

# FINDLAY CITY COUNCIL AGENDA

**REGULAR SESSION**

**December 6, 2016**

**COUNCIL CHAMBERS**

## **ROLL CALL of 2016-2017 COUNCILMEMBERS**

### **ACCEPTANCE/CHANGES TO PREVIOUS CITY COUNCIL MEETING MINUTES:**

- Acceptance or changes to the November 15, 2016 public hearing minutes for 415/417 Crystal Avenue rezone (Ordinance No. 2016-105).
- Acceptance or changes to the November 15, 2016 Regular Session City Council meeting minutes.

**ADD-ON/REPLACEMENT/REMOVAL FROM THE AGENDA:** - none.

**PROCLAMATIONS:** - none.

**RECOGNITION/RETIREMENT RESOLUTIONS:** - none.

**PETITIONS:** - none.

**WRITTEN COMMUNICATIONS:** - none.

**ORAL COMMUNICATIONS:** - none.

### **REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS:**

**N.E.A.T. Departmental Activity Report – October 2016.**

#### **City Engineer Brian Thomas – Areas B-4 and B-6 Sewer Separation Phase II (CDBG FY16) Project No. 32556100**

The Ohio Department of Development has notified the City that the Community Development Block Grant (CDBG) funds for this project are now available. The funds will be used for additional sewer separation work in the area of E. Foulke Avenue, Allen Avenue, Midland Avenue, Garfield Avenue, and George Street (referred to as B-4 and B-6 areas). The CDBG allocation grant amount is \$129,000. The City's share for construction of the project is included in the 2017 Capital Improvements Plan and will be appropriated at a later date. Legislation to appropriate funds is requested. Ordinance No. 2016-115 was created.

FROM: CDBG Grant Funds	\$ 129,000.00
TO: Areas B-4 & B-6 Sewer Separation Phase II (CDBG FY16) <i>Project No. 32556100</i>	\$ 129,000.00

#### **Service-Safety Director Paul Schmelzer – Airport Improvements (AIP-26), Runway 18/36 Rehabilitation Project No. 35264900**

The Federal Aviation Administration (FAA) and the Ohio Department of Transportation (ODOT) have awarded the City grants in the amount of \$2,114,860 to the Findlay Airport. The grant funds along with a 5 percent (5%) City match will be used for Runway 18/36 rehabilitation. This project is included in the 2016 Capital Improvement Plan. Legislation to appropriate funds is requested. Ordinance No. 2016-115 was created.

FROM: FAA Grant	\$ 2,003,552.00
ODOT Grant	\$ 111,308.00
CIT Fund – Capital Improvements (restricted account)	\$ 111,309.00
TO: Airport AIP-26, Runway 18/36 Rehab <i>Project No. 35264900</i>	\$ 2,226,169.00

#### **Service-Safety Director Paul Schmelzer – insurance payment on Police cruiser**

The City has received payment for the repair of a police cruiser from an accident from the City's insurance company in the amount of \$1,912.73. It has been deposited in the General Fund. Legislation to appropriate funds is requested. Ordinance No. 2016-115 was created.

FROM: General Fund (insurance proceeds)	\$ 1,912.73
TO: Police Department #21012000-other	\$ 1,912.73

#### **Mayor Lydia Mihalik – Emergency Management Services contract renewal**

The contract to furnish emergency management services between the City of Findlay and Hancock County as required under ORC 5502.27 will expire December 31, 2016. The City of Findlay and Hancock County Board of Commissioners would like to renew this agreement for a period of two (2) years being effective from January 1, 2017 through December 31, 2018 in the amount of \$18,540.90 each year. Legislation to authorize the Mayor to enter into a contract with the Hancock County Board of Commissioners is requested. Ordinance No. 2016-116 was created.

**Officer/Shareholders Disclosure Form from the Ohio Department of Commerce Division of Liquor Control for 535 Trenton Avenue LLC dba Gas & Express Marts, located at 535 West Trenton Avenue, Findlay, Ohio for C1 and C2 liquor permits. This requires a vote of Council.**

Gregory R. Horne, Chief of Police – 535 Trenton Avenue LLC dba Gas & Express Marts, located at 535 West Trenton Avenue, Findlay, Ohio. A check of the records shows no criminal record on the following:  
Akashdeep Singh

**City Planning Commission agenda – December 8, 2016; minutes – November 10, 2016.**

**City Income Tax Monthly Collection Report – November 2016.**

Parks and Recreation Board minutes October 17, 2016.

Traffic Commission minutes – October 17, 2016.

### **COMMITTEE REPORTS:**

An **AD HOC COMMITTEE** met on November 17, 2016 to discuss the bed tax distribution.

We recommend:

- adding Tim Watson to the Ad Hoc Committee
- invite CVB's Allissa Preston to the next meeting
- continue to discuss this topic

### **LEGISLATION:** **RESOLUTIONS**

#### **ORDINANCES**

**ORDINANCE NO. 2016-108** (*salary ordinance - Carolyn*) **third reading**  
AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2016-089, ORDINANCE NO. 2016-071, AS AMENDED AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2016-109** (*year-end appropriations*) **third reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2016-110, AS AMENDED** (*Income Tax estimated payments*) **third reading**  
AN ORDINANCE AMENDING SECTIONS 194.07, 194.10, AND 194.13 OF CHAPTER 194 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2016-112** (*516, 518, 518 ½ Liberty St rezone*) **second reading**  
AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 516, 518, 518 ½ LIBERTY STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R3 SINGLE FAMILY HIGH DENSITY" TO "R4 DUPLEX/TRI-PLEX HIGH DENSITY".

**ORDINANCE NO. 2016-113** (*15110 Flag City Dr rezone*) **second reading**  
AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 15110 FLAG CITY DRIVE REZONE) WHICH PREVIOUSLY WAS ZONED "R1 SINGLE FAMILY LOW DENSITY" TO "C2 GENERAL COMMERCIAL".

**ORDINANCE NO. 2016-114** (*zoning fees*) **second reading**  
AN ORDINANCE APPROVING AN UPDATED SCHEDULE OF FEES PURSUANT TO 1169.01 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2016-115** **first reading**  
*B-4 & B-6 sewer separation Phase II CDBG FY16; Airport AIP-26 Runway project; Police cruiser insurance payment*  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2016-116** (*emergency management services contract renewal*) **first reading**  
AN ORDINANCE AUTHORIZING THE MAYOR AND THE DIRECTOR OF PUBLIC SERVICE-SAFETY OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A CONTRACT WITH HANCOCK COUNTY EMERGENCY MANAGEMENT AGENCY TO DEVELOP AN EMERGENCY OPERATION PLAN THAT WILL ENCOMPASS ALL POLITICAL SUBDIVISIONS OF HANCOCK COUNTY, PURSUE A PROFESSIONAL DEVELOPMENT TRAINING PROGRAM, AND COORDINATE THE EMERGENCY MANAGEMENT ACTIVITIES OF ALL THE POLITICAL SUBDIVISIONS ACCORDING TO THE DUTIES AND REQUIREMENTS OF SECTION 5502.27 OF THE OHIO REVISED CODE, AND DECLARING AN EMERGENCY.

### **UNFINISHED BUSINESS:**

**OLD BUSINESS**  
**NEW BUSINESS**

# City of Findlay

Lydia Mihalik, Mayor

N.E.A.T. DEPARTMENT  
*Neighborhood Enhancement and Abatement Team*  
318 Dorney Plaza, Room 304 • Findlay, OH 45840  
Phone: 419-424-7466  
[www.findlayohio.com](http://www.findlayohio.com)  
November 2, 2016

City Council  
City of Findlay, Ohio

RE: Departmental Activity

This report will serve as a summary of activities for the Neighborhood Enhancement and Abatement Team (NEAT) during the month of October, 2016.

**Dilapidated Structures**

14 cases year to date  
24 cases pending

**Weeds**

286 cases year to date  
101 cases pending

**Junk on Premises**

190 cases year to date  
233 cases pending

**Junk/Abandoned Vehicles**

259 cases year to date  
241 cases pending

**Minor Maintenance**

2 cases year to date  
5 cases pending

**Miscellaneous**

55 cases year to date  
34 cases pending

**Overgrowth**

28 cases year to date  
22 cases pending

**Right of Way Issues**

1 case year to date  
0 cases pending

**Sidewalks**

10 cases year to date  
0 cases pending

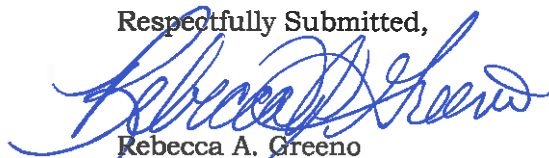
**Trash**

83 cases year to date  
22 cases pending

The Neighborhood Enhancement and Abatement Team received 76 new complaints during the month, of which 8 were invalid. Of the 68 valid issues reported, 43 properties were involved with 7 of the owners being non-residents. NEAT personnel closed 66 cases during the month of October and continue to work diligently on the 682 cases that remained active at the end of the month.

The staff of NEAT works conscientiously with property owners and tenants to achieve compliance. The team appreciates the cooperative spirit of the administration and City Council which aids in the betterment of our community. Please contact NEAT personnel if there are any concerns.

Respectfully Submitted,



Rebecca A. Greeno  
N.E.A.T.

# City of Findlay

Lydia Mihalik, Mayor

ENGINEERING DEPARTMENT  
318 Dorney Plaza, Room 304 • Findlay, OH 45840  
Phone: 419-424-7121 • Fax: 419-424-7120  
www.findlayohio.com

Paul E. Schmelzer, P.E., P.S.  
Service-Safety Director

November 22, 2016

Honorable City Council  
Findlay, Ohio

RE: Areas B-4 & B-6 Sewer Separation – Phase II (CDBG FY16), Project No. 32556100

Dear Council Members:

The Ohio Department of Development has notified the City that the Community Development Block Grant (CDBG) funds for the above-referenced project are now available. The funds will be used for additional sewer separation work in the area of E. Foulke Avenue, Allen Avenue, Midland Avenue, Garfield Avenue, and George Street (referred to as B-4 and B-6 areas).

The CDBG allocation grant amount is \$129,000. The City's share for construction of the project is included in the 2017 Capital Improvements Plan and will be appropriated at a later date.

By copy of this letter, the Law Director is requested to prepare the necessary legislation to appropriate funds as follows:

FROM:	CDBG Grant Funds	\$129,000	
TO:	Areas B-4 & B-6 Sewer Separation Phase II (CDBG FY16) Project No. 32556100		\$129,000

If you have any questions, please do not hesitate to contact me.

Sincerely,



Brian Thomas  
City Engineer

pc: Don Rasmussen  
Jim Staschiak  
HRPC  
Project File



# Office of the Mayor

Lydia L. Mihalik

318 Dorney Plaza, Room 310

Findlay, OH 45840

Telephone: 419-424-7137 • Fax: 419-424-7245

[www.findlayohio.com](http://www.findlayohio.com)

Paul E. Schmelzer, P.E., P.S.

Service-Safety Director

November 22, 2016

Honorable City Council  
Findlay, OH 45840

RE: Airport Improvements (AIP-26), Runway 18/36 Rehabilitation  
Project No. 35264900

Dear Council Members:

The Federal Aviation Administration (FAA) and the Ohio Department of Transportation (ODOT) have awarded the City grants in the amount of \$2,114,860 to the Findlay Airport. The grant funds along with a 5-percent City match will be used for Runway 18/36 rehabilitation.

Since the project is included in the 2016 Capital Improvements Plan, the Law Director is requested to prepare the necessary legislation to appropriate funds as follows:

FROM:	FAA Grant	\$2,003,552
	ODOT Grant	\$111,308
	CIT Fund – Capital Improvements (restricted account)	\$111,309
TO:	Airport AIP-26, Runway 18/36 Rehab Project No. 35264900	\$2,226,169

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "P. Schmelzer", is written over the word "Sincerely,".

Paul E. Schmelzer, P.E., P.S.  
Service-Safety Director

pc: Don Rasmussen, Law Director  
Jim Staschiak, Auditor

# Office of the Mayor

Lydia L. Mihalik

318 Dorney Plaza, Room 310

Findlay, OH 45840

Telephone: 419-424-7137 • Fax: 419-424-7245

www.findlayohio.com

November 22, 2016

Honorable City Council  
City of Findlay, Ohio

Dear Council Members:

The City has received payment for the repair of a police cruiser from an accident from the City's insurance company in the amount of \$1912.73. It has been deposited in the General Fund.

An appropriation is respectfully requested as follows:

FROM:	General Fund (insurance proceeds)	\$1,912.73
TO:	Police Department 21012000-other	\$1,912.73

Thank you for your consideration.

Sincerely,



Paul E. Schmelzer, P.E., P.S.  
Service-Safety Director

cc: Donald J. Rasmussen, Director of Law  
Jim Staschiak II, City Auditor  
Police Department

# Office of the Mayor

Lydia L. Mihalik

318 Dorney Plaza, Room 310

Findlay, OH 45840

Telephone: 419-424-7137 • Fax: 419-424-7245

[www.findlayohio.com](http://www.findlayohio.com)

Paul E. Schmelzer, P.E., P.S.  
Service-Safety Director

November 29, 2016

Honorable City Council  
City of Findlay, Ohio

Dear Honorable Council Members:

The contract to furnish emergency management services between the City of Findlay and Hancock County as required under ORC Section 5502.27 will expire December 31, 2016. The City of Findlay and Hancock County Board of Commissioners would like to renew this agreement for a period of two years being effective from January 1, 2017-December 31, 2018, in the amount of \$18,540.90 each year.

By copy of this letter, I am requesting the Director of Law to prepare the necessary legislation authorizing me to enter into a contract with the Hancock County Board of Commissioners.

Thank you for your consideration of this matter.

Sincerely,



Lydia L. Mihalik  
Mayor

cc: Donald J. Rasmussen, Director of Law  
Jim Staschiak II, City Auditor

# City of Findlay

Lydia Mihalik, Mayor

## POLICE DEPARTMENT

Gregory R. Horne, Chief of Police  
318 Dorney Plaza, Room 207 • Findlay, OH 45840  
Phone: 419-424-7194 • Fax: 419-424-7296  
www.findlayohio.com

November 30, 2016

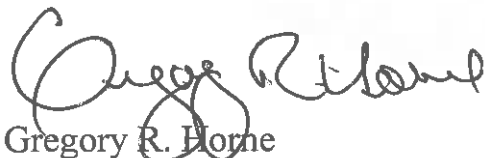
The Honorable Council:

A check of the records of this office shows no criminal record on the following:

Akashdeep Singh

535 Trenton Avenue LLC, DBA Gas & Express Marts,  
535 W. Trenton Avenue, Findlay, Ohio 45840.

Sincerely,



Gregory R. Horne  
Chief of Police



**NOTICE TO LEGISLATIVE  
AUTHORITY**

**OHIO DIVISION OF LIQUOR CONTROL**  
6606 TUSSING ROAD, P.O. BOX 4005  
REYNOLDSBURG, OHIO 43068-9005  
(614)644-2360 FAX(614)644-3166

TO

2760158		TRFO	535 TRENTON AVENUE LLC	
06 01 2016		TYPE	DBA GAS & EXPRESS MARTS	
11 25 2016			535 W TRENTON AV	
C1 C2			FINDLAY OH 45840	
32	044	A	F17473	
TAX DISTRICT			RECEIPT NO.	

FROM 11/29/2016

02965570035			ASHLAND BANCROFT LLC	
06 01 2016		TYPE	535 W TRENTON AV	
11 25 2016			FINDLAY OH 45840	
C1 C2				
32	044			
TAX DISTRICT			RECEIPT NO.	



MAILED 11/29/2016

RESPONSES MUST BE POSTMARKED NO LATER THAN. 12/30/2016

**IMPORTANT NOTICE**

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL  
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES **A TRFO 2760158**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT  
THE HEARING BE HELD  IN OUR COUNTY SEAT.  IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) -  Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

**CLERK OF FINDLAY CITY COUNCIL**  
MUNICIPAL BLDG RM 114  
318 DORNEY PLAZA  
FINDLAY OHIO 45840-3346

2760158 PERMIT NBR  
535 TRENTON AVENUE LLC  
DBA GAS & EXPRESS MARTS  
535 W TRENTON AV  
FINDLAY OH 45840

\*\*\*\*\*

AKASHDEEP SINGH

11/25/2016 ACTIVE

PRESIDENT

MNMB5%V5%M

PA2-KEY = END SESSION, CLEAR-KEY = END OPTION, ENTER-KEY = TO CONTINUE

# **City of Findlay City Planning Commission**

**Thursday, December 8, 2016 - 9:00 AM**

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **SWEARING IN**

### **APPROVAL OF MINUTES**

### **ITEMS TABLE AT THE JUNE 9, 2016 MEETING**

- 1. ALLEY/STREET VACATION PETITION #AV-03-2016 filed to vacate an unimproved right-of-way of Connell Avenue running east from Fishlock Drive.**

### **NEW ITEMS**

- 1. APPLICATION FOR SITE PLAN #SP-22-2016 filed by Findlay Elks Lodge, 900 W. Melrose Avenue, Findlay for proposed clubhouse expansion at 900 W. Melrose Avenue, Findlay.**
- 2. APPLICATION FOR SITE PLAN REVIEW #SP-24-2016 filed by Celtic Materials, LLC, 4426 N Old State Rd, Norwalk, OH for a proposed temporary asphalt plant and offices to be located at 1150 Lima Avenue, Findlay.**
- 3. APPLICATION FOR SITE PLAN REVIEW #SP-25-2016 filed by M-Two Limited Liability Company, 1199 Imperial Drive, Naples, FL for proposed 6,000 square foot storage building at 235 Stanford Parkway, Findlay.**

### **ADJOURNMENT**

# City of Findlay City Planning Commission

Thursday, November 10, 2016 - 9:00 AM  
Municipal Building, Council Chambers

## Minutes

(Staff Report Comments from the meeting are incorporated into the minutes in lighter text. Actual minutes begin with the DISCUSSION Section for each item)

**MEMBERS PRESENT:** Lydia Mihalik  
Dan Clinger  
Jackie Schroeder

**STAFF ATTENDING:** Judy Scrimshaw, HRPC Staff  
Matt Cordonnier, HRPC Director  
Brian Thomas, PE, PS, City Engineer  
Todd Richard, Zoning Inspector  
Matt Pickett, Fire Inspector

**GUESTS:** Todd Jenkins, Tom Shindledecker, Jereme Kent, Reid  
Ponx, John Whitson, Mike Kiser, Tyler Edwards

### CALL TO ORDER

#### ROLL CALL

The following members were present:

Lydia Mihalik  
Dan DeArment  
Jackie Schroeder

#### SWEARING IN

All those planning to give testimony were sworn in by Judy Scrimshaw.

#### APPROVAL OF MINUTES

Jackie Schroeder made a motion to approve the minutes of the October 13, 2016 meeting. Dan Clinger seconded. Motion to accept carried 3-0-0.

### ITEMS TABLE AT THE JUNE 9, 2016 MEETING

**ALLEY/STREET VACATION PETITION #AV-03-2016 filed to vacate an unimproved right-of-way of Connell Avenue running east from Fishlock Drive.**

## NEW ITEMS

**1. PETITION FOR ZONING AMENDMENT #ZA-12-2016 filed to rezone 516 Liberty Street from R-3 Single Family High Density to R-4 Duplex/Triplex.**

## HRPC

### **General Information**

This request is located on the west side of Liberty Street one block south of W. Sandusky Street. It is zoned R-3 Single Family Low Density. Properties to the south, east and west are also zoned R-3. To the north is zoned C-1 Local Commercial. It is not within the 100 year flood plain. The City Land Use Plan designates the area as Single Family Small Lot.

### **Parcel History**

The original home was destroyed by a fire in 2012 and the detached garage remains on the site.

### **Staff Analysis**

The applicant purchased this property in 2013 after the structure had been torn down. He intended to re-establish a triplex. In 2014, they were notified that the non-conforming status would be expiring and only a single family home could be constructed here after July. Mr. Roach came to City Council to ask for re-establishment of a triplex. That was granted in March, 2014. He was given until June 30, 2016 to construct and occupy the building.

Todd Richard notified the owner that the property was in violation in September, 2016 and the garage would have to be removed since an accessory structure is not permitted without a primary structure. His non-conforming status had expired also and the property could only be used for a single family residence now.

The owner is now requesting to rezone the lot to R-4 Duplex/Triplex to establish the zoning they need to construct a duplex or triplex at some time.

According to the Auditor's website there is a duplex directly north at 514 Liberty, a triplex directly south at 520 Liberty and a duplex across the street at 513 Liberty. There are also single family homes in the mix. This is one of those older neighborhoods that has historically had conversions into rental properties.

### **Staff Recommendation**

HRPC Staff recommends that FCPC recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-12-2016 filed to rezone 516 Liberty Street from R-3 Single Family High Density to R-4 Duplex/Triplex.**

## ENGINEERING

No comment

## FIRE PREVENTION

No Comments

## STAFF RECOMMENDATION

Staff recommends that FCPC recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-12-2016 filed to rezone 516 Liberty Street from R-3 Single Family High Density to R-4 Duplex/Triplex.**

## **DISCUSSION**

Dan Clinger asked Mr. Cordonnier what timeframe there may be for some of the mapping changes being made. He said that if the owner waits another couple years before building, should we rezone a spot if the map changes may be coming up soon.

Mr. Cordonnier stated that the timing will be relatively soon. At the other end of the spectrum we have not determined how we will address some of these single spots. He said he doesn't know now how we would address this lot in the map update. As an example, Mr. Cordonnier said, if there is a block of single family homes and one duplex in the middle of it, will we pick it out and give it duplex zoning or leave it non-conforming amid single family. He stated that he plans on the process happening in early 2017.

Jackie Schroeder commented that the area looked very mixed. There really aren't that many single family homes here.

Todd Richard stated that the lot cannot stay vacant. Even with the old zoning code, the applicant has an obligation to put a structure on there or we'll be back where we are now. He cannot have a garage sitting on the lot by itself. Zoning it properly may buy him a little time to present a plan for a new dwelling. There is still going to be a deadline to build or the garage will have to be removed.

## **MOTION**

Dan Clinger made a motion to recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-12-2016 filed to rezone 516 Liberty Street from R-3 Single Family High Density to R-4 Duplex/Triplex.**

**2<sup>nd</sup>:** Jackie Schroeder

**VOTE:** Yay (3) Nay (0) Abstain (0)

**2. PETITION FOR ZONING AMENDMENT #ZA-13-2016 filed to rezone .94 acres adjacent to the Menard's store from R-1 Single Family Low Density to C-2 General Commercial.**

## **HRPC**

### **General Information**

This request is located directly east of the existing Menard's retail store building. It is zoned R-1 Single Family Low Density. Abutting land to the north and east is also zoned R-1. To the south and west is zoned C-2 General Commercial. It is not within the 100 year flood plain. The City Land Use Plan designates the area as PMUD Planned Mixed Use Development.

### **Parcel History**

None

### **Staff Analysis**

The applicant is purchasing a 150' x 273' piece from a 26.72-acre parcel that abuts their property on the east. The land is vacant and has frontage on TR 212.

Menard's has plans to do an expansion on this side of their building and will also be acquiring other pieces of parcels to the south of this which are under different ownerships. Those parcels are already zoned C-2.

They cannot use this piece for their expansion unless it is zoned C-2

### **Staff Recommendation**

HRPC Staff recommends that FCPC recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-13-2016 filed to rezone .94 acres adjacent to the Menard's store from R-1 Single Family Low Density to C-2 General Commercial.**

### **ENGINEERING**

No Comment

### **FIRE PREVENTION**

No comments.

### **STAFF RECOMMENDATION**

Staff recommends that FCPC recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-13-2016 filed to rezone .94 acres adjacent to the Menard's store from R-1 Single Family Low Density to C-2 General Commercial.**

### **DISCUSSION**

Dan Clinger asked if the parcel is in Marion Township. Judy Scrimshaw replied that it is in the City limits. It was in the annexation when Birchaven came in to the City. Mr. Clinger asked if the property owner has an agreement to purchase or if it is just speculation. Ms. Scrimshaw responded that Menard's does have an agreement and there is a short letter from the current owner stating that he has given Menard's permission to act on his behalf for this matter. Mr. Clinger asked about the other C-2 parcels. Is there an option on those? Ms. Scrimshaw stated that they have already turned in a site plan for next month so she thinks they have everything in line to proceed.

Tyler Edwards with Menard's came forward. He stated that they are under contract to buy all three (3) parcels. As soon as all the approvals are granted, they will proceed with the purchase.

Mr. Clinger asked if they intend to screen from the rest of the residentially zoned land. Mr. Edwards stated that there would be a warehouse identical to the existing one with a 14' wood screening fence around the whole yard. He showed a drawing of the proposal. Mayor Mihalik stated that this will all be covered in the site plan review next month.

**MOTION**

Dan Clinger made a motion to recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-13-2016 filed to rezone .94 acres adjacent to the Menard’s store from R-1 Single Family Low Density to C-2 General Commercial.**

2<sup>nd</sup>: Jackie Schroeder

**VOTE:** Yay (3) Nay (0) Abstain (0)

**3. APPLICATION FOR PRELIMINARY PLAT #PP-04-2016 filed by George M. Whitson for a Replat of Lot 1 of Interstate West.**

**HRPC**

**General Information**

This request is located off the south side of Interstate Drive and west side of CR 300/Northridge Road. It is zoned C-2 General Commercial. Parcels to the north and east are also zoned C-2. To the south is zoned I-2 Light Industrial and LB Local business in Liberty township. Parcels to the west are zoned R-2 One Family in Liberty Township. It is not located within the 100 year flood plain. The City Land Use Plan designates the area as Regional Commercial.

**Parcel History**

The Final Plat of Interstate West was approved by FCPC in November, 2012. The Hilton Garden Inn currently sits on the north side of Interstate Drive on Lot 3. Lot 4 is west of the Hotel and is vacant.

**Staff Analysis**

This is a commercial subdivision.

The applicant is proposing to divide Lot 1 into 3 lots and add a cul-de-sac going south from Interstate Drive between proposed Lots 6 and 7.

There are no minimum lot size requirements in the C-2 zoning district. The appropriate setbacks for the C-2 District are indicated on the plat as well as easement areas for utility locations.

The cul-de-sac is under the 600’ length maximum permitted.

**Staff Recommendation**

HRPC Staff recommends that FCPC **approve Application for Preliminary Plat #PP-04-2016 for Replat of Lot 1 of Interstate West.**

**ENGINEERING**

No comment on Preliminary Plat

**FIRE PREVENTION**

No Comments

**STAFF RECOMMENDATION**

Staff recommends that FCPC **approve Application for Preliminary Plat #PP-04-2016 for Replat of Lot 1 Interstate West subject to the following condition:**



## **DISCUSSION**

Dan Clinger asked if the residential area immediately west of this abuts the street going south at the west end of this subdivision. Ms. Scrimshaw replied no that there is a small lot on the other side of that street. She stated that it is basically detention.

Mr. Clinger asked if the storm water detention for that area is going to be constructing when those lots are developed. Todd Jenkins stated that it will be. There is some there, but that small pond will not be quite large enough to take all of this.

## **MOTION**

Jackie Schroeder made a motion to approve **APPLICATION FOR PRELIMINARY PLAT #PP-04-2016 filed by George M. Whitson for a Replat of Lot 1 of Interstate West.**

**2<sup>nd</sup>:** Lydia Mihalik

**VOTE:** Yay (3) Nay (0) Abstain (0)

**4. APPLICATION FOR SITE PLAN REVIEW #SP-20-2016 filed by Philip J Gardner Rev. Trust, 2000 Fostoria Avenue, Findlay for a proposed 48,000 square foot manufacturing facility for Werk-Brau to be located at 2000 Fostoria Avenue.**

## **HRPC**

### **General Information**

This site plan is located on part of Lot 7 in the Findlay Industrial Subdivision. The property is zoned I-1 Light Industrial and all surrounding parcels are also zoned I-1. The project is not located in the 100 year flood plain. The City of Findlay Land Use Plan designates the area as Industrial.

### **Parcel History**

None

### **Staff Analysis**

The applicant is proposing a 48,000 square foot manufacturing building with parking on the northern and eastern sides.

There is a lot boundary shown around the proposed building area. The applicant intends to create a separate parcel here. A Replat of the lot will be required to create the split. The new lot will not have its own road frontage and easements of access will have to be shown and recorded on the plat.

Setbacks in I-1 are 30' on sides and rear. The building meets the requirements.

The new parking areas will provide 50 spots. The I-1 District requires 1.1 space per employee on the largest shift. The plans indicate that there will be 35 employees. That calculates to 39 parking spaces.

Elevation drawings submitted indicate the building will be approximately 39'-9" in height. This is well below the maximum permitted of 60'.

The site does not directly abut any residential or commercial zones or uses and therefore no screening is required.

### **Staff Recommendation**

HRPC Staff recommends approval of **SITE PLAN APPLICATION #SP-20-2016 for a proposed 48,000 square foot manufacturing facility for Werk-Brau to be located at 2000 Fostoria Avenue subject to:**

- **Replat of parcel with proper easements of access (HRPC)**

### **ENGINEERING**

The site of the proposed manufacturing building is currently part of larger parcel (2000 Fostoria Avenue). They are submitting the site plan to make sure that they will be able to construct the building and utilities before they split the site into a separate lot and sell it.

Access – Access will be from the existing drive for 2000 Fostoria Avenue (on the west side) and from the existing drive for 2500 Fostoria Avenue (on the east side). There will be an access easement provided for the existing drive on the west side (2000 Fostoria Avenue) if the proposed lot is split and the proposed building is constructed. With the proposed layout, some of the proposed parking is shown on the property to the east. It will also be difficult for trucks to use the overhead doors on the east side of the building without going onto the property to the east. While the proposed lot might be under the same ownership as the lot to the east at this time, there is no guarantee that one of the lots will not be sold in the future. For this reason, Engineering would recommend that easements be obtained for access and parking from the lot on the east side (2500 Fostoria Avenue).

Sanitary Sewer – The applicant is proposing to connect the proposed sanitary service into the existing sanitary manhole located at the end of the existing drive to the west. The proposed sanitary sewer will be considered a private lateral for the building so the property owner will be responsible for any maintenance or repair that is needed on the sewer. They will also need to obtain a sewer easement from the property owner to the west to have legal access to get to the existing manhole.

Waterline – The applicant is proposing to connect to the existing dead end waterline located near the existing drive to the west. They will need to obtain a waterline easement from the property owner to the west to have legal access to get to the existing waterline. Engineering would like to see the proposed waterline extended and looped back to the existing 20-inch waterline on Fostoria Avenue. This requirement was placed on a previous site plan for a warehouse that was proposed at this same location in 1994.

If the waterline is going to be public, there are two additional comments: 1) the City will need an easement so that we can maintain the waterline 2) Water Distribution would like to be able to access the waterline without driving through the yard area. It is my understanding that fire prevention would like a sidewalk installed so that they will have a hard surface to pull fire hoses if needed. The applicant could install a 4-foot sidewalk with a 3-foot stone berm on both sides of the sidewalk to fulfill both of these requirements.

Stormwater Management – Detention is being provided for the site by the regional detention basin located directly south of the property. The detention basin was sized to include this property. The applicant is proposing to enclose part of the ditch that leads to the detention basin. Storm sewer calculations have been submitted and the proposed sewer has been sized to handle the 100-year storm.

MS4 Requirements – The applicant will be disturbing more than one (1) acre, so the project will be required to comply with the City of Findlay’s Erosion and Sediment Control Ordinance.

Sidewalks – There are not existing sidewalks on this section of Fostoria Avenue.

Recommendations: Conditional approval of the site plan subject to the following conditions:

- Access/parking easements be obtained from the properties located on both sides of the proposed development as needed.
- A sanitary sewer easement be obtained to allow access to the existing sanitary manhole.
- A waterline easement be obtained to allow access to the existing waterline.
- The proposed waterline be looped to the existing 20-inch waterline on Fostoria Avenue.
- If the proposed waterline is to be public
  - A waterline easement be provided to the City so that we can have legal access for maintenance and/or repair.
  - Drivable access be provided for the waterline (details to be worked out with Engineering).

The following permits may be required prior to construction:

- Sanitary Tap Permit
- Storm Tap Permit
- Waterline Tap Permit
- Inspection Fees
- Storm Water Management Plan Implementation Authorization Form

**FIRE PREVENTION**

Provide a looped 8” water main. Proposed hydrant location is acceptable

Provide street address on the building that is legible from Fostoria Ave.

5’ sidewalks shall be installed on the south side leading to the drive/parking areas

Apply for all permits and plan review with Wood County Building Department

## **STAFF RECOMMENDATION**

Staff recommends that FCPC **approve SITE PLAN APPLICATION #SP-20-2016 for a proposed 48,000 square foot manufacturing facility for Werk-Brau to be located at 2000 Fostoria Avenue subject to the following conditions:**

- **Replat of parcel with proper easements of access (HRPC & ENG)**
- **A sanitary sewer easement be obtained to allow access to the existing sanitary manhole. (ENG)**
- **A waterline easement be obtained to allow access to the existing waterline. (ENG)**
- **The proposed waterline be looped to the existing 20-inch waterline on Fostoria Avenue. (ENG & FIRE)**
- **If the proposed waterline is to be public**
  - **A waterline easement be provided to the City so that we can have legal access for maintenance and/or repair.**
  - **Drivable access be provided for the waterline (details to be worked out with Engineering). (ENG)**
- **Provide street address on the building that is legible from Fostoria Ave. (FIRE)**
- **5' sidewalks shall be installed on the south side leading to the drive/parking areas (FIRE)**
- **Apply for all permits and plan review with Wood County Building Department (FIRE)**

## **DISCUSSION**

Dan Clinger asked if the access on the west side is any type of public road. Todd Jenkins stated that it is private. There is an access easement that goes all the way through there. This company would not need anything new on that. Mr. Clinger said that part of the building goes onto the next property. Mr. Jenkins stated that Fabco and Werk Brau are all owned by the Ballinger family. They are now looking at taking these 2 parcels and combining as one. That will effectively make that property line go away. Mr. Clinger asked if that needed to be a part of the approval. Mr. Jenkins stated that he thought HPRC covered it with either replatting with proper easements or combining. Mr. Clinger asked if that would be the only ingress/egress point. Mr. Jenkins replied that if the lots are combined access can be through Fabco's property as well. Mr. Clinger noted that currently there is a gate between the Fabco site and this one. But, he said, it probably won't matter if they combine. They can control access however they wish to.

Mr. Clinger stated that the stoops on the south side of the building are in the line of the surge pond easement. Now we will be constructing further into that easement. Mr. Jenkins said he is not sure if the easement was there for potential future expansion or what.

Todd Jenkins said that Mr. Ballinger has asked if rather than the sidewalk along the building for fire access if they could do a 12' asphalt driveway. Matt Pickett stated that that would be fine with them.

Jackie Schroeder asked what the ditch area that they were enclosing drained. Mr. Jenkins stated that there are a couple of these through Tall Timbers area. It does come from the tracks. Mr. Clinger asked if that ditch was any part of the detention calculations. Mr. Jenkins replied no.

## **MOTION**

Dan Clinger made the motion to approve **SITE PLAN APPLICATION #SP-20-2016** for a proposed **48,000 square foot manufacturing facility for Werk-Brau to be located at 2000 Fostoria Avenue** subject to the following conditions:

- **Replat of parcel with proper easements of access or combination of parcels into one lot (HRPC & ENG)**
- **A sanitary sewer easement be obtained to allow access to the existing sanitary manhole. (ENG)**
- **A waterline easement be obtained to allow access to the existing waterline. (ENG)**
- **The proposed waterline be looped to the existing 20-inch waterline on Fostoria Avenue. (ENG & FIRE)**
- **If the proposed waterline is to be public**
  - **A waterline easement be provided to the City so that we can have legal access for maintenance and/or repair.**
  - **Drivable access be provided for the waterline (details to be worked out with Engineering). (ENG)**
- **Provide street address on the building that is legible from Fostoria Ave. (FIRE)**
- **5' sidewalks shall be installed on the south side leading to the drive/parking areas (FIRE)**
- **Apply for all permits and plan review with Wood County Building Department (FIRE)**

2<sup>nd</sup>: Lydia Mihalik

**VOTE:** Yay (3) Nay (0) Abstain (0)

**5. APPLICATION FOR SITE PLAN REVIEW #SP-21-2016, filed by One Energy Enterprises, LLC, 12385 CR 215, Findlay for a two-story 21,290 square foot office building to be located at the Wind Park at 12385 CR 215.**

## **HRPC**

### **General Information**

This project is located on the south side of Township Rd. 215 in Allen Township. It is not zoned because it currently sits in Allen Township. It is reviewed subject to the City of Findlay design standards because they are requesting Findlay utility services. All surrounding parcels are also in Allen Township. It is not located within the 100 year flood plain. The City of Findlay Land Use Plan designates the area as Industrial.

### **Parcel History**

This is a former residential site plus the site of an existing wind farm.

### **Staff Analysis**

The applicant is proposing to construct a 21,290 square foot two-story office building on a 4.073-acre parcel. Access and the majority of the parking area is located on the adjacent 69.82 acres.

The proposal will be reviewed for setbacks as if in the O-1 Institutions and Office district.

The office building is shown as located within the required setbacks for a 2-story office building in the O-1 district. (25' front, 5' side, and 20' rear) Elevation drawings show the height of the building to be 27' at the top of the eave.

There is currently a u-shaped driveway on the 4+ acres from the former residence that was located here. The plans indicate that those will be removed. A new drive west of the parcel is proposed for access. The drive location will require approval by the Hancock County Engineer. The County has Access Management Regulations adopted in 2006 governing location of driveways. CR 215 is considered a Major Thoroughfare on the County Thoroughfare Plan which requires that drives or intersecting streets be located 495' apart from any other existing access point. The proposed location of the new drive will require a variance from the standard.

Because the drive and majority of the parking lot are on a different parcel than the office building, cross access easements will need to be recorded to ensure that the office site will have access via that drive in perpetuity. If the owner wishes to combine the parcels into one, they may do so. This will eliminate the need for the cross access easements.

The plan indicates that there will be 130 parking spaces. That well exceeds the requirements for this building. One space per 300 square feet is the minimum in O-1. 71 spaces are the minimum required for this plan. Parking lots with more than 20 spaces normally requires that a bump out island be installed for every 20 spaces. This island would contain some landscaping as well.

There is a freestanding sign indicated on the east side of the drive. It is stated to be a low profile sign. It sits well back from the road right-of-way. (A minimum of 10' is required)

There are a few new light poles indicated around the parking area. The plan states they will be a 2 headed style fixture. All lighting must be directed downward on the site and not spill out or be directed toward any residential structures. The total height of the light structure should not exceed 25'.

There is a dumpster indicated on the west side of the south bound drive lane. It is unclear how accessible to the refuse trucks this may be. A different location may be necessary.

Screening is normally required between residential and office uses. There is a heavy tree line along the east side of the lot. However, this lot wraps around the residential lot in front of it on CR 215. There are some sparse trees on the north side of the pond but they don't provide any screening.

### **Staff Recommendation**

HRPC Staff recommends approval of **APPLICATION FOR SITE PLAN REVIEW #SP-21-2016, filed by One Energy Enterprises, LLC, 12385 CR 215, Findlay for a two-story 21,290 square foot office building to be located at the Wind Park at 12385 CR 215 subject to the following:**

- **The two (2) lots be combined as one or appropriate cross access easements be recorded for the two (2) lots.**
- **Obtaining a variance on the location of the drive onto CR 215.**

## **ENGINEERING**

Access – Access to the site will be from Township Road 215. The applicant will need to apply for a drive permit from the Hancock County Engineer’s Office. Since there are two separate properties involved, access and parking easements or agreements should be put into place so that if one of the properties is sold, the office building would still have access and parking.

Sanitary Sewer – The existing 12-inch sanitary sewer located at the end of Distribution Drive will need to be extended to provide sanitary service for this property. The City of Findlay, Hancock County, Hancock County Regional Planning Commission and Findlay-Hancock County Economic Development are currently working on different funding scenarios for the sewer extension. The final connection and sanitary location will be approved by Engineering to make sure that all regulations are met.

Waterline – The property does not currently have access to public water. The City of Findlay, Hancock County, Hancock County Regional Planning Commission and Findlay-Hancock County Economic Development are currently working on different funding scenarios for the waterline extension. The final connection and water service location will be approved by Engineering to make sure that all regulations are met. One thing that I did want to remind the consultant is that the fire and domestic lines for the building need to be two separate lines from the main all of the way to the building. The existing site plan only shows one line into the building.

Stormwater Management – Detention calculations have been provided as required. The site is not located within the City of Findlay so any approval would need to come from Hancock County Engineer

MS4 Requirements – The site is not located in the City of Findlay, so the project will not be required to comply with the City of Findlay’s Erosion and Sediment Control Ordinance.

Sidewalks – There are not existing sidewalks on Township Road 215.

General Comments – While the site is not located in the City of Findlay there are a couple of comments that I would like to bring to the attention of the Consultant and Applicant:

- The grading plan that was submitted does not show enough detail so that a surveying company can layout the parking lot with grades. If built per plan, there will be low spots that will hold water in the warm months and freeze in the cold months. The consultant should add more detail (spot elevations) to the grading plan.
- While the site does not have to comply with the City’s Erosion and Sediment Control Ordinance, the Applicant will still need to get a permit from OEPA for storm water discharges associated with construction activity. One of the requirements that both the City and OEPA has involves water quality. I do not see how the proposed development will be able to comply with the OEPA requirements. The Consultant should look at the OEPA requirements to make sure that the development will be able to comply.

Recommendations: Conditional approval of the site plan subject to the following conditions:

- Access/parking easements or agreements be put into place between the two properties.
- The locations of the proposed water and sanitary services be coordinated with Engineering.

The following permits may be required prior to construction:

- Sanitary Tap Permit
- Waterline Tap Permit

### **FIRE PREVENTION**

This property is outside FFD's jurisdiction and was reviewed with Allen Twp. Chief Gary Hickman. Please contact Chief Hickman (419-348-4001) for additional information

Water mains and/or fire hydrants are not shown on the site plan. A hydrant shall be located within 100' of the Fire Department Connection (FDC). The FDC shall be a Siamese type with 2, 2 ½" inlets. An exterior horn/strobe shall be placed above the FDC working on water flow only.

Additional hydrants shall be located accordingly, depending on the water main installation.

Any natural gas or electrical meter within the driving surface shall have crash protection

Apply for all necessary permits with Wood County Building Department

### **STAFF RECOMMENDATION**

Staff recommends approval of **SITE PLAN APPLICATION #SP-21-2016, filed by One Energy Enterprises, LLC, 12385 CR 215, Findlay for a two-story 21,290 square foot office building to be located at the Wind Park at 12385 CR 215 subject to the following:**

- **Access/parking easements or agreements be put into place between the two properties if lots are not combined (HRPC & ENG)**
- **Obtaining a variance on the location of the driveway onto CR 215 (HRPC)**
- **The locations of the proposed water and sanitary services be coordinated with Engineering. (ENG)**
- **Water mains and/or fire hydrants are not shown on the site plan. A hydrant shall be located within 100' of the Fire Department Connection (FDC). The FDC shall be a Siamese type with 2, 2 ½" inlets. An exterior horn/strobe shall be placed above the FDC working on water flow only**
- **Additional hydrants shall be located accordingly, depending on the water main installation.**
- **Any natural gas or electrical meter within the driving surface shall have crash protection**
- **Apply for all necessary permits with Wood County Building Department**

**General Comments – While the site is not located in the City of Findlay there are a couple of comments we would like to bring to the attention of the Consultant and Applicant:**

- **The grading plan that was submitted does not show enough detail so that a surveying company can layout the parking lot with grades. If built per plan, there will be low spots that will hold water in the warm months and freeze in the cold months. The consultant should add more detail (spot elevations) to the grading plan. (ENG)**



- **While the site does not have to comply with the City's Erosion and Sediment Control Ordinance, the Applicant will still need to get a permit from OEPA for storm water discharges associated with construction activity. One of the requirements that both the City and OEPA has involves water quality. I do not see how the proposed development will be able to comply with the OEPA requirements. The Consultant should look at the OEPA requirements to make sure that the development will be able to comply. (ENG)**
- **While standards of screening, lighting plans, signage design or any aesthetics of the building or parking lot cannot be enforced by the Township without zoning, we would recommend some consideration be given to these items to be a good neighbor and to get closer to City standards in the event this becomes annexed into the City. (HRPC)**

### **DISCUSSION**

Dan Clinger asked out of curiosity how they were already out there with portable office and no water or sewer. Jereme Kent stated that they are operating with a well and temporary sewer holding tanks.

Mr. Clinger asked how large of a variance was going to be needed for the 495' distance for the driveways. Judy Scrimshaw stated that you can see there is a home about right across the street and another as well as one right next door. She doesn't have any measurements. Mr. Kent stated that there is a not in that standard that they are required to be given some form of access to the property. One of the conditions of the drive will be that the current u-shaped drive will be removed once a new one is constructed. They currently have a temporary drive in place that they will convert over to it. They are trying to stay as far from the railroad as possible for safety.

Jackie Schroeder asked how much traffic they expected to have coming off that site. Mr. Kent stated that as it is shown is only his staff which in the next year or two will be about 40 people. Mr. Schroeder asked about trucks. It looked like they have a truck turn around. Mr. Kent stated that they do get deliveries. That would be more like a UPS type truck. Could be one a day and may be full size trucks.

Mr. Clinger noted that there is not any access to the building shown off the parking lot. Mr. Clinger asked about storm water management. Brian Thomas stated that normally if outside the City limits it goes to the County Engineer for approval.

Dan Clinger asked if we are requiring screening. Ms. Schroeder said she didn't know if they could require it, but it would be nice. Mr. Kent replied that they will do something. He said that the home does have an obstructed fence currently. They would like to do something aesthetically to block them from the residence as well.

### **MOTION**

Dan Clinger made the motion to approve **APPLICATION FOR SITE PLAN REVIEW #SP-21-2016 for a two-story 21,290 square foot office building for One Energy to be located at the Wind Park at 12385 CR 215 with the conditions listed.**

2<sup>nd</sup>: Lydia Mihalik

**VOTE:** Yay (3) Nay (0) Abstain (0)

Mayor Mihalik then asked if we had received any other communication on the table item. Ms. Scrimshaw replied that she had emailed him and had not received any response.

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Lydia L. Mihalik  
Mayor

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Paul E. Schmelzer, P.E., P.S.  
Service-Safety Director

# City of Findlay Income Tax Department

Post Office Box 862 Findlay, Ohio 45839-0862  
318 Dorney Plaza, Municipal Building Room 115  
Telephone: 419-424-7133 • Fax: 419-424-7410  
findlaytaxforms.com

Lydia L. Mihalik  
Mayor

Andrew Thomas  
Tax Administrator

## Monthly Collection Report to Findlay Council

November 2016

Total collections for November 2016: \$1,268,943.10

	<u>2016</u> <u>Year-to-date</u>	<u>2015</u> <u>Year-to-date</u>	<u>Variance</u>
Withholders	16,167,811.17	15,795,898.79	371,912.38
Individuals	2,176,695.20	1,991,872.88	184,822.32
Businesses	<u>5,154,447.41</u>	<u>4,169,928.88</u>	<u>984,518.53</u>
<b>Totals</b>	23,498,953.78	21,957,700.55	1,541,253.23 7.02%

### Actual & Estimated Past-due Taxes

Withholders	610,340.93
Individuals	1,529,167.97
Businesses	<u>134,065.21</u>
<b>Total</b>	<u>2,273,574.11</u>

### Actual and Projected Revenue

	<u>2016</u> <u>Actual</u> <u>Year-to-date</u>	<u>Percentage</u> <u>of Projection</u> <u>Collected</u>	<u>Amount</u> <u>to Meet</u> <u>Projection</u>	<u>Percentage</u> <u>to Meet</u> <u>Projection</u>	<u>2016</u> <u>Projected</u> <u>Year End</u>
Withholders	16,167,811.17	91.81%	1,442,188.83	8.19%	17,610,000.00
Individuals	2,176,695.20	98.94%	23,304.80	1.06%	2,200,000.00
Businesses	<u>5,154,447.41</u>	108.86%	<u>-419,447.41</u>	-8.86%	<u>4,735,000.00</u>
<b>Totals</b>	23,498,953.78	95.74%	1,046,046.22	4.26%	24,545,000.00

Refunds Paid

	Month-to-date <u>Quantity</u>	Year-to-date <u>Quantity</u>	Month-to-date <u>Amount</u>	Year-to-date <u>Amount</u>
Withholders	0	39	0.00	12,142.83
Individuals	10	1,393	4,287.52	336,541.39
Businesses	<u>8</u>	<u>115</u>	<u>27,657.60</u>	<u>61,959.48</u>
<b>Totals</b>	18	1,547	31,945.12	410,643.70

Transfers of Overpayments

	Month-to-date <u>Quantity</u>	Year-to-date <u>Quantity</u>	Month-to-date <u>Amount</u>	Year-to-date <u>Amount</u>
Withholders	0	1	0.00	21.91
Individuals	23	997	7,471.54	184,262.07
Businesses	<u>96</u>	<u>656</u>	<u>90,103.46</u>	<u>452,149.70</u>
<b>Totals</b>	119	1,654	97,575.00	636,433.68



Andrew Thomas, Administrator

12-1-16

Date

# Findlay Income Tax Department

## Monthly Collections Report

Thursday, December 1, 2016

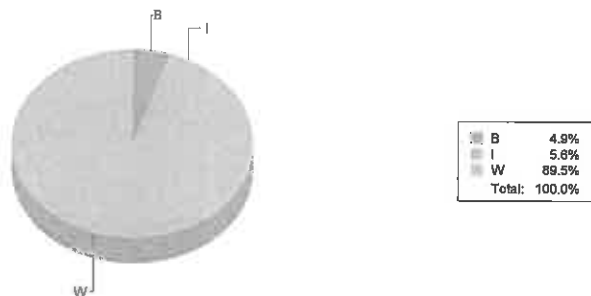
8:07:17AM

For Period November 1, 2016 through November 30, 2016

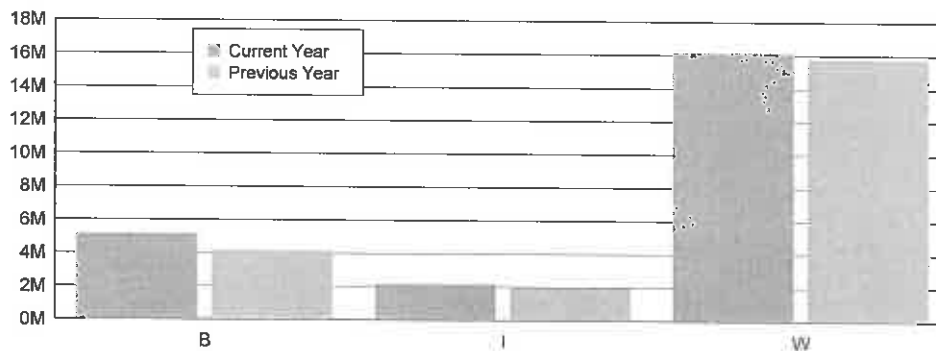
### City of Findlay

Account Type	Monthly Total	2016 Year to Date	2015 Year to Date	Increase (Decrease)	% Change	2016 Month to Date	Previous Year(s) Month to Date
W	1,136,296.29	16,167,811.17	15,795,898.79	371,912.38	2.35	1,134,346.16	1,950.13
I	70,609.48	2,176,695.20	1,991,872.88	184,822.32	9.28	25,973.41	44,636.07
B	62,037.33	5,154,447.41	4,169,928.88	984,518.53	23.61	8,287.00	53,750.33
<b>Totals:</b>	<b>1,268,943.10</b>	<b>23,498,953.78</b>	<b>21,957,700.55</b>	<b>1,541,253.23</b>	<b>7.02</b>	<b>1,168,606.57</b>	<b>100,336.53</b>

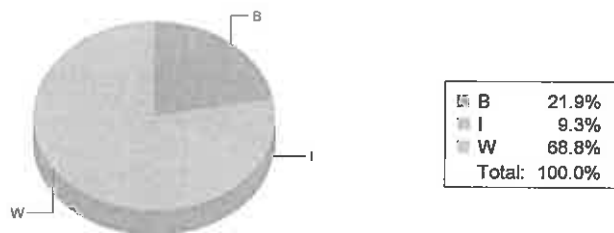
Monthly Collections by Account Type



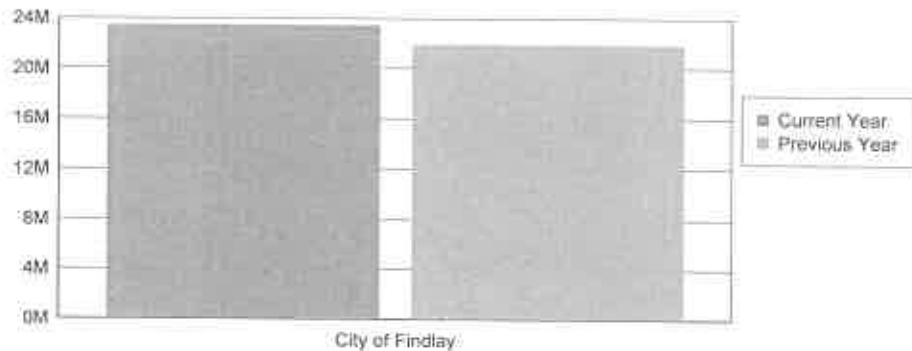
Collections Year to Date



YTD Collections by Account Type



Year to Date Total Collections



# PARKS AND RECREATION BOARD

City of Findlay  
October 17, 2016

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## MINUTES

### ATTENDANCE

Members Present: Paul Schmelzer, Chair, Matt Cordonnier, Dennis McPheron, Greg Meyers, Gary Pruitt, Grant Russel, Mike Slough, Brian Thomas, Dave Trisel, Jeff Wobser.

Staff Present: Matt Stoffel, Lisa Mansfield, and Kathy Launder.

### APPROVAL OF MINUTES

Motion to accept minutes of the August 15, 2016, and September 19, 2016, meetings, by Meyers, second by Trisel. Motion passed 10-0.

### NEW BUSINESS

Recreation Department Fee Schedule and Rules and Regulations: The updated fee schedule and Rules and Regulations have been distributed for the Board's review. Schmelzer asked the Board to review and come back at the November meeting with comments or questions.

Budget: In February, the Capital requests will be approved. Are there any needs or wants to bring to the Board? Russel asked if there is anything from the Recreation Summit to add to the Capital list? Schmelzer stated that we have already completed the smaller projects requested: batting cages, electric in dugouts, permanent ticket structure. Schmelzer stated the timing of the Recreation Summit is good so that if plans are needed to be developed there is time to vet projects and obtain pricing for submission for the capital budget. Meyers stated that he still has the consultant's schematics from the last time a second sheet of ice was considered.

### DEPARTMENT REPORTS

Recreation Department Report: Mansfield reported that the Miracle Field league wrapped up their season. They will have two six week seasons next year. Youth baseball and fastpitch softball will wrap up in the next couple weeks. Visited Sylvania recreation department. We are on the same path for LaCrosse as they were when they started a program. Ice season is in full swing. All user groups are utilizing the ice. The project is moving forward with changing the arcade room into storage space. Looking into additional programs to utilize the football field in the off season. Looking into developing a wiffle ball league utilizing the Miracle Field.

Parks Maintenance Department Report: Stoffel stated that they are still mowing. They are finishing up winterizing the pool. They finished the lighting project. Trees were planted in Bernard Park and at the cemetery. Looking into planting additional trees in Firestone Park.

### OTHER REPORTS

Hancock Park District Report: Pruitt reported that the Hancock Park District has a new marketing director. The parking lot project at Aeroland park continues. \$96,000 will be allocated through the grant program.

### OTHER BUSINESS

Next Meeting: The next meeting of the Parks and Recreation Board is scheduled for November 21, 2016, at 4:00pm in the third floor conference room of the Municipal Building.

Being no further business, the meeting adjourned.

Respectfully submitted,

  
Kathy Launder  
City Clerk

# TRAFFIC COMMISSION

City of Findlay  
October 17, 2016

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## MINUTES

### **ATTENDANCE:**

**MEMBERS PRESENT:** Service-Safety Director Paul Schmelzer, Police Chief Greg Horne, Fire Chief Josh Eberle, City Engineer Brian Thomas, Councilman Ron Monday.

**STAFF PRESENT:** Matt Stoffel, Public Works Superintendent; Kathy Launder, City Clerk.

**GUESTS PRESENT:** Ron Swanson.

### **OLD BUSINESS**

#### 1. Request for additional signals at Sandusky Street and Main Street.

5/16/2016

Schmelzer stated that a traffic camera was placed facing one direction at this intersection for peak traffic. It will then be placed facing the other direction at the intersection. Once the data collected from the video is reviewed, it will be brought back to Traffic Commission for consideration. Item remains tabled.

08/15/2016

DeMuth stated that he needs to convert the video files for review. Item remains tabled.

9/19/2016

Item remains tabled.

10/17/2016

Item remains tabled.

#### 2. Request of Tom Wohlgamuth to enact an ordinance restricting golf carts to only be able to travel on 25 mile per hour roads or less.

05/16/2016

Currently licensed golf carts can be on 35 MPH roads as long as it is not for a long period of time in the City of Findlay. Rasmussen stated that we should look at the power requirement of golf carts to see if they can go 35 MPH. The current ordinance is very ambiguous. It needs to be updated. A new Ohio traffic law allowing golf carts to travel on roads with a speed limit of 35 MPH or less will go into effect January 1, 2017. It is requested that the City enact a law only allowing golf carts on roads that are 25 MPH or less. Rasmussen will look into the new law and its requirements. Will continue discussion at next month's meeting.

09/19/2016

Item remains tabled.

10/17/2016

Motion to lift item from table, by Director Schmelzer, second by Chief Eberle. Motion passed 5-0. Schmelzer stated that the Law Director submitted Sections of the Ohio Revised Code (ORC) that pertain to low speed vehicles. What is the opinion of the Commission on low speed vehicles traveling on 35 MPH thoroughfares? Until we see what the new law looks like, we need to restrict low speed vehicles from traveling on 35 MPH thoroughfares, such as Tiffin Avenue, Trenton Avenue, Blanchard Street, etc. It is illegal to drive them on the sidewalks. We have no way of knowing what the popularity of these types of vehicles will be. How widespread will it be? The new law gives flexibility to restrict locally. The Commission favors restricting travel on thoroughfares, not eliminating altogether. Need to restrict before new law passes, not after to prevent people from investing in something they will not be able to operate. The Law Director will prepare legislation if directed by the Traffic Commission. Chief Eberle and Chief Horne stated that yes we should restrict low speed vehicles on 35 MPH thoroughfares. The Law Director is requested to prepare legislation for City Council to consider.

## NEW BUSINESS

1. Request of Mike Mallet for consideration of allowing two-way traffic on East Crawford Street when Main Street is closed for an event.

We need to look at both East Crawford Street as well as West Crawford Street. Chief Horne stated that the City does not have to provide close parking for events. He is not in favor of changing the direction of the one-way streets for events. Chief Eberle stated that we should add the request to the process of each Event Permit that is affected. Director Schmelzer stated that we can post Temporary No Parking and convert the street to two-way traffic during an event. Chief Horne stated that he thinks it would be confusing.

2. Request of Ron Swanson and Jeff Morse, Swanson's Barbershop, 107 East Sandusky Street, for a handicapped parking space in the 100 block of East Sandusky Street.

There is currently no handicap parking space in the 100 block of E. Sandusky Street. Motion to add a handicap parking space in the 100 block of E. Sandusky Street in close proximity to the handicap ramp as possible, by Director Schmelzer, second by Chief Horne. Motion passed 5-0.

3. Request of Fire Chief Josh Eberle to review sight distance at intersection of Beech Street at East Sandusky Street.

Chief Eberle stated that he had a near miss accident pulling off of Beech Street onto East Sandusky Street. He suggests that we eliminate one parking space on the northeast corner of this intersection to add sight distance to the intersection. A suggestion is to restrict parking during peak hours. Director Schmelzer stated that when Engineering takes a look at the video for this area for the Main and Sandusky Street intersection review, to take notes on traffic volume in the area, and bring back to Traffic Commission for further discussion.

4. Request of MaryIn Polen, 800 Adams Street, to remove the No Parking Any Time parking restriction in front of 800 Adams Street.

Thomas stated that the sign in question is "No Parking From Here To Corner." There is parking permitted on the north side of the street and no parking on the south side. Motion to deny request by Chief Eberle, second by Director Schmelzer. Motion passed 5-0.

With no further business to discuss, the meeting adjourned. The next meeting of the City of Findlay Traffic Commission will be held on November 21, 2016, at 2:30 p.m. in the third floor conference room of the Municipal Building.

Respectfully submitted,

  
Kathy K. Launder  
City Clerk



**COMMITTEE REPORT**


**THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO**

An AD HOC COMMITTEE met on November 17, 2016 to discuss the bed tax distribution.

We recommend

- Adding TIM WATSON to AD-HOC COMMITTEE
- ~~FOR~~ INVITE CVB'S ALLISSA PRESTON TO NEXT MEETING
- CONTINUE TO DISCUSS THIS TOPIC

Aye  Nay

  
Grant Russel, Chair

LEGISLATION: \_\_\_\_\_

Aye  Nay

  
Dennis Hellmann

DATE: November 17, 2016

Aye  Nay

  
Tom Klein

COMMITTEE: AD HOC

# Ad-hoc Committee Bed Tax Distribution

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## Committee Method of Operation:

1. Open Meeting Rules
2. Minutes will be taken and posted online
3. Invited public participation
4. Adding Tim Watson

## Reference Cities:

- Columbus: <http://www.gcac.org/grants-services/for-organizations/>
- Oberlin: [http://oberlin.org/docs/BedTax\\_2015\\_Application.pdf](http://oberlin.org/docs/BedTax_2015_Application.pdf)
- Dublin: <http://dublinohiousa.gov/taxation/hotelmotel-tax-grant/>
- Canal Winchester: <http://www.canalwinchester.org/DocumentCenter/View/635>

## Overall Bed Tax Process:

1. Allocate funds during budget process
2. Accept Applications – either City or CVB
3. Review Applications – either City or CVB
4. Provide Funding – either City or CVB
5. Tracking & Reporting

— Exemplifies the community

## Discussion Points:

1. **Objective: what are we trying to accomplish with this? What is the goal?**
2. Allocate funds during budget process
  - a. Budget approved in Q1 (January)
  - b. Could this amount be zero?
  - c. Should we consider capping this at a certain % (0-100%) of expected Bed Tax revenue or previous year's Bed Tax revenue?
3. **Does the City manage this process or turn it over the CVB?**
  - a. If CVB, we need to ensure funding goes to in-city events
  - b. Potentially easier for the applicants because one less place to look for money
  - c. Definitely easier for the city
  - d. Does the city retain the right to veto any grant?
  - e. Refund to the city of unspent money?
  - f. Request presentation from CVB's Alissa Preston

LOOK AT as a bonus

# Assuming the City Proceeds with a City-run Process

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1. Criteria:
  - a. What organizations can / cannot apply?
    - i. Can City of Findlay organizations (parks & rec) apply?
    - ii. Churches?
  - b. Project/Event funding or General Operations funding?
    - i. Current Arts Partnership funding is for general operations
  - c. Multi-year funding?
  - d. What type of events / projects will we consider?
    - i. Alcohol policy?
2. Evaluation:
  - a. Council's Appropriations Committee
  - b. New standing Council Committee
  - c. New standing Citizens Board / Commission
  - d. What about conflict of interests? (both from Council members and public members)
3. Mechanics of Application, Evaluation & Payment Process:
  - a. When / how often are applications considered?
    - i. annually / quarterly / monthly
  - b. Who accept Applications?
    - i. Mayor's Office? Denise? Parks & Rec?
    - ii. Online applications?
  - c. How does the money get to applicants?
    - i. Get input from City Auditor
    - ii. Is a contract required in order to receive the funding?
      1. What happens if the event does not happen or the organization ceases operation?
  - d. Grant Tracking
  - e. Grant Evaluation – how do we evaluate the effectiveness of funding?
    - i. Do we require an Event Wrap-up document?
4. Miscellaneous:
  - a. Can unspent money roll over to the next year?
  - b. How to implement?
    - i. Legislation or Council rules
    - ii. Get input from Law Director

*Tom Crittina*  

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*Simplicity*

Fiscal Year	Month	Date	Department	SubCategory	Vendor Name	Amount	Revenue	Diff
2012	February	40947	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 9,777.40		
2012	May	41037	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 10,148.48		
2012	August	41131	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 12,137.80		
2012	November	41227	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 13,160.20		
<b>2012 Total</b>						<b>\$ 45,223.88</b>	\$ 497,350.00	\$ 452,126.12
2013	February	41324	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 9,565.64		
2013	May	41410	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 10,232.52		
2013	August	41500	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 12,226.25		
2013	November	41592	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 13,063.50		
<b>2013 Total</b>						<b>\$ 45,087.91</b>	\$ 500,976.61	\$ 455,888.70
2014	February	41676	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 10,358.26		
2014	May	41787	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 10,727.07		
2014	August	41857	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 12,719.51		
2014	November	41956	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 13,903.94		
<b>2014 Total</b>						<b>\$ 47,708.78</b>	\$ 530,098.08	\$ 482,389.30
2015	February	42041	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 10,780.70		
2015	May	42136	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 11,471.84		
2015	August	42222	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 14,743.14		
2015	November	42318	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 15,668.73		
<b>2015 Total</b>						<b>\$ 52,664.41</b>	\$ 585,160.11	\$ 532,495.70
2016	February	42405	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 12,397.36		
2016	May	42510	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 12,669.42		
2016	August	42584	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 16,036.46		
2016	November	42684	GENERAL EXPENSE	HOTEL COLLECTION PMT-ARTS	ARTS PARTNERSHIP	\$ 13,800.00		
<b>2016 Total</b>						<b>\$ 54,803.24</b>	\$ 608,490.72	\$ 594,790.72
<b>Grand Total</b>						<b>\$ 245,488.22</b>	<b>\$ 2,722,075.52</b>	<b>\$ 2,517,690.54</b>

Q4 estimated

# AD HOC COMMITTEE MINUTES

**November 17, 2016**

**COUNCIL CHAMBERS**

**PRESENT:** Committee: Dennis Hellmann, Tom Klein, Grant Russel. Non-Committee members: Sarah Sisser, Hancock Historical Museum, Christie Ranzau, Chairman of the Arts Partnership Board

**ABSENT:** none

Chairman Russel explained the process of this Ad Hoc Committee meeting. He explained that this meeting is being held in the Council Chambers so that it can be audio recorded via the microphone system so that the Council Clerk can transcribe the meeting into minutes. He noted that this meeting is open to the public and requested that anyone in the audience who wishes to speak to come up to a microphone so that their comments can be recorded and put into the minutes. The minutes will be posted online after they are approved at the next Ad Hoc Committee meeting. Public participation is welcome during this meeting.

Chairman Russel asked Tim Watson if he would like to be on this committee. Mr. Watson asked for an opinion from the Law Director prior to agreeing to be on the committee. After getting the Law Director's opinion, he agreed via email today to be on the committee. Unfortunately, he was not able to make today's meeting because he is still at work, but plans to attend the next meeting. If the rest of the committee agrees with the appointment of adding Tim Watson, he will do so. All were in favor. Tim Watson is added to the committee.

Chairman Russel provided a reference sheet on other cities who distribute bed tax revenue; what the overall process might look like and an outline of possible points for discussion.

Chairman Russel provided the following possible overview for this process:

During the City's budget process, City Council may or may not allocate money to a fund that would then go into this process. Once that allocation is made and it is known how much money is available for the coming year, and once that budget is approved, then it is simply a matter of accepting and reviewing the applications. The process will likely go through either the CVB or the City to provide funding to the applicants that are selected. Lastly, there is a tracking and reporting aspect of it. At a high level, it is a simplistic process. The details are the difficult part of it which is why these discussions are now taking place in Ad Hoc Committee meetings

Today's meeting objectives are to lay this out and determine if there are other things that should be considered and if any in-depth discussions on any of these points are needed. It is his hope that by the next Ad Hoc Committee meeting with Tim Watson on board, there will be some in-depth discussions on this so that Sarah Sisser of the Hancock Historical Museum, Christie Ranzau, Chairman of the Arts Partnership Board, and Alissa Preston with the Convention and Visitors Bureau (CVB) will know what direction the committee is headed. Today's meeting is more or less the setting of the table.

Chairman Russel went through the decision points that need to be addressed:

1. What is this Ad Hoc Committee trying to accomplish with the bed tax distribution program as it drives everything else. This determines what criteria to use, who can apply, how they can apply, etc. He does not have opinion of what the objective is, but it is a starting point. He asked the committee for their thoughts and opinions. Tom Klein noted that whatever the Ad Hoc Committee does, it needs to contribute to something that is going to reach the community as a whole. Dennis Hellman added that there needs to be an equitable allocation of those funds and a complete process for the applicants. Chairman Russel clarified that this is not CVB money. The City has nothing to do with CVB money. This is a percentage of hotel/motel bed tax that is given to the City, and via Ohio Revised Code (ORC), it is placed in the City's general fund.
2. There needs to be a process of allocating funds which could be done during the budget process in November/December with approval of the budget in January during the first or second City Council meeting which means money would be available for distribution in February. He asked the committee if there needs to be a clause in the process that states applicants cannot receive more than what was requested in bed tax revenue. Even though a future Council body can change whatever this Ad Hoc Committee comes up with, a process needs to be implemented. If this Ad Hoc Committee decides to cap it at \$100,000/year, and if the bed tax plummets for some reason (example: Air B&B starts taking off and the City's bed tax money falls to \$90,000/year), it needs to be determined if the \$10,000 shortage can be taken from other general fund revenue. Tom Klein asked if the funds in the bed tax revenue in the general fund are needed for other expenses besides these types of requests, could it be used elsewhere. The bed tax revenue needs to be looked at as a bonus. When they are there it's great, but when they are not there, they cannot be perceived as revenue.
3. Chairman Russel said the committee must decide how it wants to handle allocating funds: have a city-led process or hand it over to the CVB. Dennis Hellmann has talked with Alissa Preston with the CVB and asked her to attend today's meeting, but she was unable to do so. It is Chairman Russel's hopes that she will be able to attend the next Ad Hoc Committee meeting to inform the committee on how the CVB works. If the committee decides the City should directly finance the CVB, it will change all the subsequent conversations. Dennis Hellmann feels the committee needs to provide guidelines for those requesting bed tax funds (i.e. cap on how much, what special requirements there are, etc.). Chairman Russel replied all of that needs to be defined by this committee. The guidelines should consist of what is listed under the criteria, evaluation, and mechanics of the handout. A lot of that changes depending on who is running the process, the city or the CVB.
4. Page 2 of the handout notes that if there will be a City-run process in some manner for requesting bed tax funds, the following items are should be considered:

Criteria:

Who can apply? Can they request multi-year funding? Will the City fund general operations, which is what has been done with The Arts Partnership, or have specific projects funded? As the handout shows, other communities have a lot of specific projects funded and those wanting funds for those projects apply for money specifically for those projects. He asked if there should be an alcohol policy; could / should the bed tax support the Wine Festival at Riverside Park, etc.?

**Evaluation:**

Who will evaluate these requests? How will conflict of interests be handled? Many within the community is involved in the organizations making these requests; there needs to be an avenue for conflicts so as not to affect final decisions.

**Mechanics:**

How will these requests will be handled? How frequently? Who will collect the applications? Conversations with the Administration need to take place to determine how they can help support this process. How will the money will get to the recipients? Conversations with the Auditor's Office need to take place to determine what steps need to take place. Conversations with the Law Director also need to take place to determine if any contracts or agreements need to be done for any of these requests. Something in writing may be needed in case an event does not happen or an organization folds and there are funds reserved for them, and what the City's sponsorship means in terms of liability.

**Tracking:**

If the City gives funds to host an event and after the event takes place, how will the results from the event be tracked or documented? For instance, if the event expects to brings in 100 individuals into Findlay hotels, how will they prove it and what kind of final reporting, if any will the City want? Is it worth the time to generate a final report and does the City want that detail?

**Implementation:**

It needs to be determined how this will be implemented? Input from the Law Director is needed. Should this be done by legislation or by Council rules? If it is Council rules, then that means Council will approve for each Council term. If done by legislation, then it is carried over year after year until an amendment to the legislation is done. Legislation is more set in stone, but is still at the will of Council.

## **Discussion:**

Tom Klein noted that other communities have established a fund for this. Several of them have a simple funding trail of asking and receiving, and how it is spent and reported upon. Others are very complicated. He is interested in finding out how those are working out. If the procedure is burdensome, it will not benefit the City nor those seeking the grant. Simplicity should win out when putting this together rather than make it burdensome so that it becomes a pain for those applying and for those looking at the funding. Dennis Hellmann agreed that there should be some middle road and that there needs to be controls put on it without burdening everyone by making it so difficult that no one would want to apply for it. Tom Klein added that anything the committee wants to do is going to be far superior from what has been done.

Dennis Hellmann feels the committee should meet twice a month on this matter so that procedures can be finalized. Tom Klein agreed. He would like to get it moving and get it done. Dennis Hellman does not feel it needs to be drug out. The quicker it is finalized, the better. He would like to see it finalized by the first of the year, if not by the end of January. Tom Klein agreed.

Chairman Russel feels that the important part for this initial conversation is how funds will be allocated because those conversations will come up in a couple of weeks during the budgeting process. Currently, there is an allocation for the Arts Partnership. He is unsure if it is for next year or if this is the last year, but noted that the City has funded approximately fifty thousand dollars (\$50,000) to them. Chairman Russel asked Christie Ranzau in the audience if the Arts Partnership has one more year of funding already allocated to them from the City. Ms. Ranzau replied 2016 marks the end of the three year commitment between the City and the Arts Partnership.

Chairman Russel would like to see a proposal to indicate that a process for these requests is being created and will be in the budget process so that Council can take that into consideration.

Dennis Hellmann asked if funding is specifically for organizations or if lump sum amounts are given. Chairman Russel suggested a lump sum; at the budget level during the December budget conversations, it is a lump sum conversation and at no time will Council acknowledge any events that organizations have coming up where the City will fund because that would indicate that organization would automatically receive City funds. This committee was formed to eliminate automatic giving of City funds. Tom Klein and Dennis Hellman agreed.

Dennis Hellmann added that when requests come in, it would be nice to know what exact dollar amounts they are asking for and how much money is coming in from the bed tax. Chairman Russel asked Mr. Hellmann if he is asking for what the City gets or what the requestor would be getting. Dennis Hellman replied what the City gets. It is his understanding that the City gets half of what the County gets. Chairman Russel replied that the County actually gets more. This was discussed in an Appropriations Committee meeting. Dennis Hellmann obtained information from Ms. Preston of the Arts Partnership. Chairman Russel noted that he projects the 2015 revenue amounts to be a little over \$600,000, \$585,000 for 2014, \$530,000 for 2013, and \$500,000 for 2012. These amounts are reported on the City's accounting website. The amount for 2016 is an estimate because 4<sup>th</sup> quarter numbers are not in yet. Tom Klein asked what the estimated amount is. Chairman Russel replied it is 5% over the 2015 amount of \$600,000 which is on the document he provided at the Finance Committee. It lists the City's revenue amounts and the amounts the Arts Partnership has been receiving.

Tom Klein asked if the committee needs to establish a number they are comfortable with for budget reasons. Chairman Russel replied the Committee would do so if the City Council as a whole wants it. Tom Klein asked if it is a set line item if it will be listed as the Community Partnership Fund and then a gross number will be set for the fund. Chairman Russel replied that is correct; it will be part of the budget process.

Dennis Hellmann asked if the amount could be between 0-100% of what is received. Chairman Russel replied it will be whatever Council decides it to be. This committee can make a recommendation of what it should be. In looking at the previous years' revenue, it could then be decided on the amount which would protect the City for when it goes up and goes down, or it could be based on the Auditor's revenue estimates. Previous conversations on what to give the Arts Partnership have taken place to decide whether to give a percentage of revenue received less expenses to collect it and run it, or a fixed dollar amount. There were arguments on both sides of it. Percentage lets the non-profits enjoy increased hotel activity, but fixed amounts are easier to budget with and lets the City enjoy a prosperous situation but does not get the City off the hook when there's a declining economy.

Dennis Hellman asked if the City can cut the amount in a declining economy. If the money isn't there, it isn't there.

Chairman Russel believes the funding conversation might be contentious during the budget hearings. The next time this committee meets, it should be looked at and a formal proposal to City Council should be developed that could be incorporated into the budgeting process. Tom Klein and Dennis Hellmann agreed.

Sarah Sisser addressed the committee:

Ms. Sisser said that the Hancock Historical Museum has researched the past two (2) years that the Arts Partnership has requested funds from the City. She has sat on the Convention and Visitors Bureau Board for the past four (4) years. The CVB has done some great work in granting these funds to non-profit organizations. Not all CVBs across the state do so, but the fact that ours has enabled them to see some great results from it by the quantity and quality of programming that has been offered by non-profits in the community. They have also seen a tremendous increase in the amount of bed tax dollars they are receiving from both the County and City largely due to the new Hilton Garden Inn. They are projecting another significant increase with the new Hancock Hotel. That pool of money has grown considerably. There are organizations in town that are seeking funds: Arts Partnership, Hancock Historical Museum, as well as others, but the list is relatively short of those who are significantly contributing to the activities that are putting heads in beds. Across the United States, the County tax dollars are to be reinvested in activities that directly promote and enhance tourism in the community. She thanked Dennis Hellmann for pointing out that these are not the tax dollars that residents are paying, but are tax dollars in part that are coming into the community to large corporations as they are putting a lot of heads in beds throughout the week, but also in part due to the work that the Arts Partnership and the Hancock Historical Museum and others are doing to add a quality of life here with great culturally enriching programming that is bringing people to Findlay. There have been some great recent conversations on the CVB Board about some of the ways they want to reinvest the larger pool of money they are seeing.

Recently, with their SWAT analysis they discussed potentially reinvesting some of the funds, not just in marketing events, but also in the general operations of some of the organizations on the short list that contribute, and even into capital projects which is really exciting because there are no other cities who are doing this. If a great plan for the redevelopment of the downtown in which they would like to have a river walk that could bring in a lot of tourists to Findlay. The CVB might be able to contribute or grant a large dollar amount to that project. Thoughts need to be on how these dollars can be reinvested in the community to benefit residents as well as visitors.

She read from the Texas State Code on how every expenditure must directly enhance and promote tourism. Cities are allowed to choose how they want to do this. They could give it to an Arts Council, to a Convention and Visitors Bureau, or to other organizations as long as they are promoting and enhancing tourism.

Dennis Hellmann noted that this Ad Hoc Committee was not formed on a vindictive basis, nor does Council feel the monies were not being spent appropriately, but instead feel that the Arts Partnership, the Hancock Historical Museum and several others have been doing an excellent job enhancing the community with the funds that they receive.

Ms. Sisser replied she did not feel it was vindictive in any way, but does know that it is the sentiment of some Councilmembers and probably some members of the community, that tax dollars should never go to benefit a non-profit. In fact, those exact words were said to her by a couple of Councilmembers. She strongly disagrees with that sentiment. To have that stern of an approach in the last couple of years shows that there has been no consistency as there are already non-fits that are receiving City dollars. This is another pool of money, not just tax dollars. It is bed tax dollars which are a little different. The arts and humanities in this community are a significant part of the infrastructure. When the Hancock Historical Museum came forward and asked for funds, some Councilmembers asked how funds could be given to an organization like the museum when better roads are needed or money needs to be given to the Police Department. She does not believe the museum will win that argument because great roads are needed, but these organizations in the arts and the humanities are an important part of the infrastructure. Both organizations do a lot of work with students. All week, the museum has had approximately 4,000 students. Since the museum is a non-profit, they are underwriting all the programming for county and city school kids, so it is an important part of the infrastructure of the community.

Tom Klein agreed and stated that non-profits are able to accomplish these things and make it a better community with somebody else's dollars. No one in the City of Findlay has paid anything into this. The vast majority of the funding comes from non-Findlay residents coming here to enjoy it. Findlay gets to provide services and additional funding with those dollars.

Chairman Russel strongly disagreed with Mr. Klein's statement that citizens have not paid into this. One of the reasons for the tremendous uptick is because of Marathon, Cooper Tire, and some other local employers filling up many of the hotels in Findlay Monday-Thursday nights with consultants. There was a time when a hotel room in Findlay was not available on those nights; those turned away went to Bowling Green or Lima. Other businesses in town that bring in individuals are charged for their hotel stays. Findlay residents might not directly see it, but it still is an expense to the local business.

Ms. Sisser stated that a lot of the bed tax is funded by Marathon and the new construction. The museum and the Arts Partnership have a very strong relationship with Marathon and Cooper. Both of those companies have invested a lot of money into the non-profits because they see the value in them. Marathon has invested tens of millions of dollars in the arts and humanities and the Performing Arts Center and other entities in the last couple of years because they see the value in having those things in this community to bring in and retain great talent and visitors.

Tom Klein noted that the committee has a lot of information from other communities in Ohio that are in the same situation Findlay is in who are trying to establish criteria and funding routes. He would like to look at what has been done by other communities and expedite the process fairly quickly without having to reinvent the wheel. Dennis Hellmann agreed. Tom Klein noted that Dublin, Canal Winchester and Oberlin are all communities that have decent programs in place. Columbus allocates all their bed tax funds to the arts.

Chairman Russel noted what the committee recommends on the committee report:

- Add Tim Watson to the Ad-Hoc Committee
- Invite CVB's Alissa Preston to the next committee meeting
- Continue to discuss the topic

Tom Klein and Dennis Hellmann agreed.

Tom Klein asked if the next meeting date and time should be set now. Chairman Russel replied that he does not know Tim Watson's schedule, so he will contact him to see when he can meet then will set a date and time with the rest of the committee.

Chairman Grant Russel adjourned at approximately 2:05 p.m.

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CLERK OF COUNCIL

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GRANT RUSSEL, CHAIRMAN



**FINDLAY CITY COUNCIL  
CARRY-OVER LEGISLATION  
December 6, 2016**

**ORDINANCE NO. 2016-108** *(salary ordinance)*

**third reading**

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2016-089, ORDINANCE NO. 2016-071, AS AMENDED AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2016-109** *(year-end appropriations)*

**third reading**

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2016-110, AS AMENDED** *(Income Tax estimated payments)*

**third reading**

AN ORDINANCE AMENDING SECTIONS 194.07, 194.10, AND 194.13 OF CHAPTER 194 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2016-112** *(516, 518, 518 ½ Liberty St rezone)*

**second reading**

AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 516, 518, 518 ½ LIBERTY STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R3 SINGLE FAMILY HIGH DENSITY" TO "R4 DUPLEX/TRI-PLEX HIGH DENSITY".

**ORDINANCE NO. 2016-113** *(15110 Flag City Dr rezone)*

**second reading**

AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 15110 FLAG CITY DRIVE REZONE) WHICH PREVIOUSLY WAS ZONED "R1 SINGLE FAMILY LOW DENSITY" TO "C2 GENERAL COMMERCIAL".

**ORDINANCE NO. 2016-114** *(zoning fees)*

**second reading**

AN ORDINANCE APPROVING AN UPDATED SCHEDULE OF FEES PURSUANT TO 1169.01 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

# City of Findlay

## Office of the Director of Law

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**Donald J. Rasmussen**  
Director of Law

DECEMBER 6, 2016

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, DECEMBER 6, 2016 MEETING.

### **ORDINANCES**

- 2016-115 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- 2016-116 AN ORDINANCE AUTHORIZING THE MAYOR AND THE DIRECTOR OF PUBLIC SERVICE-SAFETY OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A CONTRACT WITH HANCOCK COUNTY EMERGENCY MANAGEMENT AGENCY TO DEVELOP AN EMERGENCY OPERATION PLAN THAT WILL ENCOMPASS ALL POLITICAL SUBDIVISIONS OF HANCOCK COUNTY, PURSUE A PROFESSIONAL DEVELOPMENT TRAINING PROGRAM, AND COORDINATE THE EMERGENCY MANAGEMENT ACTIVITIES OF ALL THE POLITICAL SUBDIVISIONS ACCORDING TO THE DUTIES AND REQUIREMENTS OF SECTION 5502.27 OF THE OHIO REVISED CODE, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2016-115**

**AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.**

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

SECTION 1: That the following sums be and the same are hereby appropriated:

FROM:	CDBG Grant Funds	\$ 129,000.00
TO:	Areas B-4 & B-6 Sewer Separation Phase II (CDBG FY16) <i>Project No. 32556100</i>	\$ 129,000.00
FROM:	FAA Grant	\$ 2,003,552.00
	ODOT Grant	\$ 111,308.00
	CIT Fund – Capital Improvements (restricted account)	\$ 111,309.00
TO:	Airport AIP-26, Runway 18/36 Rehab <i>Project No. 35264900</i>	\$ 2,226,169.00
FROM:	General Fund (insurance proceeds)	\$ 1,921.73
TO:	Police Department #21012000-other	\$ 1,912.73

SECTION 2: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to appropriate said funds so that additional sewer separation work in the aforementioned area may proceed, so that grant funds received for aforementioned Airport runway improvements may be utilized, and so that funds received from the City's insurance company may be utilized.

WHEREFORE, this Ordinance shall take effect and be in force from and after its passage and approval by the Mayor.

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_

**ORDINANCE NO. 2016-116**

**AN ORDINANCE AUTHORIZING THE MAYOR AND THE DIRECTOR OF PUBLIC SERVICE-SAFETY OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A CONTRACT WITH HANCOCK COUNTY EMERGENCY MANAGEMENT AGENCY TO DEVELOP AN EMERGENCY OPERATION PLAN THAT WILL ENCOMPASS ALL POLITICAL SUBDIVISIONS OF HANCOCK COUNTY, PURSUE A PROFESSIONAL DEVELOPMENT TRAINING PROGRAM, AND COORDINATE THE EMERGENCY MANAGEMENT ACTIVITIES OF ALL THE POLITICAL SUBDIVISIONS ACCORDING TO THE DUTIES AND REQUIREMENTS OF SECTION 5502.27 OF THE OHIO REVISED CODE, AND DECLARING AN EMERGENCY.**

BE IT ORDAINED by the Council of the City of Findlay, Ohio, two-thirds (2/3) of all members elected or appointed thereto concurring:

SECTION 1: That the Mayor and Director of Public Service-Safety of the City of Findlay, Ohio, be and they are hereby authorized to enter into a contract with Hancock County Emergency Management Agency to develop an emergency operation plan that will encompass all political subdivision of Hancock County, pursue a professional development training program, and coordinate the emergency management activities of all the political subdivisions according to the duties and requirements of section 552.27 of the Ohio Revised Code.

SECTION 2: That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason that it is immediately necessary to secure said authority so that a contract may be effective January 1, 2017 through December 31, 2018.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor and Director of Public Safety.

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_