

**URBANA CITY COUNCIL
PUBLIC HEARING
DECEMBER 1, 2020, AT 6:00 P.M.
(The UCC Regular Session Meeting will be held in Training Room in the Municipal Building)**

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**DUE TO PANDEMIC, WE WOULD ENCOURAGE CALL-INS
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This public hearing is to provide the public an opportunity to review and comment on the adoption of the Urbana South Main Street Corridor Plan as an official planning guide of the City of Urbana, Ohio.

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
DECEMBER 1, 2020, AT 6:00 P.M.
(The UCC Regular Session Meeting will be held in Training Room in the Municipal Building)**

Call to Order

Roll Call

Pledge of Allegiance

Approval of Minutes

Urbana City Council Regular Session Meeting Minutes of November 17, 2020.

Communications

1. Design Review Board Meeting Minutes of February 24, 2020, and September 28, 2020. (Please see attached)

Board of Control

1. The Board of Control recommends Council authorize a purchase order to R. B. Jergens Contractors Inc. in the amount of \$217,935.27 for overages incurred for the Monument Square Roundabout project. This expense will be charged to various city funds and is not in the 2020 budget. See attached. **VOTE: 3-0**

Citizen Comments

Ordinances and Resolutions

First Reading

Resolution No. 2593-20

A Resolution declaring December as General Aviation Appreciation Month for 2020.
(May be passed on first reading)

Ordinance No. 4532-20

An Ordinance to amend Sections 121.01, 111.03, and 111.04 of the Codified Ordinances as required by the City of Urbana Charter, §4.06(k) (THE NEW SALARY COMMISSION).
(Requires three reading)

Second Reading

Resolution No. 2433-20

A Resolution to appropriate money for the several objects and purposes which the City of Urbana, Ohio must provide for the fiscal year ending December 31, 2021.

Ordinance No. 4388-21

An Ordinance authorizing the Indigent Defense Agreement with the Champaign County Commissions to allow the City and County to receive partial reimbursement from the Ohio Public Defender Commission for the indigent expenses in the Champaign County Municipal Court.

Ordinance No. 4528-20

An Ordinance to approve and adopt the Urbana South Main Street Corridor Plan as an official planning guide of the City of Urbana, Ohio.

Third Reading

Ordinance No. 4529-20

An Ordinance to vacate the 20' wide alley (0.046 AC) beginning at the northeast corner of Lot 288 of Depositors Addition, south 100.9' to the southwest corner of lot 276 of Depositors Addition, west 20' to a point of lot 288 of Depositors Addition, then north 100.57' to the place of the beginning.

Ordinance No. 4530-20

An Ordinance to vacate the 20' wide alley (0.21 AC) beginning at the northwest corner of Lot 292 of Depositors Addition, south 150' to the southwest line of Lot 292 of Depositors Addition, Southeast 116.15' to the north line of Fyffe St., Northwest 105.9' to a point that intersects with the extension of the west line of 136 Hagenbuch St., North 50' to the southwest corner of 136 Hagenbuch St., East 50' to the southeast corner of Lot 294 of Depositors Addition, north 150' to a point in part Lot 297 of Depositors Addition, then finally, east 20' to the original place of beginning.

Ordinance No. 4531-20

An Ordinance to amend the City of Urbana's Official Zoning Map by rezoning four parcels of land located at 136 Hagenbuch St., 736 N. Main St., & 738 N. Main St. (Parcel IDs: K48-25-00-04-02-075-00 & K48-25-00-04-02-059-00, K48-25-00-04-02-058-00, K48-25-00-04-02-057-00) which are currently zoned R-2 Medium Density Residential District to M-1 Manufacturing District.

Miscellaneous Business

Adjourn

**URBANA CITY COUNCIL
PUBLIC HEARING
TUESDAY, NOVEMBER 17, 2020**

President Hess called the Public Hearing to order at 6:00 p.m. to provide the public the public the opportunity to review and comment on the following:

1. Vacate the 20' wide alley (0.046AC) beginning at the northeast corner of Lot 288 of Depositors Addition, south 100.9' to the southwest corner of lot 276 of Depositors Addition, west 20' to a point of lot 288 of Depositors Addition, then north 100.57' to the place of the beginning.
2. Vacate the 20' wide alley (0.21 AC) beginning at the northwest corner of Lot 292 of Depositors Addition, south 150' to the southwest line of Lot 292 of Depositors Addition, southeast 116.15' to the north line of Fyffe St., northwest 105.9' to a point that intersects with the extension of the west line of 136 Hagenbuch St., north 50' to the southwest corner of 136 Hagenbuch St., east 50' to the southeast corner of lot 294 of Depositors Addition, north 150' to a point in part lot 297 of Depositors Addition, then finally, east 20' to the original place of beginning.
3. Amen the City of Urbana's Official Zoning Map by rezoning four parcels of land located at 136 Hagenbuch St., 736 N. Main St., & 738 N. Main St. (Parcel IDs: K48-25-00-04-02-075-00 & K48-25-00-04-02-059-00, K48-25-00-04-02-058-00, K48-25-00-04-02-057-00) which are currently zoned R-2 Medium Density Residential District to M-1 Manufacturing District.

Neil Cordonnier of Ultra Met and Chad Messer (Project Manager) both spoke about the proposed project. It was stated that the new building must be secure and must connect to the current building. The new building would have the same color as the existing buildings as well. The request is to rezone to M-1 for all the new building and areas. It was also stated that they have installed mufflers on furnaces.

President Hess called the Public Hearing closed at 6:24 p.m.

**URBANA CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, NOVEMBER 17, 2020**

President Hess called the City of Urbana Regular Session Meeting to order at 6:25 p.m. City staff attending: Mayor Bill Bean, Director of Administration Kerry Brugger, Director of Finance Chris Boettcher, Director of Law Mark Feinstein, Superintendent of Public Works Chad Hall, and Community Development Manager Doug Crabill.

PRESIDENT CALLED ROLL: Mr. Fields, present; Mr. Hoffman, absent; Mr. Paul, present; Mr. Scott, present; Mr. Thackery, present; Mrs. Collier, present; and Mr. Ebert, present.

MINUTES

Mr. Thackery moved to put the minutes of November 3, 2020, in addition to Urbana City Council Work Session Meeting Minutes of November 10, 2020, on the floor for discussion and possible passage. Mr. Paul seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 6-0.

COMMUNICATIONS

1. Planning Commission Meeting Minutes of April 27, 2020, July 13, 2020, and September 28, 2020.
2. DP&L summary of rates to be proposed and typical bill comparisons.
3. Shade Tree Commission Minutes of June 11, 2020, July 9, 2020, August 13, 2020, September 10, 2020, and October 8, 2020.
4. Notice to Legislative Authority from the Ohio Division of Liquor Control, regarding Urbana Hotel, LLC. (Request for hearing must be voted on)
5. Board of Zoning Appeals Meeting Minutes of October 12, 2020.

Mr. Thackery moved to put the communications on the floor for further discussion and possible passage. Mr. Paul seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 6-0.

ADMINISTRATIVE REPORTS - BOARD OF CONTROL

1. **Dowden Farms - \$72,502.60 per year – three-year contract**

Mr. Hall stated this contract would be for three years from 2021-2023 for case rent for the 272.3 acres of farm ground north of Grimes field at \$266.26 per acre. This represents an increase of 27% over the previous agreement and this bid was the highest bid of the five bids received. He explained the bid process.

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

Motion passed 6-0.

CITIZEN COMMENTS

None

Ordinances and Resolutions

First Reading –

Resolution No. 2433-20

A Resolution to appropriate money for the several objects and purposes which the City of Urbana, Ohio must provide for the fiscal year ending December 31, 2021. (Requires three readings)

Mr. Fields moved to put this Resolution on the floor for discussion. Mr. Scott seconded.

President Hess declared this Resolution to have its first reading.

Resolution No. 2466-21

A Resolution authorizing the acceptance of the Victims of Crime Act (“VOCA”) Grant as administered by the Ohio Attorney General, and declaring an emergency. (Suspension of rules requested)

Mr. Feinstein advised that this was a 37% decrease in funds and that 20% of the \$34,151.00 is paid by the City, which is approximately \$6,500.00, as a City match.

Mr. Paul moved to suspend the three-reading rule. Mr. Thackery seconded.

President Hess called for a roll call for suspension of the three-reading rule: Mrs. Collier, yes; Mr. Fields, yes; Mr. Scott, yes; Mr. Ebert, yes; Mr. Thackery, yes; and Mr. Paul, yes.

Motion passed 6-0.

Mr. Thackery moved to put Resolution on the floor for further discussion and possible passage. Mr. Ebert seconded.

President Hess called for a roll call for passage: Mrs. Collier, yes; Mr. Fields, yes; Mr. Scott, yes; Mr. Ebert, yes; Mr. Thackery, yes; and Mr. Paul, yes.

Resolution passed 6-0.

Resolution No. 2592-20

A Resolution authorizing specific expenditures of the City of Urbana's share of Coronavirus Relief Funds as legislated in the Coronavirus Aid, Relief, and Economic Security Act, and declaring an emergency. (Suspension of the rules requested)

Mr. Thackery moved to suspend the three-reading rule. Mr. Scott seconded.

President Hess called for a roll call for suspension of the three-reading rule: Mr. Fields, yes; Mr. Scott, yes; Mr. Ebert, yes; Mr. Thackery, yes; Mr. Paul, yes; and Mrs. Collier, yes.

Motion passed 6-0.

Mr. Thackery moved to put Resolution on the floor for further discussion and possible passage. Mr. Ebert seconded.

President Hess called for a roll call for passage: Mr. Fields, yes; Mr. Scott, yes; Mr. Ebert, yes; Mr. Thackery, yes; Mr. Paul, yes; and Mrs. Collier, yes.

Resolution passed 6-0.

Ordinance No. 4388-21

An Ordinance authorizing the Indigent Defense Agreement with the Champaign County Commissioners to allow the City and County to receive partial reimbursement from the Ohio Public Defender Commission for the indigent expenses in the Champaign County Municipal Court. (Requires three readings)

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

President Hess declared this Ordinance to have its first reading.

Ordinance No. 4528-20

An Ordinance to approve and adopt the Urbana South Main Street Corridor Plan as an official planning guide of the City of Urbana, Ohio. (Requires three readings) (Tabled at last meeting by Councilman Paul)

Mr. Paul moved to take this Ordinance off the table. Mr. Thackery seconded.

President Hess called for a roll call to take Ordinance off the floor: Mr. Scott, yes; Mr. Paul, yes; Mr. Thackery, yes; Mr. Ebert, yes; Mrs. Collier, yes; and Mr. Fields, yes.

Ordinance off the table.

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

It was discussed that there was a sewer analysis done as well as stakeholders meetings. It was also advised that there would be another Public Hearing on December 1, 2020.

President Hess declared this Ordinance to have its first reading.

Second Reading –

Ordinance No. 4529-20

An Ordinance to vacate the 20' wide alley (0.046 AC) beginning at the northeast corner of Lot 288 of Depositors Addition, south 100.09' to the southwest corner of lot 276 of Depositors Addition, west 20' to a point of lot 288 of Depositors Addition then north 100.57' to the place of the beginning.

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

President Hess declared this Ordinance to have its second reading.

Ordinance No. 4530-20

An Ordinance to vacate the 20' wide alley (0.21 AC) beginning at the northwest corner of Lot 292 of Depositors Addition, south 150' to the southwest line of Lot 292 of Depositors Addition, southeast 116.15' to the north line of Fyffe St., northwest 105.9 to a point that intersects with the extension of the west line of 136 Hagenbuch St., north 50' to the southwest corner of 136 Hagenbuch St., east 50' to the southeast corner of Lot 294 of Depositors Addition, north 150' to a point in part Lot 297 of Depositors Addition, then finally, east 20' to the original place of beginning.

Mr. Crabill stated that this was an expansion that Ultra Met would like to undertake. This would expand approximately 5,000 square feet.

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

President Hess declared this Ordinance to have its second reading.

Ordinance No. 4531-20

An Ordinance to amend the City of Urbana's Official Zoning Map by rezoning four parcels of land located at 136 Hagenbuch St., 736 N. Main St., & 738 N. Main St. (Parcel IDs: K48-25-00-04-02-075-00 & K48-25-00-04-02-059-00, K48-25-00-04-02-058-00, K48-25-00-04-02-057-00) which are currently zoned R-2 Medium Density Residential District to M-1 Manufacturing District.

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

President Hess declared this Ordinance to have its second reading.

Third Reading –

None

MISCELLANEOUS BUSINESS/WORK SESSION

Mr. Thackery stated that the solid waste discussions are moving things forward. He stated that this was a topic of the last Work Session and a committee needs to be formed. He also stated that DORA needed to move forward as well.

Ms. Boettcher mentioned that the Council Meetings would be on the web site beginning January 1, 2021.

Mr. Hall stated that the work on Scioto St. has stopped until we get through the winter. Finch St. should be complete next week. They will move to Crescent next, then Ames. He stated that SR 4 and Powell will be closed for the sewer project and that signage was coming. He added that leaf pickup was going well and will continue until early December. He also advised that the Compost closes December 7, 2020.

Mayor Bean advised that State Auditor Faber gave the City a clean audit and this was the fifth year in a row!! He also stated that there were 778 confirmed COVID case in Champaign County

and to please be more diligent and everyone please wear their masks. There are currently 14 cases hospitalized and 3 deaths.

Mr. Brugger stated that the Park building is now under roof and interior walls. This should wrap up in about three weeks. He spoke of the Nature Works Grant and that there would be an additional 9 holes on the disc golf course and the restrooms at the tennis courts are almost done. Further, he spoke of the S. Main St. Corridor, and that it is hard to get moving but the plan will help judge decisions. He also spoke of a Land Bank, and that it may have to be local only to get started and this could make things move things faster with regard to repurposing lands instead of letting them sit.

President Hess congratulated the Finance Department on their outstanding work for their fifth year of a clear audit.

Mr. Fields moved to adjourn. Mr. Scott seconded. Voice vote on approval: all ayes; nays, none.

Motion passes 6-0.

ADJOURN AT 7:26 p.m.

NEXT SCHEDULED MEETING

December 1, 2020, at 6:00 p.m.

Council Clerk

Council President



Design Review Board

February 24, 2020, Meeting Minutes

Attendance

Members Present:	Patrick Trenor (Chair); Rich Colvin (Vice Chair); Bill Gibson; Kurt Heintz; Lin Giampetro; Steve Brandeberry; and Steve Brune.
Member(s) Absent:	Judy Tullis (Alternate) and Lydia Hess (Alternate).
Guests Present:	Adam Moore (Zoning & Compliance); Cat Tanujaya (Zoning & Compliance); and Doug Crabill (Community Development)

Call to Order and Pledge of Allegiance

Action: Patrick Trenor called the meeting to order at 7:15 PM.

Prior Meeting Minutes

Action: Steve Brune made a motion to approve the meeting minutes from August 26, 2019. Steve Brandeberry seconded the motion.

Discussion: None.

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

Action: Bill Gibson made a motion to approve the meeting minutes from November 25, 2019. Steve Brune seconded the motion.

Discussion: None.

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

New Business – Application(s)

Case # 1: DRB-2020-005 – 36-38 Monument Square – Jamon Sellman (Sellman Insurance) – Stucco Façade Removal.

Application, Staff Comments & Recommendations: Adam Moore provided the background to the Board. Mr. Moore explains that the owner received a grant to remove the stucco façade in order to be a contributing building, receive tax credit and continue with the rest of the renovation.

Testimony in Favor: None.

Testimony Against: None.

Discussion: Rich Colvin was in favor of the request. Lin Giampetro agreed. Doug Crabill explained that the Ohio Development Services Agency reviews projects that can potential quality for a state and/or historic tax credit for a grant in order to reverse changes that were made to façades such as removing stuccos or sheet metals in hope that it can be a contributing building which then becomes eligible for those tax credits. At its current state, the structure is not considered as a contributing building, therefore it is ineligible for the historic tax credits. Phase 1 would be to remove the stucco and phase 2 will be the renovations, if there are any changes



to the building, it will have to be reviewed by the Board. There are guidelines and standards for rehabilitations that must be done in a way that doesn't harm the building. The 2nd floor windows are currently blocked in and is very easy to remove for restoration.

Action: Rich Colvin made a motion to **approve the application as present**; for removal of the stucco façade in accordance to the Secretary of Interior standards and not to cause harm to the building.

Steve Brandeberry seconded the motion.

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

Case # 2: **DRB-2020-001 – 111 Miami Street – Legacy Place (Douglas) – Façade Renovations.**

**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:

Doug Crabill explained that the Douglas has received state tax credits and will receive federal tax credits, therefore all of the work (exterior and interior) done must meet the standards for rehabilitation. The façade will remain facing the Square. The broken/boarded up windows will be replaced with clear glass. The missing cast iron store front will be repaired and replicated to the original. Lin Giampetro commented that the store front on the far left does not have the cast iron store front. The stucco look will be cleaned and maintained. The existing windows will be replaced in kind with new wood clad windows. The windows will be replaced with like replacements that matches the style and character. The slate tiles will be cleaned and repaired. This is estimated to be a twelve-months project. We don't know who the contractors will be yet. The veneer stays on and the places that are damaged will be fixed/replaced, then they are going to clean everything to look cohesive. According to the proposal the contractor shall use rubber mallet to tap check all areas of the existing stucco.

On the side of the building, openings to the basements will stay and the doors will be repurposed. Any damaged areas will be repaired.

Rich Colvin – Are the windows aluminum? There's green painted around the silver aluminum windows. The arch windows are just fillers painted green where there should be an arch window. It's not uncommon for downtown buildings to have a very low arch, the window be filled with a square window and it was just a little filler.

- Mr. Crabill - If the windows are originally arch windows, then it will be restored back to the arch windows. It will be reviewed for the period of significance and it have to be able to demonstrate that through photos of what it looked like. During this process, there will be a part two where they will be going over the work done with the State Historic Preservation Office to review each item and what needs to be done, specially to ensure that the work done can qualify for the historic tax credit.
- Mr. Colvin – However, the original building was brick and not stucco, which was added much later. But they are allowing for it to stay as stucco. The aluminum windows are from the 50s and I assume that would not be allowed. Where is the cutoff? If they're allowing stucco, are they allowing aluminum windows?
- Mr. Crabill – There are criteria that the State is using when they review it.
- Kurt Heintz – It says that existing windows will be removed back to the original masonry openings unless otherwise noted.



- Mr. Colvin – This is the window that are typically square windows with a little filler on the top.
- Bill Gibson – Based on their drawings only the 5th floor windows have an arch. The other windows are square windows.
- Mr. Colvin - So when you look at this, you would assume that they had an arched piece of glass because the brick was arched, but that's not the case. When they built this, they arched it for continuity and architecture, but they still put in a square window. It just had a piece of wood that filled it.
- Steve Brandenberry – So we want clarification on those windows.

The color sample is not provided and only names of the colors are in the proposal.

- Mr. Crabill – We'll ask them to provide us with the color palette.

Steve Brune commented that the only handicapped access is on the rear. On the rear of the building has fixed windows. The existing windows will also be replaced with wood clad. The openings that are bricked in will remain as is and be repaired. Tuck pointing will also be done. When things are replaced, it will be replaced with like kind. There will be 3-4 parking spaces in the back. The City is working with them to determine additional off-street parking solution nearby. There are 17 units in the building proposed and at a minimum, there should be one parking per residence. These are senior housing; most households will have one car. They are planning on having at least 17 spaces nearby. The 5th parking space can be built. There is an AC unit and dumpster sitting in that area. The City asked for the dumpster pad to be screened at least on three sides. There is also a transformer with the retaining wall. There's the ramp going up the back for entrance and exit. There will be a step going up into the courtyard with raised garden area and picnic tables. All three buildings have raised garden beds for residents to use. The City asked for additional details on the landscaping other than just mulch.

Steve Brune – Is this the resident's main entrance?

- Mr. Crabill - Residents could come in from Miami Street as well and depending on where the other parking ends up being. But yes, this is designed to be one of the primary entrances.

Kurt Heintz – Is the City planning on doing something to the alley?

- Mr. Crabill - Not really.

Is the City going to allow the grease trap, AC and dumpster to be placed there?

- Mr. Crabill - This was addressed in the comments. For example, if the property line is in a certain place, how will they address it with the adjacent property owner going forward. The grease trap and dumpster can be moved. There are two air conditioning condenser units there. We've placed that in our comments for them and right now this is the proposal.

Is the grease trap for this building or the building next door?

- Mr. Crabill – It's for this building. Since space is limited in downtown. Such as the place on Court Street where you go behind all these buildings and there are all these AC units, power cables, etc. Some of them may have gotten permission to do it or some may not know where the lines are, and things are placed where there's a space available, however this was a comment asked for them to clarify.

Steve Brune - One of the apartments, their entrance is off this courtyard, correct?

- Mr. Crabill - It could be.

Where does that ramp puts you?

- Mr. Crabill - It puts you right at the lobby and the courtyard if flush with it.

Mr. Crabill continued that regarding the interior, one of the retail spaces has a door in between already and must be rented together to one tenant. There's also a lobby, offices, a common room and everything else



are dwelling units. If you're standing in the alley behind the building, looking at the courtyard, there's a lot of repair work required to the existing façade. They are also planning on building a new elevator. On the south facing side, the concrete masonry unit will be painted to match the brick color and wood siding on the back wall. There are also some mechanical equipment and condensing units for the air conditioner. This is what they proposed for now. They are getting bids right now for a contractor. They are still working through underwriting to finalize their financing. Their plan is to have the property close on or before April 30th with the intention of starting construction shortly after. Currently, they have some pre-development money that they have approved to begin work on the Douglas to address immediate issues such as the falling windows. The entries to the basement along the Square will be filled since they are in bad shape.

Kurt Heintz - How many residential units?

- Mr. Crabill – 17. There will be apartments on the 5th floor.

Is it all rentals?

- Mr. Crabill – Yes.

Do they fill it themselves?

- Mr. Crabill – They will have a management group that manages it. The affordable senior housing is for 55 and older. One of the reasons this can work financially for the tax credits is to create affordable housing. They've also done their market studies and there's a lot of underwriting.

Steve Brune - Who owns the Douglas?

- Mr. Crabill – Miami Scioto Holdings, LLC but there's a contract to sell this building to Flaherty and Collins Properties.

Lin Giampetro – While they are working on the Douglas, are there parking restrictions?

- Mr. Crabill – Yes, there will be, especially when they're doing a lot of the exterior work. Based on the last time there was façade repair done more than 10 years ago, there were scaffolding all around the building.

Rich Colvin – Is there a retaining wall on the back?

- Mr. Crabill – Yes, there's a concrete retaining wall.

Patrick Trenor – Is it textured concrete or are they covering it with something?

- Adam Moore – It's just grass and dirt I believe.
- Ms. Giampetro – No, because it's on the other side too.
- Mr. Heintz – I think it's concrete with rebar in it.
- Mr. Crabill – Yes, I think this would be the ramp and there's some kind of mesh. It's a little hard to show the 3D dimension, but the retaining wall has railing of some type or something on top.

Kurt Heintz – Will Flaherty and Collins own the property?

- Mr. Crabill – Yes. They will own it and manage it. With the affordable housing tax credits and most of the tax credits that there would be putting together for this. There's a 15-year investment window for the investors. At the end of that 15 years, the project hits a reset. The developer of some of these projects goes back out and does renovation of the space to keep it affordable for another 15 years. Sometimes they convert to market rate. It just depends on what happens at the end of the 15 years all together.

Mr. Crabill explained that for tonight, the Board is asked to review exterior modifications only. Everything that relates to the façade, the actual look and feel of the site on the exterior. Mr. Brune commented there's uniformity on four windows and not have one window missing the metal flashing at the top, the missing crown molding on the store front on the far left. Mr. Crabill explained that they would have to research on



whether that was there through historical photos. It would make sense for something to be there, but you would be able to see the imprint. For example, you can see the brick behind the one that's damage. In regard to the windows, most times, they are custom ordered windows from the manufacturer. The windows will match the historical requirements.

Action: Steve Brandeberry made a motion to **the request with clarifications** regarding: 1) window frame paint colors; 2) plan for arched windows above the 4th floor windows; 3) far left (southern) retail storefront fascia; 4) color palette or renderings.
Lin Giampetro seconded the motion.

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

Case # 3: **DRB-2020-002 – 121 Miami Street – BNFS Insurance – Signage Review.**

Application, Staff Comments & Recommendations: Adam Moore read the application, provided the background and read the staff report to the Board. By code, the sign can project up to four feet from the building, but the sign requested will project 5.5' from the building, however, it will be less protruding than previous BNFS sign to be removed.

Testimony in Favor: None.

Testimony Against: None.

Discussion: Steve Brune – Is the sign back lit?
• Adam Moore – It is not.
Were they aware that when they requested this that the sign does not meet the standard?
• Mr. Moore – No.

Doug Crabill explained that the proposed sign is similar to the sign that's currently there. It has an aluminum cabin with plexi-glass. It's basically a modern-day version of what's currently there in a circular fashion with no internal lighting. Mr. Moore added that it's two inches two-edged non-illuminated cabinet so it's a narrow sign. The current sign seems to be made out of aluminum frame with two plastic sides. There's not a lot of specificity in materials or signage. One of the big considerations in the past has been whether it's lighted and if so, how it's lit.

Rich Colvin – Are they using the existing bracket?
• Mr. Crabill – The pole is being replaced.
• Bill Gibson - It is going to be a welded to a 16" by 16" base plate with 12' above the sidewalk.

The current sign is grandfathered, however the new sign they are putting up does not meet the code?
• Mr. Moore – The only thing that didn't meet the code is the protrusion from the building itself.

Mr. Moore explained that the applicant did not want to just change the face of the sign but to put up a new sign. The sign itself is 5' by 2' and the arm is going to be 6'. The sign depth is 2". There will not be a guide wire like the old sign.

Steve Brandeberry – The sign is quite high, it will look odd. What is the proposed height of the sign? What is the minimum?
• Mr. Moore – The sign will be 12' from the bottom of the sign to the sidewalk. The minimum by code is 7'.
• Lin Giampetro – The sign is too high and is going to look too small that high.



- Mr. Colvin – They are probably trying to get above the windows into the anchor. They are getting rid of the bracket.
- Mr. Gibson – It doesn't matter how high the sign is, as long as it's above 7'.
- Mr. Colvin – The sign should be proportional to the building.
- Mr. Heintz – If the sign is 4' and the arm is 5', then it would meet the sign standard. It's unclear whether the arm will be painted to prevent rust, only capped.

Action: Bill Gibson made a motion to **table** the application until the next meeting.
Steve Brune seconded the motion.

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

Case # 4: **DRB-2020-003 – 202 Scioto Street # 2 – Regina Richards Attorney at Law – Signage 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: The sign will be a two-sided protruding wall sign. Bill Gibson stated that the placement of the sign should be the same height as the other protruding wall sign that is already there. Lin Giampetro agreed, the sign should look similar to the pre-existing one.

Steve Brune – What will the bracket look like?

- Adam Moore – We do not know that information.

Action: Bill Gibson made a motion to **approve the application as presented with the condition** that the sign is that of the same height with a bracket that is similar in style and color of the pre-existing sign at that location and not to protrude more than 4'.
Steve Brune seconded the motion.

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

Case # 5: **DRB-2020-004 – 117 Scioto Street – Let's Eat Cake – Façade Renovations.**

Application, Staff Comments & Recommendations: Adam Moore read the application.

Testimony in Favor: None.

Testimony Against: None.

Discussion: Richard Colvin explained that there's metal attached from the building that has three protruding lights. There's a recessed panel with trim around it. There are brackets that sits out a little bit from the brick which allows wood to be placed behind it. Wood will be used to create the box with trim around the light to give it an old store front look. A dark pink and a light pink will also be used to repaint a section of the store front. The pink used will be complementary to the surrounding brick. The lighter pink would be applied to the box surrounding the lights and the darker pink as the trim. The plan is to repaint all of the current turquoise into



the darker pink. The brick around it will all stay the same. The millwork on the side will also be painted pink. The gray and white that is currently on the building will stay the same. The idea is to make the bakery more visible to the public.

Action: Lin Giampetro made a motion to **approve the application as presented.**
Steve Brune seconded the motion.

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

Miscellaneous Business

Miscellaneous

Discussion:

Board Reappointment:

- The board nominated Patrick Trenor as Chair and Rich Colvin as Vice Chair for 2020.
 - **Action:** Lin Giampetro made a motion to approve the nomination as presented. Steve Brune seconded the motion.
 - **Vote:** 5 (Yay) – 0 (Nay) Patrick Trenor and Rich Colvin abstained from the vote since they were nominated.
- Judy Tullis requested to become an alternate member. Kurt Heintz agreed to taking Judy's place as a member of the Board.

Adjournment

Action: Steve Brandeberry made a motion to adjourn at 8:47 PM.
Lin Giampetro seconded the motion.

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



Design Review Board

September 28, 2020, Meeting Minutes

Attendance

Members Present:	Steve Brandeberry; Bill Gibson; Lin Giampetro; and Steve Brune.
Member(s) Absent:	Patrick Trenor (Chair); Rich Colvin (Vice Chair); Kurt Heintz; Judy Tullis (Alternate) and Lydia Hess (Alternate).
Guests Present:	Adam Moore (Zoning & Compliance); Cat Tanujaya (Zoning & Compliance); Pat and Patsy Thackery (306 Scioto St.).

Call to Order and Pledge of Allegiance

Action: Steve Brandeberry called the meeting to order at 7:10 PM.

Prior Meeting Minutes

Action: Lin Giampetro made a motion to approve the meeting minutes from June 22, 2020. Steve Brune seconded the motion.

Discussion: None.

Vote: 4 (Yay) – 0 (Nay)
Motion passed.

Reading of Rules of the Meeting

Action: Lin Giampetro made a motion to suspend the reading of the rules of the meeting. Steve Brune seconded the motion.

Discussion: None.

Vote: 4 (Yay) – 0 (Nay)
Motion passed.

New Business – Application(s)

Case # 1: DRB-2020-011 – 12 Monument Square – Pat Thackery – Exterior Storefront 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: Pat Thackery (306 Scioto St.) explained that they originally were not going to change anything with the storefront. They have since found out it was all rotten, and there's no way to fix what was there. He wanted to have glass, as a storefront, all the way up to showcase the pressed tin ceiling. The front will now be all



glass for the full width of the storefront. The trim will have wainscoting on the inside and the outside. The trim will go up the corner a little bit and continue up on the side in order to give it some depth. The frame will be bronze aluminum. The door will be centered. A sign is planned to be installed on the corner so that it can be seen from Scioto and the Square. The application will be submitted to the Board at that time.

Action: Steve Brune made a motion to **approve the application as presented.**

Lin Giampetro seconded the motion.

Vote: 4 (Yay) – 0 (Nay)

Motion passed.

Case # 2: **DRB-2020-012 – 12 Monument Square – Pat Thackery – Exterior Paint Review.**

Testimony in Favor: None.

Testimony Against: None.

Discussion: Pat Thackery (306 Scioto St.) explained the building is actually two buildings and the section in the back is currently painted the same color. The proposed paint will distinguish the two buildings. The new colors will be navy with off white trim and yellow/tan accents. Two additional windows on the top floor are also requested as part of this application. The previous windows there were bricked in and Mr. Thackery would like to restore it with one over one vinyl windows.

Action: Bill Gibson made a motion to **accept the application as present** for the paint, window design and construction (vinyl/wood, one over one).

Lin Giampetro seconded the motion.

Vote: 4 (Yay) – 0 (Nay)

Motion passed.

Case # 3: **DRB-2020-013 – 117 Scioto Street – Pat Thackery – Stair Railing 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: Pat Thackery (306 Scioto St.) explained that railing will be installed on the stoop facing West in front of Let's Eat Cake, so that the East side will be blocked off.

Action: Lin Giampetro made a motion to **accept the application as present.**

Steve Brune seconded the motion.

Vote: 4 (Yay) – 0 (Nay)

Motion passed.

Miscellaneous Business

Discussion: None



Adjournment

Action: Lin Giampetro made a motion to adjourn at 7:36 PM.
Steve Brune seconded the motion.

Vote: 4 (Yay) – 0 (Nay)
Motion passed.

Monument Square Roundabout Improvement

<u>Grants</u>	<u>Original Amount</u>	<u>Overage</u>	<u>Final Amount</u>
Safety Federal	\$578,403.25	\$0.00	\$578,403.25
Small Cities Federal	\$161,400.42	\$0.00	\$161,400.42
Small Cities State Toll	\$30,262.58	\$0.00	\$30,262.58
Urban Resurfacing Federal (non-NHS, 4PF7)	\$122,790.01	\$14,982.53	\$137,772.54
Urban Resurfacing Federal (NHS, 4PF7)	\$53,661.25	\$1,349.25	\$55,010.50
OPWC State Grant	\$176,846.75	\$0.00	\$176,846.75
Total Grant Funding	\$1,123,364.26	\$16,331.78	\$1,139,696.04
<u>Loans</u>			
OPWC State Loan	\$404,600.00	\$0.00	\$404,600.00
Total Loan Funding	\$404,600.00	\$0.00	\$404,600.00
<u>Local Share</u>			
Capital Improvement Fund	\$222,892.71	\$72,604.47	\$295,497.18
Stormwater - Capital Fund	\$29,771.87	\$3,752.55	\$33,524.42
Sewer Fund	\$8,880.00	\$0.00	\$8,880.00
Water Fund	\$19,404.25	\$125,246.47	\$144,650.72
Total Local Share	\$280,948.83	\$201,603.49	\$482,552.32
Total All Funding Sources	\$1,808,913.09	\$217,935.27	\$2,026,848.36

Change Order Summary

US 36/US 68 Intersection Improvement Rebid (ODOT PID #103793)

Original Contract Value \$1,808,913.09

Change Order #1	\$2,502.69	Cellar stairwell uncovered at 107 North Main Street, sidewalk repair required; additional sawcutting for water services
Change Order #2	\$7,410.00	No topsoil planned in bid quantities, added topsoil qty. and cost to project
Change Order #3	\$12,736.47	Add trench drain on North Main Street; trench drain change from ACO polymer composite channel to ductile iron castings/side rails
Change Order #4	(\$7,200.00)	Non-perform sanitary sewer connection at Legacy Park; self-performed by city forces
Change Order #5	\$648.00	Detour signage adjustment for Phase 3, added detour ahead sign and type 3 barricade at two locations
Change Order #6	\$12,555.19	Unknown railroad ties encased in concrete on North Main Street and North Main Street leg into Monument Square
Change Order #7	\$2,637.81	Abundance of utilities were uncovered in the NW corner of Monument Square; hydroexcavation required to avoid utility damage
Change Order #8	\$25,255.93	To avoid disruption to water service downtown, waterline hot taps were added for all legs of the replacement project
Change Order #9	\$2,715.60	Deep saw cutting due to underground railroad ties and brick pavers, deeper saw cutting reduced undermining and restoration
Change Order #10	\$4,390.20	Phase 5 detour adjustment; no detour was planned for SR29
Change Order #11	\$3,524.99	Additional underground electrical work by force account
Change Order #12	(\$1,547.55)	Cost reduction for size difference in plant material (1 gallon plants vs. 3 gallon plants as specified)
Change Order #13	\$959.52	Purchase by city of catch basins non-performed in the contract
Change Order #14	(\$7,410.00)	Non-perform topsoil added in Change Order #2; topsoil procured, tested, and placed by city forces
Change Order #15	\$1,500.00	Additional mobilization for Mr. Manhole attachment to be used for manhole adjustments
Change Order #16	\$0.00	Change to completion date only; no cost
Change Order #17	\$7,979.90	Multiple force account worksheets from the contractor related to water main/service installation
Change Order #18	\$1,226.89	Additional material costs related to reconnecting the existing 4" fire line at Peoples Savings Bank
Change Order #19	\$2,126.53	Cast-In-Place Catch Basin due to Telecommunications Conflict (Catch Basin D-22) on Scioto Street near Peoples Savings Bank

Change Order #20	\$3,722.29	Fire line installation; paid by owner of 12 Monument Square
Change Order #21	\$339.09	Raise electric box @ southeast corner of Monument Square to meet new proposed sidewalk grade
Change Order #22	\$4,078.23	Multiple force account worksheets from the contractor related to water main/service installation
Change Order #23	\$6,129.68	Removed two deteriorating catch basins on South Main Street and replaced with new precast catch basins
Change Order #24	\$1,063.47	Extensive railroad tie removal required to construct splitter islands for South Main Street leg of intersection
Change Order #25	\$4,981.28	Fire line installation; to be paid by developer of Legacy Place
Change Order #26	\$4,685.08	Cut and cap existing 10" water main on South Main Street and existing 8" water main on North Main Street
Change Order #27	(\$6,453.71)	Adjustment in planned vs. actual hot taps performed
Change Order #28	(\$2,430.66)	304 Aggregate Base (Qty. Overrun per Table 104.02-3)
Change Order #29	(\$8,254.51)	Material cost reimbursement as requested by City of Urbana Water Department (Division)
Change Order #30	\$7,290.00	Material and labor (DBE) to install parking regulation signage
Change Order #31	\$4,261.67	Reconnected light pole due to plan error; repair deteriorated electrical conduit
Change Order #32	\$8,254.51	Settlement of Change Order #29; no cost reduction in exchange for delivery of (2) fire hydrants to replace hydrants furnished by Water Division early in the project
Change Order #33	\$1,020.00	Bond Premium Increase Per 109.05 (7)
Change Order #34 (Pending; Final Qty. Adj.)	\$113,126.92	Final Qty. Adjustments for Project (Item by Item)

Total Change Orders **\$213,825.51**

Final Contract Value **\$2,022,738.60**

RESOLUTION 2593-20

A RESOLUTION DECLARING DECEMBER AS GENERAL AVIATION APPRECIATION MONTH FOR 2020

WHEREAS, the State of Ohio has a significant interest in the continued vitality of general aviation, aircraft manufacturing, aviation educational institutions, aviation organizations and community airports; and

WHEREAS, Ohio is home to 150 public-use airports, 16,251 pilots and 7,500 registered aircraft; and

WHEREAS, Ohio is home to 118 fixed-base operators, 130 repair stations, 284 heliports, 15 FAA-approved pilot schools, 5,265 student pilots and 3,065 flight instructors; and

WHEREAS, general aviation airports in Ohio support a total output of more than \$1.8 billion; and

WHEREAS, general aviation not only supports Ohio's economy, it improves overall quality of life by supporting emergency medical and healthcare services, law enforcement, firefighting and disaster relief, and by transporting business travelers to their destinations quickly and safely; and

WHEREAS, the United States faces a shortage of aviation professionals, with an estimated need of over 200,000 pilots in North America over the next 20 years, and general aviation serves as a pipeline for those seeking careers in aviation; and

WHEREAS, the nation's aviation infrastructure represents an important public benefit, and Congressional oversight should be in place of this system to ensure that it remains a public system and serves communities of all sizes; and

WHEREAS, the nation faced COVID-19 impacts, but Ohio airports remained open to serve the needs of the public and businesses.

NOW, THEREFORE, the COUNCIL OF THE CITY OF URBANA, OHIO does hereby proclaim general aviation a vital strategic resource to the City of Urbana and declares December as:

GENERAL AVIATION APPRECIATION MONTH

Throughout the City of Urbana and encourages all City of Urbana residents to join us in observance.

Section One:

It is found and determined 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 in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section Two:

This resolution is ceremonial in nature and shall take effect immediately after passage.

President of City Council

Attest: _____

Date: _____

This resolution approved by me this _____ day of _____, 2020.

Mayor

Department requesting: Airport		Personnel: Kerry 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: 12/1/20	Second reading date: NA	Third/Final reading date: NA	

Anticipated effective date if approved: 12/2/2020

ORDINANCE NO. 4532-20

AN ORDINANCE TO AMEND SECTIONS 121.01, 111.03, AND 111.04 OF THE CODIFIED ORDINANCES AS REQUIRED BY THE CITY OF URBANA CHARTER, §4.06(k) (THE NEW SALARY COMMISSION).

WHEREAS, the electorate of the City of Urbana passed a Charter Amendment to add a subsection (k) to Section 4.06 of the Charter of the City of Urbana, Ohio, which subsection (k) created a Salary Commission; and

WHEREAS, the fundamental authority of the Salary Commission is to set the salaries of the Mayor and the members of City Council; and

WHEREAS, the salary of the mayor is currently set by Section 121.01 of the Codified Ordinances, the salary of the City Council members is currently set by Section 111.03 of the Codified Ordinances, and the salary of the President of Council is currently set by Section 11.04 of the Codified Ordinances; and

WHEREAS, it is necessary to amend these Sections to allow the Salary Commission to function.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Urbana:

Section 1: That Section 121.01 of the Codified Ordinances is hereby amended as follows, with the stricken language to be removed, and the boldface language to be added:

"121.01 SALARY; DISCRETIONARY ACCOUNT.

(a) Effective ~~January 1, 2016~~ **January 1, 2021**, the annual salary for the office of Mayor shall be \$13,000 annually, payable in monthly increments **shall be set by the Salary Commission pursuant to Section 4.06(k) of the Urbana City Charter.**

(b) Effective January 1, 2016, the additional amount of \$500 shall be deemed appropriated to the Mayor's Discretionary Account on an annual basis without further specific action of Council. Funds in this account may be expended for municipal purposes, such as travel, training, equipment, etc., at the Mayor's discretion."

Section 2: That Section 111.03 of the Codified Ordinances is hereby amended as follows, with the stricken language to be removed, and the boldface language to be added:

"111.03 COUNCIL MEMBER COMPENSATION; TRAINING PROGRAM STIPEND; TABLET COMPUTERS.

(a) Effective ~~January 1, 2016~~ **January 1, 2021**, the compensation for any Council Member ~~who begins a term in 2016 or thereafter shall be \$605 per month~~ **shall be set by the Salary Commission pursuant to Section 4.06(k) of the Urbana City Charter.**

The Director of Finance shall pay each Council Member in equal monthly installments.

(b) ~~No Council Member shall be paid more than \$7,260 annually.~~

~~(c)~~ Council Members may receive an additional stipend for mileage and reimbursement of costs to attend any training program approved by a majority of Council, provided that such ~~compensation~~ **stipend** shall not exceed \$200 annually. Expense reports shall be submitted in a timely fashion to the Director of Finance.

(d) Each Council Member shall be assigned a tablet computer in order to effectively receive documentation for Council meetings as well as to facilitate communication with constituents and

others via e-mail. etc. This equipment is City property and not a taxable fringe benefit. as it is to be used primarily for City purposes rather than personal use. and Council Members shall be financially responsible for replacement or repair in the event of loss. theft or damage. All Council Members shall sign the Tablet Signout Form (attached as Exhibit A) and Acceptable Use Policy (attached as Exhibit B to original Ordinance 4444-15) prior to taking delivery of a City tablet from the Clerk. Any Council member desiring to use a personal device. rather than City property, shall sign the Acceptable Use Policy.”

Section 3: That Section 111.04 of the Codified Ordinances is hereby amended as follows, with the stricken language to be removed, and the boldface language to be added:

“111.04 COUNCIL PRESIDENT COMPENSATION; TRAINING PROGRAM STIPEND; TABLET COMPUTERS.

(a) Effective ~~January 1, 2016~~ **January 1, 2021**, the compensation for the Council President ~~shall be \$700 per month~~ **shall be set by the Salary Commission pursuant to Section 4.06(k) of the Urbana City Charter.**

The Director of Finance shall pay the President in equal monthly installments. ~~The Council President shall receive no additional pay for any duties performed as Acting Mayor pursuant to Urbana City Charter Section 2.04.~~

(b) ~~The Council President's salary is capped at \$8,400 annually.~~

~~(c)~~ The Council President may receive an additional stipend for mileage and reimbursement of costs to attend any training program approved by a majority of Council. provided that such compensation shall not exceed \$250 annually.

(d) The Council President shall be assigned a tablet computer upon taking office and shall comply with the same conditions as other Council Members as outlined in Section 111.03(d).”

Section 4: That it is found and determined that all formal actions of this City Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this City Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed: _____, 2020


President of Council

Attest:

Clerk of Council

This Ordinance approved by me this _____ day of _____, 2019.

Mayor, City of Urbana

Department requesting: Law		Personnel: Mark M. Feinstein	Director of Law review
Expenditure? Y (N)	Emergency? Y (N)	Public Hearing? Y (N)	
Readings required: 1	2	If yes, dates advertised:	
First reading date: December 1, 2020	Second reading date: December 15, 2020	Third reading date: January 5, 2021	

Anticipated effective date if passed: January 6, 2021