

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING**

**May 21, 2024**

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

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Urbana City Council meetings are streamed via Facebook Live. These live streams can be found by visiting the City Council of Urbana, Ohio Facebook page via clicking on the link on the City Council's website: <https://www.urbanaohio.com/city-council.html>

All comments must be made in person. Due to this, the ability to comment on City Council Facebook streams will be disabled.

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- **Call to Order**
- **Roll Call**
- **Pledge of Allegiance**
- **Approval of Minutes:** Urbana City Council Regular Meeting Minutes of May 7, 2024.
- **Communications:**
  1. Deer Resources from ODNR Wildlife Supervisor Gary Comer (E-mailed May 8, 2024)
  2. Champaign County Farm Bureau Letter from May 8, 2024 (See Attached)
  3. City of Urbana Shade Tree Commission April 2024 Meeting Minutes (See Attached)
- **Board of Control:**
  1. The Board of Control recommends Council authorize a purchase order to Pfunds Superior Sales in the amount of \$10,889.49 for additional costs associated with the new ambulance purchase for the Urbana Fire Division. This expense will be charged to Capital Improvement - Police & Fire Tax Levy Fund, and is in the 2024 budget. **VOTE: 3-0**

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

**Ordinances and Resolutions**

**Old Business:**

**Third Reading:**

**Ordinance 4572-24:** An ordinance to extend the approval of the preliminary development plan and related plan exhibits for the planned unit development to be known as Dugan Place that was originally approved by Urbana City Council on May 17, 2022 with the passage of Ordinance 4572-22. (Three readings required, public hearing required)

**Second Reading:**

**Ordinance 4607-24:** An ordinance accepting the annexation of a parcel consisting of approximately 2.334 acres, more or less, to the City of Urbana, Ohio (Three readings required)

**New Business:**

**Second Reading:** None

**First Reading:** None

- **Department Liaison Reports:**
  
- **Miscellaneous Business:**
  1. Council
  2. Administration
  3. Council Clerk
  
- **Next Meeting:** Tuesday, June 4, 2024
  
- **Adjourn**

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING  
TUESDAY, MAY 16, 2024**

President Paul called the City of Urbana Regular Session Meeting to order at 6:00 pm.

**City Staff attending:** Director of Administration Kerry Brugger, Director of Law Mark Feinstein, Director of Finance Chris Boettcher, Mayor Bill Bean, Community Development Manager Doug Crabill, City Engineer Tyler Bumbalough, and Fire Chief Dean Ortlieb

**President Called Roll:** Ms. Jumper, present; Mr. Scott, present; Mr. Davis, present; Ms. Truelove, present; Mr. Thackery, present; Mrs. Collier, present; and Mrs. Bean, present.

**Ohio Department of Natural Resources – Gary Comer and Nicholas Oliver**

Mrs. Bean asked how the deer issues were being handled in other communities. She asked if it was important to get ahead of the issue and be proactive.

Mr. Comer stated first a community must address the problem, as it really depends on the issues you're having.

Mr. Thackery stated there had been a request from community members for bowhunting as a solution due to overpopulation.

Mr. Comer stated that trap and transfer is off the table as you can't take the deer anywhere due to the high mortality on trapping. He stated the humane method is euthanasia. Mr. Comer added there are bow hunting programs that work with a caveat. He stated it is important to know what the real issue is: whether to reduce complaints, vehicle collisions, or property loss. He stated it's important for a city to have a baseline for densities. If deer population is so high, methods won't lower the population fast enough. Mr. Comer mentioned that some communities alleviate complaints just by putting a program in place.

Mr. Thackery stated the City attempted feeding restrictions several years ago.

Mr. Comer stated Worthington and Dublin have successful no feeding ordinances. He claimed they are more about being a tool to use. He added the only real habitual case are the ones that end up in Court, where there are feedings of up to 2,000 pounds a week.

Mrs. Collier stated there were a lot of deer in outlying areas. She was concerned that this might bring predators into the City.

Mr. Comer informed Council that there really isn't a natural predator for deer. Coyotes are already living in the City, with coyote issues typically occurring during breeding season.

Mr. Thackery asked which solution tends to produce the best results. Mr. Comer stated in order to reduce complaints, it's important to know where the biggest amount is coming from and figure out the issue. For example, if the complaints stem from plant loss, plant less palatable plants. Mr. Thackery asked how is plant education embraced by the public. Mr. Comer stated it was a give and take with no perfect solution.

Ms. Truelove stated she believes the number of complaints presented is not that large. Mr. Comer asked if the City tracks complaint. He mentioned other communities can track police reports with word deer or track deer-vehicle collisions. Mr. Comer also recommended community surveys. He added that archery can be safe, but takes a lot of education and community buy-in. Mr. Comer also state he would guess that the City has a bigger issue with Canada geese at the park than the deer.

Mr. Scott asked if communities that bow hunt occur on public or private property. Mr. Comer answered both with permission. It would require property registrations and lot-size restrictions.

Mr. Comer recommend putting a plan put together with measurable goals. This could include a survey with metrics, social media accounts, and patrol sightings. He stated in general, deer populations will continue to rise. As a result, health issues can also rise, but those same issues could theoretically occur for a number of reasons. including wild cats.

President Paul stated he sees deer in packs of six during his morning walks. Mr. Comer stated that was a sign that there may be too many or they are becoming too comfortable with people. President Paul asked what happens after bow hunting. Mr. Comer stated if it is individual hunters, it becomes their responsibility to process. He added that the issue can also arise that the deer does not always die in the exact location where it was shot with an arrow.

Mr. Thackery stated that he believes the City has some evaluations to do. Mrs. Collier asked if the City needs to wait until there are more accidents. Mr. Comer stated he can set the City up with some resources. He added that sometimes just starting a program fixes a lot of issues and it's better to address the issues early rather than waiting.

Mayor Bean asked if hunting would only occur during hunting season. Mr. Comer responded that is the preferred way. He added that the opportunity would exist for extended bag limits, with an importance of targeting female deer for population control.

**Minutes**

Mr. Thackery moved to put the minutes of April 16, 2024 on the floor for discussion and possible approval. Mrs. Bean seconded.

No comments/questions from Council regarding the minutes.

Voice vote on approval of the minutes: all ayes; nays none.

**Communications:**

1. City of Urbana Shade Tree Commission Minutes from March 14, 2024 (See Attached)

Council did not have any items for removal from the consent agenda.

**Administrative Reports – Board of Control:**

1. The Board of Control recommends Council authorize the Director of Administration to enter into a contract with D.L. Smith Concrete LLC in the amount of \$303,340.00 (bid amount \$288,895.00 plus 5% contingency \$14,445.00) for the 2024 Sidewalk, Curb and Gutter Project (see attached). The engineer's estimate for this project was \$285,864.00. **VOTE: 3-0**

Mr. Scott moved to put this request on the floor for discussion and possible approval. Ms. Jumper seconded.

Mr. Bumbalough stated this was the yearly concrete program with piecemeal replacement on Lincoln, Lafayette, Gwynne, etc. Mr. Bumbalough added that the City has worked with this company before during the South Main Street project and also pouring the concrete on Miami Street as a subcontractor.

Mr. Scott asked if this will cover the water dig. Mr. Bumbalough indicated it would not and that the City has its own asphalt crew. Mr. Scott then asked when they will start. Mr. Bumbalough stated that would be worked out after the contract was signed. Mr. Scott stated he would appreciate a heads up.

Roll call on approval: Mr. Scott, yes; Mr. Davis, yes; Ms. Truelove, yes; Mr. Thackery, yes; Mrs. Collier, yes; Mrs. Bean, yes; and Ms. Jumper, yes.

Passes 7-0.

**Citizen Comments:**

**Lynn Mintchell (904 High Street)** – Ms. Mintchell stated she was concerned with the scheduling of the South High Street project. She inquired as to the projected completion date.

She also expressed concern about trucks not being cautious of the traffic. She feels trucks are moving quick and almost hitting cars.

Mr. Feinstein reminded Council that responses should be addressed at miscellaneous business. Mr. Crabill added that the City does post project updates on the city website every week.

**Jim Music (221 Sara Street)** – Mr. Music asked for a proposed ordinance for regulating parking on the private street from the public driveway. He has been told from numerous officers that there are not any ordinances that prohibits it.

He indicated he has a problem with people parking within six inches of his driveway. He would like it to be three to five feet like on public street. He added that it is also an issue of the street being so narrow that it should be one-sided parking.

**ORDINANCES AND RESOLUTIONS**

**Third Reading:** None

**Second Reading:**

**Ordinance 4572-24:** An ordinance to extend the approval of the preliminary development plan and related plan exhibits for the planned unit development to be known as Dugan Place that was originally approved by Urbana City Council on May 17, 2022 with the passage of Ordinance 4572-22. (Three readings required, public hearing required)

Mr. Thackery moved to put this ordinance on the floor for discussion. Ms. Jumper seconded.

Mr. Crabill reminded Council there was a public hearing last meeting. He stated that Dugan Place has a preliminary development plan PUD planned with a two-year shelf life. He added that it can be renewed for an additional year with the final plan to be within the year.

Ms. Truelove stated everyone knows her opinion from the last meeting. She stated she can't agree to it, but if happens, she wants it to be successful. Mrs. Bean asked Ms. Truelove to clarify her feeling against the project. Ms. Truelove stated she has lived in Urbana forever and has a feeling of the City. She feels this project is out of line with what Urbana is. She knows she is not speaking for everyone. Mrs. Bean asked if there was anything specific besides a feeling. Ms. Truelove stated it was just the project in general.

Mrs. Bean stated the Planning Commission approved the extension and the company has been in contact with Mr. Crabill often. She believes this a great project and we need housing in this community. She really supports this project.

Mr. Crabill stated Council has already passed it once, with this just being the extension.

Ms. Truelove stated the ordinance will pass without her vote, but she hopes it'll be successful.

President Paul declared this Ordinance to have had its second reading.

**First Reading:**

**Ordinance 4607-24:** An ordinance accepting the annexation of a parcel consisting of approximately 2.334 acres, more or less, to the City of Urbana, Ohio (Three readings required)

Ms. Jumper moved to put this ordinance on the floor for discussion. Mrs. Collier seconded.

Mr. Crabill indicated this was the parcel on Children's Home Road. In June of 2023, Council passed extraterritorial water and sewer with the condition of future annexation. In February, Council passed land use and zoning buffers. Mr. Crabill added the County Commissioners approved the annexation on March 7<sup>th</sup>. Then it must sit for 60 days and before being brought to Council. Once passed, the annexation must sit for 30 days before being filed with the County Recorder.

No comments/questions from Council.

President Paul declared this Ordinance to have had its first reading.

**Resolution 2692-24:** A resolution enacted by the City of Urbana, Champaign County, Ohio, to authorize the Director of Administration to submit an application to the Ohio Department of Natural Resources under the Round 30 NatureWorks program for park improvements and to sign the grant agreement and proceed with these improvements upon grant award. (One reading required)

Mr. Thackery moved to put this resolution on the floor for discussion and possible passage. Ms. Jumper seconded.

Ms. Boettcher stated this was necessary to generate the purchase order for A & B Asphalt.

Mr. Bumbalough stated the Disc Golf course was installed in 2013. This grant would be replacing the asphalt tee pads with concrete tee pads. He added that over time, the tee pads have been worn away and become slick. This project would still need to be approved by the park board.

Mrs. Collier asked if there was amount for the award. Mr. Bumbalough answered that North Lewisburg attained approximately \$21,000 last year.

Mrs. Bean asked if the City has used this grant before. Mr. Crabill confirmed the City had received the award multiple times. He added the Pickleball courts were the most recent City award. Mrs. Bean asked if Mr. Bumbalough was still the City still point person and how many disc golf tournaments are held a year. Mr. Bumbalough indicated they host four to five a year with two to three external tournaments. He added that one such external tournament is in mid-June, run by a local church. Mrs. Bean thanked Mr. Bumbalough for creating this project.

Roll call on passage: Mr. Davis, yes; Ms. Truelove, yes; Mr. Thackery, yes; Mrs. Collier, yes; Mrs. Bean, yes; Ms. Jumper, yes; and Mr. Scott, yes.

Resolution passes 7-0.

### **Department Liaison Reports:**

Mr. Thackery stated there was a meeting about the opportunity for Urbana being a Main Street community with Heritage

Mrs. Collier stated there would be a Safety meeting on May 16<sup>th</sup>.

Mrs. Bean stated she attended the Planning Commission meeting on April 22<sup>nd</sup> where they approved the remodeling of the Sparky's building. She added that Mr. Crabill had a presentation on North Main Street.

### **Miscellaneous Business:**

Mr. Thackery thanked Administration for how great our corridors are looking when coming into town. He said it has been a huge improvement over last five years.

Mrs. Collier stated that she has seen a semi parked on the curb twice on South Main Street recently.

Mrs. Bean informed Council she attended the 2024 Champaign Mitigation Plan on April 23rd. She stated mitigation was last done in 2019 and needs to be done every five years. She added that the issue will be coming before Council for resolution adoption soon.

Mr. Scott asked when the new building at East Water Street will go into action. Mr. Brugger stated he hadn't heard the final date yet.

Ms. Truelove stated that noise from the construction trucks has increased a great deal and they travel pretty quickly through there. She added it sounds like thunder.

Chief Ortlieb stated the new vehicle is in the final stages before placed into service. He thanked Council and Administration.

Chief Ortlieb stated there would be interviews for two openings next week.

He also thanked the mayor for going to a lot of meetings for the administrative board. He added they have been working lately about severe weather. He appreciates having a working Administration. He added his kudos to Councilwoman Bean for her help with issue.

Mr. Crabill stated that Heritage Ohio has a grant opportunity where the City is taking look at downtown and working towards becoming an official Main Street community.

He stated the North Main Street corridor plan survey closed Monday and a consultant is making final edits before going back through Planning Commission.

Mr. Bumbalough stated the S. High Street project moving along with the project currently near Hovey with stormwater installation. He added there is currently a subcontractor working on topsoil and seed north of Reynolds and finishing paving is almost ready to happen on West Water and the blocks north of Reynolds. Mr. Bumbalough stated that project updates are listed on the website with Mr. Crabill being very good at updating each week. He stated that the project is currently about a month delayed due to utility conflicts with the current projected completion date looking to be at end of November. He added that he will discuss the issue with trucks with contractors.

Mr. Bumbalough also stated that Crack Sealing was going to start tomorrow but weather delayed the start to Thursday. The Asphalt program will start in Mid-July.

Mr. Feinstein clarified that his earlier cut-off was because citizen comments is not intended to be a question and answer. He added that the typical procedure is to direct citizens to the proper representatives outside of the Council meeting.

Mr. Brugger stated the County Hazard mitigation occurs every five years. He was able to meet with everyone and review items of concern from the current plan. He wanted to make sure to capture new items from the past five years. He added the whole process will eventually come before Council to accept the plan.

Mr. Brugger stated it is becoming the Zoning, Nuisance and compliance season. May 1<sup>st</sup> was the kickoff for high grass where he signed eight letters today. He added the Compost facility is open and staffed.

Mr. Brugger also thanked Council for its Arbor Day support and the opening of the Arboretum. He thought it had a nice turnout and was a beautiful day.



Mr. Brugger was grateful for the opportunity to represent the mayor at the Johnny Appleseed museum reopening.

Lastly, he addressed the recent instances of vandalism. He stated that the City can try to keep things nice and sometimes you just can't, specifically mentioning the Barbara Howell park basketball backboards broken and graffiti. Mr. Brugger asked for everyone's help in spreading the word.

Mayor Bean stated he was invited to Mercy Hospital for Nurses week in which he gave out about 100 awards to nurses and staff. He stated he also was able to give a proclamation for Nurses week. During that time, Mayor Bean was able to speak to Urbana nurses and tell them how much they mean to Urbana.

Mayor Bean also spoke about the Emergency Management Agency in Champaign County, in which funds haven't changed since 1991. He stated there is a clear lack of funds, (Approximately \$39,000, Dollar per person in County) and he is looking to increase that with trying to figure out how.

Ms. Jumper moved to adjourn. Ms. Truelove seconded. Voice vote on approval: all ayes, nays none. Motion passes 7-0.

**ADJOURNED AT 7:18 p.m.**

**NEXT SCHEDULED MEETING**

May 21, 2024 at 6:00 p.m.

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Council Clerk

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Council President

# Champaign County Farm Bureau

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1554 McKaig Ave. Building B  
PH: 937-335-1471

Troy, Ohio 45373  
champaign@ofbf.org



May 8, 2024

Dear Supporter of Champaign County Farm Bureau:

What are the concerns and issues you are dealing with that the Champaign County Farm Bureau should know about relating to agriculture and the community?

The Champaign County Farm Bureau has held as our ongoing philosophy to work at helping farmers, as well as all Champaign County residents, to meet their needs and find solutions to problems affecting them. The first step in this process is to surface those needs and problems on which Farm Bureau can direct its efforts.

You are cordially invited to participate in Champaign County Farm Bureau's Lunch & Learn where we will discuss Policy Development (lunch will be provided):

Wednesday, June 12, 2024  
11:30 a.m.  
Champaign County Community Center  
1512 S US Highway 68  
Urbana, OH

We are interested in your ideas as to the major needs and problems in the county as they relate to your expertise and position. Due to time constraints, please keep your comments to about 3 minutes.

Please RSVP by calling 937-335-1471 or email [champaign@ofbf.org](mailto:champaign@ofbf.org).

If you cannot attend, please submit your suggestions to Champaign County Farm Bureau, 1554 McKaig Ave Bldg. B Troy, OH 45373 or e-mail: [champaign@ofbf.org](mailto:champaign@ofbf.org).

Sincerely,

*Chad Wallace*

Champaign County Farm Bureau  
Board of Trustees, President

*Christy Wilhelm*

Champaign County Farm Bureau  
Board of Trustees, Vice President  
Public Policy Chair

*Taylor Watkins*

Champaign County Farm Bureau  
Organization Director

## City of Urbana Shade Tree Commission Minutes-April 11, 2024 at 5:00PM (181)

### Roll Call and Introductions:

Present: Stephanie Truelove; Doug Crabill; Lynn Mintchell; Jim Lemon

Absent: Tracy Brock; Doug George

We started with Stephanie, Doug C, and Jim. Lynn joined us after her prior meeting.

### Reading and Approval of Minutes (10/12/2023)

The minutes from the March 2024 meeting were reviewed. Stephanie Truelove motioned to accept the minutes, and Doug Crabill seconded this motion. March 2024 minutes were approved 4-0.

### Old Business:

Based on prior communication from Tracy, Doug moved to accept her offer to be secretary. There were no objections to her recording the meeting for the purpose of reporting the minutes. Stephanie seconded the motion, approved 4-0. Doug then moved that Jim be commission chair for 2024. Stephanie seconded, approved 3, 1 abstaining. Time and place for the meeting were once again reviewed. No changes from 5PM, second Thursday.

We need 4 people to be at our monthly meetings. As the agenda is distributed, I will solicit a response on who can attend. If I don't get at least 4 positive responses, the meeting will be cancelled. If you reply as planning to attend, but are not able to make it, please let me know as soon as you know. Text or call is acceptable. My cell phone is 937-215-1479. We want to be respectful of everyone's time.

Memorial Tree Update: No Change. From March minutes: Doug will work with City Engineer on linking our Memorial Tree data with GPS coordinates. Jim will assist if available. This should be approximately 50 trees. Once the Memorial Tree list has been compiled, a work day should be planned with Stephanie and Lynn to assist on monitoring the Memorial Trees for markers, tree guards, and damage.

Pruning: No change. Spring pruning/training is needed.

### New Business:

Tree City Awards program is Thursday, May 9<sup>th</sup> in Worthington. Doug will attend. Anyone that would also like to attend should notify Doug by Wednesday, April 17 so he can get people registered. Let Doug or Jim know if you have questions.

Greenwood Arboretum: Commission members are invited to Oakdale on Arbor Day, April 26, at 10AM along with members of the Kerns family members and Cemetery Board.

Spring Bareroot Planning: 10 Silver Linden trees will be delivered on Tuesday, Apr 16. Plan to get trees in the ground as soon as possible.

Street Tree Inventory: It is time to update our street tree data.

**Meeting adjourned:** Motion to adjourn made by Doug and seconded by Lynn. All in favor.

## **ORDINANCE NO. 4572-24**

**AN ORDINANCE TO EXTEND THE APPROVAL OF THE PRELIMINARY DEVELOPMENT PLAN AND RELATED PLAN EXHIBITS FOR THE PLANNED UNIT DEVELOPMENT TO BE KNOWN AS DUGAN PLACE THAT WAS ORIGINALLY APPROVED BY URBANA CITY COUNCIL ON MAY 17, 2022 WITH THE PASSAGE OF ORDINANCE 4572-22. (Three (3) readings required, public hearing required, Public Hearing Advertisement date: April 5, 2024)**

**Department Requesting: Community Development Sponsor: Councilman Patrick Thackery**

**WHEREAS**, Section 1141.04 of the Urbana Codified Ordinances provides that a Preliminary Development Plan must be submitted to the City Zoning and Planning Department and reviewed by the Planning Commission prior to development of a tract of land being developed as a Planned Unit Development within the corporate limits of the City; and

**WHEREAS**, said Section further provides that upon review, the Planning Commission shall vote on a recommendation to Council for the approval of the Preliminary Development Plan; and

**WHEREAS**, said Section further provides that not later than thirty (30) days after receipt of the Planning Commission's recommendation of the Plan, the City Council shall conduct a legislative public hearing on the Plan; and

**WHEREAS**, on February 2, 2022 (rev. March 14, 2022 and rev. March 28, 2022), "G2 Planning and Design" and "Terrain Evolution LLC" submitted, on behalf of an affiliate of Highland Real Estate, a PUD Zoning Application containing the Dugan Place Preliminary Development Plan (hereinafter "The Plan") to the City of Urbana, Ohio Planning and Zoning Staff; and

**WHEREAS**, on March 28, 2022, after input from City Departments and Staff and the requested revisions being made, the Planning and Zoning Staff formally requested an approval by the Planning Commission of the Dugan Place Preliminary Development Plan; and

**WHEREAS**, on March 28, 2022, the City of Urbana Planning Commission recommended, by a 7-0 vote, to recommend adoption of the Dugan Place Preliminary Development Plan by Urbana City Council; and

**WHEREAS**, Urbana City Council previously held a legislative public hearing as to the Plan on May 3, 2022, in accordance with Urbana Codified Ordinances, Section 1141.04(a)(2)(E); and

**WHEREAS**, on May 17, 2022, Urbana City Council passed Ordinance No. 4572-22 which approved the Dugan Place Preliminary Development Plan and related plan exhibits; and

**WHEREAS**, pursuant to Chapter 1141.04 of the Codified Ordinances of the City of Urbana, if no Final Development Plan has been filed within two years of approval of the Preliminary Development Plan, then an extension can be filed by the applicant to extend the approval of the Preliminary Development Plan for one additional year; and

**WHEREAS**, Highland Real Estate on behalf of its affiliate, HRD Land Fund 1, LLC, formally filed an extension request to extend the approval of the Dugan Place Preliminary Development Plan on February 8, 2024 that was subsequently updated on March 21, 2024 in response to city staff feedback; and

**WHEREAS**, on March 25, 2024, the City of Urbana Planning Commission recommended, by a 6-0 vote, to extend the approval of the Dugan Place Preliminary Development Plan and related exhibits for one additional year to Urbana City Council; and

**WHEREAS**, Urbana City Council held a legislative public hearing as to the Extension Plan on April 16, 2024, in accordance with Urbana Codified Ordinances, Section 1141.04(a)(2)(E).

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

**SECTION ONE:**

That the Urbana City Council hereby approves the requested extension of the Preliminary Development Plan and related plan exhibits (final revision date of March 28, 2022) for the Planned Unit Development to be known as Dugan Place as previously approved and as recently recommended for extension by the City of Urbana Planning Commission on March 25, 2024.

**SECTION TWO:**

That the cover letter and related PUD application form from Highland Real Estate on behalf of its affiliate, HRD Land Fund 1, LLC, to request the extension of the Dugan Place Preliminary Development Plan are attached and labeled as “Exhibit A”.

**SECTION THREE:**

Section 5: All actions of City Council and the Planning Commission related to this legislation were conducted in open meetings pursuant to Urbana Codified Ordinance 107.01 and Ohio Revised Code 121.22. City Council held a public hearing on April 16, 2024 under Urbana Codified Ordinances, Section 1141.04(a)(2)(E), with notice by publication pursuant to Urbana City Charter Section 2.16 on April 5, 2024.

**SECTION FOUR:**

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

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

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

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

This Ordinance approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

REVIEWED:  3/27/2024  
Director of Law      Date

Jumper:      \_\_\_\_\_ Yay      \_\_\_\_\_ Nay      \_\_\_\_\_ N/A

Scott:      \_\_\_\_\_ Yay      \_\_\_\_\_ Nay      \_\_\_\_\_ N/A

Davis:      \_\_\_\_\_ Yay      \_\_\_\_\_ Nay      \_\_\_\_\_ N/A

Truelove      \_\_\_\_\_ Yay      \_\_\_\_\_ Nay      \_\_\_\_\_ N/A

Thackery:      \_\_\_\_\_ Yay      \_\_\_\_\_ Nay      \_\_\_\_\_ N/A

Collier:      \_\_\_\_\_ Yay      \_\_\_\_\_ Nay      \_\_\_\_\_ N/A

Bean:      \_\_\_\_\_ Yay      \_\_\_\_\_ Nay      \_\_\_\_\_ N/A

## Exhibit A



Highland  
REAL ESTATE

February 6, 2024

Attn: Mr. Doug Crabill  
Community Development Manager  
City of Urbana  
205 South Main Street  
Urbana, Ohio 43078

Re. Dugan Place Planned Unit Development

Dear Doug,

Thank you for your continued help as we continue to progress toward the development of the Dugan Place PUD. As you have pointed out in recent communications, in accordance with Section 1141.04(H) of the City of Urbana Zoning Code, it is our understanding that our approved Preliminary Development Plan is approaching the 2-year expiration date. Based on our understanding, the plan is set to expire on May 17, 2024.

As you are aware, we are currently working through several engineering-related items and potential revisions to the plans as we move toward a Final Development Plan submittal. In an effort to make sure that we have all of the potential engineering items resolved and all necessary changes firmly documented, we may need some additional time to explore these issues and make sure that our Final Development Plans are well thought out and meet all of the City's requirements. In light of the above, we would like to respectfully request that the City of Urbana grant Highland Real Estate an extension to the expiration of the Preliminary Development Plan.

Please consider this letter as our formal request to have the Planning Commission and City Council consider granting a request to extend the validity of the Dugan Place Preliminary Development plan for a period of one year, in accordance with Section 1141.04(H)(2) of the City of Urbana Codified Ordinances. We are excited to be a part of the Urbana Community, and we greatly appreciate the city's consideration of this request. As always, please feel free to reach out to me at any time with questions about this request or the Dugan Place PUD.

Sincerely,

  
Randy Loebig  
President

# Exhibit A



The City of Urbana | Department of Zoning and Compliance  
205 South Main Street, Urbana, Ohio 43078 | ZoningandCompliance@ci.urbana.oh.us | (937) 652-4325 | www.urbanaohio.com

Case #: PC-2024-06 Zoning PUD Application  
Date Submitted: 3/21/24 Fee \$: —

## Parcel Information

Parcel Address: US HWY. 36 and N. Dugan Road, Urbana, OH 43078  
(street address) (city) (state) (zip code)  
Parcel ID: K48-25-11-03-40-001-00, K48-25-11-03-40-001-01 Current Zoning District: PUD  
Acreage: 82.306, 11.019 Current Use: 110 CAUV Vacant - Farm

(Complete If Applicable)

Engineer/Surveyor/Planner: G2 Planning & Design, LLC Builder/Developer: HRD Land Fund I, LLC

## Owner of Record

Owner Name: Lapama'a LLC  
Address: 21050 Raymond Rd., Marysville, Ohio 43040  
(street address) (city) (state) (zip code)

## Applicant Information


Full Name: HRD Land Fund I, LLC Property:  Owner  Tenant  Agent  
Address: 720 E. Broad Street, Suite 200, Columbus, Ohio 43215  
(street address) (city) (state) (zip code)  
Phone: 614-374-3257 Email: rloebig@gohighland.com

## Project/Proposal Type

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Preliminary Development Plan Extension   | <input type="checkbox"/> Zoning Map Amendment – Planned Unit Development District          |
| <input type="checkbox"/> Final Development Plan  | <input type="checkbox"/> Zoning Map Amendment – Change to Adopted PUD District Zoning Plan |
| <input type="checkbox"/> Final Development Plan Changes<br><input type="checkbox"/> Minor <input type="checkbox"/> Non-Minor | <input type="checkbox"/> Zoning Map Amendment – Standard Zoning District                   |

## Applicant Affidavit

I certify that I have the authority to file this application, have read the application in its entirety, and that all information and attachments are true and correct to the best of my knowledge. I understand that submittal of an application does not constitute acceptance for processing until the Planning & Zoning Department reviews that application for accuracy and completeness.

Applicant Signature:  Date: March 21, 2024



## **ORDINANCE NO. 4607-24**

**AN ORDINANCE ACCEPTING THE ANNEXATION OF A PARCEL CONSISTING OF APPROXIMATELY 2.334 ACRES, MORE OR LESS, TO THE CITY OF URBANA, OHIO (Three (3) readings required, no public hearing required)**

**Department Requesting: Community Development      Sponsor: Councilman Pat Thackery**

**WHEREAS**, on June 20, 2023, the Urbana City Council passed Resolution No. 2666-23 and Resolution No. 2667-23 to approve water and sanitary sewer services to the property at 728 Childrens Home Road (Parcel # K41-11-11-18-00-007-04) as an extraterritorial customer under the condition that an annexation petition be filed within 60 days of approval as the property is located adjacent to the current municipal corporation limit; and

**WHEREAS**, on February 20, 2024, the Urbana City Council passed Ordinance No. 4604-24 to provide a statement of services in the territory to be annexed; and

**WHEREAS**, on February 20, 2024, the Urbana City Council passed Ordinance No. 4605-24 relating to land use and zoning buffers for the territory to be annexed; and

**WHEREAS**, pursuant to Sections 709.02 and 709.023 of the Ohio Revised Code, a petition having been filed with the Champaign County Commissioners on February 2, 2024 by the petitioner, Jeff Martin Construction, LLC, an Ohio limited liability company, with Douglas R. Crabill, Community Development Manager of the City of Urbana appointed as agent by petitioner, for annexation to the City of Urbana, certain real estate in Urbana Township designated in Exhibits 1, A, and B hereto; and

**WHEREAS**, proceedings having been held before the Board of Commissioners of Champaign County on March 7, 2024, wherein said Commissioners approved the annexation, including an annexation plat and legal description; and

**WHEREAS**, more than sixty days having elapsed from the date of filing of the transcript of such approval by the Board of Champaign County Commissioners with the City Clerk.

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

**SECTION ONE:**

That the proposed annexation, pursuant to Sections 709.02 and 709.023 of the Ohio Revised Code, as applied for in the petition with the Board of County Commissioners of Champaign County, Ohio on February 2, 2024 by the petitioner, Jeff Martin Construction, LLC, an Ohio limited liability company, with Douglas R. Crabill, Community Development Manager of the City of Urbana appointed as agent by petitioner and which petition prayed for the annexation to the City of Urbana of certain territory adjacent thereto and hereinafter described, which petition was

approved for annexation to the City of Urbana by the Board of County Commissioners on March 7, 2024, be, and hereby is, accepted.

**SECTION TWO:**

The territory annexed hereby is described in the legal description attached hereto as Exhibit "A" and made a part hereof as though fully rewritten herein. The certified transcript of the proceedings for annexation with an accurate map of the territory as Exhibit "B", together with the petition for annexation as Exhibit "1" and other papers relating to the proceedings thereto of the County Commissioners are all on file with the Clerk of the City of Urbana and have been for more than 60 days.

**SECTION THREE:**

That the Clerk be, and hereby is, authorized and directed to make three copies of this Ordinance, to each of which shall be attached a copy of the transcript of proceedings of the Board of County Commissioners relating thereto and a certificate as to the correctness thereof. The Clerk shall then forthwith deliver one copy to the County Auditor, one copy to the County Recorder, and one copy to the Secretary of State, and shall file notice of this annexation with the Board of Elections within 30 days after it becomes effective.

**SECTION FOUR:**

That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of the Council and that all deliberations of the Council and any of the decision-making bodies of the City of Urbana which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the City of Urbana.

**SECTION FIVE:**

That this Ordinance shall take effect at the earliest time provided by law.

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

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

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

This Ordinance approved by me this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

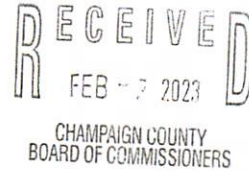


REVIEWED: *[Signature]* 5/1/2024  
Director of Law      Date

Jumper:     Yay     Nay     N/A  
Scott:       Yay     Nay     N/A  
Davis:      Yay     Nay     N/A  
Truelove    Yay     Nay     N/A  
Thackery:  Yay     Nay     N/A  
Collier:     Yay     Nay     N/A  
Bean:       Yay     Nay     N/A

# Exhibit 1

COPY



## PETITION FOR ANNEXATION

Pursuant to Section 709.02 and 709.023 of the Ohio Revised Code, a petition for the annexation to the City of Urbana, Ohio, of the 2.334 acres designated as Champaign County tax parcel K41-11-11-18-00-007-04 and commonly known as 728 Childrens Home Road, Urbana, Ohio 43078, is hereby presented.

Now comes the petitioner, the only freeholder of interest in this area of land which is situated in Urbana Township, and which is contiguous and adjacent to the City of Urbana, pursuant to the above stated Section 709.02 and 709.023 of the Ohio Revised Code, and presents this petition.

An accurate description of this land is attached hereto as Exhibit A and is made a part of this petition. A plat of said land is attached hereto as Exhibit B, and is also made a part of this petition.

Mr. Doug Crabill, Community Development Manager of the City of Urbana, is appointed as agent for the petitioners as required by Section 709.02(C)(3) of the Ohio Revised Code. He is authorized to make any amendment and/or deletion which, under the circumstances then existing, is necessary to correct any discrepancy or mistake noted by the Champaign County Engineer in his examination of the petition and plat. Any amendment shall be made by the presentation of an amended plat and description to the Board of County Commissioners on, before, or after the date set for hearing on any petition.

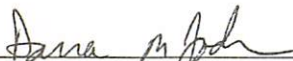
**WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE.**

  
\_\_\_\_\_  
Jeff Martin Construction, LLC  
By: Jeffery C. Martin, its Member

State of Ohio, Champaign County, SS.

On this 30<sup>th</sup> day of January, A.D. 2024, before me, a Notary Public in and for said County, came **Jeff Martin Construction, LLC, an Ohio Limited Liability Company, by its Member Jeffery C. Martin, owner of the real estate described herein and petitioner, and acknowledged the signing thereof to be his voluntary act and deed.**

Witness my official signature and seal on the day last above mentioned.

  
\_\_\_\_\_  
Notary Public



Dana M. Zook  
Notary Public State of Ohio  
My commission has no expiration date

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**PARCELS AND OWNERS ADJOINING K41-11-11-18-00-007-04**

K41-11-11-18-00-007-00

- Owner(s): Robert S. Lyons
- Mailing address: 722 Childrens Home Rd., Urbana, Ohio 43078

K41-11-18-00-003-00

- Owner(s): George W. Licklider, Trustee
- Mailing address: 1104 Bon Air Dr., Urbana, Ohio 43078

K41-11-18-00-007-01

- Owner(s): Cameron A. Lattimer
- Mailing address: 3993 Judson Rd., Columbus, Ohio 43207

K48-25-11-03-35-017-00

- Owner(s): City of Urbana
- Mailing address: 205 S Main St., Urbana, Ohio 43078

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

Being situate in the State of Ohio, County of Champaign, Township of Urbana, and being a part of the Northwest Quarter of Section 18, Town 5, Range 11, B.T.M.R.S., and being more particularly described as follows:

Beginning for reference at a Mag Nail found on the West line of Section 18 at the intersection of the centerlines of Childrens Home Road (Twp. Hwy. 102) (60' right-of-way) and East Lawn Ave. (50' right-of-way);

thence with the centerline of Childrens Home Road and a corporation line of the City of Urbana, S 84° 18'17"-E, 1086.18'(feet) to a Mag Nail set at the PRINCIPLE PLACE OF BEGINNING for the tract hereinafter described, passing for reference a Mag Nail found at 589.52'(feet);

thence N-5°32'57"-E, 533.42'(feet) to an iron bar set on the South line of a 19.00 acre tract conveyed to George W. Licklider, Trustee, by deed recorded in Official Record 514, Page 2021, passing for reference an iron bar set on the right-of-way line of Childrens Home Road at 30.00'(feet);

thence with the South line of the 19.00 acre tract, S-84°18'17"-E, 180.63'(feet) to an iron bar found at the Northwest corner of a 2.334 acre tract conveyed to Cameron A. Latimer by deed recorded in Official Record 583, Page 1174;

thence with the West line of Latimer's 2.334 acre tract, S-5°32'57"-W, 533.42'(feet) to a Mag Nail found on the centerline of aforementioned Childrens Home Road, passing for reference an iron bar found on the right-of-way line of Childrens Home Road at 503.42'(feet);

thence with the centerline of Childrens Home Road and a corporation line of the City of Urbana, N84° 18'17"-W, 180.63(feet) to the place of beginning,

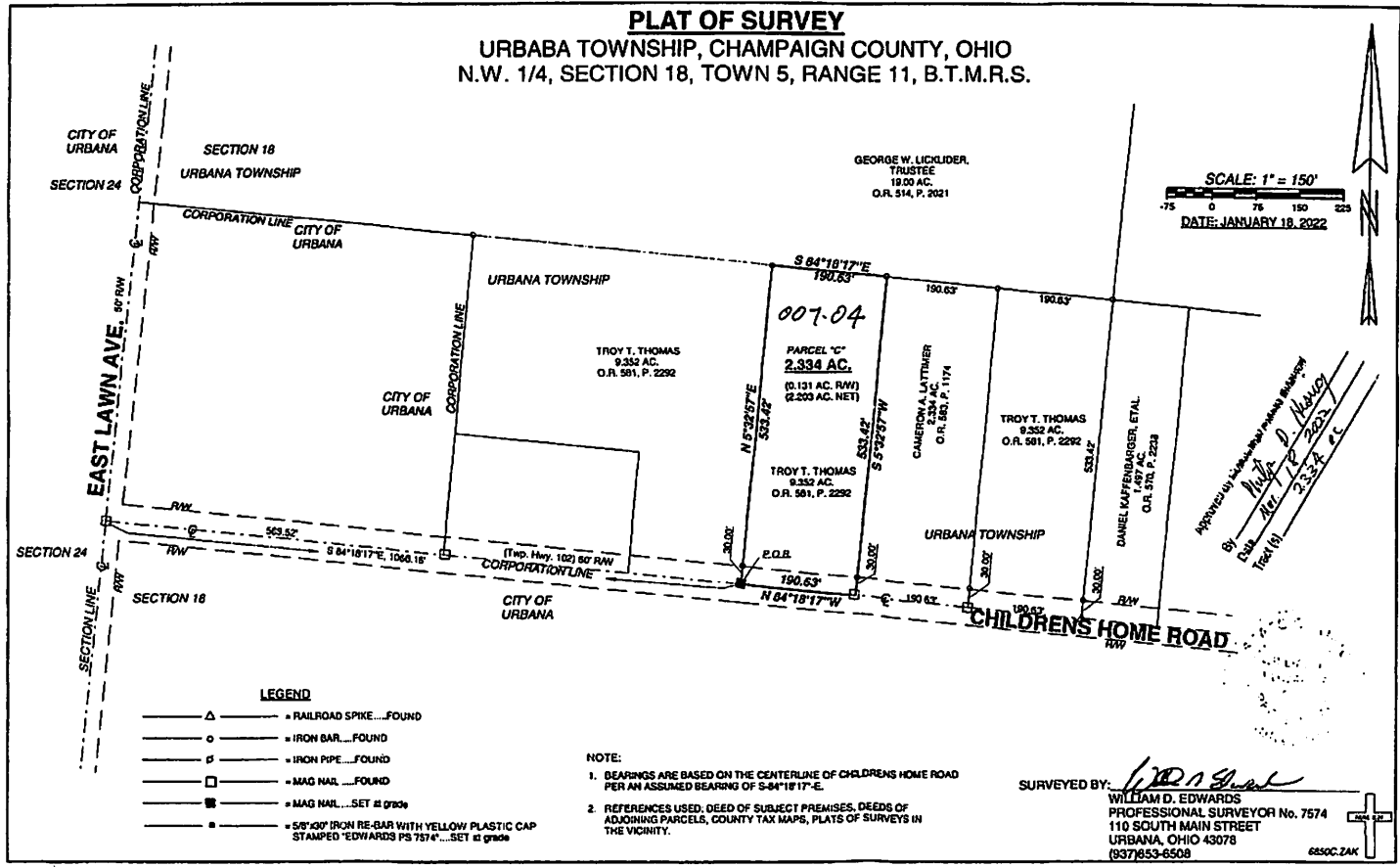
Containing 2.334 acres, 0.131 acre of which is within the Road right-of-way, but being subject to the rights of all legal highways and all easements of record.

Being a part of a 9.352 acre tract conveyed to Troy T. Thomas by deed recorded in Official Record 581, Page 2292, of the Champaign County Records.

The foregoing description prepared by and in accordance with a survey by William D. Edwards, Professional Surveyor No. 7574, January 18, 2022. All iron bars set are 5/8"x30" iron re-bar with a yellow plastic cap stamped "EDWARDS PS 7574". Bearings are based on the centerline of Childrens Home Road per an assumed bearing of S-84°18'17"-E.

EXHIBIT B

K41-11-18-00.007-04



- LEGEND**
- △ RAILROAD SPIKE... FOUND
  - IRON BAR... FOUND
  - ⊖ IRON PIPE... FOUND
  - MAG NAIL... FOUND
  - MAG NAIL... SET AT grade
  - 5/8"Ø IRON RE-BAR WITH YELLOW PLASTIC CAP STAMPED "EDWARDS PS 7574"... SET AT grade

**NOTE:**

- BEARINGS ARE BASED ON THE CENTERLINE OF CHILDRENS HOME ROAD PER AN ASSUMED BEARING OF S 84°18'17" E
- REFERENCES USED: DEED OF SUBJECT PREMISES, DEEDS OF ADJOINING PARCELS, COUNTY TAX MAPS, PLATS OF SURVEYS IN THE VICINITY.