

# FINDLAY CITY COUNCIL AGENDA

**REGULAR SESSION**

**April 17, 2018**

**COUNCIL CHAMBERS**

## **ROLL CALL of 2018-2019 Councilmembers**

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

Acceptance or changes to the April 3, 2018 Regular Session City Council meeting minutes.

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

**PROCLAMATIONS:** - none.

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

### **PETITIONS:**

#### **Alley vacation request – Hawthorne Road**

Greg Mohr is requesting to vacate part of Carrol Street lying east of Benton Street as platted in the Cory and Daniels Addition to the City of Findlay, Ohio. Needs to be referred to City Planning Commission and Planning & Zoning Committee.

#### **Zoning amendment request – 118 Center Street**

Eric and Jennifer Bishop would like to change the zoning of 118 Center Street to R4 Duplex/Triplex. It currently is zoned R3 Single Family, High Density. Needs to be referred to City Planning Commission and Planning & Zoning Committee.

**WRITTEN COMMUNICATIONS:** - none.

**ORAL COMMUNICATIONS:** - none.

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

**Treasurer's Reconciliation Report** – February 28, 2018.

**City Income Tax Monthly Collection Report** – March 2018.

**Precipitation and Reservoir levels report** – January–March 2018

**Officer/Shareholders Disclosure Form from the Ohio Department of Commerce Division of Liquor Control** for H N Ruby LLC, 1103 Tiffin Avenue, Findlay, Ohio for a D3 liquor permit. This requires a vote of Council.

John E. Dunbar, Chief of Police – H N Ruby LLC, 1103 Tiffin Avenue, Findlay, Ohio. A check of the records shows no criminal record on the following:

Ngoc H. Mai  
Hai T. Nguyen

#### **City Auditor Staschiak – summary financial reports**

A set of summary financial reports for the prior month follows including:

- Summary of Year-To-Date Information as of March 31, 2018
- Financial Snapshot for General Fund as of March 31, 2018
- Open Projects Report as of March 31, 2018
- Cash & Investments as of March 31, 2018

**Findlay Municipal Court Activities Report** – March 2018.

**Findlay Fire Department Activities Report** – March 2018.

#### **City Auditor Staschiak – Ohio Public Records Laws & Open Government (Sunshine Laws) training**

According to the Ohio Revised Code, all elected officials must attend at least three (3) hours of training on Ohio's Public Records Laws and Open Government (Sunshine Laws) during each term in office. The training received must be certified by the Ohio Attorney General. Proof that the training has been completed must include documentation that either the Attorney General's Office or another entity certified by the Attorney General (i.e. State Auditor's Office) provided the training to the elected official. Attendees who successfully complete the training will receive a certificate to serve as proof of the training. Since the requirement covers such an important topic, for members who cannot attend, a "designee" can be sent; however, he/she must be an employee in the public office and there must be evidence of the designation (such as a letter that has been signed by the elected official). As required by law, all trainings are free and new sessions are added throughout the year when they become available. The link to the current Auditor of State's Certified Public Records training sessions can be found: <https://ohioauditor.gov/trainings/registration.html>. The link to the current Ohio Attorney General's Office training sessions can be found: <http://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Law-Training>. If you cannot make it to one of the listed sessions, there is an online option available through the Attorney General's Office: <https://sunshinelaw.ohioattorneygeneral.gov/>. After the course is completed, provide a copy of the certificate of attendance for the Auditor's Office files. The certificates are asked for as a regular part of the audit process.

**Service Director/Acting City Engineer Thomas – 2<sup>nd</sup> quarter appropriations**

Similar to previous years, in an effort to minimize the financial impact on the beginning of the year Capital Improvement Fund, the fund appropriation requests are being split into quarterly breakdowns. The first quarter appropriation requests were authorized on March 20, 2018 with Ordinance 2018-019 AS AMENDED. He is now requesting the appropriation for the next group of projects and points out that the attached list is only part of the projects/equipment that was provided earlier in the year due to the funds that are currently available in the Capital Fund. Legislation to appropriate funds based on the attachment is requested. Ordinance No. 2018-039 was created.

**Safety Director Schmelzer – 2018 Capital Improvements – PD vehicles**

Capital Funds were placed in the parking budget for the purchase of a new enforcement vehicle, but a used vehicle was purchased locally for approximately twelve thousand three hundred dollars (\$12,300.00). The remainder of the funds are requested to be transferred to the Police Department budget for a detective vehicle in VNU. Legislation to appropriate and transfer funds is requested. Ordinance 2018-040 was created.

FROM: Parking Enforcement #25075000-551300 *Outlay-Equipment* \$ 17,789.00  
TO: Police Department #21012000-*other* \$17,789.00

**Mayor Mihalik – District 13 Integrating Committee appointment**

Mayor Mihalik is appointing Brian A. Thomas, P.E., P.S., Service Director for the City of Findlay, to the District 13 Integrating Committee. This term will expire April 30, 2018. This appointment does not require Council's confirmation.

**Mayor Mihalik – Shade Tree Commission appointment**

Mayor Mihalik is appointing Becky Stahl to the City of Findlay Shade Tree Commission. Her appointment will be effective through December 31, 2020. This appointment does not require Council's confirmation.

**Findlay Police Department Activities Report – March 2018.**

**Service Director/Acting City Engineer Thomas – 2018 Resurfacing Program, Contracts A & B, Project #32880100**

By authorization of Ordinance No. 2018-020, a bid opening was held for this project on April 11, 2018. For Contract A, one (1) potential contractor submitted a bid in the amount of \$723,949.61. Bids were also received for two (2) alternates totaling \$161,449.24. the bid was received from Helms and Sons Excavating of Findlay, Ohio. For Contract B, four (4) potential contractors submitted base bids ranging from \$499,932.15 to \$604,232.10. Bids were also received for five (5) alternates ranging from \$115,855.55 to \$163,842.35. The lowest and best bid was received from M&B Asphalt of Tiffin, Ohio. Due to the bids coming in just under the estimate, no alternates will be completed this year. This project is included in the 2018 Capital Improvements Plan, and the total project estimate is within the budgeted amount. Previously, an amount of \$10,000 was appropriated to the project for design and startup. Legislation to appropriate funds for construction, inspection, and contingency is requested. Ordinance No. 2018-042 was created.

FROM: CIT Fund – Capital Improvements Restricted Account \$ 1,240,000.00  
TO: 2018 Resurfacing Program *Project No. 32880100* \$ 1,240,000.00

**Service Director/Acting City Engineer Thomas – FY19 ODOT Aviation Grant**

The City would like to submit an ODOT Aviation grant. If obtained, the grant would be used to help pay for the replacement and relocation of the existing wind sock and rotating beacon and the demolition of the existing towers near the terminal building. The grant would pay for ninety-five percent (95%) of the construction cost, but the projects score higher if they ask for a smaller percentage. To increase the probability of receiving the grant, it is proposed to ask for the grant to pay eighty-four percent (84%) of the construction (same as past years). At this time, the grant request is estimated to be for approximately one hundred thousand dollars (\$100,000.00). Legislation authorizing the Service Director to sign and submit the grant application is requested. Ordinance No. 2018-043 was created.

**Service Director/Acting City Engineer Thomas – Airport Manager**

The payroll ordinance requires that Council be notified of any pay raise(s) above eight percent (8%) in a calendar year. Legislation to raise the bi-weekly pay of the current Airport Manager to \$2,769.60 (approximately \$72,000 per year) is on tonight's agenda. Matt McVicker has been an excellent Manager since taking the position. He has coordinated projects, hosted Airport events, and has worked hard to promote the Airport. This is a similar pay range to other Supervisors in the City of Findlay. Depending on how the year progresses, there may be a need for an additional appropriation to cover the difference in personnel services, but no appropriation is being requested at this time. Legislation to allow the Mayor and/or Service Director to grant the increase in the bi-weekly pay of the current Airport Manager position which would exceed the allotted eight percent (8%) of the current salary ordinance is requested. Ordinance No. 2018-044 was created.

**Hancock Regional Planning Commission Director Cordonnier – revisions to the Zoning Code for the Downtown Design Review District**

The City Planning Commission and the Planning and Zoning Committee reviewed the proposed amendments to the Zoning Code for the Downtown Design Review Districts who have requested the following changes:

- 1) When the documents refer to the Design Review District, replace with Downtown Design Review District.
- 2) The following changes to Chapter 1138
  - 7. Vacant lots: must be level at grade, maintained, and cleared of debris. The Board may require fencing to secure the site and to maintain aesthetic character.
  - 8. Graffiti or other types properly defacement.

Ordinance No. 2018-035 received its 1<sup>st</sup> reading during the April 3, 2018 City Council meeting and will receive its 2<sup>nd</sup> reading, AS AMENDED, during tonight's meeting.

## **COMMITTEE REPORTS:**

The **STRATEGIC PLANNING COMMITTEE** met on April 3, 2018 to continue March 6, 2018 discussions on year one (1) goals and expectations.

*We recommend the next meeting be held on May 1, 2018 at 5:30pm (location TBD). For Councilwoman Ostrander to poll other Councilmembers on ideas for public meetings. Councilman Wobser, Councilman Russel, and Auditor Staschiak to circulate sample strategic plans to this committee. Goal of next STRATEGIC PLANNING COMMITTEE meeting on May 1, 2018: produce outline of plan.*

An **AD HOC COMMITTEE** met on April 10, 2018 to continue discussions from the February 15, 2018, December 12, 2017 and December 19, 2017 AD HOC COMMITTEE meeting to review Council's Rules of Procedures for the 2018-2019 Council term.

*We recommend the Ad-Hoc Committee continue to meet to discuss this issue.*

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Van Horn, Hoover & Associates, Inc. on behalf of Pro Tech Rental Properties LLC to rezone 113 Alexander Place from R2 Single Family, Medium Density to M2 Multi-Family, High Density.

*We recommend to approve as requested. Ordinance No. 2018-037 was created.*

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Jacob Berg to rezone 2131 Spruce Drive from R2 Single Family, Medium Density to R4 Duplex/Triplex, High Density Residential District.

*We recommend to approve as requested. Ordinance No. 2018-038 was created*

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Hancock Regional Planning Director Matt Cordonnier to discuss changes to the Design Review Board Regulations Chapter 1138, as well as new Chapter 1139 Design Review Guidelines.

*We recommend that Council approve Chapter 1138 and Chapter 1139 with the following recommendations and additions:*

1. 1138.08(A) – add maintenance/removal of graffiti.
2. Vacant lot appearance and maintenance be addressed in general zoning code at a later date.
3. Consistent naming of Design Review.

Ordinance No. 2018-035 was created It received its first reading during the April 3, 2018 City Council meeting. It is amended to reflect the **PLANNING & ZONING COMMITTEE's** recommendations. Ordinance No. 2018-035 AS AMENDED will receive its 2<sup>nd</sup> reading during the April 17, 2018 City Council meeting.

## **LEGISLATION:**

**RESOLUTIONS** – none.

## **ORDINANCES**

**ORDINANCE NO. 2018-024** (2350 Keith Pkwy rezone) requires three (3) readings **third 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 2350 KEITH PARKWAY REZONE) WHICH PREVIOUSLY WAS ZONED "C2 GENERAL COMMERCIAL" TO "I-1 LIGHT INDUSTRIAL".

**ORDINANCE NO. 2018-025** (South St rezone) requires three (3) readings **third reading**  
AN ORDINANCE VACATING A CERTAIN ALLEY (HEREINAFTER REFERED TO AS SOUTH STREET VACATION) IN THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2018-026** (2017 Ordinances & Resolution changes) requires three (3) readings **third reading**  
AN ORDINANCE TO APPROVE CURRENT REPLACEMENT PAGES TO THE FINDLAY CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-031** (2017 annual sewer & manhole lining program) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-032** (Blanchard St/Sixth St intersection upgrade) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-033** (areas B-4 & B-6 sewer separation Phase 1) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-034** (rubber flooring for CUBE arena) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-035, AS AMENDED** (*Design Review District changes*) **requires three (3) readings** **second reading**  
AN ORDINANCE REPLACING CHAPTER 1138, ENTITLED DESIGN REVIEW REGULATIONS, AS WELL AS ENACTING NEW CHAPTER 1139 ENTITLED DESIGN REVIEW GUIDELINES, BOTH OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2018-037** (*113 Alexander Place rezone*) **requires three (3) readings** **first 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 113 ALEXANDER PLACE REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "M2 MULTI-FAMILY, HIGH DENSITY".

**ORDINANCE NO. 2018-038** (*2131 Spruce Dr rezone*) **requires three (3) readings** **first 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 2131 SPRUCE DRIVE REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX, HIGH DENSITY RESIDENTIAL DISTRICT".

**ORDINANCE NO. 2018-039** (*2<sup>nd</sup> qtr Capital expenditures*) **requires three (3) readings** **first reading**  
AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO, TO ADVERTISE FOR BIDS WHERE REQUIRED AND ENTER INTO A CONTRACT OR CONTRACTS FOR CONSTRUCTION OF VARIOUS PROJECTS IN ACCORDANCE WITH THE 2018 DEPARTMENT EQUIPMENT LIST WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT A, APPROPRIATING FUNDS FOR SAID CAPITAL EXPENDITURES, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-040** (*2018 Capital Improvements - PD vehicles*) **requires three (3) readings** **first reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-041** (*change to junk vehicles codified ordinance*) **requires three (3) readings** **first reading**  
AN ORDINANCE AMENDING SECTION 521.04(c)(1) AND SECTION 521.07(a) OF CHAPTER 521 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2018-042** (*2018 resurfacing program Contracts A & B*) **requires three (3) readings** **first reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-043** (*FY19 ODOT Aviation Grant*) **requires three (3) readings** **first reading**  
AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO EXECUTE THE NECESSARY GRANT APPLICATION(S) AND/OR AGREEMENT(S) TO RECEIVE GRANT FUNDS FROM THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR THE FY19 AVIATION GRANT, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-044** (*Airport Manager*) **requires three (3) readings** **first reading**  
AN ORDINANCE AUTHORIZING THE MAYOR AND/OR SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO GRANT AN ADDITIONAL EIGHT PERCENT (8%) SALARY INCREASE FOR THE CURRENT AIRPORT MANAGER POSITION, WHICH WOULD EXCEED THE ALLOTTED EIGHT PERCENT (8%) OF CURRENT CODIFIED ORDINANCE NO. 2017-108, AS AMENDED OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE SALARY ORDINANCE, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-045** (*continue Workers Compensation programs*) **first reading**  
AN ORDINANCE AUTHORIZING THE AUDITOR OF THE CITY OF FINDLAY, OHIO TO ENROLL THE CITY OF FINDLAY IN THE BUREAU OF WORKER'S COMPENSATION (BWC) GROUP RETROSPECTIVE RATING PLAN, AND DECLARING AN EMERGENCY.

**UNFINISHED BUSINESS:**

OLD BUSINESS  
NEW BUSINESS

ALLEY/STREET VACATION PETITION

FEE PAID \_\_\_\_\_

DATE 4/6/18

ADVERTISING AND FILING FEES PAID \_\_\_\_\_ DATE \_\_\_\_\_

HONORABLE MAYOR AND COUNCIL, CITY OF FINDLAY, OHIO:

We, the undersigned, being owners of property abutting the requested CARROL ST vacation shown on the attached plat, respectfully petition  
(street/alley)

your Honorable Body to vacate the CARROL ST described as:

CARROL ST, SOUTH OF 825, 831, 841 HAWTHORNE RD

Being further described as abutting the following described LOTS in the  
SUBDIVISION of:  
EASTOWNE PARK ADD.

A \$75.00 fee is submitted to pay for the cost of vacating the above-described  
CARROL ST (street or alley)

We agree to pay all cost and/or assessments that are now or have been constructed serving this property. Upon adoption of legislation, applicable advertising and filing fees will be invoiced to the petitioner. A plat of the area showing the portion to be vacated & a list of all property owners on that portion of the alley running from street to street, but not in the request for vacation are attached.

OWNER	ADDRESS	LOT NUMBER
* GREG MONR / CHRIS NEELY	841 HAWTHORNE RD	LOT 9

*Pam Barto*

* PAM BARTO	831 HAWTHORNE	LOT 10
JANELLE FABER	825 HAWTHORNE RD	LOT 11

MATTHIAS LEGUIRE	830 E. SANDUSKY ST	LOT 8926-8931
		CORY DANIELS AS

\* REQUESTING VACATION OF ALLEY

TO: Applicants for Street or alley Vacation

FROM: Council Clerk

City law requires persons requesting the vacation of a street or alley to file a petition with City Council. Council then refers the request to the City Planning Commission and the Planning & Zoning Committee for their findings. These Committees file their report with Council, who in turn makes the final ruling on the request.

## **APPLICATION REQUIREMENTS**

Petition forms are available in the Council Clerk's Office. It requires the signature of a majority of the property owners that about the requested vacation. A plat of the area shall accompany the application indicating the street or alley to be vacated. This plat can be obtained from the City Engineer's Office.

In addition to the petition for an alley vacation being signed by the abutting property owners, which is notice, if said proposed alley vacation is less than the full alley running from street to street, either north and south or east and west as the case may be, then the Clerk will also send notices to the abutting property owners on that portion of the alley extended but not in the request for vacation. For example, if an alley runs from north to south from street A to street B, intersected by a east-west alley, and the request is to vacate the alley running from street A to the intersecting east-west alley, then the abutting property owners on the remaining portion of that north-south alley between street A and street B shall also receive notice of the petition to vacate from the Council Clerk. (Rules of Procedure, as amended, of Findlay City Council).

Ideally, the petition must be signed by all abutting property owners. If not, a Public Notice of Consideration to Vacate has to be advertised in the Courier for six consecutive weeks. The cost of the advertising shall be paid by the petitioner. Anyone wishing to address Council concerning the petition may do so as a result of the publication. This can occur at any of the three readings which Council must give an Ordinance that vacates right-of-way.

## **FEE**

At the time of submitting the request to the Council Clerk, a **\$75.00 non-refundable fee** shall accompany the petition. This is to off-set some of the City's expenses. **Upon adoption of legislation, applicable advertising and filing fees will be invoiced to the petitioner.**

## **ASSESSMENTS**

By law, if there were assessments to the abutting properties for improvements to the street or utilities, the petitioners are to pay the assessment fee for the property being vacated. These assessments, if any, are recorded in the City Engineer's Office. They are requested to be researched for the property upon legislation request. The petitioners will be invoiced for the total expense, and it must be paid before Council will vacate the street or alley.

## **PLANNING COMMISSION ACTION**

Planning Commission action on vacation petitions will be in the form of a recommendation to City Council. Council may then either concur with the Commission's recommendation or override it. Concurring action may be accomplished with a simple majority vote, while overriding action requires a two-thirds (2/3) vote of Council. Notice of the Planning Commission Meeting will be sent from the Engineer's Office to the filer of the petition advising him/her when the request shall be heard.

## **COMMITTEE ACTION**

This Committee's action will be in the form of a recommendation to City Council. Council may then either concur with the Committee's recommendation or override it. Action is a simple majority vote to concur or override the Committee report. Notice of the Planning & Zoning Committee Meeting will be sent by the Council Clerk to the petitioners advising them when the request shall be heard.

## **CITY COUNCIL ACTION**

Once the petition is placed on Council's agenda, it will be referred to the City Planning Commission and the Committee with all documentation submitted. Both the City Planning

Commission and the Planning & Zoning Committee shall review the request. Upon their findings, Council will request legislation and give it three (3) separate readings if the vacation is to proceed.

In order to vacate a public right-of-way, City Council must adopt an ordinance doing so. Normally, legislation is prepared when the Planning & Zoning Committee recommends that an action be taken. However, appropriate legislation can be drawn at the request of any Council member, whether or not the vacation is supported by the Committee. Ordinances require three readings prior to adoption, and this normally occurs over the course of three consecutive meetings of Council.

A majority affirmative vote of at least five (5) members is necessary to enact a vacation ordinance. If Council disagrees with the Planning Commission's recommendation, it will take six (6) affirmative votes of members of Council to enact a vacation ordinance. The ordinance is not effective until at least 30 days after signing by the Mayor.

Revised 12-05

Name of Contact Person GREG MONR

Mailing Address 841 NAWTHORNE RD

419 348 3549

Phone No. (Home) 4

(Business) SAME

4/6/2018

(date)

[Signature]

(Signature of Contact Person)

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**OFFICE USE ONLY**







PETITION FOR ZONING AMENDMENT

TO THE COUNCIL OF THE CITY OF FINDLAY, STATE OF OHIO:

We, the undersigned owner(s) of the following legally described property, hereby request consideration of a change in zoning district classification as specified below:

ADDRESS 118 Center St. SUBDIVISION n/a

LOT No.(s) Parcel # 590000 261940

If a rezoning request involves more than one parcel, City Code requires that the petition be signed by the owners of at least fifty per cent (50%) of the frontage of the lots under consideration. If applicable, owners must fill in the following section:

SIGNATURE                      SUBDIVISION                      LOT NO.                      STREET FRONTAGE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF NOT LOCATED IN A RECORDED SUBDIVISION, ATTACH LEGAL DESCRIPTION

EXISTING USE multi-family triplex house

PRESENT ZONING DISTRICT Duplex -R-3

PROPOSED ZONING DISTRICT Triplex -R-4

ATTACH:

- a. Vicinity map showing property lines, streets, and existing and proposed zoning.
- b. List of all property owners within, contiguous to, and directly across the street from the proposed rezoning.

**NOTE: COMPLIANCE WITH ABOVE REQUIREMENT IS EXTREMELY IMPORTANT. FAILURE TO NOTIFY ANY PROPERTY OWNER FALLING WITHIN THIS CRITERIA WILL POSSIBLY INVALIDATE THE REZONING ORDINANCE PASSED AS A RESULT OF THIS PETITION.**

- c. A written statement of the reason for the request and justification for the change.
- d. If the area to be re-zoned is a portion of a parcel, a survey must be done for the portion to be changed and it must be recorded as a new parcel at the County Recorder's office

Name of Owner Eric & Jennifer Bishop

Name of Contact Person if other than owner \_\_\_\_\_  
(A letter granting person to act on Owner's behalf must accompany application if not signed by Owner)

Mailing Address 6425 T.R. 246, Findlay, OH 45840

Phone No. (Home) 419-701-9529 (Business) 419-701-9529

Email: jennifer.bishop@snapology.com

4/2/2018  
Date

Jennifer Bishop  
Signature of contact Person

**OFFICE USE ONLY**

\$250.00 Fee Paid \_\_\_\_\_ \$100.00 Fee Paid PUD approval \_\_\_\_\_  
Applicable Advertising and Filing Fees Paid \_\_\_\_\_

Date Petition Submitted to City Council ~~4/2/18~~

Referral to Planning Commission \_\_\_\_\_ Referral to Planning & Zoning \_\_\_\_\_

Planning Commission \_\_\_\_\_ Disposition \_\_\_\_\_

Planning & Zoning \_\_\_\_\_ Disposition \_\_\_\_\_

Public Hearing Date Set By Council \_\_\_\_\_ Date  
of Newspaper Notice \_\_\_\_\_

List of all property owners within, contiguous to and directly across the street from 118 Center Street, for the proposed rezoning:

1. Shirley & Douglas Harrold, 118 Center Street Rear
2. Betty Riley, 124 Center Street
3. Anne & Lawrence Kresser, 121 Center
4. TAM Partners (Rite Aid), 301 N. Main Street

PLEASE NOTE: THIS PROPERTY, PRIOR TO 2012 WAS ZONED C RESIDENTIAL WHICH ALLOWED FOR 3 UNITS WITHIN. THIS PROPERTY WAS PURCHASED AS A MULTI-FAMILY TRIPLEX. CURRENT OWNERS DID NOT DO ANY CONSTRUCTION THAT CREATED A TRIPLEX.

WE ARE ASKING THAT THE ZONING COMMITTEE GRANT THE REQUEST FOR THE UNIT TO BE ZONED AS A TRIPLEX AS IT IS CURRENTLY CONSTRUCTED AS SUCH.

THANK YOU,  
Eric and Jennifer Bishop

- Basemap
- Flood Data
- Imagery
- Parcels ID
- Landmarks
- Land Use
- Soils
- Findlay Precincts
- School Districts
- Sections



Selection

Parcel (CAG to Visual Data)	
Zone To	540000291842
Zone To	320001123881
2 polygon(s) selected	

**Owner**  
BISHOP ERIC V, BISHOP JENNIFER M  
BISHOP ERIC V, BISHOP JENNIFER M

**Address**  
116 CENTER ST FINDLAY OH 45840  
6425 TOWNSHIP RD 246 FINDLAY OH 45840



## TREASURER'S OFFICE

318 Dorney Plaza, Room 313  
Findlay, OH 45840-3346  
Telephone: 419-424-7107 • Fax: 419-424-7866  
www.findlayohio.com

SUSAN JO HITE  
CITY TREASURER

### Treasurer's Reconciliation for February 28, 2018

#### TREASURER

Fifth Third Initial Balance	3,222,678.18
- Withdrawals ()	(3,634,155.87)
+ Deposits	5,432,500.35
<b>Ending Balance</b>	<b>5,021,022.66</b>
- Outstanding checks ()	(109,516.49)
Deposit in Transit	100.00
Bank Error	(0.10)
<b>Treasurer's Checking Bal</b>	<b>4,911,606.07</b>
Investment Principal	51,388,426.87
Accrued Bond Interest	4,654.50
<b>Treasurer's Total Cash and Investments</b>	<b>56,304,687.44</b>

#### AUDITOR

Auditor's Checking Bal	4,911,606.07
<b>Auditor's Total Cash and Investments</b>	<b>56,304,687.44</b>

Respectfully submitted,

Susan Jo Hite  
Treasurer

# 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. Mihalk  
 Mayor

Andrew Thomas  
 Tax Administrator

### Monthly Collection Report to Findlay Council

March 2018

Total collections for March 2018: \$1,945,813.43

	<u>2018</u> <u>Year-to-date</u>	<u>2017</u> <u>Year-to-date</u>	<u>Variance</u>
Withholders	4,614,803.68	4,392,157.55	222,646.13
Individuals	548,375.33	483,675.61	64,699.72
Businesses	<u>615,022.99</u>	<u>607,681.09</u>	<u>7,341.90</u>
<b>Totals</b>	5,778,202.00	5,483,514.25	294,687.75 5.37%

#### Actual & Estimated Past-due Taxes

Withholders	662,563.15
Individuals	2,629,510.99
Businesses	<u>171,308.58</u>
<b>Total</b>	3,463,382.72

#### Actual and Projected Revenue

	<u>2018</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>2018</u> <u>Projected</u> <u>Year End</u>
Withholders	4,614,803.68	25.08%	13,785,196.32	74.92%	18,400,000.00
Individuals	548,375.33	20.31%	2,151,624.67	79.69%	2,700,000.00
Businesses	<u>615,022.99</u>	17.57%	<u>2,884,977.01</u>	82.43%	<u>3,500,000.00</u>
<b>Totals</b>	5,778,202.00	23.49%	18,821,798.00	76.51%	24,600,000.00



**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	8	34	719.33	6,188.62
Individuals	210	373	55,797.14	109,512.22
Businesses	<u>19</u>	<u>21</u>	<u>14,810.64</u>	<u>14,849.83</u>
<b>Totals</b>	<b>237</b>	<b>428</b>	<b>71,327.11</b>	<b>130,550.67</b>

**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	4	0.00	1,042.32
Individuals	142	199	21,795.48	29,018.01
Businesses	<u>71</u>	<u>81</u>	<u>39,740.02</u>	<u>42,958.02</u>
<b>Totals</b>	<b>213</b>	<b>284</b>	<b>61,535.50</b>	<b>73,018.35</b>



Andrew Thomas, Administrator

4-2-18

Date

# Findlay Income Tax Department

## Monthly Collections Report

Monday, April 2, 2018

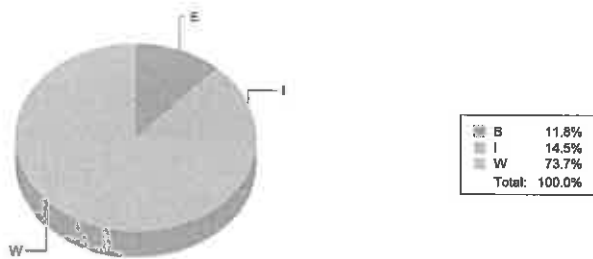
9:12:16AM

For Period March 1, 2018 through March 31, 2018

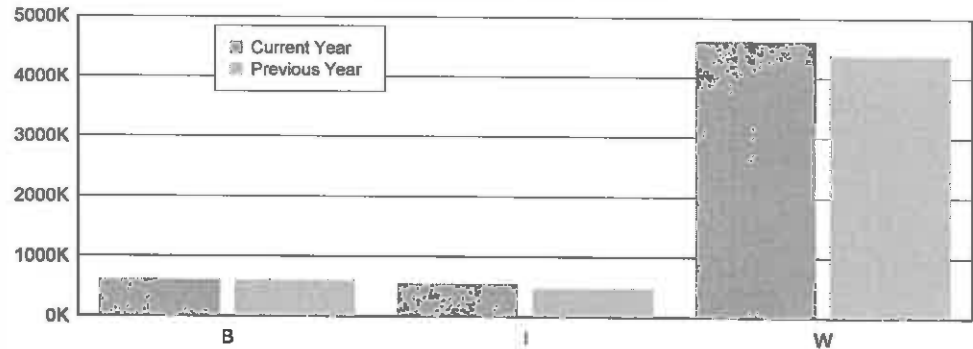
### City of Findlay

Account Type	Monthly Total	2018 Year to Date	2017 Year to Date	Increase (Decrease)	% Change	2018 Month to Date	Previous Year(s) Month to Date
W	1,433,247.65	4,614,803.68	4,392,157.55	222,646.13	5.07	1,426,741.76	6,505.89
I	282,966.09	548,375.33	483,675.61	64,699.72	13.38	47,599.21	235,366.88
B	229,599.69	615,022.99	607,681.09	7,341.90	1.21	83,846.20	145,753.49
<b>Totals:</b>	<b>1,945,813.43</b>	<b>5,778,202.00</b>	<b>5,483,514.25</b>	<b>294,687.75</b>	<b>5.37</b>	<b>1,558,187.17</b>	<b>387,626.26</b>

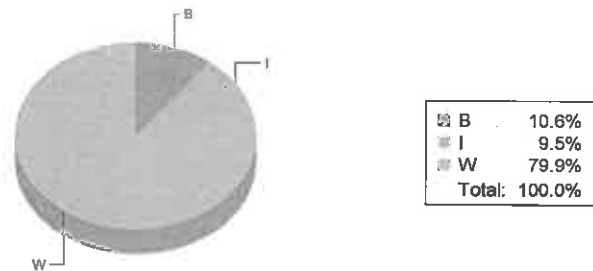
Monthly Collections by Account Type



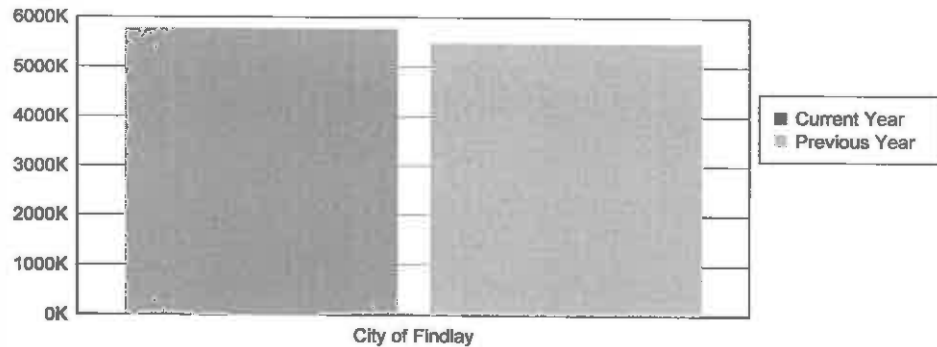
Collections Year to Date



YTD Collections by Account Type



Year to Date Total Collections







# City of Findlay Income Tax Department

Post Office Box 862 Findlay, Ohio 45839-0862  
Telephone: 419-424-7133 • Fax: 419-424-7410  
findlaytaxforms.com

Lydia L. Mihalik  
Mayor

## Monthly Collection Report to City Council

For the Month of March 2018

Resolution 36-2009 and Chapter 194 Section 7(F)(1) Addendum

	<u>Individuals</u>	<u>Businesses</u>
A. Month-to-date quantity:	<u>0</u>	<u>0</u>
B. Cumulative quantity:	<u>2</u>	<u>82</u>
C. Cumulative quantity with no filing obligations:	<u>          </u>	<u>10</u>
D. Cumulative quantity with no tax liabilities:	<u>          </u>	<u>18</u>
E. Cumulative quantity remaining (B – C – D):	<u>2</u>	<u>54</u>

For the remaining 2 individual and 54 business taxpayers (E), the aggregate reported estimate declarations, primarily for tax year 2017, amount to \$1,244,981.00

Pursuant to Resolution Number 36-2009 and/or Section 7(F)(1) of Chapter 194 of the Codified Ordinances, the Tax Department has informed the cumulative quantities of individual and business taxpayers that the Tax Department would not be enforcing the estimate payment provisions delineated in Section 7 of Ordinance Number 1976-106, as amended or in Section 7 of Chapter 194 of the Codified Ordinances. The Tax Department has informed these individual and business taxpayers that the annual income taxes on net profits attributable to the City should be paid when the annual income tax returns are filed by the original or by the legitimately-extended due date, when each amount of annual tax liability can be certified as due by each taxpayer, or be paid by prearranged installment due dates of February 15, May 15, July 15, and October 15 after the tax year.



Andrew Thomas, Tax Administrator

4-2-18

Date

# City of Findlay

Lydia L. Mihalik, Mayor

## WATER TREATMENT DEPARTMENT

Jason Phillips, Superintendent

110 North Blanchard Street • Findlay, OH 45840

Phone: 419-424-7193 • Fax: 419-424-7892

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

**APRIL 4, 2018**

**NEWS RELEASE**

### **PRECIPITATION & RESERVOIR LEVELS**

Total precipitation recorded at the City of Findlay Water Pollution Control Center was 8.53 inches of rain and 15.80 inches of snow for the first quarter (Jan-March) of 2018.

At the end of March, the Findlay reservoirs stood at 98% of capacity. This reservoir level represents a 1095 day water supply at the city's current usage rate.

Water treated at the plant totaled 515.52 million gallons for the first quarter (Jan-March) of 2018. Water treated per day at the City of Findlay Water Treatment Plant averaged 5.73 million gallons (MG).

Thank you,



**Jason Phillips  
Superintendent  
Water Treatment Plant**

**EC: City Council  
Department Supervisors  
File**



# City of Findlay

Lydia Mihalik, Mayor

**POLICE DEPARTMENT**

John E. Dunbar, Chief of Police  
318 Dorney Plaza, Room 116 • Findlay, OH 45840  
Phone: 419-424-7194 • Fax: 419-424-7296  
www.findlayohio.com

April 5, 2018

The Honorable Council:

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

Ngoc H. Mai  
Hai T. Nguyen

H N Ruby LLC, 1103 Tiffin Avenue, Findlay, Ohio  
45840.

Sincerely,



John E. Dunbar  
Chief of Police

**NOTICE TO LEGISLATIVE  
AUTHORITY**

**OHIO DIVISION OF LIQUOR CONTROL**  
6606 TUSSING ROAD, P.O. BOX 4005  
REYNOLDSBURG, OHIO 43088-9005  
(614)844-2360 FAX(614)644-3166

TO

3471682 PERMIT NUMBER		NEW TYPE	H N RUBY LLC 1103 TIFFIN AV FINDLAY OH 45840	
ISSUE DATE				
03 28 2018 FILING DATE				
D3 PERMIT CLASSES				
32 TAX DISTRICT	044	A	B89883 RECEIPT NO.	

FROM 03/30/2018

PERMIT NUMBER		TYPE		
ISSUE DATE				
FILING DATE				
PERMIT CLASSES				
TAX DISTRICT			RECEIPT NO.	

RECEIVED

APR 05 2018

MAYOR'S OFFICE



MAILED 03/30/2018

RESPONSES MUST BE POSTMARKED NO LATER THAN. 04/30/2018

**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 NEW 3471682        

(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**

Commerce Division of Liquor Control : Web Database Search

**OWNERSHIP DISCLOSURE INFORMATION**

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

**Searching Instructions**

Enter the known information and click the "Search" button. For best results, search only ONE criteria at a time. If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

	SEARCH CRITERIA
<b>Permit Number</b>	<input type="text" value="3471682"/>
<b>Permit Name / DBA</b>	<input type="text"/>
<b>Member / Officer Name</b>	<input type="text"/>

**Search      Reset      Main Menu**

Member/Officer Name	Shares/Interest	Office Held
<b>Permit Number:</b> 3471682; <b>Name:</b> H N RUBY LLC; <b>DBA:</b> ; <b>Address:</b> 1103 TIFFIN AV FINDLAY 45840		
HAI NGUYEN	5% VOTING	
NGOC MAI	5% VOTING	

- [Ohio.Gov](#)
- [Ohio Department of Commerce](#)

[Commerce Home](#) | [Press Room](#) | [CPI Policy](#) | [Privacy Statement](#) | [Public Records Request Policy](#) | [Disclaimer](#) | [Employment](#) | [Contacts](#)



## AUDITOR'S OFFICE

318 Dorney Plaza, Room 313  
Findlay, OH 45840-3346  
Telephone: 419-424-7101 • Fax: 419-424-7866  
[www.findlayohio.com](http://www.findlayohio.com)

**JIM STASCHIAK II**  
CITY AUDITOR

April 1, 2018

The Honorable Council  
Findlay, Ohio

Council Members,

A set of summary financial reports for the prior month include:

Summary of Year-To-Date Information as of March 31<sup>st</sup>, 2018  
Financial Snapshot for General Fund as of March 31<sup>st</sup>, 2018  
Open Projects Report as of March 31<sup>st</sup>, 2018  
Cash & Investments as of March 31<sup>st</sup>, 2018

Respectfully Submitted,

A handwritten signature in blue ink, which appears to read "Jim Staschiak II". The signature is fluid and cursive, written over a light blue horizontal line.

**Jim Staschiak II**  
City Auditor

**CITY OF FINDLAY**  
**SUMMARY OF YEAR-TO-DATE INFORMATION AS OF MARCH 31, 2018**

	<b>EXPENDITURE BUDGET</b>	<b>Y-T-D EXPENSED</b>	<b>Y-T-D %</b>	<b>ANNUAL REVENUE BUDGET</b>	<b>Y-T-D RECEIVED</b>	<b>Y-T-D %</b>
COUNCIL	184,631	41,013	22.2%	3,000	1,160	38.7%
MAYOR'S OFFICE	325,040	76,871	23.6%	4,200	1,186	28.2%
AUDITOR'S OFFICE	643,802	122,992	19.1%	366,501	170	0.0%
TREASURER'S OFFICE	20,298	3,314	16.3%	-	-	0.0%
LAW DIRECTOR	619,597	132,256	21.3%	104,000	50,595	48.6%
MUNICIPAL COURT	2,320,731	403,663	17.4%	1,521,700	504,878	33.2%
CIVIL SERVICE OFFICE	133,006	20,893	15.7%	47,500	5,488	11.6%
PLANNING & ZONING	154,075	68,280	44.3%	-	-	0.0%
COMPUTER SERVICES	393,130	92,891	23.6%	381,130	-	0.0%
GENERAL EXPENSE	3,570,616	764,948	21.4%	-	-	0.0%
GENERAL REVENUE	-	-	0.0%	22,873,692	4,847,654	21.2%
POLICE DEPARTMENT	7,583,202	1,513,587	20.0%	529,450	194,424	36.7%
DISASTER SERVICES	51,705	19,544	37.8%	-	-	0.0%
FIRE DEPARTMENT	7,737,408	1,583,476	20.5%	309,800	78,984	25.5%
DISPATCH CENTER	1,238,848	244,645	19.7%	-	-	0.0%
N.E.A.T.	115,755	16,683	14.4%	1,500	145	9.6%
SAFETY DIRECTOR	150,257	23,064	15.3%	-	-	0.0%
HUMAN RESOURCES	155,250	26,446	17.0%	-	-	0.0%
SERVICE DIRECTOR	114,336	14,846	13.0%	-	-	0.0%
ENGINEERING OFFICE	796,735	152,155	19.1%	137,511	36,604	26.6%
PUBLIC BUILDING	421,591	67,510	16.0%	1,000	-	0.0%
ZONING	280,837	51,654	18.4%	57,700	12,765	22.1%
PARK MAINTENANCE	958,855	116,639	12.2%	170,500	162,320	95.2%
RESERVOIR RECREATION	5,272	374	7.1%	-	-	0.0%
RECREATION MAINTENANCE	110,593	8,238	7.4%	-	-	0.0%
RECREATION FUNCTIONS	862,261	135,066	15.7%	617,700	193,846	31.4%
CEMETERY DEPARTMENT	429,220	54,313	12.7%	138,500	56,523	40.8%
<b>TOTAL GENERAL FUND</b>	<b>29,377,051</b>	<b>5,755,361</b>	<b>19.6%</b>	<b>27,265,384</b>	<b>6,146,739</b>	<b>22.5%</b>

CONTINUED ON REVERSE

	EXPENDITURE BUDGET	Y-T-D EXPENSED	Y-T-D %	ANNUAL REVENUE BUDGET	Y-T-D RECEIVED	Y-T-D %
SCM&R STREETS	3,125,345	561,904	18.0%	3,158,610	867,138	27.5%
TRAFFIC-SIGNALS	393,338	41,630	10.6%	80,000	81,143	101.4%
<b>TOTAL SCM&amp;R FUND</b>	<b>3,518,683</b>	<b>603,534</b>	<b>17.2%</b>	<b>3,238,610</b>	<b>948,281</b>	<b>29.3%</b>
SCM&R HIWAYS	112,827	56,999	50.5%	139,200	35,693	25.6%
<b>TOTAL SCM&amp;R HIWAYS FUND</b>	<b>112,827</b>	<b>56,999</b>	<b>50.5%</b>	<b>139,200</b>	<b>35,693</b>	<b>25.6%</b>
AIRPORT OPERATIONS	1,219,738	204,311	16.8%	1,054,642	290,045	27.5%
<b>TOTAL AIRPORT FUND</b>	<b>1,219,738</b>	<b>204,311</b>	<b>16.8%</b>	<b>1,054,642</b>	<b>290,045</b>	<b>27.5%</b>
WATER TREATMENT	2,551,603	440,768	17.3%	14,698	4,259	29.0%
WATER DISTRIBUTION	2,265,691	394,267	17.4%	97,000	38,164	39.3%
UTILITY BILLING	1,202,332	286,965	23.9%	8,318,888	1,906,734	22.9%
SUPPLY RESERVOIR	566,621	71,519	12.6%	21,494	1,950	9.1%
<b>TOTAL WATER FUND</b>	<b>6,586,247</b>	<b>1,193,519</b>	<b>18.1%</b>	<b>8,452,080</b>	<b>1,951,106</b>	<b>23.1%</b>
SANITARY SEWER MAINT	1,025,176	189,374	18.5%	2,183	1,968	90.2%
STORMWATER MAINT	287,280	62,709	21.8%	771,330	194,673	25.2%
WATER POLLUTION CONTROL	3,250,573	598,233	18.4%	8,981,200	2,272,936	25.3%
<b>TOTAL SEWER FUND</b>	<b>4,563,029</b>	<b>850,315</b>	<b>18.6%</b>	<b>9,754,713</b>	<b>2,469,577</b>	<b>25.3%</b>
PARKING	132,710	21,898	16.5%	134,700	21,638	16.1%
<b>TOTAL PARKING FUND</b>	<b>132,710</b>	<b>21,898</b>	<b>16.5%</b>	<b>134,700</b>	<b>21,638</b>	<b>16.1%</b>
SWIMMING POOL	87,074	350	0.4%	72,000	-	0.0%
<b>TOTAL SWIMMING POOL FUND</b>	<b>87,074</b>	<b>350</b>	<b>0.4%</b>	<b>72,000</b>	<b>-</b>	<b>0.0%</b>
CIT ADMINISTRATION	19,880,783	3,514,172	17.7%	24,614,000	5,801,908	23.6%
<b>TOTAL CIT FUND</b>	<b>19,880,783</b>	<b>3,514,172</b>	<b>17.7%</b>	<b>24,614,000</b>	<b>5,801,908</b>	<b>23.6%</b>



**SNAPSHOT \$ FINANCIAL: GENERAL FUND**

Revenues/Expenditures & Key Balances Snapshot as of :

Projected 2018  
3/31/2018

**GENERAL FUND REVENUES & EXPENSES**

Prior Year Ending Cash Balance – Unappropriated		\$	12,355,960
Revenue and Receipts Projection General Fund	\$	27,398,583	
Expenses Appropriated General Fund (assumes \$0.00 returned by departments)	\$	(29,072,086)	
<b>OPERATIONAL SURPLUS/(DEFICIT)</b>			<b><u>(\$1,673,503)</u></b>

**PROJECTED UNENCUMBERED YEAR END GF CASH BALANCE** **\$ 10,682,457**

**FINANCIAL POLICY AMOUNTS**

	Minimum	Proj. Balance	Over/(Short)
Minimum Reserve Balance GF (Resolution 002-2014 16.7% of Budget Expenses)	\$ 4,750,432	\$ 10,682,457	\$5,932,025
GF Rainy Day Reserve Account #10000000-818002 (up to 5% prior year revenues)	\$ 1,000,000	\$ 1,000,000	\$0
Self Insurance Fund #6060	\$ 1,000,000	\$ 776,556	<b><u>(\$223,444)</u></b>

**MONITORING INTANGIBLE / ANTICIPATED ITEMS**

LIKELY POSSIBLE

**GENERAL FUND**

Revenue Differential + / (-)

Expense Differential + / (-)

Fund Subsidies + / (-)

Unbudgeted Projects

**BUDGETED YEAR END GF CASH BALANCE** (excludes rainy day reserve)

2018 **\$ 10,682,457**

**CITY OF FINDLAY  
OPEN PROJECTS AS OF MARCH 31, 2018**

PROJECT NUMBER	PROJECT NAME	TOTAL	TOTAL	TOTAL	CURRENTLY
		APPROPRIATED	EXPENSED	PENDING	AVAILABLE
		INCEPTION TO DATE	INCEPTION TO DATE	PURCHASE ORDERS	TO SPEND
31942400	DOWNTOWN REVITALIZATION	3,899,564	3,398,754	492,301	8,509
31948200	OHIO 629 - MARATHON	250,000	-	-	250,000
31955300	ROWMARK 629 ROADWORK	100,000	1,516	2,234	96,250
31960100	CITY FIBER LOOP INSTALLATION	958,000	363,068	466,543	128,389
31961700	WOOD SHOP ROOF REPLACEMENT	20,000	-	20,000	-
31961900	16/17 EMORY ADAMS IMPROVEMENTS	30,000	23,937	5,981	82
31965000	VOIP PHONE SYSTEM	130,000	101,930	14,496	13,574
31965800	SILT COLLECTOR @ RESERVOIR	355,000	355,000	-	-
31966700	TYLER CASHIERING IMPLEMENTATION	38,500	18,075	20,310	115
31966800	2017 ORC PD REQUIRED TRAINING	39,556	-	-	39,556
31970200	APEX RADIOS FOR PATROL	180,000	166,752	10,429	2,820
31970300	FFD #3 FACILITY UPGRADE	25,000	-	-	25,000
31970600	2017 GIS UPGRADE	10,000	-	10,000	-
31970700	GIS ENHANCEMENT STUDY	29,500	21,402	3,098	5,000
31971100	PARKER BLDG SIDING & INTERIOR	28,000	20,479	3,375	4,146
31971400	2017 COOPER PARK IMPROVEMENTS	5,000	-	5,000	-
31971500	2017 SWALE PARK IMPROVEMENTS	5,000	-	-	5,000
31971600	2017 RIVERSIDE PARK IMPROVEMENTS	20,000	15,674	4,000	326
31971800	2017 EDE PARK IMPROVEMENTS	10,000	373	-	9,627
31972000	2017 SWALE LOT & WALK PATH	70,000	40,245	9,755	20,000
31972500	FOOTBALL BLDG POWER	15,000	4,842	-	10,158
31972600	17/18 CEMETERY FOUND & GROUNDS	10,000	-	-	10,000
31972700	MANLEY BLDG LEAN-TOS	20,000	10,738	8,939	323
31972900	SALT BARN STRUCTURE	30,000	-	-	30,000
31976400	2017 FFD STATION 2 UPGRADES	23,000	12,375	10,626	-
31976600	RESERVOIR PARKING LOT	15,000	-	-	15,000
31976900	2017 CRISIS INTERVENTION TRAINING	5,103	179	-	4,925
31977400	FIRE ENGINE PURCHASE 2017	463,000	-	444,562	18,438
31977900	PUBLIC SAFETY SOFTWARE SYSTEM	725,000	375,488	349,512	-
31978000	PD QUICK RESPONSE TEAM	87,500	16,464	71,036	-
31978200	HP GRANT 2017	8,383	-	-	8,383
31980300	BLANCH RVR GREENWAY TRAIL	20,000	-	-	20,000
31980800	ORC PD REQUIRED TRAINING	29,320	25,613	2,025	1,682
31982700	RIVERSIDE PARK COURT CONVERSION	50,000	-	-	50,000
<b>GENERAL FUND PROJECTS</b>		<b>7,704,426</b>	<b>4,972,903</b>	<b>1,954,221</b>	<b>777,302</b>
32542300	OIL DITCH CLEANING	20,000	-	-	20,000
32549500	HOWARD RUN DITCH CLEANING	2,000	-	750	1,250
32556000	B4 & B6 SEWER SEPARATION PH 1	20,000	13,063	7,540	(603)
32556100	B4 & B6 SEWER SEPARATION PH 2	129,000	14,992	11,317	102,692
32842500	BLANCHARD/6TH TRAN ALT PLAN	25,000	9,500	15,000	500

PROJECT NUMBER	PROJECT NAME	TOTAL	TOTAL	TOTAL	CURRENTLY
		APPROPRIATED	EXPENSED	PENDING	AVAILABLE
		INCEPTION TO DATE	INCEPTION TO DATE	PURCHASE ORDERS	TO SPEND
32852700	W SANDUSKY/WESTERN AVENUE	190,000	15,299	1,265	173,436
32852800	E SANDUSKY/BLANCHARD INTERSECTION	20,000	-	-	20,000
32852900	LIMA/WESTERN INTERSECCION	185,000	50,658	-	134,342
32863400	W BIGELOW/NORTHGATE INTERSECTION	125,000	39,092	44,220	41,688
32863700	TIFFIN TRAFFIC POLES PH 1	75,000	57,829	17,171	-
32864600	CR212/CR236 WIDENING	140,000	69,227	66,216	4,558
32870500	CITYWIDE PAVEMENT ASSESSMENT	99,000	91,833	1,730	5,438
32870800	17 STREET PREV MAINTENANCE	500,000	499,006	854	140
32871700	N MAIN/FFD 2 SIGNAL	75,000	16,088	10,120	48,792
32871900	TIFFIN AVE POLES PH2	75,000	586	65,279	9,135
32872100	S MAIN/LINCOLN INTERSECTION	125,000	-	-	125,000
32872800	S MAIN/MAIN CROSS INTERSECTION	125,000	-	-	125,000
32873100	S MAIN/ SANDUSKY INTERSECTION	125,000	-	-	125,000
32875600	2017 STREET RESURFACING	1,500,000	1,407,220	65,797	26,983
32875700	WASHINGTON AVE DRAINAGE	15,000	7,932	746	6,322
32875900	PARK STREET REHAB	258,000	16,175	221,334	20,491
32876000	BLANCHARD/LINCOLN LIKE LANE	126,500	209	-	126,291
32876300	ODOT FY 18 RESURFACING	800,000	405	718,599	80,997
32880100	2018 STREET RESURFACING	10,000	2,208	400	7,392
32880800	2018 STREET PREV MAINT	250,000	-	50,700	199,300
32882100	TRAFFIC SIGNAL UPGRADES 2017	112,500	-	37,300	75,200
	<b>SCM&amp;R FUND PROJECTS</b>	<b>5,127,000</b>	<b>2,311,321</b>	<b>1,336,336</b>	<b>1,479,343</b>
35250600	AIRPORT DRAINAGE IMPROVEMENTS	145,750	6,259	1,941	137,550
	<b>AIRPORT FUND PROJECTS</b>	<b>145,750</b>	<b>6,259</b>	<b>1,941</b>	<b>137,550</b>
35575100	CR300 DRAINAGE	160,300	9,165	117,385	33,750
35577600	HOWARD ST SEWER SEP PH 1	50,000	-	29,500	20,500
35577800	HUNTERS CREEK EMERG STORM	85,000	71,198	13,803	-
35580600	2018 ANNUAL DITCH MAINT	25,000	-	-	25,000
35580900	2018 STORMWATER MGT	25,000	-	-	25,000
35641900	BRANDMAN SEWER & CSO	335,000	65,922	255,286	13,792
35674400	2017 SEWER LINING & MANHOLE	442,000	58,139	349,781	34,080
35674500	LTCP EVALUATION STUDY	220,000	159,969	31	60,000
35674900	SEWER PARKING LOTS	38,000	15,040	-	22,960
35675000	SANITARY SEWER CR 212	45,000	6,294	1,706	37,000
35675200	HIGH ST SEWER REPLACEMENT	20,000	4,241	1,851	13,908
25675300	EAST & FRONT CSO ELIMINATION	82,738	732	62,070	19,936
35675400	SEWER FLAP GATE PROJECT	128,485	961	98,668	28,857

PROJECT NUMBER	PROJECT NAME	TOTAL	TOTAL	TOTAL	CURRENTLY
		APPROPRIATED INCEPTION TO DATE	EXPENSED INCEPTION TO DATE	PENDING PURCHASE ORDERS	AVAILABLE TO SPEND
25675500	DISTRIBUTION DR SAN SEWER	94,530	834	74,530	19,166
35677700	WASHINGTON PARK SANITARY	45,000	-	13,900	31,100
35680200	2018 SEWER LINING & MANHOLE	20,000	-	-	20,000
35680500	2018 ANNUAL CSO LTC	25,000	-	-	25,000
35681100	2018 ANNUAL SEWER TELEVISIONING	20,000	-	-	20,000
25681200	WPC UV SYSTEM REPLACEMENT	20,000	-	-	20,000
35681500	WPC CLARIFIER 1 & 2 REHAB	20,000	-	4,000	16,000
<b>SEWER FUND PROJECTS</b>		<b>1,901,053</b>	<b>392,495</b>	<b>1,022,511</b>	<b>486,047</b>
35710800	WATERLINE EXT TO LANDFILL	364,000	339,868	21,538	2,593
35741400	BLANCHARD RVR/STANFORD W/L	25,000	10,861	1,130	13,009
35754100	RAW WATERLINE/TRANSFER STATION	210,000	112,244	90,450	7,306
35756300	WTP RETAINING WALL	232,173	229,250	-	2,923
35762600	WESTMOOR RD WATERLINE REPLACE	280,000	229,760	19,274	30,966
25773400	RESERVOIR OVERFLOW DESIGN	15,000	-	-	15,000
35773500	S MAIN WL REPLACE (OLIVE-TR145)	198,140	148,818	25,756	23,566
35773600	DAVIS W REPLACE (BULTON-CURY)	110,100	45,669	46,029	18,403
35773700	HEATHER WL REPLACE (GLEN - GLEN)	108,130	68,877	20,894	18,360
35773800	WOODSIDE DR WL REPLACE	96,000	78,499	33	17,468
25774000	VINCENT WL REPLACEMENT	391,420	210,635	147,547	33,239
35774300	TR215 WATERLINE EXTENSION	411,575	-	381,575	30,000
35774700	W DIST SYS ANALYSIS ASSESSMENT	45,000	11,822	33,178	-
35775800	RESERVOIR 1 RAMP REPAVING	20,000	-	-	20,000
35776100	WTP UNDER UTILITY CAPACITY	20,000	4,535	465	15,000
35777500	DEER LANDING WL OVERSIZING	55,000	-	55,000	-
35780400	SANDUSKY W/L TO DOLD	20,000	109	7,450	12,441
35780700	CONCORD WL REPLACEMENT	20,000	189	50	19,761
35781000	MILTON ST WATERLINE REPLACEMENT	20,000	109	50	19,841
35781300	SUMMIT ST WATERLINE REPLACEMENT	20,000	209	50	19,741
35781400	WOODWORTH WATERLINE REPLACEMENT	20,000	109	50	19,841
35781600	MERRIWEATHER WL REPLACEMENT	20,000	109	50	19,841
35781700	WTP HYPO CHLORIDE TANKS	200,000	-	-	200,000
35781800	WTP SCADA SYSTEM UPGRADES	25,000	-	-	25,000
35781900	WATER ASSET MGT OEPA MSTR	350,000	-	-	350,000
35782000	FISHLOCK AVE WATERLINE	30,000	44	-	29,956
35782200	UB OFFICE RENOVATIONS	10,000	-	-	10,000
<b>WATER FUND PROJECTS</b>		<b>3,316,538</b>	<b>1,491,714</b>	<b>850,569</b>	<b>974,256</b>

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CITY OF FINDLAY  
CASH & INVESTMENTS AS OF MARCH 31, 2018

<u>AMOUNT</u>	<u>DESCRIPTION AND RATE</u>	<u>BANK/FIRM</u>
\$ 940,000.00	STAR OHIO @ 1.620%	
121,547.00	STAR OHIO @ 1.620%	
23,003,500.00	STAR OHIO @ 1.620%	
1,403,626.75	STAR OHIO @ 1.620%	
1,000,000.00	STAR PLUS @ 1.50%	
6,005,000.00	SAVINGS ACCOUNT	FIFTH THIRD BANK
1,994,121.55	FHLMC @ 0.750%	HUNTINGTON BANK
998,710.00	FFCB @ 0.800%	FIFTH THIRD BANK
999,485.95	FHLMC @ 0.850%	D A DAVIDSON
998,600.00	FHLMC @ 0.850%	HUNTINGTON BANK
1,002,320.00	FNMA @ 1.020%	KEY BANK
996,130.00	FFCB @ 0.890%	FIFTH THIRD BANK
999,580.00	US TREASURY @ 1.250%	KEY BANK
1,000,625.00	US TREASURY @ 1.250%	PNC BANK
1,000,300.00	FFCB @ 1.300%	HUNTINGTON BANK
995,429.69	US TREASURY @ 1.237%	HUNTINGTON BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 1.100%	WATERFORD BANK
1,999,040.00	US TREASURY @ 1.250%	D A DAVIDSON
999,120.00	FFCB @ 1.375%	HUNTINGTON BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 0.500%	CITIZENS NATIONAL BANK
986,640.00	US TREASURY @ 1.000%	D A DAVIDSON
996,895.93	FHLB @ 1.550%	HUNTINGTON BANK
1,970,880.00	US TREASURY @ 0.875%	KEY BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 1.200%	FIRST NATIONAL BANK
1,996,875.00	US TREASURY @ 2.000%	PNC BANK
986,484.38	US TREASURY @ 1.625%	HUNTINGTON BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 1.834%	FIRST FEDERAL BANK
<hr/>		
\$ 54,374,911.25	INVESTMENT TOTAL	
3,610,626.15	5/3 BANK ACCOUNT BALANCE	
1,684.68	ACCRUED INVESTMENT INTEREST	
<hr/>		
<b><u>\$57,987,222.08</u></b>	<b>TOTAL CASH &amp; INVESTMENTS</b>	

**UNAPPROPRIATED FUND BALANCES (CURRENT CASH BALANCES ON REVERSE)**

GENERAL	\$ 10,682,457
SCM&R	228,609
SCM&R HIWAY	336,228
SEVERANCE PAYOUT RESERVE	479,305
AIRPORT	193,934
WATER	8,292,850
SEWER	8,096,984
STORMWATER	2,649,991
PARKING	14,736
CIT ADMINISTRATION	614,008
CIT CAPITAL IMPROVEMENT	5,887,306



CITY OF FINDLAY  
**BREAKDOWN OF TOTAL CASH & INVESTMENTS BY FUND AS OF MARCH 31, 2018**

\$15,060,059.19	General Fund
1,000,000.00	General Fund Restricted Rainy Day
1,776,871.15	General Fund Projects
1,079,150.50	SCM&R Fund
1,813,482.77	SCM&R Fund Projects
7,154.81	County Permissive License Fund
288,314.11	State Highway Fund
589.57	Law Enforcement Trust Fund
1,537.00	Drug Law Enforcement Trust Fund
265,885.23	ID Alcohol Treatment Fund
58,727.90	Enforcement & Education Fund
344,682.37	Court Special Projects Fund
78,036.72	Court Computerization Fund
2,109.56	METRICH Drug Law Enforcement Trust Fund
101,294.38	Alcohol Monitoring Fund
103,724.99	Mediation Fund
139,848.72	Electronic Imaging Fund
20,452.25	Legal Research Fund
463,070.54	Severance Payout Fund
551,148.34	Debt Service Fund
-	CR 236 TIF Fund
404,924.71	Municipal Court Improvement Fund
436,361.99	Airport Fund
139,491.25	Airport Fund Projects
9,950,725.04	Water Fund
824,128.19	Water Fund Restricted
1,732,175.33	Water Fund Projects
6,981,691.34	Sewer Fund
5,298,054.09	Sewer Fund Restricted
1,507,453.54	Sewer Fund Projects
46,522.01	Parking Fund
-	Parking Fund Projects
16,342.34	Swimming Pool Fund
-	Swimming Pool Fund Projects
23,525.46	Internal Service Central Stores Fund
787,401.02	Internal Service Workers Comp Fund
943,762.10	Internal Service Self Insurance Fund
2,184,478.52	CIT Fund
1,363,738.84	CIT Fund- Restricted Capital Improvements
-	CIT Fund-Restricted Flood Mitigation
130,654.15	Police Pension Fund
130,654.15	Fire Pension Fund
10,989.30	Unclaimed Monies Fund
118,405.36	Tax Collection Agency Fund
1,423,928.02	Cemetery Trust Fund
157,002.94	Private Trust Fund
203,444.76	Guaranteed Deposits
1,965.56	Special Assessments Pavements Fund
1.18	Special Assessments Sidewalks Fund
-	Special Assessments Sidewalks Fund Projects
13,260.79	Special Assessments Storm Fund
<u>\$57,987,222.08</u>	<b>TOTAL CASH &amp; INVESTMENTS</b>

\*\*\*\*\*CURRENT YEAR\*\*\*\*\*  
 MTD YTD

\*\*\*\*\*LAST YEAR\*\*\*\*\*  
 MTD YTD

RECEIPTS DEPOSITED:

ALCOHOL MONITORING	\$4,032.30	\$9,192.30	\$4,422.00	\$11,774.00
BOND FEES	\$425.00	\$1,625.00	\$800.00	\$1,750.00
CIVIL DEPOSIT TENDERS	\$1,647.40	\$2,236.26	\$2,180.00	\$3,015.00
COURT COST	\$77,045.74	\$214,154.54	\$90,166.10	\$222,321.17
DUI ENFORCEMENT	\$4,224.57	\$11,701.41	\$5,348.88	\$14,179.18
ELECTRONIC IMAGING	\$5,454.77	\$14,477.97	\$6,828.50	\$17,143.00
FINES & FORFEITURES	200,817.01	\$623,519.78	232,725.45	\$608,790.47
FUND REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
INDIGENT DRIVER ALCOHOL	\$902.90	\$3,005.60	\$684.20	\$2,218.10
INMATE MEDICAL EXPENSE	\$0.00	\$0.00	\$0.00	\$56.00
INTEREST	\$54.91	\$190.67	\$0.00	\$34.47
JAIL HOUSING	\$16,808.51	\$41,521.56	\$13,077.70	\$38,513.96
JAIL REIMBURSEMENT	\$830.77	\$2,605.86	\$552.10	\$1,055.10
LEGAL RESEARCH	\$2.00	\$13.50	\$6.00	\$9.00
MEDIATION	\$1,705.80	\$4,515.50	\$2,169.10	\$5,405.10
MISCELLANEOUS	\$36,764.53	\$98,074.48	\$43,333.98	\$118,603.30
MUNI COURT COMPUTERIZATION	\$5,418.24	\$14,467.97	\$6,856.95	\$17,110.39
MUNI COURT IMPROVEMENT	\$16,996.60	\$45,010.97	\$21,856.70	\$54,306.60
RESTITUTION	\$400.00	\$649.08	\$425.00	\$1,193.67
SPECIAL PROJECTS	\$28,037.63	\$74,008.11	\$35,662.62	\$89,057.69
STATE PATROL	\$34,027.21	\$80,185.49	\$38,025.80	\$102,594.92
TRAFFIC/CRIMINAL BONDS	\$16,078.58	\$19,064.12	\$1,716.17	\$31,912.19
	<u>451,674.47</u>	<u>\$1,260,220.17</u>	<u>506,837.25</u>	<u>\$1,341,043.31</u>

DISTRIBUTIONS:

ALCOHOL MONITORING	\$4,032.30	\$9,192.30	\$4,422.00	\$11,774.00
BOND FEES	\$375.00	\$1,550.00	\$800.00	\$1,750.00
CIVIL DEPOSIT TENDERS	\$915.00	\$1,165.00		\$835.00
COURT COST	\$76,828.62	\$213,613.80	\$90,166.10	\$222,216.10
DUI ENFORCEMENT	\$4,217.79	\$11,691.24	\$5,348.88	\$14,175.79
ELECTRONIC IMAGING	\$5,436.77	\$14,447.97	\$6,828.50	\$17,137.00
FINES & FORFEITURES	202,966.12	\$623,063.32	228,313.55	\$605,340.51
FUND REIMBURSEMENT				
INDIGENT DRIVER ALCOHOL	\$902.90	\$3,005.60	\$684.20	\$2,218.10
INMATE MEDICAL EXPENSE				\$56.00
INTEREST	\$54.91	\$190.67		\$34.47
JAIL HOUSING	\$16,808.51	\$41,521.56	\$13,077.70	\$38,513.96
JAIL REIMBURSEMENT	\$830.77	\$2,605.86	\$552.10	\$1,055.10
LEGAL RESEARCH	\$2.00	\$13.50	\$6.00	\$9.00
MEDIATION	\$1,700.80	\$4,506.50	\$2,169.10	\$5,403.10
MISCELLANEOUS	\$59,662.52	\$144,944.83	\$56,173.89	\$142,582.91
MUNI COURT COMPUTERIZATION	\$5,400.24	\$14,437.97	\$6,856.95	\$17,104.39
MUNI COURT IMPROVEMENT	\$16,936.60	\$44,910.97	\$21,856.70	\$54,293.60
RESTITUTION	\$400.00	\$649.08	\$375.00	\$1,020.07
SPECIAL PROJECTS	\$27,941.63	\$73,848.11	\$35,662.62	\$89,034.69
STATE PATROL	\$33,994.21	\$80,112.49	\$38,025.80	\$102,594.92
	<u>459,406.69</u>	<u>\$1,285,470.77</u>	<u>511,319.09</u>	<u>\$1,327,148.71</u>

DISTRIBUTED TO:

	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
CITY OF FINDLAY	213,386.70	\$578,974.03	239,806.04	\$618,353.89
HANCOCK COUNTY	\$27,749.98	\$79,387.98	\$38,563.23	\$94,668.42
OTHERS	148,073.93	\$457,311.00	144,882.20	\$389,554.99
STATE OF OHIO	\$83,780.94	\$210,238.64	101,836.20	\$263,567.81
	<u>472,991.55</u>	<u>\$1,325,911.65</u>	<u>525,087.67</u>	<u>\$1,366,145.11</u>

Mark C. Miller  
 MARK C. MILLER, JUDGE

Alan D. Hackenberg  
 ALAN D. HACKENBERG, JUDGE

DISCLAIMER: RECEIPTS COLLECTED ARE NOT TO BE CONFUSED WITH RECEIPTS DEPOSIT

THE SUPREME COURT OF OHIO  
**Individual Judge**  
MUNICIPAL COURT AND COUNTY COURT

Court: **FINDLAY MUNICIPAL COURT** Judge: **ALAN D HACKENBERG**  
Report for the month of: **March 2018**

Date of completion of most recent physical inventory

07/21/2017

	B	C	D	E	F	G	H	T	V
	Misdemeanors	O.V.I.	Other Traffic	Personal Injury & Property Damage	Contracts	F.E.D.	Other Civil	TOTAL	Visiting Judge
Pending beginning of period	196	90	109	2	16	1	0	414	0
New cases filed	46	13	40	0	3	0	0	102	0
Cases transferred in, reactivated or redesignated	11	0	0	0	0	0	0	11	0
<b>TOTAL (Add lines 1-3)</b>	<b>253</b>	<b>103</b>	<b>149</b>	<b>2</b>	<b>19</b>	<b>1</b>	<b>0</b>	<b>527</b>	<b>0</b>
Jury trial	0	0	0	0	0	0	0	0	0
Court trial	1	0	0	0	0	0	0	1	0
Default				0	1	0	0	1	0
Guilty or no contest plea to original charge	26	14	25					65	17
Guilty or no contest plea to reduced charge	2	1	2					5	1
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)	0	0	0	0	0	0	0	0	0
Other Dismissals	22	0	3	0	3	0	0	28	1
Transfer to another judge or court	1	0	0	0	0	0	0	1	0
Referral to private judge				0	0	0	0	0	0
Unavailability of party for trial or sentencing	5	0	2	0	0	0	0	7	0
Bankruptcy stay or interlocutory appeal	0	0	0	0	0	0	0	0	0
Other terminations	0	2	0	0	0	0	0	2	1
<b>TOTAL (Add lines 5-16)</b>	<b>57</b>	<b>17</b>	<b>32</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>110</b>	<b>0</b>
Pending end of period (Subtract line 17 from line 4)	196	86	117	2	15	1	0	417	0
Cases pending beyond time guideline	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline	0	0	0	0	0	0	0	0	0
Cases submitted awaiting sentencing or judgment beyond time guideline	0	0	0	0	0	0	0	0	0

FTP

4/6/2018

**Fax to:**  
(614) 387-9419  
-or-  
**Mail to:**  
Court Statistical Reporting Section  
Supreme Court of Ohio  
65 South Front Street, 6th Floor  
Columbus, Ohio 43215-3431

ALAN D HACKENBERG

Date

Preparer's name and telephone number if other than judge (print or type)

Date

MARK C MILLER

Date

**THE SUPREME COURT OF OHIO**  
**Administrative Judge**  
**MUNICIPAL COURT AND COUNTY COURT**

Court: **FINDLAY MUNICIPAL COURT** Judge: **MARK C MILLER**

Report for the month of: **March 2018**

	A	B	C	D	E	F	G	H	I	T	
	Felonies	Misdemeanors	O.M.V.I.	Other Traffic	Personal Injury & Property	Contracts	F.E.D.	Other Civil	Small Claims	TOTAL	
Pending beginning of period	1	7	83	6	260	10	543	48	0	188	1145
New cases filed	2	10	146	31	1054	2	181	26	1	83	1534
Cases transferred in, reactivated or redesignated	3	0	33	3	67	1	4	0	0	1	109
<b>TOTAL (Add lines 1-3)</b>	4	17	262	40	1381	13	728	74	1	272	2788
Trial/Hearing by judge (include bindover by preliminary hearing, guilty or no contest pleas and defaults)	5	0	30	7	19	2	133	5	0	0	196
Hearing by Magistrate (Include guilty or no contest pleas and defaults)	6		10	1	44	0	0	0	0	59	114
Transfer (Include waivers of preliminary hearing and individual judge assignments)	7	11	86	24	87	0	5	1	0	1	215
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)	8	0	0	0	0	0	0	0	0	0	0
Other dismissals (Include dismissals at preliminary hearing)	9	2	12	0	28	0	25	10	0	39	116
Violations Bureau	10		0		787						787
Unavailability of party for trial or sentencing	11	0	18	2	32	0	0	0	0	0	52
Bankruptcy stay or interlocutory appeal	12	0	0	0	0	0	2	0	0	0	2
Other terminations	13	0	17	0	27	0	0	0	0	0	44
<b>TOTAL (Add lines 5-13)</b>	14	13	173	34	1024	2	165	16	0	99	1526
Pending end of period (Subtract line 14 from line 4)	15	4	89	6	357	11	563	58	1	173	1262
Cases pending beyond time guideline	16	0	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline	17	0	0	0	0	0	0	0	0	0	0

FTP 4/6/2018

Fax to:  
(614) 387-9419  
-or-  
Mail to:  
Court Statistical Reporting Section  
Supreme Court of Ohio  
65 South Front Street, 6th Floor  
Columbus, Ohio 43215-3431

MARK C MILLER

Date

Preparer's name and telephone number if other than judge (print or type)

Date

THE SUPREME COURT OF OHIO  
**Individual Judge**  
MUNICIPAL COURT AND COUNTY COURT

Court: **FINDLAY MUNICIPAL COURT**  
Report for the month of: **March 2018**

Judge: **MARK C MILLER**

Date of completion of most recent physical inventory
03/08/2018

	B	C	D	E	F	G	H	T	V
	Misdemeanors	O.V.I.	Other Traffic	Personal Injury & Property Damage	Contracts	F.E.D.	Other Civil	TOTAL	Visiting Judge
Pending beginning of period	198	75	135	3	17	1	2	431	0
New cases filed	38	11	47	0	2	1	0	99	0
Cases transferred in, reactivated or redesignated	8	0	3	0	1	0	0	12	0
<b>TOTAL (Add lines 1-3)</b>	<b>244</b>	<b>86</b>	<b>185</b>	<b>3</b>	<b>20</b>	<b>2</b>	<b>2</b>	<b>542</b>	<b>0</b>
Jury trial	0	0	0	0	0	0	0	0	0
Court trial	2	0	3	0	1	0	0	6	0
Default				0	0	0	0	0	0
Guilty or no contest plea to original charge	18	9	39					66	2
Guilty or no contest plea to reduced charge	7	1	1					9	0
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)	0	0	0	0	0	0	0	0	0
Other Dismissals	22	2	7	0	4	0	2	37	0
Transfer to another judge or court	1	0	0	0	0	0	0	1	0
Referral to private judge				0	0	0	0	0	0
Unavailability of party for trial or sentencing	3	0	2	0	0	0	0	5	0
Bankruptcy stay or interlocutory appeal	0	0	0	0	0	0	0	0	0
Other terminations	0	1	0	1	0	0	0	2	0
<b>TOTAL (Add lines 5-16)</b>	<b>53</b>	<b>13</b>	<b>52</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>126</b>	<b>0</b>
Pending end of period (Subtract line 17 from line 4)	191	73	133	2	15	2	0	416	0
Cases pending beyond time guideline	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline	0	0	0	0	0	0	0	0	0
Cases submitted awaiting sentencing or judgment beyond time guideline	0	0	0	0	0	0	0	0	0

FTP 4/6/2018

<b>Fax to:</b> (614) 387-9419 -or- <b>Mail to:</b> Court Statistical Reporting Section Supreme Court of Ohio 65 South Front Street, 6th Floor Columbus, Ohio 43215-3431
--

MARK C MILLER	Date
Preparer's name and telephone number if other than judge (print or type)	Date
MARK C MILLER	Date

**Findlay Fire Department**  
**Monthly Activities Report - 2018**  
 Submitted By: Joshua S. Eberle, Fire Chief

Fire Statistics	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fires	12	9	10									
Assist Other Agency	3	1										
Emergency Medical Service (EMS)	113	117	103									
Car Accidents	9	18	17									
Rescues (Extrication, Water, Elevator)	1	1	2									
Hazmat	10	9	4									
Good Intent	4	9	9									
Burning Complaints	3	11	13									
False Alarms	47	23	28									
<b>Totals</b>	<b>202</b>	<b>198</b>	<b>186</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Runs by District												
Station 1 - (South Main St)	59	67	62									
Station 2 - (North Main St)	68	44	55									
Station 3 - (Tiffin Ave)	24	45	36									
Station 4 - (CR 236)	51	42	33									
<b>Totals</b>	<b>202</b>	<b>198</b>	<b>186</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Firefighter Training (by hours)												
EMS Formal	144	122	242									
Fire Formal	128	118	309									
Fire Informal	1278	902	1308									
<b>Totals</b>	<b>1550</b>	<b>1142</b>	<b>1859</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Fire Prevention Bureau**

Construction												
Code Interpretations	2	4	4									
Inspections	2	7	2									
Plan Reviews	1	13	11									
System Acceptance Tests	2	5	1									
<b>Totals</b>	<b>7</b>	<b>29</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Existing Structure - Additions												
Code Interpretations	3	4	1									
Inspections	7	3	3									
Plan Reviews	9	6	4									
System Acceptance Tests	2	2	2									
<b>Totals</b>	<b>21</b>	<b>15</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Fire Investigations	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Cause and Determination												
Accidental	3	2	1									
Undetermined		1	2									
Incendiary												
Fire Investigation Activities												
Follow-up	5	8	5									
Interviews	31	14	11									
Assists	4											
<b>Totals</b>	<b>43</b>	<b>25</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Assembly	4	5	17									
Business	4	3	2									
Education K-12												
Education Pre-School	2	1										
Factory			1									
Mercantile		7	3									
Hazardous / Fireworks												
Institutional												
Mercantile												
Residential	10	5	4									
Adoption / Foster Care	1		3									
Pre-Fire Plan			1									
Utility Mobile Food Vendors												
Utility Outbuildings												
Vacant Structures												
<b>Totals</b>	<b>21</b>	<b>21</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Prevention	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Code Interpretations	8	4	10									
Complaints	4	1	2									
Fireworks Exhibitions / Events	3	1	5									
Knox Box Consults/Maint.	3	5	1									
Other	1	3	2									
Fire Plan Updates	2											
Pre-Fire Plan	1		3									
Property Research	6	1										
Safety Presentations	2	10	2									
Re-inspections	93	74	42									
Background Checks		1										
<b>Totals</b>	<b>123</b>	<b>100</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Public Presentations	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Station Tours	1		1									
Truck Visits	0		0									
Meetings Attended	2		2									
School / Seminars Attended	7	14	7									
<b>Totals</b>	<b>10</b>	<b>14</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>





# AUDITOR'S OFFICE

318 Dorney Plaza, Room 313  
Findlay, OH 45840-3346  
Telephone: 419-424-7101 • Fax: 419-424-7866  
[www.findlayohio.com](http://www.findlayohio.com)

**JIM STASCHIAK II**  
CITY AUDITOR

**It is respectfully requested this letter be read into the Council meeting record**

Monday, April 02, 2018

Honorable Members of City Council,

According to ORC, all elected officials must attend at least 3 hours of training on Ohio's Public Records Laws & Open Government (Sunshine Laws) *during each term* in office. The training received must be certified by the Ohio Attorney General. Proof that the training has been completed must include documentation that either the Attorney General's Office or another entity certified by the Attorney General (i.e. State Auditor's Office) provided the training to the elected official. Attendees who successfully complete the training will receive a certificate to serve as proof of the training.

Since the requirement covers such an important topic, for members who cannot attend, a "designee" can be sent; however, they must be an employee in the public office and there must be evidence of the designation (such as a letter that has been signed by the elected official).

As required by law, all trainings are free and new sessions are added throughout the year when they become available.

The link to the current Auditor of State's Certified Public Records training sessions can be found here: <https://ohioauditor.gov/trainings/registration.html>

The link to the current Ohio Attorney General's Office training sessions can be found here: <http://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Law-Training>

If you cannot make it to one of the listed sessions, there is an online option available through the Attorney General's Office and that link can be found here: <https://sunshinelaw.ohioattorneygeneral.gov/>

Once you have completed a course, please make sure you send me a copy of the certificate of attendance so that I have it for our audit file. The certificates are asked for as a regular part of the audit process.

If you have any questions or if you need assistance please let me know.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jim Staschiak II", is written over a light blue circular stamp.

Jim Staschiak II - City 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

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

Brian A. Thomas, P.E., P.S.  
Service Director

Honorable City Council  
Findlay, OH 45840

April 12, 2018

RE: 2<sup>nd</sup> Quarter Appropriations

Dear Council Members:

Similar to previous years, in an effort to minimize the financial impact on the beginning of the year Capital Improvement Fund, the fund appropriation requests are being split into quarterly breakdowns. The first quarter appropriation requests were authorized on March 20, 2018 with Ordinance 2018-019, As Amended.

At this time, I am requesting the appropriation for the next group of projects. I do want to point out that the attached list is only part of the projects/equipment that was provided earlier in the year. This is due to the funds that are currently available in the Capital Fund.

By copy of this letter, the Law Director is requested to prepare the necessary legislation to appropriate funds based on the attachment.

If you have any questions, please feel free to contact me.

Sincerely,



Brian Thomas  
Service Director/Acting City Engineer

pc: Don Rasmussen, Law Director  
Jim Staschiak II, Auditor



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

April 11, 2018

Honorable City Council  
Findlay, OH 45840

RE: 2018 Capital Improvements – PD vehicles

Dear Council Members:

Capital funds were placed in the parking budget for the purchase of a new enforcement vehicle. A used vehicle was purchased locally for approximately \$12,300.00. The remainder of the funds are requested to be transferred to the Police Department budget for a Detective vehicle in VNU.

I have requested legislation for the following transfer:

FROM: Parking Enforcement (25075000 – 551300 Outlay-Equipment)	\$17,789.00
TO: Police Department (21012000 – other)	\$17,789.00

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul E. Schmelzer".

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

pc:  
Don Rasmussen, Director of Law  
John Dunbar, Chief of Police  
Jim Stashiak, City Auditor

# Office of the Mayor

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March 6, 2018

Honorable City Council  
City of Findlay, Ohio

RE: District 13 Integrating Committee Appointment

Dear Council Members:

This letter is to inform you that I am appointing Brian A. Thomas, P.E., P.S., Service Director for the City of Findlay, to the District 13 Integrating Committee. This term will expire April 30, 2018.

This appointment does not require the confirmation of City Council, however, I trust that you will concur with my selection.

Sincerely,



Lydia L. Mihalik  
Mayor

cc: District 13 Integrating Committee Chairman  
Brian Thomas, P.E., P.S., Service Director  
Don Rasmussen, Director of Law

# Office of the Mayor

Lydia L. Mihalik

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

March 26, 2018

Honorable City Council  
City of Findlay, Ohio

Dear Honorable Council Members:

It is my pleasure to appoint Becky Stahl to the City of Findlay Shade Tree Commission. Ms. Stahl's appointment will be effective through December 31, 2020.

This appointment does not require the confirmation of City Council, however, I trust that you will concur with this selection.

Sincerely,



Lydia L. Mihalik  
Mayor

cc: Becky Stahl  
Shade Tree Commission

# City of Findlay

Lydia Mihalik, Mayor

## POLICE DEPARTMENT

John E. Dunbar, Chief of Police  
318 Dorney Plaza, Room 116 • Findlay, OH 45840  
Phone: 419-424-7194 • Fax: 419-424-7296  
[www.findlayohio.com](http://www.findlayohio.com)

April 12, 2018

Honorable Council:

Attached are the Findlay Police Department activity stats for March 2018.

Sincerely,



John E. Dunbar  
Chief of Police



# Office of the Mayor

Lydia L. Mihalik

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

Brian A. Thomas, P.E., P.S.  
Service Director

Honorable City Council  
Findlay, OH 45840

April 12, 2018

RE: 2018 Resurfacing Program, Contracts A & B, Project #32880100

Dear Council Members:

By authorization of Ordinance No. 2018-020, a bid opening was held for the above-referenced project on April 11, 2018.

For Contract A, one (1) potential contractor submitted a bid in the amount of \$723,949.61. Bids were also received for two alternates totaling \$161,449.24. The bid was received from Helms and Sons Excavating of Findlay, Ohio.

For Contract B, four (4) potential contractors submitted base bids ranging from \$499,932.15 to \$604,232.10. Bids were also received for five alternates ranging from \$115,855.55 to \$163,842.35. The lowest and best bid was received from M&B Asphalt of Tiffin, Ohio.

Due to the bids coming in just under the estimate, no alternates will be completed this year.

This project is included in the 2018 Capital Improvements Plan, and the total project estimate is within the budgeted amount. Previously, an amount of \$10,000 was appropriated to the project for design and startup. At this time, an appropriation for construction, inspection and a contingency is needed to complete the project.

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

FROM: CIT Fund- Capital Improvements Restricted Account \$1,240,000

TO: 2018 Resurfacing Program, \$1,240,000  
Project No. 32880100

If you have any questions, please feel free to contact me.

Sincerely,



Brian Thomas  
Service Director/Acting City Engineer

pc: Don Rasmussen, Law Director  
Jim Staschiak II, Auditor



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Safety Director

Brian A. Thomas, P.E., P.S.  
Service Director

Honorable City Council  
Findlay, OH 45840

April 12, 2018

RE: FY19 ODOT Aviation Grant

Dear Council Members:

We would like to submit a ODOT Aviation Grant. If obtained the Grant would be used to help pay for the replacement and relocation of the existing wind sock and rotating beacon and the demolition of the existing towers near the terminal building. The Grant will pay for 95% of the construction cost but the projects score higher if they ask for a smaller percentage.

To increase the probability of receiving the grant, we are proposing to ask for the grant to pay for 84% of the construction (same as past years). At this time, we are estimating the that Grant request would be for approximately \$100,000.

By copy of this letter, the Law Director is requested to prepare the necessary legislation to allow the Service Director to sign and submit the grant application.

If you have any questions, please feel free to contact me.

Sincerely,



Brian Thomas  
Service Director/Acting City Engineer

pc: Don Rasmussen, Law Director  
Jim Staschiak II, Auditor

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Safety Director

Brian A. Thomas, P.E., P.S.  
Service Director

Honorable City Council  
Findlay, OH 45840

April 12, 2018

RE: Airport Manager

Dear Council Members:

The payroll ordinance requires that Council be notified of any raise about 8% in a calendar year. An Ordinance is being requested to raise the Biweekly pay of the current Airport Manager to \$2,769.60 (approximately \$72,000 per year).

Matt has been an excellent manager since taking the position. He has coordinated projects, hosted airport events, and has worked hard to promote the airport. This is a similar pay range as other supervisor's in the City of Findlay.

Depending on how the year progresses, there may be a need for an additional appropriation to cover the difference in personal services but no appropriation is being requested at this time.

By copy of this letter, the Law Director is requested to prepare the necessary legislation to allow the Mayor and/or Service Director to grant the increase in the biweekly pay of the current Airport Manager position, which would exceed the allotted 8% of the current salary ordinance.

If you have any questions, please feel free to contact me.

Sincerely,



Brian Thomas  
Service Director/Acting City Engineer

pc: Don Rasmussen, Law Director  
Jim Staschiak II, Auditor



April 13, 2018

Findlay City Council  
318 Dorney Plaza  
Findlay, Ohio 45840

Findlay City Council Members,

City Planning Commission and the City Council Zoning Committee reviewed the proposed amendments to the Zoning Code for the Downtown Design Review Districts. Upon their review they have requested the following changes to the documents.

- 1) When the documents refer to the Design Review District replace with Downtown Design Review District.
- 2) The following changes to Chapter 1138
  7. Vacant lots: must be level at grade, maintained, and cleared of debris. The Board may require fencing to secure the site and to maintain aesthetic character.
  8. Graffiti or other types property defacement.

If you have any question please feel free to contact me anytime.

Sincerely,

Matt Cordonnier  
Director, HRPC

CHAPTER 1138  
Downtown Design Review Regulations

**1138.01 PURPOSE.**

The purposes of this chapter are:

- A. To establish procedures whereby certain areas of the City are afforded protection from actions that would be detrimental to the business, residential and cultural resources in the community, and to pursue the following objectives:
  - 1. Maintain and enhance the distinctive aesthetic character of downtown;
  - 2. Encourage development of vacant properties in accordance with the character of the designated districts.
- B. To contribute to the economic and cultural development of downtown Findlay by:
  - 1. Protecting and enhancing the downtown attraction to prospective residents, businesses and visitors;
  - 2. Strengthen the economy of downtown by stabilizing and improving property values;
- C. To facilitate reinvestment in and revitalization of the central business district.

**1138.02 DEFINITIONS.**

The following definitions shall apply only to Chapter 1138 of these Codified Ordinances:

- A. "Alteration" means a change to an Architectural Feature, to a Structure, to Real Property or to any other external feature, including but not limited to any removal, construction or modification of any property, landscaping, sign or fence that lies within the Downtown Design Review District.
- B. "Applicant" means the property owner, lessee, occupant, or his or her authorized representative, who submits a request for any development, variance, Alteration, review or other procedure as authorized in this ordinance.
- C. "Architectural Feature" means any exterior features that add to the characteristic or design aesthetic of a building or site.
- D. "Complete Application" means the application for a Certificate of Appropriateness to be deposited with the Administrator, together with such plans, specifications and drawings needed to convey the scope of the proposed Alteration.
- E. "Downtown Design Review District" means any area within the City designated by Council to be subject to the provisions of this chapter.
- F. "Downtown Design Review Guidelines" means a written set of examples of good and bad design features. The review guidelines are meant to help convey the aesthetic character of the Downtown Design Review District.
- G. "Member" means any Member of the Downtown Design Review Board as established under this chapter.
- H. "Minor Alteration" means either: (1) an Alteration for which there is no reasonable basis to object to the Alteration based on the Downtown Design Review Guidelines; or (2) an Alteration that will have little or no impact on the distinctive aesthetic character of the Downtown Design Review District. Based on these criteria, the Administrator has authority to determine whether a proposed Alteration is a Minor Alteration.

- I. "Property Owner" means the owner or owners of record, lessees or occupants, of real property.
- J. "Real Property" includes lands, tenements, Structures and hereditaments.
- K. "Administrator of the Board" or "Administrator" shall be a staff member designated by the Downtown Design Review Board.
- L. "Structure" means anything constructed or erected, or placed on the land, the use of which requires a permanent location on the ground or attachment or something having a location on the ground. This includes but is not limited to buildings, walls, fences, advertising signs, and billboards.

**1138.03 DOWNTOWN DESIGN REVIEW BOARD ESTABLISHED.**

**A. Composition of the Board**

There is hereby established a Downtown Design Review Board ("Board") which shall have the powers and duties set forth in this Chapter. The Board shall consist of seven members and two alternates, who shall be appointed by the Mayor, subject to confirmation by Council. The members of the Board shall be appointed by the Mayor with due regard for the need for professional expertise and balance among the diverse interests within the Downtown Design Review District.

**B. Alternates**

Two alternates shall be appointed and are considered a member when acting on behalf of a member who is absent or must abstain from a vote. Alternates shall be asked to attend any meeting a regular Member will be absent or has a conflict of interest. The alternates should fill any vacant seats to help ensure that seven voting members are present.

**C. Terms**

Members shall be appointed to serve three-year terms, except in the initial year when two members shall have a one-year term, two members shall have two-year terms, and three members shall have three-year terms.

**D. Attendance**

Any member of the Board who has been absent for two (2) consecutive meetings or more than 1/3 of the total number of regularly scheduled meetings during the previous twelve months, and having been properly advised as to the date, time and place of said meetings may be subject to removal. The Board will review each case individually to determine if removal is necessary.

**1138.04 DESIGNATION**

The Downtown Design Review District shall be confined to properties within the designated area. This will include all property located within the boundaries set forth on the map. Any Changes to the Downtown Design Review District boundaries must be approved by Council.

**1138.05 DOWNTOWN DESIGN REVIEW BOARD; POWERS AND DUTIES.**

**A. Powers**

The Board shall have the authority to review any proposed Alteration within the boundaries of the **Downtown** Design Review District. Except as provided in Section 1138.05(G), the Administrator's or the Board's approval of any Alteration, respectively, shall be secured before any work may commence. The Board's regulatory authority is limited to external Alterations. The Board shall have no regulatory authority regarding any interior features or systems within a building. The Board shall also have the power to enforce a minimum set of aesthetic maintenance standards as outlined in Section 1138.07.

**B. Applicable Properties**

This Chapter applies only to the following property types:

1. Non-residential properties, mixed-use properties, and residential properties with four or more units.
2. New Structures regardless of use.

**C. Downtown Review District Guidelines**

Council will enact, and the Board will maintain, Downtown Review District Guidelines ("Guidelines") that will assist in evaluating proposed Alterations. These Guidelines will act as a resource to help developers and property owners make Alterations that fit into the aesthetic character of the Downtown Design Review District. The Board will review the guidelines annually or on an as needed basis. Any amendments to the Guidelines shall be approved by Council.

In reviewing proposed Alterations, the Administrator and the Board shall use the following general criteria as part of their evaluation. These criteria are covered in greater detail in the Downtown District Review Guidelines:

1. **Site Design**
  - a. **Relationship of Building Masses and Spaces** - The relationship of a structure within the district to the open space between it and adjoining Structures should be compatible
  - b. **Height** - the height of any proposed Alteration should be compatible with the style and character of surrounding Structures in the Downtown Design Review District;
  - c. **Scale** - The scale of the structure after iteration, should be compatible with its architectural style and character and with surrounding Structures;
  - d. **Landscaping** - Landscaping should be compatible with the architectural character and appearance of the Downtown Design Review District.
2. **Building Design**
  - a. **Proportions of windows and doors** - The proportions and relationships between doors and windows should be compatible with the architectural style and character of the district.
  - b. **Materials** – Building materials shall be complementary to the character of the Downtown Design Review District.

- c. Roof Shape - The design of the roof, and cornice should be compatible with the architectural style and character of the Downtown Design Review District.
- d. New Structures - New structures shall be compatible with the character of the **Downtown** Design Review District.
- e. Color – Shall be compatible with the character of the Downtown Design Review District.

**D. Meeting Schedule**

- 1. The Board shall meet a minimum six times per year, i.e. every other month, or as needed. Meetings shall be scheduled in the same week as City Planning Commission to expedite review. The deadline to submit an application for a Certificate of Appropriateness is seven days prior to the meeting. The Administrator will have the discretion to accept plans after the deadline.
- 2. Special meetings may be called by the Board to review projects. The purpose of these special meetings is to expedite the review process.

**E. Voting**

A majority of the membership of the Board, not including alternates, shall constitute a quorum, and any action or decision of the Board shall have the support of the majority of the quorum present. Alternate Members will be invited any time a regular Member cannot be present or has a conflict of interest that prevents them from voting.

**F. Establishing the Administrator of the **Downtown** Design Review Board**

A staff member shall be appointed to act as the Administrator, whose duties include scheduling meetings, preparing meeting packets, issuing permits, maintaining files, and communicating information between the Board and Applicant.

**G. Establishing Administrative Review**

The Administrator may review a prospective project to determine:

- 1. The project is a Minor Alteration requiring only Administrator review; or
- 2. The project is an Alteration requiring Board review and approval. The Board may establish a set of criteria for these Administrator determinations.

**H. Effective Date**

Nothing contained herein shall authorize the Board to require any site design or building design Alterations that were completed prior to the effective date of this ordinance. However, nothing in this section shall be construed to prohibit the Board from enforcing aesthetic maintenance items as authorized by 1138.08, Minimum Maintenance Requirement.

**1138.06 CERTIFICATE OF APPROPRIATENESS**

**A. Process and Timing**



1. Before commencing any Alteration, the Property Owner shall contact the Administrator.
2. The Administrator shall determine if the project is an Alteration or a Minor Alteration. If it is determined to be a Minor Alteration, the Administrator shall issue a Certificate of Appropriateness. If it is determined to be an Alteration, the Applicant shall submit a Complete Application to the Administrator to apply for and secure a Certificate of Appropriateness from the Board. The application for a certificate shall be deposited with the Administrator, together with such plans, specification and drawings needed to convey the scope of the project. The Administrator shall transmit the application to the Board members.
3. Within forty-five days of filing, the Board shall consider the application, and approve, deny, or approve the application with conditions or modifications.
4. If the Board fails to meet and consider an application within forty-five days of filing, the application shall be deemed approved. Once the Board meets to consider the application the forty-five day period is satisfied and no specific timeline is applied to the application. The Board may table an application for no longer than a forty-five day period for further discussion or fact finding purposes.
5. The Board may require any person applying for a Certificate of Appropriateness to supply additional information with the Board prior to any hearing or determination to properly review the application.
6. If the proposed Alteration is determined to have no adverse effect on the Downtown Design Review District, and does not violate the spirit and purpose of these regulations, then the Administrator shall issue the Certificate of Appropriateness.
7. If the Board determines that the proposed Alteration will have an adverse effect on the Downtown Design Review District, or violates the spirit and purposes of these regulations, then the Board shall deny issuance of the Certificate of Appropriateness. The Board shall state in its records the reason for denial and transmit to the Applicant via proof of mailing the reasons for denial.

**B. Appeal Process**

Whenever the Board disapproves an application for a Certificate of Appropriateness, the Applicant shall have the right to appeal the Board's decision to the Board of Zoning Appeals, in accordance with Chapter 1115 of the Planning and Zoning Code.

**1138.07 LIMITATIONS ON ISSUANCE OF CERTIFICATES AND PERMITS.**

**A. Issuance of Certificate**

No Alteration in the Downtown Design Review District shall be undertaken prior to obtaining a Certificate of Appropriateness from the Administrator or the Board, respectively. The Zoning Department shall not issue any additional required permits until a Certificate of Appropriateness has been approved by the Administrator or the Board. Any projects requiring site plan review may submit to the Board and Planning Commission simultaneously.



**B. Exemptions**

1. In instances where building conditions are creating a threat to public health or safety, immediate action to remedy the hazard may occur without a Certificate of Appropriateness.
2. Any Minor Alteration.

**1138.08 MINIMUM MAINTENANCE REQUIREMENT.**

**A. The Board has the authority to review properties and require remedies for aesthetic maintenance. This includes:**

1. Paint: chipped or faded
2. Awnings: torn, faded, structural failures
3. Windows: cracked, broken, missing.
4. Signs: broken, chipped paint, structural failure
5. Exterior walls and finishes: chipped, cracked, structural failure, or safety concern
6. Landscaping and accessory features: must be maintained and cleared of debris.
7. Vacant lots: must be level at grade, maintained, and cleared of debris. **The Board may require fencing to secure the site and to maintain aesthetic character.**
8. **Graffiti or other types property defacement.**
9. Any other exterior feature not listed above that is in disrepair.

**B. The following procedures apply when a property maintenance issue may be present.**

1. Complaints shall be filed with the Administrator. The Administrator will gather information to present at the next scheduled Board meeting.
2. Upon receipt of a complaint, the Board shall review and determine if the complaint shall be investigated further. A majority vote of the membership present shall determine if the complaint shall be dismissed or warrants a hearing with the property owner present. Holding a hearing does not necessarily mean that a violation has occurred.
3. The Board shall notify the property owner or authorized representative of a potential maintenance violation via proof of mailing. The property owner will be asked to attend the next Board meeting to discuss the potential violation. Prior to the conclusion of the meeting, the Board shall vote to determine if a maintenance violation has occurred and outline steps for remediation. A majority vote of the quorum present is needed to determine if there is a maintenance issue and to outline steps for remediation.
4. If it is determined that a violation exists, the property owner shall have thirty (30) days to fix the violation. The Board may state a period longer than thirty (30) days when appropriate.
5. If the property owner or representative fails to respond or attend the next Board meeting to discuss the potential violation, the Board will proceed without the owners' input and prescribe actions for remediation. The Board will make reasonable efforts to schedule a meeting with the property owner if they are unable to attend the regularly scheduled monthly meeting.

**C. Maintenance Appeal Process**

To seek relief from a maintenance violation property owners shall have the right to appeal the Board's decision to the Board of Zoning Appeals, in accordance with Chapter 1115 of the Planning and Zoning Code.

**1138.97 STOP WORK ORDER**

- A. The Zoning Administrator, Administrator or other designated enforcement official of the City, upon learning or discovering a violation of this downtown design review ordinance may immediately issue a stop work order which shall be posted on the job site and mailed to the Applicant or property owner. All work on the property must cease immediately unless otherwise stated on the stop work order.**
- B. The stop work order shall remain in effect until the applicant or other responsible person has taken the remedial measures set forth in the notice of violation or has otherwise cured the violation or violations described therein, provided the stop work order may be withdrawn or modified to enable the applicant or other responsible person to take necessary remedial measures to cure such violation or violations.**
- C. When an owner fails to comply with the stop work order, the owner may be prosecuted and is subject to the penalty provided in Chapter 1199.**
- D. Failure to cease work after receipt of an order to stop work is hereby declared a public nuisance.**

**1138.99 PENALTY.**

**A. Fines**

- 1. Failure to remedy the violation as outlined by the Board within the designated timeframe will result in a violation and will be subject to Penalty Section 1199.**

# **Downtown Design Review District Review Guidelines**

**Findlay, Ohio**

**Final Draft 2/27/2018**

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## **Section I: Introduction**

The City of Findlay has adopted the following design guidelines for the Downtown Design Review District. This booklet is designed to give property owners and developers a sense of the criteria utilized in reviewing projects for appropriateness. The guide is not a set of regulations set-in-stone but rather a tool to help visualize and convey the design goals and character of the Downtown Design Review District.

The Downtown Design Review District, as adopted by the City of Findlay, encompasses the geographic area highlighted on the zoning map.

### **1.01 - Role**

The Downtown Design Guidelines comprise the minimum design criteria and range of performance guidelines suggested for the overlay district, which exemplify the design direction that the City of Findlay recommends as appropriate. Additionally, the Downtown Design Review Board will encourage property owners to preserve the historic character of their building. The role of the Design Guidelines is different from the more precise regulations found in the zoning code. The Design Guidelines:

- Do not dictate specific limits, nor does strict adherence to them necessarily assure approval of an application;
- Are not rigid sets of rules, but rather a guide on how to make improvements in the overlay district which are compatible with its character;
- Give building owners advice on how to undertake work in the district, and they give the Design Review Board a way to determine whether the proposed work is appropriate; and
- Set broad parameters within which changes should occur in order to achieve business and economic development, while maintaining many opportunities for design creativity and individual choices and tastes.

### **1.02 - Purpose**

The purpose of the Design Guidelines is to help owners to make improvements consistent with the scale, form and character of the downtown. This, in turn, will help to promote economic development, business expansion, and residential opportunities in the area. These guidelines are also in place to protect the significant public and private investment that has occurred downtown.

### **1.03 –Design Review Process**

As stated in the City of Findlay Downtown Design Review District Ordinance, the Design Review Board shall review all exterior façade alterations, additions, and new construction within the Downtown Design Review District. Repairs and alterations or other modifications not visible from the street or alley shall not be reviewed.

#### *How does the process begin?*

The recommended first step in the Design Review process is a pre-application meeting between the applicant and the Design Review Board Administrator. After a preliminary review of the applicant's proposal, the Administrator will determine if the project can be approved administratively or if it should go before the Design Review Board.

#### *How is a decision made to approve or deny an application?*

1. When the property owner or occupant/tenant intends to construct, reconstruct, or alter any portion of a structure within the District, they shall first apply for and secure a Certificate of Appropriateness from the Design Review Board. The application for a certificate shall be deposited with the Design Review Board Administrator, together with such plans, specifications and drawings needed to convey the scope of the project. The application must contain the following:
  - a. Completed Application Form
  - b. Application fee of \$25
  - c. Photographs of existing conditions
  - d. Colored drawings of proposed project showing all exposed façades of the building
  - e. List of materials to be used in the project including proposed colors.
2. The Administrator shall transmit the application to the Design Review Board Members.
3. Within forty-five days of filing, the Board shall consider the application package and approve, deny, or table the application. Review of the application shall be based on Design Review Guidelines contained in this document.
4. If the Board fails to meet and consider an application within forty-five days of filing, the application shall be deemed approved. Once the Board meets to consider the application the forty-five day period is satisfied and no specific timeline is applied to the application. The Board may table an application for further discussion or fact-finding purposes.
5. The Board may require any person applying for a Certificate of Appropriateness to supply additional information with the Board prior to any hearing or determination to properly review the request.
6. If the proposed construction, reconstruction, alteration is determined to have no adverse effect on the Downtown Design Review District, and does not violate the spirit and purpose of these regulations, then the Board Administrator shall issue the Certificate of Appropriateness.
7. If the Design Review Board determines that the proposed construction, reconstruction, Alteration will have an adverse effect on the Downtown Design Review District, or violates the spirit and purposes of these guidelines, then the Board shall deny issuance of the Certificate of Appropriateness. The Board shall state in its records the reason for denial and transmit to the Applicant via proof of mailing the reasons for denial.





Adopted Date: September 5, 2017  
 Findlay Ordinance NO. 2017-59  
 Revised Date: None



**Figure 1.01 District Boundary Map:** The Design Review Board Guidelines apply to the buildings within the outlined Downtown Design Review District overlay.



## **Section II: Design Guidelines**

These design guidelines help convey the desired architectural quality and design for the Downtown Design Review District. These guidelines are used by the Design Review Board to help guide the decision-making process.

### **2.00 - General Building Design**

The purpose of the Design Review Guidelines is not to define a specific style or period of architecture. Instead, the Design Review Guidelines are intended to encourage alterations, renovations and new construction which are distinctive in character, aesthetically pleasing and built of lasting quality.

In general, buildings in the Downtown Design Review District should:

- Have a singular architectural style.
- Use durable, high quality materials.
- Preserve historic buildings or details when feasible.
- Use neutral color schemes.
- Be pedestrian friendly.
- Create or maintain a unified street wall.
- Incorporate landscaping and greenspace when possible.
- Give equal emphasis to all exposed façades.
- Have a compatible or complimentary architectural design to its neighbors.
- Utilize signage designed for pedestrians.
- Hide mechanical equipment from view.

Buildings should not:

- Mix several architectural styles.
- Use bright, florescent, shiny, reflective paint or materials.
- Lack architectural features
- Use cheap, low quality materials.
- Have one-sided architecture.

The Design Review Board will review each applicant based upon their compliance with the following design objectives:

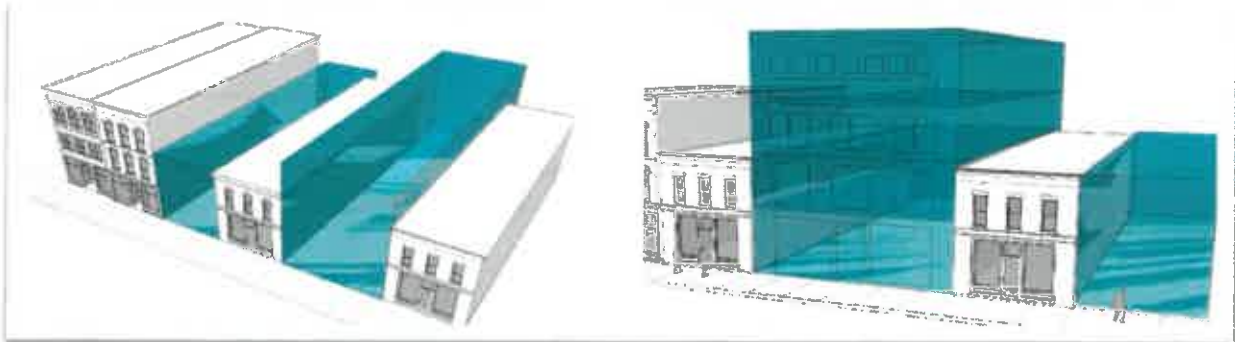
- 1.01 Building Massing
- 1.02 Building Materials
- 1.03 Building Façade
  - 1.03.1 Windows
  - 1.03.2 Entrances
  - 1.03.3 Awnings
  - 1.03.4 Signage
  - 1.03.5 Lighting
  - 1.03.6 Colors
- 1.04 Site Improvements
  - 1.04.1 Fencing
  - 1.04.2 Parking Lots
  - 1.04.3 Landscaping
  - 1.04.4 Mechanical Systems

Applicants should ensure that the Design Guidelines have been considered in their application. Failure to consider all aspects of the Design Guidelines may result in a denial of the application.

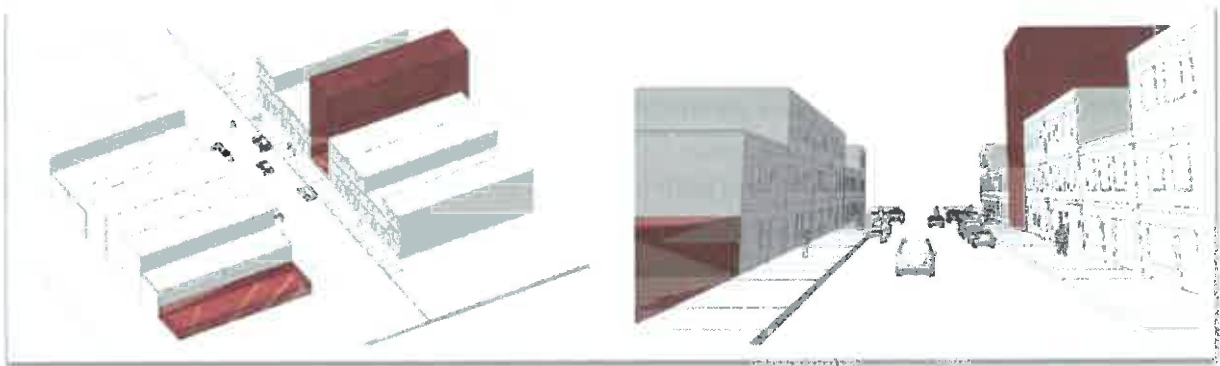
## 2.01 - Building Massing

The physical qualities of massing, scale, and form help to determine whether buildings are sensible to their context. Traditional Main Street commercial buildings have demonstrated physical qualities that make them proportionate to the street space and appropriate to the pedestrian scale. Generally, buildings are two to five stories tall, and built to the lot line and form a continuous frontage on Main Street. Overall, these buildings demonstrate proportions, rhythm, and details that are traditional in character. In addition, the overall building design is important to create a sense of place, enclosure, and activity. The following guidelines are offered:

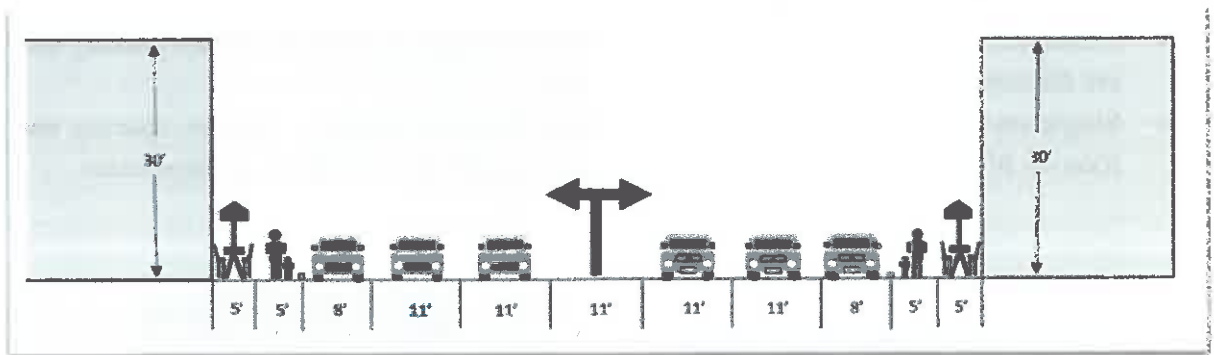
- Building massing, height, and lot coverage should be proportionate to adjacent buildings. Appropriate massing will assist in creating a sense of enclosure.
- Primary façades should be located near the right-of-way line. Buildings located at the street edge enhance both the urban quality of the street and the pedestrian experience. Conversely, buildings set back away from the right-of-way detract from the urban experience and should be avoided.
- Buildings should extend and establish a continual street wall.
- Plazas and outdoor cafes are encouraged as they continue street wall whereas parking lots are discouraged as they eliminate the street wall.
- Single-story buildings should be avoided along the major corridors. The size, spacing, and location of neighboring buildings may allow for single-story buildings in some cases.



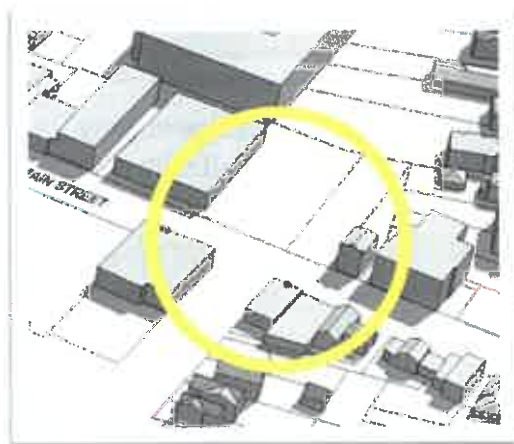
**Figure 2.01: Appropriate building massing** - subtle variation in building height positively contributes to the urban experience. Notice this example has a continual street wall with no gaps between buildings.



**Figure 2.02: Inappropriate building massing** - too much variation in height does not present uniform street front. Of most concern is the single-story building which deteriorates the sense of enclosure.



**Figure 2.03 Building height, street width ratio:** This illustrates a good design criterion that is the street width to building height ratio (1:3 Building heights to street width). Maintaining this ratio helps create the urban sense of enclosure.



**Figure 2.04 Street Gaps:** Avoid major gaps in street wall



**Figure 2.05 Street Wall:** Example of a strong street wall

## 2.02 - Building Materials

Building façade materials are essential elements that tie the building to its surroundings and visually impact the surrounding environment. In addition to other design features, traditional façade materials allow buildings to appear suitable and harmonious to their context while other materials can appear distracting.

- Base materials should be consistent and new materials should complement the existing.
- Repair and restoration of original features and materials such as brick, stone, wood siding, etc. is highly encouraged. Covering original features and materials, however, is discouraged.
- Building materials such as utility brick, concrete masonry units, and Exterior Insulating Finishing Systems (EIFS) as a primary façade material are discouraged but may be used as accent materials.
- Building materials such as brick, stone, manufactured stone, terra cotta accents, metal accents, and wood are encouraged as they provide visual interest and assist in creating a pedestrian friendly corridor.
- A horizontal expression should establish the ground level of the building from the rest of the building. The expression should complement adjacent buildings and reinforce the street as a pedestrian friendly space.
- Materials should be used to differentiate between the importance of building features and provide visual separations between material functions.



**Figure 2.06 Appropriate Building Materials:** Good use of brick, stone, and canvas awnings.



**Figure 2.07 Discouraged Materials:** Discouraged – vinyl and aluminum siding, and EIFS as a primary material.



**Figure 2.08 Discouraged Materials:** Discouraged – utility masonry

## 2.03 - Building Façade

Features that extend out from the building façade can contribute to the character, scale, and visual interest of the street.

- Consider entire blocks as a single façade – use similar or complementary materials, colors, elements to create a unified appearance.
- Façades should reflect proportionate shapes and patterns. Unarticulated walls create poor visual appearance, and do not relate to the base or the roof.
- Façades should be visually appealing through detailing, openings, and materials.
- Corner buildings are buildings exposed on two streets. Corners of these buildings should be articulated and elaborated to reflect this importance.
- There should be a clearly defined top, middle, and base seen on the outside.

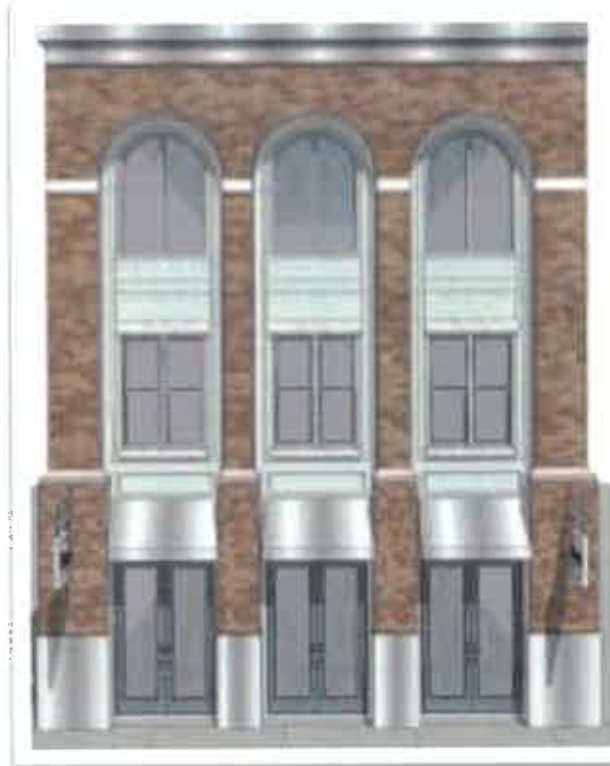


**Figure 2.09: Encouraged Building Façade** - These figures exemplify use of similar and complementary materials, proportionate well-spaced windows, appealing building details, and well-defined top, middle, and base.





**Figure 2.10 Discouraged Façade:** These figures illustrate poor design through lack of detail, poorly spaced windows and doors, no sense of top, middle, and base, and minimal variation in materials and brick color.



**Figure 2.11 Encouraged Façade:** Another example of encouraged façade design styles. Again, we see complementary materials, well-patterned building openings, and a variety of architectural details.



### 2.03.1 - Windows

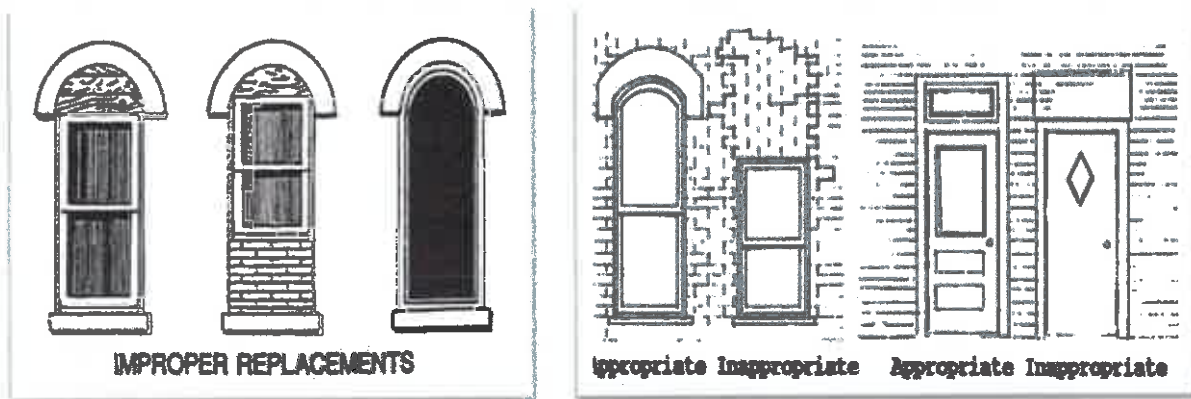
- Ground floor windows should be designed to encourage retail uses. Generally, the majority of the first floor should be windows as they enliven the streets and provide both interest and activity at the street level.
- Knee walls are encouraged to provide a strong base. They should be between 12 – 30 inches tall.
- Windows should be transparent, not opaque.
- Blocked in windows should be opened up and restored to the original appearance.
- Avoid altering the shape of the original openings.
- If window replacements are necessary, the new windows should convey the same visual appearance as the originals.
  - Replacement windows should fill the entire historic window opening. If historic window openings require closing, the opening should be a different material or texture to maintain the rhythm of the wall.
- Painting aluminum window (and door) frames can help to blend them with the building.
- Upper story windows should be in rhythm with the base level.
- Sills, lintels, divided lights, and style can create visual interest. Double-hung windows provide more visual interest than casement windows.



**Figure 2.12: Encouraged Windows** – replacement windows that fill the entire window opening



**Figure 2.13: Discouraged Windows**– Windows that are both not to scale with the façade or the traditional window openings.



**Figure 2.14 Window & Door Replacements:** The photos above demonstrate both appropriate and inappropriate window and door replacements.



**Figure 2.15: Discouraged Storefront** – Storefronts without a knee wall or base.



**Figure 2.16: Encouraged Storefront**– Knee walls and windows making up the majority of the storefront demonstrate a strong base.

### 2.03.2 - Entrances

A building entrance serves both building tenants and customers. In addition, it can enliven the building's context. A city block with buildings with entrances directly accessible from the public sidewalk encourages pedestrian traffic and increases possibilities for more activities – shopping and social interactions.

- Entries should be prominent features of the base. They should be different from the standard building bay through articulation, elaboration, and materials.
- Entrances should be easily recognizable to the pedestrian.
- If possible, commercial buildings should not use residential doors.
- There are a variety of ways to enunciate the entryway to a building:
  - Arched entries
  - Recessed entries – two feet from surrounding façade
  - Projecting entries
  - Decorative molding above doorways
  - Columns
  - Signage
  - Planters with ornamental landscaping
  - Oversized doors



**Figure 2.17: Encouraged Entryways**– Articulated design, and materials help to enunciate the entryway to these buildings.



**Figure 2.18: Discouraged Entryway** – Opaque windows, and windows that do not make up the majority of the storefront give the appearance of a residential entryway rather than an entryway of a commercial building.

### 2.03.3 - Awnings

Awnings, canopies and marquees serve many functions, and enhance building façades and sidewalks. They provide store entrances and sidewalks with a sun-screening element, and a shelter from the rain. They unify the building appearance, articulate the storefront and entryways, and provide a surface to place a business name. Careful design and integration with the building façade design are important considerations to prevent clutter and façade distractions.

- Awnings create visual interest while shielding pedestrians from weather. They should be compatible in both material and style with adjacent properties. Awnings may have advertise goods and provide visual cues to the location of the entrance.
- Awnings should not obscure the architectural features of the building and should reinforce the frame of the storefront.
- Awnings should be in proper scale with the building.
- Awning material should be compatible with building materials and style.
- Canvas or metal are generally suitable materials for awnings
- Plastic, backlit awnings, and shiny or bubble awnings should be avoided.
- Scale of signage on awnings should be minimal.
- Simple, flat-sloped awnings are encouraged.



**Figure 2.19: Encouraged Awnings**—Awnings that do not obscure structural details, are simple in design, and are compatible with the building materials.





**Figure 2.20: Encouraged Awnings**– Awnings that are to scale with the windows and entry of the building.

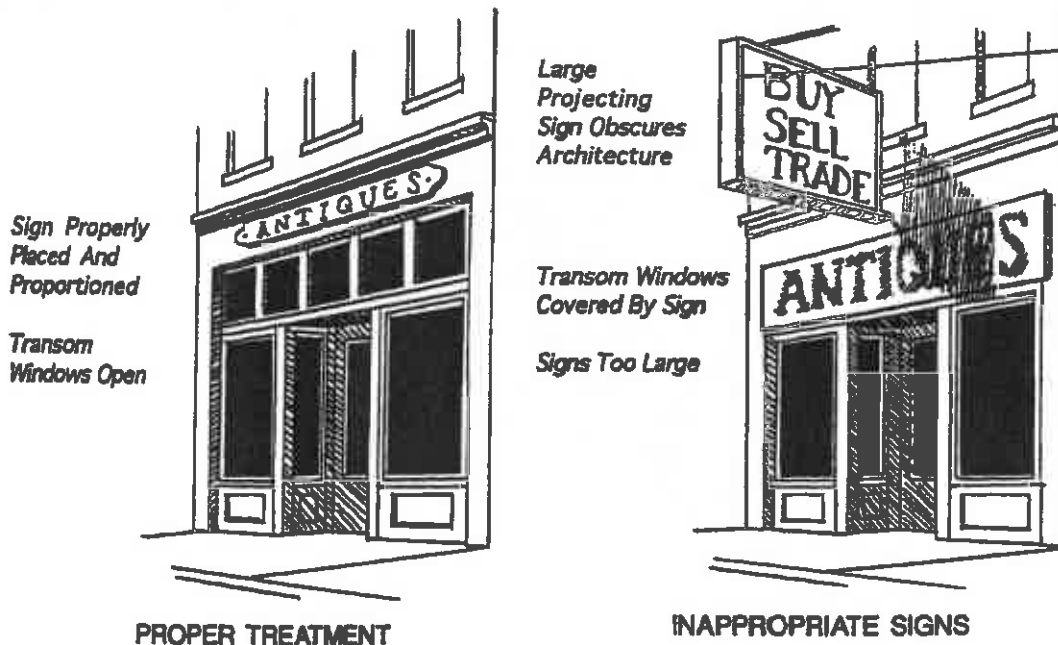


**Figure 2.21: Discouraged Backlit Awning** – Plastic backlit awnings are not appropriate.

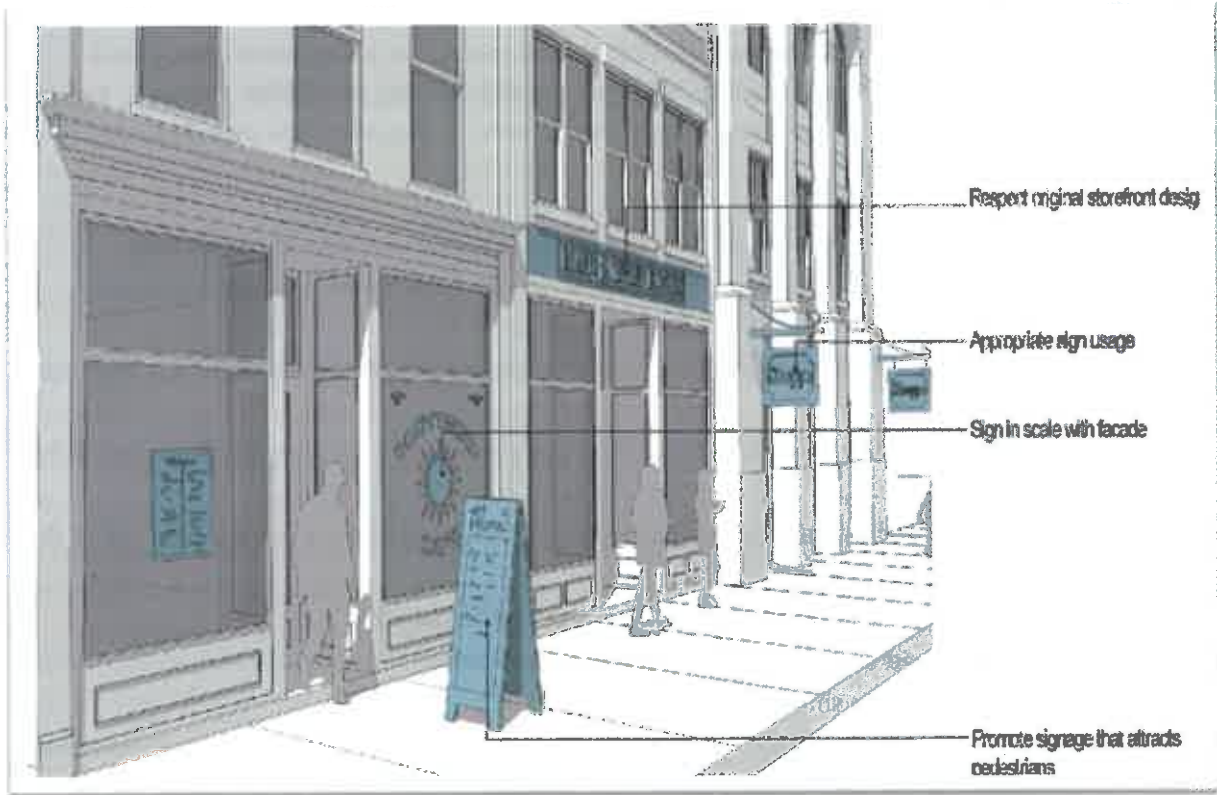
### 2.03.04 - Signage

Signs and communication are necessary but sometimes unattractive components of business operations. It is important to reach a visual balance between drawing pedestrian attention, and creating an attractive area free of visual clutter by integrating signage into the overall design of the building/storefront.

- Projecting signs create visual interest and can assist businesses in advertising.
- Signs should fit existing features of the façade and not cover major architectural elements.
- Signs should be mounted somewhere above the display windows and below the second story windows.
- It is recommended that window signs do not exceed 30% of the total glass area of the window.
- Remove unused/outdated signs and repair any holes resulting from the removal of the sign(s).
- Signage should be scaled to pedestrian use within district.
- Signage should complement the building character.
- Back-lit box signs should be avoided.
- Freestanding signs should be temporary and used only for special events. Permission from the Zoning Officer may have to be obtained before using freestanding signs.



**Figure 2.22 Signs:** Appropriate vs. inappropriate signage



**Figure 2.23: Encouraged Signs** – Signs that are to scale with building elements help to appropriately advertise for business and reduce visual clutter.



**Figure 2.24: Encouraged Projecting Sign** – Projecting signs help to create visual interest.



### 2.03.5 - Lighting

- Protruding light fixtures also add visual interest while **highlighting building details**.
- Any lighting should minimize glaring and light trespassing. Lighting near mixed-use buildings should not have a direct impact on upper story residential windows.
- Lighting shall complement retail display and nighttime activities.
- Signs with opaque backgrounds should be lit from the exterior by wall-mounted, focused, directional lights. The lighting exposure should be limited as to illuminate the sign content.
- Neon lighting should be minimal and restricted to “Open” signage visible through the street level windows only. Strobe lighting is not permitted.



**Figure 2.25: Encouraged Projecting lights** – Projecting lights

### **2.03.6 - Color**

Within traditional main streets, neutral and subtle colors are considered more contextual or pleasing than high intensity, metallic or fluorescent colors. Colors and finishes that enhance the collective image of traditional main streets are contextual, which reflect tasteful and responsible artistic expressions.

The City does not have a required color palate for the Downtown Design Review District but the color selection process should fit the character of the downtown.

- Bright fluorescent colors should be avoided.
- Brighter and darker hues should be used sparingly for smaller accent features or to draw attention to details, such as a door.
- Colors should accentuate architectural details of the building.
- Color schemes should be simple, using the minimum number of colors necessary to achieve a desired look.
- The color selection should complement the predominate hues of the adjoining buildings.
- If masonry must be painted, select colors that are similar to the natural range of the brick.
- Stripes, polka dots, checkerboard patterns and other distracting paint combinations are discouraged.
- Neutrals, earth tones, and natural materials of both low reflectance and subdued shades are encouraged.
- Building colors should be consistent on all sides.
- Appropriate color palettes are noted in the Appendix.

## 2.04 Site Improvements

### 2.04.1 - Fencing

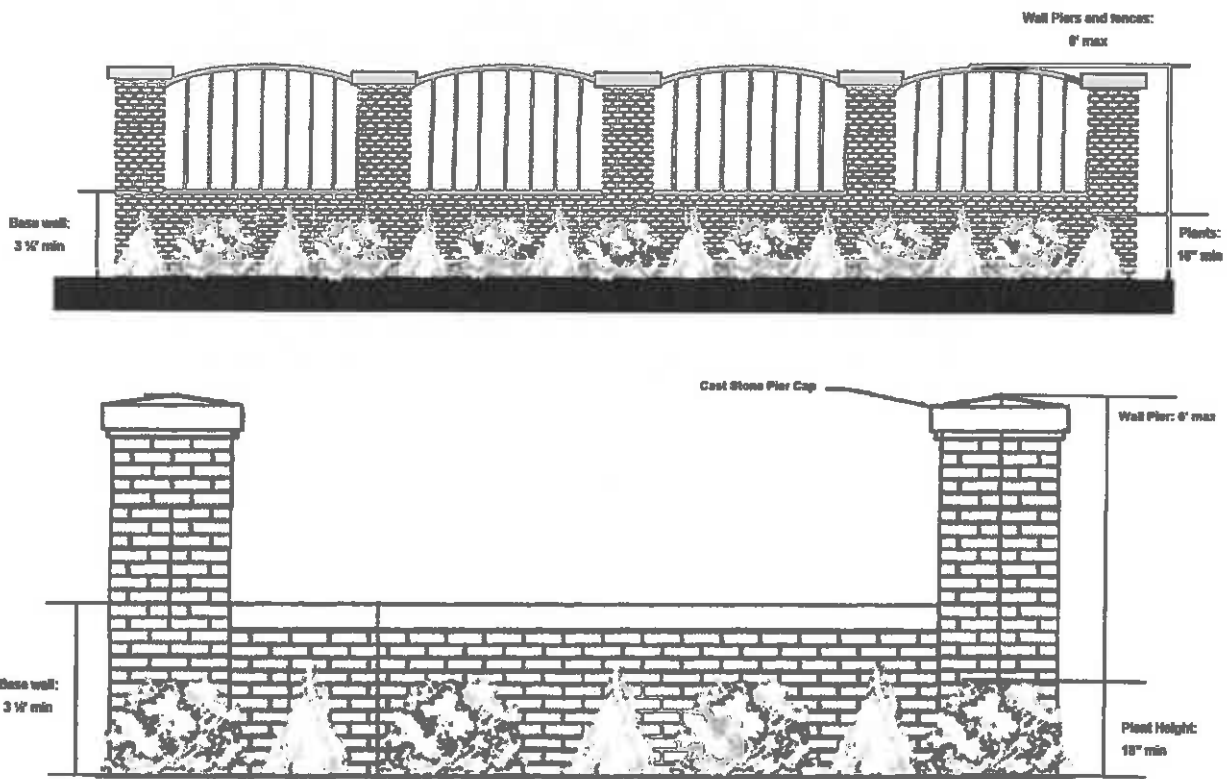
Fencing around a building or site can serve many functions. It can mark boundaries, provide screening, control entry and exit, and to provide a form of security. Security fencing around a commercial establishment can portray defensiveness toward the pedestrian and negatively impact neighboring properties. Although there are not many fences within the downtown, there are cases in which they are appropriate. Special consideration should be given to the type of fencing used.

The following types of fencing are discouraged:

- Chain link
- Wood privacy
- Vinyl fencing
- Split rail fencing

The following is encouraged:

- Metal wrought iron fencing
- Masonry walls
- Combination of masonry wall and metal wrought iron fencing



**Figure 2.26: Appropriate Fencing** - fencing material can create a more inviting appearance.

### 2.04.2 - Parking Lots

Parking lots consume vital land, separate buildings from public sidewalks, break up continuity of the street wall and can be visually intrusive if not screened and landscaped appropriately. Consideration for physical qualities like appropriate building siting, building site relationship, landscaping and screening elements not only reduces the negative visual impact of parking lots, but also improves the walkability, livability and safety of the main streets.

- Parking lots should be set back from the street lot line or the back of the sidewalk.
- Locate parking lots behind buildings as close as possible to rear entrances.
- Large, paved areas for off-street parking should be screened with walls, fencing, or plants.
- Concrete curbs are the appropriate edges for the parking lot. Avoid blocks or bumpers.



**Figure 2.27: Appropriate Parking Lots** – Good example of parking lot

### **2.04.3 - Landscaping**

Landscaping can provide visual appeal and environmental comfort. It improves both the appearance and property value while instilling confidence and pride in the area. Landscape design works with a variety of elements that include water, screening, fencing, lighting, as well as hard (non-living elements.) and soft surfaces (living elements). Trees, when appropriately located, provide shade and windbreak, and help to create a pedestrian-friendly environment.

- Landscaping can create pedestrian friendly sidewalks by separating vehicles from pedestrians. Benches adjacent to landscape areas assist in creating pedestrian friendly spaces.
- Dead or dying plant material should be removed and replaced as needed.
- Avoid plastic or artificial plant material.
- Trees can serve as a buffer between pedestrians and the road as well as help with screening sun and wind exposure.
- Trees should be in scale with their surroundings and planted so as not to impede with pedestrian traffic flow.
- Trees should be deep rooted to avoid upheaval of the sidewalks.
- Tree should be selected to fit the climate, soil type, and environment for which they are planted.
- Façades can be enlivened by the addition of hanging plants. Hanging plants, however, must not impede pedestrian traffic.
- Window planters are also recommended to enhance the greenery of the streetscape.
- Landscaping can be used to soften fencing as noted in Section 2.04.1 above.

**Figure 2.28: Appropriate Landscaping** – Good example of parking lot

### **2.04.4 - Mechanical Systems**

- AC units distended from windows are not allowed.

- New mechanical systems/additional mechanical services should be placed out of the line of sight when possible.
- Special precautions should be taken when installing new mechanical systems in older buildings to ensure that both the interior/exterior of the building is preserved.
- Rooftop units visible from the street shall be screened from pedestrian view with a material in keeping with the architecture of the building.

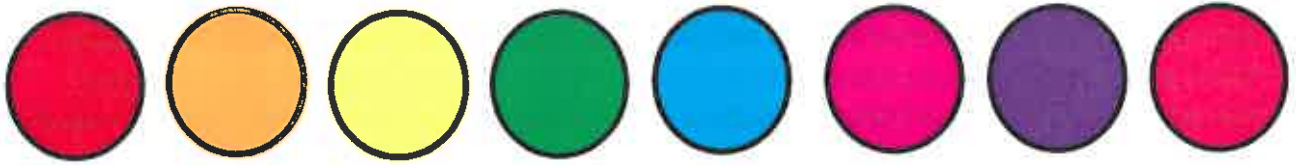
## **Section III – Secretary of the Interior Standards**

The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, which are included in this document, are intended to provide technical advice about archeological and historic preservation activities and methods. These standards, however, are not regulatory and do not set or interpret agency policy. These are encouraged activities and practices, but may not be suitable or practical for all projects within the design district.

### **Standards for Preservation**

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

## Section IV - Appendix



**Figure 2.29 Discouraged Colors:** Colors like these can be used as accents, but should not be used as the predominant color of the building.



**Figure 2.30 Appropriate Colors in Moderation:** These are colors to use in moderation, and would work well for accentuating architectural details.





**Figure 2.31: Encouraged Colors** – these colors are more neutral and fit the traditional color palette of the downtown.

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

The **STRATEGIC PLANNING COMMITTEE** met on April 3, 2018 to continue March 6, 2018 discussions on year one (1) goals and expectations.

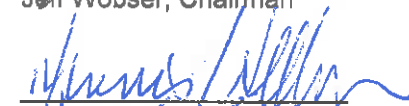
We recommend:

Next meeting May 1, 2018 @ 5:30 PM (location TBD)  
Dina Ostrander to pole other council members on ideas for public meetings.  
Wobser, Russell, ~~Ostrander~~ Staschiak to circulate sample strategic plans to committee.  
Goal of May 1 meeting: Produce outline of plan.


Aye  Nay

  
\_\_\_\_\_  
Jeff Wobser, Chairman

Aye  Nay

  
\_\_\_\_\_  
Dennis Hellmann

Aye  Nay

  
\_\_\_\_\_  
Dina Ostrander

Aye  Nay

  
\_\_\_\_\_  
Grant Russel

Aye  Nay

  
\_\_\_\_\_  
Tom Shindedecker

Aye  Nay

  
\_\_\_\_\_  
Mayor Mihalik

Aye  Nay

\_\_\_\_\_  
Auditor Staschiak

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

DATE: April 3, 2018

COMMITTEE: STRATEGIC PLANNING

**COMMITTEE REPORT**

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

An **AD HOC COMMITTEE** met on April 10, 2018 to continue discussions from the February 15, 2018, December 12, 2017 and December 19, 2017 AD HOC COMMITTEE meeting to review Council's Rules of Procedures for the 2018-2019 Council term.

We recommend

*the ad-hoc committee continue to meet to discuss this issue*

Aye  Nay *J. T. Russel* *MODERATOR*  
Grant Russel, Chair LEGISLATION: \_\_\_\_\_

Aye  Nay *ABSENT*  
John Harrington DATE: April 10, 2018

Aye  Nay *Jim P. Slough*  
Jim Slough COMMITTEE: AD HOC

Aye  Nay *Jeff Wobser* *SECONDS*  
Jeff Wobser

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Van Horn, Hoover & Associates, Inc. on behalf of Pro Tech Rental Properties LLC to rezone 113 Alexander Place from R2 Single Family, Medium Density to M2 Multi-Family, High Density.

We recommend

APPROVE AS REQUESTED

PUBLIC HEARING:

Aye  Nay

 John Harrington, Chairman

Aye  Nay

 Dennis Hellman


Aye  Nay

 Grant Russel

Aye  Nay

 Tom Shindledecker

Aye  Nay

 James Slough

PLANNING & ZONING COMMITTEE

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

DATED: April 12, 2018

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Jacob Berg to rezone 2131 Spruce Drive from R2 Single Family, Medium Density to R4 Duplex/Triplex, High Density Residential District.

We recommend

TO APPROVE AS REQUESTED

PUBLIC HEARING:

Aye  Nay John Harrington Chairman

Aye  Nay Dennis Hellman

Aye  Nay Grant Russel *MOTION*

Aye  Nay Tom Shindlecker *SECOND*

Aye  Nay James Slough

PLANNING & ZONING COMMITTEE

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

DATED: April 12, 2018

# COMMITTEE REPORT

## THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Hancock Regional Planning Director Matt Cordonnier to discuss changes to the Design Review Regulations Chapter 1138, as well as new Chapter 1139 Design Review Guidelines via Ordinance No. 2018-035.

We recommend <sup>CHAPTER</sup> COUNCIL APPROVE 1138 AND <sup>CHAPTER</sup> 1139 WITH THE FOLLOWING RECOMENDATIONS AND ADDITIONS

1. 1138.08(A) ADD MAINTENANCE / REMOVAL OF GRAFFITI
2. VACANT LOT APPEARANCE & MAINTENANCE BE ADDRESSED IN GENERAL ZONING CODE AT A LATER DATE
3. CONSISTENT NAMING OF DESIGN REVIEW

PUBLIC HEARING:

Aye  Nay John Harrington, Chairman

Aye  Nay Dennis Hellmann SECOND

Aye  Nay Grant Russel MOTION

Aye  Nay Tom Shindledecker

Aye  Nay James Slough

PLANNING & ZONING COMMITTEE

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

DATED: April 12, 2018

**FINDLAY CITY COUNCIL  
CARRY-OVER LEGISLATION  
April 17, 2018**

**ORDINANCE NO. 2018-024** (*2350 Keith Pkwy rezone*) requires three (3) readings **third 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 2350 KEITH PARKWAY REZONE) WHICH PREVIOUSLY WAS ZONED "C2 GENERAL COMMERCIAL" TO "I-1 LIGHT INDUSTRIAL".

**ORDINANCE NO. 2018-025** (*South St vacation*) requires three (3) readings **third reading**  
AN ORDINANCE VACATING A CERTAIN ALLEY (HEREINAFTER REFERED TO AS SOUTH STREET VACATION) IN THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2018-026** (*2017 Ordinances & Resolution changes*) requires three (3) readings **third reading**  
AN ORDINANCE TO APPROVE CURRENT REPLACEMENT PAGES TO THE FINDLAY CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-031** (*2017 annual sewer & manhole lining program*) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-032** (*Blanchard St/Sixth St intersection upgrade*) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-033** (*areas B-4 & B-6 sewer separation Phase 1*) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-034** (*rubber flooring for CUBE arena*) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-035, AS AMENDED** (*Design Review District changes*) requires three (3) readings **second reading**  
AN ORDINANCE REPLACING CHAPTER 1138, ENTITLED DESIGN REVIEW REGULATIONS, AS WELL AS ENACTING NEW CHAPTER 1139 ENTITLED DESIGN REVIEW GUIDELINES, BOTH OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

# City of Findlay

## Office of the Director of Law

318 Dorney Plaza, Room 310  
Findlay, OH 45840  
Telephone: 419-429-7338 • Fax: 419-424-7245

**Donald J. Rasmussen**  
Director of Law

APRIL 17, 2018

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, APRIL 17, 2018 MEETING.

### **ORDINANCES**

- 2018-037 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 113 ALEXANDER PLACE REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "M2 MULTI-FAMILY, HIGH DENSITY".
- 2018-038 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 2131 SPRUCE DRIVE REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX, HIGH DENSITY RESIDENTIAL DISTRICT".
- 2018-039 AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO, TO ADVERTISE FOR BIDS WHERE REQUIRED AND ENTER INTO A CONTRACT OR CONTRACTS FOR CONSTRUCTION OF VARIOUS PROJECTS IN ACCORDANCE WITH THE 2018 DEPARTMENT EQUIPMENT LIST WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT A, APPROPRIATING FUNDS FOR SAID CAPITAL EXPENDITURES, AND DECLARING AN EMERGENCY.
- 2018-040 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.
- 2018-041 AN ORDINANCE AMENDING SECTION 521.04(c)(1) AND SECTION 521.07(a) OF CHAPTER 521 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.
- 2018-042 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.
- 2018-043 AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO EXECUTE THE NECESSARY GRANT APPLICATION(S) AND/OR AGREEMENT(S) TO RECEIVE GRANT FUNDS FROM THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR THE FY19 AVIATION GRANT, AND DECLARING AN EMERGENCY.
- 2018-044 AN ORDINANCE AUTHORIZING THE MAYOR AND/OR SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO GRANT AN ADDITIONAL EIGHT PERCENT (8%) SALARY INCREASE FOR THE CURRENT AIRPORT MANAGER POSITION, WHICH WOULD EXCEED THE ALLOTTED EIGHT PERCENT (8%) INCREASE AUTHORIZED PURSUANT TO ORDINANCE NO. 2017-108, AS AMENDED OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE SALARY ORDINANCE, AND DECLARING AN EMERGENCY.
- 2018-045 AN ORDINANCE AUTHORIZING THE AUDITOR OF THE CITY OF FINDLAY, OHIO TO ENROLL THE CITY OF FINDLAY IN THE BUREAU OF WORKER'S COMPENSATION (BWC) GROUP RETROSPECTIVE RATING PLAN, AND DECLARING AN EMERGENCY.



**ORDINANCE NO. 2018-037**

**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 113 ALEXANDER PLACE REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "M2 MULTI-FAMILY, HIGH DENSITY".**

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio:

SECTION 1: That the following described property:

Situated in the City of Findlay, County of Hancock, State of Ohio as part of the Alexander Place II Condominiums to the City of Findlay, Ohio.

SECTION 2: That said property above described herein be and the same is hereby rezoned from R2 Single Family, Medium Density to M2 Multi-Family, High Density.

SECTION 3: That from and after the effective date of this ordinance, said property above described herein shall be subject to M2 Multi-Family High Density regulations.

SECTION 4: This Ordinance shall be in full force and effect from and after the earliest period provided by law.

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

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

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

APPROVED \_\_\_\_\_

**ORDINANCE NO. 2018-038**

**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 2131 SPRUCE DRIVE REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX, HIGH DENSITY RESIDENTIAL DISTRICT".**

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio:

SECTION 1: That the following described property:

Situated in the City of Findlay, County of Hancock, State of Ohio, and being a part of the southeast quarter (1/4) of Section nine (9), Range eleven (11) east, together with an easement over the west forty (40) feet of Lot eight (8) in George Ede Subdivision, Plat Book 3, Page 69, a tract described as follows:

Beginning at the southwest corner of Lot eight (8); thence south 80° 15' 10" west, a distance of 224.50 feet; thence south 09° 44' 50" east, a distance of 92.50 feet; thence north 80° 15' 10" east, a distance of 224.50 feet; thence north 09° 44' 50" west, a distance of 92.50 feet to the point of beginning.

SECTION 2: That said property above described herein be and the same is hereby rezoned from R2 Single Family, Medium Density to R4 Duplex/Triplex, High Density Residential District.

SECTION 3: That from and after the effective date of this ordinance, said property above described herein shall be subject to R4 Duplex/Triplex, High Density Residential District regulations.

SECTION 4: This Ordinance shall be in full force and effect from and after the earliest period provided by law.

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

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

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

APPROVED \_\_\_\_\_

## ORDINANCE NO. 2018-039

AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO, TO ADVERTISE FOR BIDS WHERE REQUIRED AND ENTER INTO A CONTRACT OR CONTRACTS FOR CONSTRUCTION OF VARIOUS PROJECTS IN ACCORDINANCE WITH THE 2018 DEPARTMENT EQUIPMENT LIST WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT A, APPROPRIATING FUNDS FOR SAID CAPITAL EXPENDITURES, 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 Service Director of the City of Findlay be and he is hereby authorized to advertise for bids where necessary pursuant to law and enter into contracts for construction of various projects as set forth in the capital improvements program for the year 2018.

SECTION 2: That to pay for the costs of said equipment purchases and project construction there is hereby appropriated and transferred the following sums;

FROM: CIT Fund – Capital Improvements Restricted Account	\$ 334,800	
TO: FFD #3 Exhaust System #31983100-other		\$ 30,800
TO: Muni Bldg Second Floor Window Replacement #31983800-other		\$ 49,000
TO: 2018 CUBE Code Updates #31984100-other		\$ 5,000
TO: Street Preventive Maintenance 2018 #32880800-other		\$ 250,000
FROM: Water Fund	\$ 622,500	
TO: WTP Roof Replacement #35782300-other		\$ 20,000
TO: WTP Fire Alarm System #35782400-other		\$ 20,000
TO: Reservoir #2 Ramp Repaving #35782500-other		\$ 25,000
TO: Security Cameras for WTP & Reservoir #35782600-other		\$ 150,000
TO: Reservoir Transfer Line Rehab #35782800-other		\$ 20,000
TO: Water Meter System Replacement #35783300-other		\$ 250,000
TO: 2018 Utility Rate Study #35783500-other		\$ 12,500
TO: Small Waterlines 2018 #35783600-other		\$ 75,000
TO: WTP Bulk Water Station #35783900-other		\$ 50,000
FROM: Sewer Fund	\$ 132,500	
TO: LTCP Evaluation Study #35674500-other		\$ 120,000
TO: 2018 Utility Rate Study #35783500-other		

SECTION 3: 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 these projects may proceed expeditiously.

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

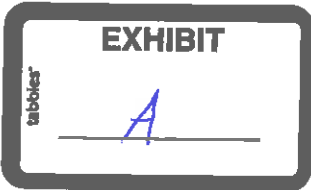
\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

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

APPROVED \_\_\_\_\_



**2018 CAPITAL IMPROVEMENTS APPROPRIATIONS  
2ND QTR**

<b>FROM: CIT Fund- Capital Improvement Restricted Account</b>	<b>\$334,800</b>	
TO: FFD #3 Exhaust System (31983100 - other)		\$30,800
TO: Muni Bldg Second Floor Window Replacment (31983800 - other)		\$49,000
TO: 2018 CUBE Code Updates (31984100 - other)		\$5,000
TO: Street Preventive Maintenance 2018 (32880800 - other)		\$250,000
<b>FROM: Water Fund</b>	<b>\$622,500</b>	
TO: WTP Roof Replacement (35782300 - other)		\$20,000
TO: WTP Fire Alarm System (35782400 - other)		\$20,000
TO: Reservoir #2 Ramp Repaving (35782500 - other)		\$25,000
TO: Security Cameras for WTP & Reservoir (35782600 - other)		\$150,000
TO: Reservoir Transfer Line Rehab (35782800 - other)		\$20,000
TO: Water Meter System Replacement (35783300 - other)		\$250,000
TO: 2018 Utility Rate Study (35783500 - other)		\$12,500
TO: Small Waterlines 2018 (35783600-other)		\$75,000
TO: WTP Bulk Water Station (35783900 - other)		\$50,000
<b>From: Sewer Fund</b>	<b>\$132,500</b>	
To: LTCP Evaluation Study (35674500-other)		\$120,000
To: 2018 Utility Rate Study (35783500 - other)		\$12,500

**2018 CAPITAL IMPROVEMENTS REQUEST FOR COUNCIL  
EXHIBIT A**

**Authorize Bid and/or Contract**

<u>Project Name:</u>	<u>Project No.:</u>
FFD #3 Exhaust System (31983100 - other)	31983100
2018 CUBE Code Updates (31984100 - other)	31984100
<b>Water Fund</b>	
WTP Roof Replacement (35782300 - other)	35723000
WTP Fire Alarm System (35782400 - other)	35782400
Reservoir #2 Ramp Repaving (35782500 - other)	35782500
Security Cameras for WTP & Reservoir (35782600 - other)	35782600
Reservoir Transfer Line Rehab (35782800 - other)	35782800
Water Meter System Replacement (35783300 - other)	35783300
2018 Utility Rate Study (35783500 - other)	35783500
Small Waterlines 2018 (35783600-other)	35783600
WTP Bulk Water Station (35783900 - other)	35783900

Any equipment estimated to cost over \$50,000 and not on State bid list.

**ORDINANCE NO. 2018-040**

**AN ORDINANCE APPROPRIATING AND TRANSFERRING 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 and transferred:

FROM: Parking Enforcement #25075000-551300 *Outlay-Equipment*      \$ 17,789.00  
TO:    Police Department #21012000-*other*                                      \$ 17,789.00

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 and transfer funds so that two (2) vehicles within the Police Department may be purchased,

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. 2018-041

### AN ORDINANCE AMENDING SECTION 521.04(c)(1) AND SECTION 521.07(a) OF CHAPTER 521 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

NOW, THEREFORE, 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 Section 521.04(c)(1) of the Codified Ordinances of the City of Findlay, Ohio which reads as follows:

#### 521.04 JUNK AND MATERIAL STORAGE.

##### (c) Unlawful to Store Motor Vehicles.

- (1) It shall be unlawful and a nuisance per se to store, place or allow to remain on any lot, lots, parts of lots or parcel of land within the corporate limits of the City, motor vehicles in an inoperative condition, motor vehicles unfit for further use or automobile parts. Motor vehicles unfit for further use, hence being defined as "abandoned junk motor vehicle", as defined in ORC 4513.63, shall be dealt with as outlined in Sections 303.08 and 303.09 of the City of Findlay Code of Ordinances.

Be and the same is hereby amended to read as follows:

#### 521.04 JUNK AND MATERIAL STORAGE.

##### (c) Unlawful to Store Motor Vehicles.

- (1) It shall be unlawful and a nuisance per se to store, place or allow to remain on any lot, lots, parts of lots or parcel of land within the corporate limits of the City, motor vehicles in an inoperative condition, motor vehicles unfit for further use or automobile parts. Motor vehicles unfit for further use, hence being defined as JUNK or INOPERABLE VEHICLE. A vehicle shall be deemed a junk or inoperable vehicle whenever any one of the following occurs:
  - (1) The vehicle is without a valid current registration and/or license plate;
  - (2) The vehicle is without fully inflated tires and/or has any types of support under it;
  - (3) The vehicle has a substantially damaged or missing windshield, door(s), motor, transmission, or other similar major part;
  - (4) The vehicle is motorized but is incapable of being moved under its own power;
  - (5) The vehicle is abandoned;
  - (6) The vehicle is primarily being used for the purpose of storage;

SECTION 2: That Section 521.07(a) of the Codified Ordinances of the City of Findlay, Ohio which reads as follows:

521.07 WEEDS.

(a) Cutting and Destroying. The Service-Safety Director is authorized, empowered and directed to cut and destroy or cause to be cut or destroyed all noxious weeds growing in the corporate limits of the City, provided notice, as required by Ohio R.C. 731.51, has been served on any owner, lessee, agent or tenant having charge of lands on which noxious weeds are growing, and such owner, lessee, agent or tenant has failed to comply within five days after service of the notice by failing to cut and destroy noxious weeds in accordance with the notice. Prior to cutting and destroying the noxious weeds or causing them to be cut or destroyed, the Director shall determine by an actual inspection of such lands that the weeds growing thereon are noxious weeds within the meaning of Ohio R.C. 907.01 and Ohio Administrative Code Chapter 901:5-31.

Be and the same is hereby amended to read as follows:

521.07 WEEDS.

(a) Cutting and Destroying. The Service Director is authorized, empowered and directed to cut and destroy or cause to be cut or destroyed all noxious grass or weeds of six inches (6") or more growing in the corporate limits of the City, provided notice, as required by Ohio R.C. 731.51, has been served on any owner, lessee, agent or tenant having charge of lands on which noxious weeds are growing, and such owner, lessee, agent or tenant has failed to comply within five days after service of the notice by failing to cut and destroy noxious weeds in accordance with the notice. Prior to cutting and destroying the noxious weeds or causing them to be cut or destroyed, the Director shall determine by an actual inspection of such lands that the weeds growing thereon are noxious weeds within the meaning of Ohio R.C. 907.01 and Ohio Administrative Code Chapter 901:5-31.

SECTION 3: This Ordinance shall take effect and be in force from and after the earliest period provided by law.

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

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

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

APPROVED \_\_\_\_\_



**ORDINANCE NO. 2018-042**

**AN ORDINANCE APPROPRIATING AND TRANSFERRING 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 and transferred:

FROM: CIT Fund – Capital Improvements Restricted Account	\$ 1,240,000.00
TO: 2018 Resurfacing Program <i>Project No. 32880100</i>	\$ 1,240,000.00

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 and transfer funds so that the aforementioned project may proceed,

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. 2018-043**

**AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO EXECUTE THE NECESSARY GRANT APPLICATION(S) AND/OR AGREEMENT(S) TO RECEIVE GRANT FUNDS FROM THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR THE FY19 AVIATION GRANT, AND DECLARING AN EMERGENCY.**

WHEREAS, the City is in the process of securing a grant from the Ohio Department of Transportation Aviation Grant in the estimated amount of one hundred thousand dollars and no cents (\$100,000.00), and;

WHEREAS, said grant along with the City's matching share of sixteen percent (16%) will be used for the replacement and relocation of the existing windsock and rotating beacon and the demolition of the existing towers near the terminal building.

NOW THEREFORE 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 Service Director of the City of Findlay be and he is hereby authorized to sign the necessary grant applications and agreements for the aforementioned grant from the ODOT Aviation Department.

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 advertise for said bids and secure said contract(s), as well as sign the grant application so that this project may proceed on an expedited basis.

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. 2018-044**

**AN ORDINANCE AUTHORIZING THE MAYOR AND/OR SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO GRANT AN ADDITIONAL EIGHT PERCENT (8%) SALARY INCREASE FOR THE CURRENT AIRPORT MANAGER POSITION, WHICH WOULD EXCEED THE ALLOTTED EIGHT PERCENT (8%) INCREASE AUTHORIZED PURSUANT TO ORDINANCE NO. 2017-108, AS AMENDED OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE SALARY ORDINANCE, AND DECLARING AN EMERGENCY.**

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1: That Council is desirous to grant an eight percent (8%) salary increase to the Airport Manager position which would increase the salary range to be more than the allotted eight percent (8%) per Section 4.1 of the Salary Ordinance No. 2017-108, AS AMENDED.

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 authorize the Mayor and/or Service Director to grant said increase which is more than the allotted eight percent (8%) per Section 4.1 of Salary Ordinance No. 2017-108, AS AMENDED, so that the agreed annual salary range may be paid.

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. 2018-045**

**AN ORDINANCE AUTHORIZING THE AUDITOR OF THE CITY OF FINDLAY, OHIO TO ENROLL THE CITY OF FINDLAY IN THE BUREAU OF WORKER'S COMPENSATION (BWC) GROUP RETROSPECTIVE RATING PLAN, AND DECLARING AN EMERGENCY.**

WHEREAS, it has become apparent to the Auditor of the City of Findlay, Ohio that the City can eliminate substantial workers compensation liability and costs by enrolling in the group retrospective rating plan, and it is this Council's intent to give the Auditor of the City of Findlay, Ohio the authority to execute said agreement.

NOW, THEREFORE, 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 Auditor of the City of Findlay, Ohio, Hancock County, State of Ohio be and he is hereby authorized to enroll the City of Findlay in the Ohio Municipal League Group Retrospective Rating Plan approved by the Ohio Bureau of Workers Compensation, commencing January 1, 2019.

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 authorize said agreement so that the new rating plan is in effect January 1, 2019.

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 \_\_\_\_\_