and read the staff report to the Board.

**Testimony in Favor:**

None.

**Testimony Against:**

None.

**Discussion:**

Brian Scanlan (111 – 113 Scioto St. - Scanlan Construction, LLC) explains that the masonry on the back of the building have taken on too much water. Mr. Scanlan’s recommendation is to parget the back of the building. The pargeting will use a masonry product that has waterproofing. The waterproofing will avoid any moisture penetration into the building. Rich Colvin asked how much area will be pargeted. Mr. Scanlan answered that the entire back side will need to be covered making the back side of the building into a flat surface. He continued that there’s already plaster on the back of the building and it’s no longer historically accurate. Mr. Colvin provided the history of the building to the Board. The building was on the demolition list but was renovated with the help and donation from the community. Mr. Colvin also concurred that there are plaster on the back side of the building which can be removed with minimal damage. The brick is also a soft brick which is the biggest issue for the building but not uncommon for building built around that time period. Pargeting is a permanent procedure and can’t be undone without extensive damage to the building.

There are multiple layers to the brick and with the water coming through and the interior has started to rot. Mr. Scanlan expressed that his ultimate goal is to save the building from continued deterioration regardless of historic accuracy. Dave Smith (Skylight Lofts, LLC) commented that tuckpointing needs to be done to address the water leaking into the building due to the missing mortar. He suggested that the building should be tuckpointed then sealed once the mortar is in place. Then eventually removing the plaster. Mr. Scanlan explains that the brick is too soft. Mr. Smith explains that the whole back can be tuckpointed to address the moisture issue and maintain the historic accuracy of the building.

Stacy Eades (151 Heritage Dr.) inquired if the back of the building is going to be utilized. Mr. Scanlan answered that it will not. Ms. Eades also asked how long will the pargeting last if there are moisture trapped behind the pargeting. Mr. Scanlan answered that he never had any problems with the process. Mr. Colvin explained that the building can be tuckpointed and sealed, however it will require a financial commitment. The front and the side have been tuckpointed and now are in good shape. Mr. Smith explains that the tuckpointing is not cost prohibitive.

**Action:**

Steve Brandenberry made a motion to **deny the application as presented** with the recommendation of tuckpointing.

Brandon Shockey seconded the motion.

**Vote:**

5 (Yay) – 0 (Nay)

**Motion passed.**

**Case # 4:**

**DRB-2019-011 – 207 N. Main St. – Aveda (Annette Humble) - Awning**

**Application, Staff  
Comments &  
Recommendations:**

Adam Moore read the application, provided the background and read the staff report to the Board. Mr. Moore explains that the request is for the fabric to be replaced on the current awning.

**Testimony in Favor:**

None.

**Testimony Against:**

None.



<b>Discussion:</b>	None.
<b>Action:</b>	Lin Giampetro made a motion to <b>approve the application as presented.</b> Brandon Shockey seconded the motion.
<b>Vote:</b>	5 (Yay) – 0 (Nay) <b>Motion passed.</b>

**Miscellaneous Business**

Miscellaneous

<b>Discussion:</b>	<ul style="list-style-type: none"><li>• <b>Public Comments:</b><ul style="list-style-type: none"><li>○ Stacy Eades (151 Heritage Dr.) asked the Board if there is a specific color palette that the Board has for downtown. Rich Colvin answered that the Board does not have a specific color palette, however since the buildings are historic, the Board tries to maintain the historic colors. The Board has some room for judgment and will make recommendations on what color works with the building in review. Adam Moore added that the guideline is to look at the timeline of the building and determine what color that was commonly used during that time period. Mr. Colvin explains that prior to the inception of the DRB, everyone was able to make any changes as they wish. Once the DRB is established, the Board now has the responsibility to preserve the historic nature of the building. Brandon Shockey explains that the difficulty that the DRB encounters is the understanding that the applicants are business owners and that the Board doesn't want to be too forceful where it can cause financial hardship on the applicants while the Board still have the responsibility in preserving the historic look of the building. Mr. Shockey continues that the Board guides and provides suggestions to the applicants but at the end of the day, it is up to the applicants to decide on what they can do.</li><li>• Steve Brandenberry commented that the public is not always aware of the meetings that is occurring and suggested that the City announces the meeting on social media or the website. Stacy Eades (151 Heritage Dr.) agrees and explained that she would like to be more involved.</li><li>• Adam Moore provided an update on the "Vintage Traveler" sign. Mr. Moore explained the business owner is unsure if she will still be in business by Fall. The Board feels that the business owner had plenty of time to address the issue and for the Department of Zoning and Compliance to proceed with the violation process.</li><li>• Brandon Shockey will no longer be on the Design Review Board since he will be moving outside of Urbana. This is his last DRB meeting.</li></ul></li></ul>
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Appoint Vice Chair for 2019

<b>Discussion:</b>	Judy Tullis stepped down from being the Vice Chair for the Design Review Board but will remain as a member.
<b>Action:</b>	Lin Giampetro made a motion to appoint Rich Colvin. Steve Brandenberry seconded the motion.
<b>Vote:</b>	Rich Colvin recused himself since he is being appointed. 4 (Yay) – 0 (Nay) <b>Motion passed.</b>



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## Adjournment

**Action:** Brandon Shockey made a motion to adjourn at 8:23 PM.  
Lin Giampetro seconded the motion.

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



## Planning Commission

July 22, 2019, Meeting Minutes

### Attendance

**Members Present:** Richard Ebert (Chair); Bill Bean; Kerry Brugger; Richard Kerns; Eric Samuelsson; Kimberly Gordon-Brooks and Steve Brandeberry (Alternate).

**Member(s) Absent:** Bill Kremer.

**Guests Present:** Adam Moore (Zoning & Compliance); Catherine Tanujaya (Zoning & Compliance); Jerry Gecowets (1399 Edinger Rd.); Todd Michael (Urbana Hotel, LLC); Terry Howell (Urbana Hotel LLC); Marcia Bailey (3 Monument Sq. – CEP) and Steven Bohl (326 College St.).

### Call to Order and Pledge of Allegiance

**Action:** Richard Ebert called the meeting to order at 6:00 PM.

### Reading of Rules of the Meeting

**Action:** Richard Ebert read the rules of the meeting.

### Prior Meeting Minutes

**Action:** Kerry Brugger made a motion to approve the meeting minutes from January 28, 2019. Eric Samuelsson seconded the motion.

**Discussion:** None.

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

### New Business – Administrative Approval(s)

**Case # 1:** PC-2019-004-A – 1636 N. Main St. – The City of Urbana (Mid America Flight Museum) – Sign Review.

**Summary:** On March 25, 2019, this application for a wall sign facing N. Main St. was approved by the Kerry Brugger – Director of Administration and Adam Moore – Zoning and Compliance Officer.

**Case # 2:** PC-2019-005-A – 848 Scioto St. – Jennifer Sertell (Sertell Chiropractic) – Sign Review.

**Summary:** On March 25, 2019, this application for a wall sign facing Scioto St. was approved by the Kerry Brugger – Director of Administration and Adam Moore – Zoning and Compliance Officer.

**Case # 3:** PC-2019-006-A – 719 Scioto St. – AVCAP Urbana, LLC (CVS Pharmacy) – Sign Review.

**Summary:** On May 3, 2019, this application to replace the existing wall sign and to add signage to the existing pole sign was approved by the Kerry Brugger – Director of Administration and Adam Moore – Zoning and Compliance Officer.





**New Business – Application(s)**

**Case # 1: PC-2019-007 – 1029 S. Main St. – Dawn Holland (Cristian Blair Floral) – Sign Review.**

**Application, Staff  
Comments &  
Recommendations:**

Adam Moore read the application, provided the background and read the staff report to the Board.

**Testimony in Favor:**

None.

**Testimony Against:**

None.

**Discussion:**

Eric Samuelsson commented that this application does not have enough information for the Board to make a decision. Richard Kerns agreed with Mr. Samuelsson. Adam More agreed stated that he is working with the owner to meet the code requirements. The owner has agreed to provide additional information on the following: location of the sign, whether a sign base will be installed, landscaping plan for the sign and the height of the sign.

**Action:**

Steve Brandeberry made a motion to **deny the application as presented.**  
Kimberly Gordon-Brooks seconded the motion.

**Vote:**

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

**Case # 2: PC-2019-008 – 170 State Route 55 – Mike Major (Urbana Hotel , LLC) – Site Plan Review.**

**Application, Staff  
Comments &  
Recommendations:**

Adam Moore read the application, provided the background and read the staff report to the Board. Mr. Moore also reminded the Board that they have the authority to allow deviation from the Corridor Overlay Standards as per the Law Director.

**Testimony in Favor:**

None.

**Testimony Against:**

None.

**Discussion:**

Kerry Brugger explained that there may be some confusion regarding the right-of-way. Adam Moore explained that most of the time, the property line meets the right-of-way line. There may be confusion due to the location of the pins that were previously placed prior to the annex. Terry Howell (Urbana Hotel, LLC) explained that he met with Tyler Bumbalough (City of Urbana Engineer) and to determine the safe distance from the right-of-way to the entrance. Due to the shape of the lot, the property is only three acres. The issue with the right-of-way is that, it progressively becomes wider as you go towards S. High St. The idea is for the hotel to be built at angle for visibility from Route 55 and 68 as well as being parallel with the property line. When the drawings were completed, the hotel was parallel with the property line, but due to the location of the right-of-way, it was not parallel with the City’s right-of-way. The current location of the entrance is the only entrance that they can have coming off Route 55 between S. Main St. and S. High St. In order to make the Slesinger’s property accessible, the hotel agreed to share the cost of a service road for the entrance. The only encroachment on the right-of-way is the access to and exit from the parking lot. Mr. Howell also explains that the State has given the City the ability to regulate the right-of-way.

Eric Samuelsson asked if an addition was to be added, does the hotel need more room towards the back of the property? Mr. Howell answered that when they are ready to build an addition, it becomes a how and where can they build the addition should the hotel’s current location be moved. According to the feasibility study, the hotel can have about 70-80 rooms, however it is currently being built with 55 rooms. The plan is to do an “L” shape addition on the east end of the building. Moreover, additional parking also needs to be addressed. If the hotel were to be pushed back from the lot, then the placement for the addition will be a more difficult.



Mr. Brugger inquired if the hotel can be pivoted to meet the distance from the right-of-way. Todd Michael (Urbana Hotel, LLC) explained that moving the location will cause a one month delay. Safety of traffic for people accessing the hotel will also have to be addressed. Richard Ebert inquired if the right-of-way can be moved. Mr. Moore explained that the City’s Engineer will oppose that since there was a conception of possibly building a roundabout in the future. There’s a four-foot setback requirement for the parking lot from the Right-of-way. Mr. Brugger commented that the Board does not have authority to allow right-of-way infringement, the council or the Director of Administration have the authority to allow Right-of-way infringement. Mr. Brugger also commented that one of the things that should be considered is to provide bike/pedestrian access to the hotel by adding a sidewalk. Mr. Howell asked for the placement of the sidewalk. Mr. Moore answered that the sidewalk about be close to the right-of-way.

Mr. Moore provided the option to the Board to approve an early start permit to allow them to start the draining, foundations and utility placements. They can then come back one or two months later to provide additional details on the status of the project. The early start approval can be contingent on having the hotel off at least 4- feet away (which can be a landscape buffer) from the right-of-way with the addition of a sidewalk. Mr. Michael asked if the City can commit on the placement of the sidewalks since there are no sidewalks where the hotel is being built. Mr. Moore explained that the City is in the process of installing a sidewalk on S. High St., which then can connect to the hotel sidewalk, which then continues to the preexisting S. Main St. sidewalk. Based on the right-of-way and sidewalk discussion, Richard Kerns requested that the City’s Engineer to be present at the next Board meeting.

Another concern addressed was the location of the dumpster, it will encroach upon the retention area, however it is easily accessible by the dump truck and is properly enclosed. The Board has no problem with this. Mr. Howell also explained that there will be about 60% EIFS in the front of the building and the rest will be windows and stones. The side and back of the building is about 70% EIFS, however EIFS is very common to use by today’s standard.

**Action:** Eric Samuelsson made a motion to **approve early start foundation only permit** in which the revised plan should include sidewalk placement, landscaping and meeting the required 4-foot setback from parking lot to the right-of-way. The plan is also contingent upon the approval of the City of Urbana’s Engineering Department, Community Development and the Department of Zoning and Compliance. Steve Brandenberry seconded the motion.

**Vote:** Kimberly Gordon-Brooks recused herself since she is an investor.  
6 (Yay) – 0 (Nay)  
**Motion passed.**

**Case # 3:** **PC-2019-009 – Q3 Site – Kerry Brugger (The City of Urbana) – Street and Alley Vacation.**

**Application, Staff Comments & Recommendations:** Adam Moore read the application, provided the background and read the staff report to the Board.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:** Kerry Brugger explained that the request is to make the property to be whole since the City owns the surrounding area. Marcia Bailey explained that the goal is to clean up the property in order to make it better and ready for redevelopment.

**Action:** Steven Brandenberry made a motion for **Council to approve the application as presented.**  
Eric Samuelsson seconded the motion.





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**Vote:** Kerry Brugger recused himself since he is the applicant.  
6 (Yay) – 0 (Nay)  
**Motion passed.**

## Miscellaneous Business

### Miscellaneous

**Discussion:**

- Welcome Kimberly Gordon-Brooks to the Planning Commission as a representative for Ward 1.

## Adjournment

**Action:** Bill Bean made a motion to adjourn at 7:18 PM.  
Kimberly Gordon-Brooks seconded the motion.

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



August 29, 2019

RE: Project Update

US 36/US 68 Intersection Improvement & Monument Square Water Main Improvements  
ODOT PID #103793 & OPWC Project # CK24V & CK08V

Council Members,

Recently, we have reached the midpoint of the ongoing project to improve the Monument Square Roundabout and the replacement of water mains in downtown Urbana, and I am writing to provide an update on the project's overall budget status.

The original contract with RB Jergens Contractors, Inc. was approved for \$1,808,913.09. Since that time, eight change orders have been required and approved in order to keep the project on schedule and to ensure a quality, complete project. In addition, change orders have also been required due to unforeseen conditions. Furthermore, plan errors were made by the project designer, Burgess & Niple, Inc., and these plan errors are being tracked, including the budget impact to the city. Overall, most of the changes have been related to the water main work and stormwater drainage. Water main replacement work is complex in an older downtown area with existing water mains and services that are over 100 years old.

To date, change orders totaling \$56,546.09 have been approved. However, to date, the contractor has only been paid \$339,634.39 of the original contract amount of \$1,808,913.09. As the project gets closer to completion (late October/early November), then any final contract increase that may be required will be brought to council for approval. Please keep in mind that this project is funded with twelve different budget lines/sources.

If any council members have any specific questions about the project's budget status or change orders to date, please don't hesitate to contact either Tyler Bumbalough or myself for further detail. As of today, the crew is tracking very close to the overall completion date of October 31, 2019, but the work may be extended into the first work of November. Also, please continue to share with your constituents that the paving work that has been completed to date is only trench repair and asphalt patch back for the new concrete areas. The entire project area will be milled and resurfaced at the end of the project.

Sincerely,

Douglas R. Crabill  
Community Development Manager; City of Urbana, Ohio

Cc: Tyler L. Bumbalough, P.E.; Urbana City Engineer

*Resolution No. 2430-19*

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE  
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND  
CERTIFYING THEM TO THE COUNTY AUDITOR**

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The Council of the **City of Urbana**, Champaign County, Ohio, met in regular session on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, at the office of the City Council with the following members present:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

M. \_\_\_\_\_ moved the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2020; and

WHEREAS, The Budget Commission of Champaign County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within, the ten mill tax limitation; thereof be it

RESOLVED, By the Council of the City of Urbana, Champaign County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

**SCHEDULE A**

**Summary of amounts required from general property tax approved by  
Budget Commission and County Auditor's estimated tax rates**

Fund	Amount Approved by Budget Commission Inside	Amount Derived From Levies Outside	County Auditor's Estimate of Tax Rate to be levied Inside and Outside
General Fund	\$ 345,000		1.8
General Fund	\$ 168,000		.9 (300 only)
General Fund	\$ 800		.2 (205 only)
Fire Pension Fund	\$ 57,000		.3
Police Pension Fund	\$ 57,000		.3
<b>TOTAL</b>	<b>\$ 627,800</b>		

And it be further

RESOLVED, that the Clerk of this Council be and is hereby directed to certify a copy of this Resolution to the County Auditor of Champaign County.

M \_\_\_\_\_ seconded the Resolution and a roll being called upon its adoption the vote resulted as follows:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

Attest:

\_\_\_\_\_  
Clerk of Council

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**CERTIFICATE TO COPY  
ORIGINAL ON FILE**  
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The State of Ohio, Champaign County, ss.

I, \_\_\_\_\_, Clerk of the Council of the City of Urbana, within and for said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original resolution now on file, that the foregoing has been compared by me with said original document and that the same is true and correct copy thereof.

WITNESS my signature, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Clerk of Council