

FINDLAY CITY COUNCIL MEETING AGENDA

REGULAR SESSION

DECEMBER 3, 2019

COUNCIL CHAMBERS

ROLL CALL of 2018-2019 Councilmembers

ACCEPTANCE/CHANGES TO PREVIOUS CITY COUNCIL MEETING MINUTES:

Acceptance or changes to the November 19, 2019 Regular Session City Council meeting minutes.

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

PROCLAMATIONS: none

RECOGNITION/RETIREMENT RESOLUTIONS: none

PETITIONS: none

ORAL COMMUNICATIONS: none

WRITTEN COMMUNICATIONS: none

REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS:

City Planning Commission agenda – December 12, 2019; **minutes** – November 14, 2019.

Treasurer’s Reconciliation Report – October 2019.

Hancock Regional Planning Commission Director Matt Cordonnier – CDBG Critical Infrastructure PY 2019

On November 25, 2019, the Office of Community Development opened an application for the competitive CDBG PY 2019 Critical Infrastructure Grant Program. Hancock Regional Planning Commission intends to apply for this grant on behalf of the City of Findlay. The City Engineer has identified the lining of sewer lines in and around the following area to be the best use of grant funds:

Broad Avenue, Rockwell Avenue, Clifton Avenue, Rector Avenue, Prentiss Avenue, Lester Avenue, Edith Avenue, Bolton Street, Fox Street, Ferndale Avenue, Delmont Drive, Cottonwood Street and sewer in the rear yards behind Edith Avenue and Melrose Avenue

The total grant request is for five hundred thousand dollars (\$500,000) of which one hundred thousand dollars (\$100,000) is the City’s required match. Legislation authorizing the Mayor of the City of Findlay to file an application for the CDBG PY2019 Critical Infrastructure Grant Program and the commitment of one hundred thousand dollars (\$100,000) as a local match is requested. This application has a submission deadline of December 13, 2019 at 5:00pm, therefore it is requested that the Ordinance be passed on an emergency measure (*project description attached*). Ordinance No. 2019-106 was created.

Service Director/Acting City Engineer Thomas – Blanchard River Greenway Trail Extension, Project No. 31980300

Plans for this project are complete and is now ready to be bid. In order to keep with ODOT’s established timeframe, Engineering plans on advertising the project for bids before the end of the year with the bid opening in January. A small appropriation is needed to cover the advertising costs. Once the bids are received, there will be a separate appropriation requested to cover the construction costs and contingency. Legislation to appropriate and transfer funds is requested. Ordinance No. 2019-107 was created.

FROM: CIT Fund – Capital Improvement Restricted Account	\$ 400.00
TO: Blanchard River Greenway Trail Extension <i>Project No. 31980300</i>	\$ 400.00

Safety Director Schmelzer – VHF Radio System

For the past year, the City has been working with vendors to determine the best approach to build a VHF system for the City of Findlay. The City utilizes a VHF system for radio communications. With the advent of the statewide MARCS radio communication system, the City moved away from owning and maintaining a communication system. Over the past few years, the performance and coverage of the MARCS system has improved. From a functional perspective, the MARCS system is now working well for the City, but there are concerns with relying entirely a statewide system. This concern is why it is prudent to examine a backup system. A four (4) channel VHF system is the best alternative. The system would utilize the two (2) existing water towers as antenna locations providing coverage to all of the City. The system could be expanded if the County would choose to add redundancy to the MARCS system in the future. Three hundred fifty-four thousand (#354,000) is currently in the project for phase 1. Funding has not been spent yet because there was not a good picture of the complete build-out until recently. It is now know that phase 2 will cost approximately two hundred fifty thousand dollars (\$250,000). Legislation to appropriate funds is requested. This additional funding should complete the project. The four (4) channels will provide redundancy to Police, Fire and Public Works. This can be discussed in a separate meeting or during the budget discussion for the Police Department with the goal of appropriating funds at the last City Council meeting this year. Ordinance No. 2019-108 was created.

FROM: CIT Fund – Capital Improvement Restricted Account	\$ 250,000.00
TO: VHF Radio System <i>Project #31983000</i>	\$ 250,000.00

COMMITTEE REPORTS:

The **COMMITTEE OF THE WHOLE** met on November 19, 2019 to allow municipal advisors from Baker Tilly Virchow Krause, LLP and Associates to present to Council on long-term strategic and financial planning.

LEGISLATION:

RESOLUTIONS:

RESOLUTION NO. 024-2019 (*walkable community*) **requires three (3) readings**
third reading – tabled after third reading on 11/19/19

A RESOLUTION SUPPORTING THE UNITED STATES SURGEON GENERAL’S CALL TO ACTION TO PROMOTE WALKING AND WALKABLE COMMUNITIES.

ORDINANCES:

ORDINANCE NO. 2019-051 (*Utility Billing software*) **requires three (3) readings**
third reading – tabled after third reading on 8/6/19

AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A CONTRACT OR CONTRACTS WITH MUNI-LINK FOR THE UPDATING OF THE CITY OF FINDLAY’S UTILITY BILLING DEPARTMENT’S SOFTWARE, APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-098 *requires three (3) readings*
(MOU with Hancock County Combined General Health District)

third reading

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE HANCOCK COUNTY COMBINED GENERAL HEALTH DISTRICT, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-099 *(Howard St sewer separation)* *requires three (3) readings*

third reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-100 *(County software licenses)* *requires three (3) readings*

second reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-101 *(digital sign bids)* *requires three (3) readings*

second reading

AN ORDINANCE AUTHORIZING THE PLACEMENT OF AN ADVERTISEMENT IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE MUNICIPAL CORPORATION TO SOLICIT BIDS FOR AN ELECTRONIC ADVERTISING SIGN ALONG THE INTERSTATE IN FINDLAY, OHIO, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-102 *(STRICT FFD training facility)* *requires three (3) readings*

second reading

AN ORDINANCE AUTHORIZING THE SAFETY DIRECTOR OF THE CITY OF FINDLAY, OHIO TO MANAGE PROCUREMENT OF MATCHING FUNDS THROUGH PUBLIC, PRIVATE, AND JOINT SOURCES, AND AUTHORIZE PROFESSIONAL SERVICES AS REQUIRED FOR A REGIONAL TRAINING FACILITY TO BE UTILIZED BY PROFESSIONAL AND VOLUNTEER FIREFIGHTERS OF HANCOCK COUNTY, OHIO, APPROPRIATING FUNDS THERETO, AND DECLARING AN EMERGENCY.

ORDINANCE NO 2019-103 *(2321 North Main Street rezone)* *requires three (3) readings*

second reading

AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 2321 NORTH MAIN STREET REZONE) WHICH PREVIOUSLY WAS ZONED "C2 GENERAL COMMERCIAL" TO R3 SINGLE FAMILY, HIGH DENSITY.

ORDINANCE NO. 2019-105 *(Blanchard St/Lincoln St project)* *requires three (3) readings*

second reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-106 (*CDBG Critical Infrastructure PY 2019*) requires three (3) readings

first reading

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO, TO FILE AN APPLICATION FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE CRITICAL INFRASTRUCTURE GRANT PROGRAM.

ORDINANCE NO. 2019-107 (*Blanchard River Greenway Trail Extension*) requires three (3) readings

first reading

AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-108 (*VHF Radio System*) requires three (3) readings

first reading

AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

UNFINISHED BUSINESS:

OLD BUSINESS

NEW BUSINESS

City of Findlay
City Planning Commission
City Council Chambers, 1st floor of Municipal Building
Thursday, December 12, 2019 - 9:00 AM

AGENDA

CALL TO ORDER

ROLL CALL

SWEARING IN

APPROVAL OF MINUTES

NEW ITEMS

1. **APPLICATION FOR ZONING AMENDMENT #ZA-10-2019** filed by Blanchard Valley Health Association, 15100 Birchaven Lane, Findlay to rezone a portion of Lot 2 in Eastern Woods Subdivision from C-1 Local Commercial to M2 Multiple Family High Density.
2. **APPLICATION FOR CONDITIONAL USE #CU-03-2019** filed by Movement Church Findlay, 112 E. Front Street, Findlay to operate a church at 200 S. Main Street, Findlay.
3. **PRELIMINARY PLAT APPLICATION #PP-03-2019** filed by Country Club Acres, 655 Fox Run Rd, Findlay OH, for Hunter's Creek 12th, 13th, 14th and 15th Additions.

ADMINISTRATIVE APPROVALS

APPLICATION FOR SITE PLAN REVIEW #SP-26-2019 filed by Werk Brau/John Ballinger, 2800 Fostoria Avenue, Findlay, OH for a 4,941 square foot addition at 2000 Fostoria Avenue.

APPLICATION FOR SITE PLAN REVIEW #SP-27-2019 filed by Cascade Corporation, 2000 Production Drive, Findlay, OH for a 4000 square foot building addition and a 60 square foot electrical room addition at 2000 Production Drive.

ADJOURNMENT

City of Findlay City Planning Commission

Thursday, November 14, 2019 – 9:00 AM

Minutes

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

MEMBERS PRESENT:

Mayor Christina Muryn
Jackie Schroeder
Brian Thomas
Dan Clinger
Dan DeArment

STAFF ATTENDING:

Matt Cordonnier, HRPC Director
Judy Scrimshaw
Erik Adkins, Flood Plain/Zoning Supervisor
Matt Pickett, Fire Prevention
Jeremy Kalb, Engineering Project Manager

GUESTS:

Brett Gies, Tom Miller, Ralph Vandervlucht, Mike Dunipace, Lou Wilin, Jacob Mercer, John Haywood

CALL TO ORDER

ROLL CALL

The following members were present:

Mayor Christina Muryn
Dan Clinger
Jackie Schroeder
Brian Thomas
Dan DeArment

SWEARING IN

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

APPROVAL OF MINUTES

Dan Clinger made a motion to approve the minutes of the October 10, 2019 meeting. Dan DeArment seconded. Motion carried 5-0-0.

NEW ITEMS

1. PETITION FOR ZONING AMENDMENT #ZA-09-2019 filed to rezone 2321 N. Main Street, Findlay from C-2 General Commercial to R-3 Single Family High Density.

CPC STAFF

General Information

This request is located on the southeast corner of N. Main Street and Ely Avenue. It is zoned C-2 General Commercial. Land to the north is zoned C-1 Neighborhood Commercial. Land to the east and south is C-2 General Commercial and to the west is zoned R-2 Single Family Medium Density. It is not located within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Single Family Small Lot.

Parcel History

This parcel was previously the site of Crossways Ministries/Sunshine Day Care Center.

Staff Analysis

The applicant has recently split the church building from a business in the rear. He plans to convert the old church building into a single family home.

CPC Staff has no issue with the request.

Staff Recommendation

CPC Staff recommends that FCPC recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-09-2019 filed to rezone 2321 N Main Street, Findlay from C-2 General Commercial to R-3 Single Family High Density.**

ENGINEERING

No comment.

FIRE PREVENTION

No comment.

RECOMMENDATION

Staff recommends that FCPC recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-09-2019 filed to rezone 2321 N Main Street, Findlay from C-2 General Commercial to R-3 Single Family High Density.**

DISCUSSION

Dan Clinger stated that he was not opposed to the zoning change, but thought there may be some issues with lot coverage and setbacks. He noted a proposed garage addition shown on the drawing. Erik Adkins stated that the applicant had applied for a garage addition and went to BZA for variances on the setbacks which BZA has approved.

MOTION

Dan DeArment made a motion to recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-09-2019 filed to rezone 2321 N. Main Street, Findlay from C-2 General Commercial to R-3 Single Family High Density.**

2nd: Jackie Schroeder

VOTE: Yay (5) Nay (0) Abstain (0)

2. APPLICATION FOR SITE PLAN REVIEW #SP-24-2019 filed by Rusk OP Findlay, 2930 Centennial Rd, Toledo , OH for a 28 space parking lot for EverDry Waterproofing, 1760 Romick Parkway.

CPC STAFF**General Information**

This site is located on the east side of W. Romick Pkwy on Lot 26 in the Deer Meadows Subdivision. It is zoned I-1 Light Industrial and surrounding parcels on the west, east and south sides are also zoned I-1. The parcel to the north is zoned C-2 General Commercial. It is not located within the 100-year flood plain. The City of Findlay Land Use Map designates the area as General Commercial.

Parcel History

This is a vacant lot.

Staff Analysis

The applicant is proposing to construct a 28 space parking lot. The lot will be accessed from a new cut onto W. Romick Pkwy.

The applicant is in the process of dividing off the south 100' of Lots 26 and 25 and will add that to Lot 27 which is the site of their business, Every Dry Waterproofing. An increase in number of employees has triggered the need for more parking.

Because this is a dead parking layout, the code requires a turnaround at the end of the lot. An empty stub 10' deep with a 5' radius off the last parking spot is required. One of the last parking spaces is to be striped out for no parking. In this instance, the applicant will lose one parking space unless they wish to add on to the east side and end up with 29.

Staff Recommendation

CPC Staff recommends **approval to of APPLICATION FOR SITE PLAN REVIEW #SP-24-2019 for a 28 space parking lot for EverDry Waterproofing, 1760 Romick Parkway subject to the following conditions:**

- **The proper turn around area is added to the east end of the lot**

ENGINEERING

Access –

Will be from the existing drive.

Sanitary Sewer –

Plans show no proposed sanitary sewer.

Waterline –

Plans show no proposed water service or waterline work.

Stormwater Management –

The proposed site plan will be utilizing the regional detention pond for the area.

MS4 Requirements –

The amount of erodible material that will be disturbed will be less than one acre so the site will not be required to comply with the City of Findlay's Erosion & Sediment Control Ordinance.

Recommendations:

- Approval of the Site Plan

Permits Needed Before Construction

- Storm Sewer Tap- 1 EA
- Drive Permit (54 LF)- 1 EA
- Curb Cut Permit

FIRE PREVENTION

Apply for all necessary permits with Wood County Building Department.

RECOMMENDATION

Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-24-2019 for a 28 space parking lot for EverDry Waterproofing, 1760 Romick Parkway subject to the following conditions:**

- **The proper turn around area is added to the east end of the lot**
- **Apply for all necessary permits with Wood County Building Department.**

DISCUSSION

Judy Scrimshaw noted that she can send Mr. Dunipace the drawing from the zoning code to illustrate the parking configuration she talked about in her comments. Jeremy Kalb stated that he failed to mention the new curb cut in his comments. Matt Pickett noted that since there is no building addition in this application, to scratch his comment about applying with Wood County.

Dan Clinger noted swales on both sides of the lot. He asked if that was detention or just the way to get the water to the catch basins. Mr. Dunipace replied that it was a way to convey the water to the catch basins.

Mr. Clinger stated that since this is to be combined as one property with the building, he would like a walkway between the business and this parking lot. Mr. Dunipace commented that it was their intention to construct a walkway.

MOTION

Dan Clinger made a motion to approve **APPLICATION FOR SITE PLAN REVIEW #SP-24-2019 for a 28 space parking lot for EverDry Waterproofing, 1760 Romick Parkway subject to the following conditions:**

- The proper turn around area is added to the east end of the lot
- A walkway is constructed between the business' building and the new parking lot.

2nd: Mayor Muryn

VOTE: Yay (5) Nay (0) Abstain (0)

3. APPLICATION FOR SITE PLAN REVIEW #SP-25-2019 filed by 50 North, 339 E Melrose Avenue, Findlay for building additions to the east and west sides, parking lot areas and additional site improvements.

CPC STAFF

General Information

This request is located on the southwest corner of N. Blanchard Street and E. Melrose Avenue. It is zoned O-1 Institutions and Offices. Parcels to the north and south are zoned M-2 Multiple Family High Density. To the east is zoned R-2 Single Family Medium Density and to the west is the Railroad tracks and R-1 Single Family Low Density. It is not located within the 100-year flood plain. The City Land Use Plan designates the site as Civic.

Parcel History

The site is the current location of 50 North.

Staff Analysis

The applicant is proposing to construct new additions on the east and west sides of the building. The west addition will have a new art studio, offices and expanded dining facility. The east addition will expand the fitness center facilities and include a new indoor track.

All setbacks are well within the minimum requirements. There is no new free standing signage indicated.

The applicant is proposing to widen the existing curb cuts to allow for one lane of ingress and two for egress. This will allow for a left turn out lane.

The elevation drawings show a matching brick veneer on the new additions. The highest roof ridge of the building appears to be at 27'. The site will be heavily landscaped with foundation plantings and new perimeter landscaping around the parking areas. Landscape islands will also be added in the parking lots.

The photometric plan indicates that there are some areas particularly in the southeast corner of the lot where the readings exceed the .5 maximum threshold noted in the code. The pole details show the heights at the 25' maximum limit.

Details provided for the dumpster and recycling enclosures show that the walls will be 6' in height and constructed of vinyl fencing. Both are 3-sided structures without gates. The architect for 50 North stated that the trash truck drivers do not want gates and sometimes break them off. The recycling area is meant as a service to the community and therefore needs to be accessible for the public at all times.

Staff Recommendation

CPC Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-25-2019 for building additions to the east and west sides, parking lot areas and additional site improvements for 50 North, 338 E Melrose Avenue subject to the following conditions:**

- **Correction of the lighting to bring into compliance with the code. Will need to provide explanation of what was done in order to correct this.**

ENGINEERING

Access –

Will be from the existing drives, one off of E. Melrose and one off of Blanchard Street

Sanitary Sewer –

Plans proposing two new laterals to be tied into the private sanitary sewer that runs on the property.

Waterline –

Plans show no proposed water service or waterline work.

Stormwater Management –

Due to the proposed site layout creating new landscape areas in the parking lot and along the building, the post development reduces the runoff coefficient for the site. Since the development reduces runoff from the site, storm water detention is not required.

MS4 Requirements –

The amount of erodible material that will be disturbed will be more than one acre so the site will be required to comply with the City of Findlay's Erosion & Sediment Control Ordinance. A SWPPP plan was submitted as part of the proposed plans.

Recommendations:

- Approval of the Site Plan

Permits Needed Before Construction

- Sidewalk Permit (55 LF & 50 LF)- 1 EA for (105 LF)
- Curb Cut/ Drive Permit (76 LF & 75 LF)- 2 EA

FIRE PREVENTION

Apply for all necessary permits with Wood County Building Inspection.

RECOMMENDATION

Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-25-2019 for building additions to the east and west sides, parking lot areas and additional site improvements for 50 North, 339 E Melrose Avenue subject to the following conditions:**

- **Correction of the lighting to bring into compliance with the code. Will need to provide explanation of what was done in order to correct this.**

DISCUSSION

Judy Scrimshaw stated that our code does say that four-sided enclosures are required for dumpsters. The dumpsters are directly behind the building and not in public view. The recycling area is open to the public and Ms. Scrimshaw stated that she is confident that 50 North will make sure it is maintained in an orderly manner and cleaned up if needed.

Matt Pickett noted that the facility has a sprinkler system and it will be expanded into the new areas so there is no need for any new water lines.

Mayor Muryn stated that she would add that we waive the requirement for four-sided enclosures as part of the approval.

Dan DeArment said he has been there for special events and that the parking lots are full. He stated that they are taking away parking with the additions and that concerns him. Brett Gies replied that they are not taking away parking. He explained how the parking is shifted over to the east side to make up for the spots lost with that addition. They have made the west side more efficient by removing the light poles in the drive aisle and adding islands. Mr. Gies quoted the O-1 Institutions and Offices guidelines for required parking. He stated that they are required to have 165 spaces and will have 190 on site. Ms. Scrimshaw commented that they have also oversized the parking spaces to be 10' x 20'. Code only requires 9' x 18'.

Brett Gies added that there is a small commemorative sign proposed in one of the parking islands. It will be a monument sign and they will apply for a permit with zoning.

Mr. Gies also noted that he had contacted their electrical engineer in regard to the lighting issue at the south property line. They are suggesting an alternate fixture for the three poles on the south side utilizing a backlight control type distribution. This will reduce the foot-candle levels to below the maximum .5 foot-candles. They also intend to add glare shields as an added option to help be a good neighbor.

Mr. Gies stated that the plans show three roll off containers in the recycling area. There will only be two at a time. They have shown three to allow for stacking during the drop off and removal process.

MOTION

Christina Muryn made a motion to **approve APPLICATION FOR SITE PLAN REVIEW #SP-25-2019 filed by 50 North, 339 E Melrose Avenue, Findlay for building additions to the east and west sides, parking lot areas and additional site improvements.**

2nd: Jackie Schroeder

VOTE: Yay (5) Nay (0) Abstain (0)

4. REVIEW OF PROPOSED AMENDMENTS TO CITY OF FINDLAY ZONING MAP AND TEXT

Mr. Cordonnier explained that over nearly two years we have been working on the map update. It is a large undertaking. The main purpose of the update is to correct inconsistencies in the zoning map as compared to actual use.

Mr. Cordonnier presented a power point that covered what zoning is, what our process was, how the maps compare, etc. Mr. Cordonnier covered the residential districts and stated that the only change will be to propose that Duplexes and Triplexes would be allowed as a Conditional Use in the R-3 District.

Matt Cordonnier explained that we have created a database that will be available on the City of Findlay website by which the public can search for parcels they own to see if there is any change proposed. He explained that around 6,000 parcels are proposed to change out of nearly 21,000 in the City.

Dan DeArment asked if anyone will be negatively impacted by this and whether it may be controversial. Mr. Cordonnier replied that he doesn't believe so. Mayor Muryn replied that from the City's standpoint they don't believe it is negative in any way. The public perception may be that if they change from R-1 to R-2 or R-3 that it will have a negative impact on property values. It does not. We hope that by putting so much information out there with examples, that it will help with understanding. We are more than willing to answer questions and listen to concerns related to any particular properties. Dan DeArment asked who we asked about the impact on property values. Matt Cordonnier replied that we spoke with local realtors and appraisers and they claimed the zoning classification has no impact on the valuation of a property. Currently the only way to find your zoning classification it to call and ask or look at a map. We have requested that the County Auditor put this information on their site, but for technical reasons they have not done so. To our case in point, the County Auditor does not know what your property is zoned when they evaluate it. So it definitely does not play any part in the tax evaluations.

Dan Clinger asked how we would treat the house just south of the one we just recommended to rezone to R-3 today on N Main Street. Just south of that is an apartment building which can't be R-3. Mr. Cordonnier replied that yes in that instance there could be two lots of R-3 and then an M-2 parcel. He proceeded to explain the process we used in our research. HRPC used interns one summer to drive around town and try to locate any duplex, triplex or multiple family properties. Another tool we used is how the Auditor is taxing a property. If the field work showed a property single family, the Auditor taxes it as single family and it's is currently zoned C-2 on the map, we are going to change that to a single family zoning.

Mr. Clinger then said that we should see a lot of spottiness on the new map then. Mr. Cordonnier further explained that often the entire block is of similar sized lots. There are parts of town where some lots are small, some large in the same block perhaps. As an example, if there are 50 homes in the neighborhood and 40 are small lots, 5 are medium size and 5 are large, we propose the area as R-3 because the majority fit that classification. If you have an R-1 size lot but have R-3 zoning it is definitely to your benefit being R-3. We don't want to have a block with three different residential zoning classification, one has a 30 foot setback, one has 25' and one only has 10'. That would ruin the look and feel of the neighborhood.

Dan DeArment used an example of possibly being able to put a garage closer to a neighbor. That could be a possible negative to the neighbor. Erik Adkins replied that for a detached garage there is no change. Accessory structure setbacks are the same in all the districts. If a property is going from R-1 to R-3, the side yard would go down to 3' from 5'. That would only apply to an addition to the primary structure. So, it could end up closer to the property line in that case. Mr. Adkins noted that they have had many cases in older neighborhoods where a home is only 3' from a property line, but is zoned R-1 or R-2. They end up at BZA if they want to follow that line for an addition. Mr. Cordonnier noted that in most cases the neighborhood is already build to a more dense scale. So, he would see this as a negative. We are really just putting the correct zoning to the dimensions of the lot.

Mr. Cordonnier stated that the searchable data base will be going live as early as this afternoon. He would like the citizens to look at the data base, see how their property may or may not be affected and call HRPC with any questions. Brian Thomas noted that he thinks one of the largest hurdles they may have is the misconception that R-1 is better than R-2, etc. Erik Adkins noted that one of the biggest issues he has seen since coming here is the number of properties that should be zoned R-3, but are R-1. They are always coming in for variances on setbacks.

Matt Cordonnier then discussed the one text amendment that is proposed to go along with the map update. This amendment will make duplexes and triplexes a Conditional Use in the R-3 district. This will bring existing duplexes and triplexes into conformance with the zoning code. Mr. Cordonnier commented that that are close to 1000 duplexes and triplexes non-conforming at this time because they are not zoned R-4. If this goes through, he envisions then granting formal Conditional Use to some 750 of these. We did research to determine how many of the close to 1000 units are legal. These have some record whether they were there before zoning was adopted, they have a permit for the conversion on file in zoning, if there was not a permit for the conversion but a permit for some other structure and it mentioned that it was a duplex we took that as legal also. If we could find no paper trail of any type, then we considered it illegally converted.

Mr. Cordonnier stated that the two schools of thought would be to grant the Conditional Use to all the confirmed legal conversions, the other to establish a “point in time” where all will be given the Conditional Use.

Dan Clinger commented that the Conditional Use for duplexes and triplexes may cause concern for others in R-3 that it will affect their property value. Matt Cordonnier said that he can agree with some of that concern. In a way this is going back to the way things were before 2012. Judy Scrimshaw stated that A Residential was the only single family district in the prior code. B Residential allowed duplexes as well as single family and C Residential allowed all types of housing as well as offices. It was the old pyramidal effect. Mr. Cordonnier said he thinks it is the best solution because it does give Planning Commission the most flexibility to say yes or no. Matt stated that we are working with an attorney to write some of the conditional use language, but there is always flexibility for the Commission. Mr. Cordonnier said that another thought could be to make all the existing units legal, then decide on a particular area to zone to R-4 and that is the only area that new duplexes or triplexes could occur.

Christina Muryn commented that both she and Mr. Schmelzer were not fans of that option. How do you choose the area?

Dan DeArment asked about the 250 that are not legal. If we make those apply, could some be turned down because they don’t meet criteria? Mr. Cordonnier stated that he still sees two options, either do all or leave those out and handle them on a case by case basis as something happens with them.

Tom Miller asked about a duplex that he owns that doesn’t have parking on site. Vehicles park along the street. Would he be forced to cut back on the units or have to make parking somewhere? Matt Cordonnier said that if the units were legally established, he would not have to do anything.

MOTION

Dan Clinger made a motion to recommend **approval to Findlay City Council of the Zoning Map Amendments as presented.**

Jackie Schroeder seconded.

Tom Miller stated that he thinks this is a good idea, but he would like to see the time frame changed to allow for more public input. Waiting until 2020 seems like a better idea.

Dan Clinger amended his motion to state that FCPC recommends **approval to Findlay City Council of the Zoning Map Amendments as presented as long as the legislation is not considered until 2020.**

Christina Muryn seconded.

VOTE: Yay (5) Nay (0) Abstain (0)

Christina Muryn made a motion to recommend **approval to Findlay City Council of an amendment to add duplexes and triplexes as Conditional Uses in the R-3 Single Family High Density district. This also will not be presented as legislation until 2020.**

Brian Thomas seconded.

VOTE: Yay (5) Nay (0) Abstain (0)

ADJOURNMENT

Christina Muryn
Mayor

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



TREASURER'S OFFICE

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

Treasurer's Reconciliation for October 31, 2019

TREASURER

Fifth Third Initial Balance	2,881,099.05
- Withdrawals ()	(5,817,510.46)
+ Deposits	7,400,646.04
Ending Balance	4,464,234.63
- Outstanding checks ()	(243,050.84)
Deposit in Transit	874,196.85
Pending Correction	-75.00
Treasurer's Checking Bal	5,095,305.64
Investment Principal	54,882,550.74
Treasurer's Total Cash and Investments	59,977,856.38

AUDITOR

Auditor's Checking Bal	5,095,305.64
Auditor's Total Cash and Investments	59,977,856.38

Respectfully submitted,

Susan Jo Hite
Treasurer



November 26, 2019

Findlay City Council
318 Dorney Plaza
Findlay, OH 45840

RE: Legislation Authorizing for the City of Findlay to apply for CDBG Critical Infrastructure PY19

Dear Honorable Members of Council:

On November 25, 2019, the Office of Community Development opened an application for the competitive CDBG PY 2019 Critical Infrastructure grant program. Hancock Regional Planning Commission intends to apply for this grant on behalf of the City of Findlay.

The City Engineer has identified the lining of sewer lines in and around the following area to be the best use of grant funds:

Broad Avenue, Rockwell Avenue, Clifton Avenue, Rector Avenue, Prentiss Avenue, Lester Avenue, Edith Avenue, Bolton Street, Fox Street, Ferndale Avenue, Delmonte Drive, Cottonwood Street and sewers in the rear yards behind Edith Avenue and Melrose Avenue

The total grant request is for \$500,000.00, of which \$100,000.00 is required match by the City of Findlay.

Before City Council is a request authorizing the Mayor of The City of Findlay to file an application for the CDBG PY2019 Critical Infrastructure Grant program, and the commitment of \$100,000.00 as local match.

This application has a submission deadline of **December 13, 2019 at 5:00PM**. For this reason I respectfully request that this legislation be passed through emergency procedures, and the three readings requirement be waived.

Sincerely,

A handwritten signature in blue ink that reads "Matt Cordonnier".

Matt Cordonnier, Director
Hancock Regional Planning Commission



Project Description

The City of Findlay's Sewer Overflow (CSO) Long Term Control Plan (LTCP) states that there are pockets of sewers that experience large volumes of inflow and infiltration (I&I). Inflow can be caused by downspouts or sump pumps being connected into the sanitary sewer system. Infiltration is when groundwater enters the sewer system through faulty pipes or manholes.

I&I cause problems for both the municipality and property owners. For the municipality, the I&I dilutes the sewage so that the treatment efficiency of the treatment plant is reduced. It also causes the plant to have to treat a large amount of flow that would not normally need to be treated. For the property owners, the additional groundwater that is added to the sewer by I&I takes up capacity of the sewer and can cause the sewer to become overloaded. Overloaded sewers result in backups which can enter the property owner's structures through floor drains, toilets, etc. The property owners in the affected area often have catastrophic back-ups during Findlay's frequent and infamous flooding.

The majority of the sewers in this area are over 60 years old and are made of concrete pipe. The problem with using concrete pipe for sanitary sewers is that over the years, the hydrogen sulfide that is create by the sewage eats away at the concrete and the joints between the pipes. This deterioration creates openings for groundwater to enter the sewer system. The sewer system is ten years past its expected useful life.

The remedy to I&I is to install a protective lining to the pipes. By adding a plastic liner to the sewer, any holes or cracks in the sewer will be sealed and groundwater will not be allowed to enter into the sewer system.

Additionally, grant funds will be used to conduct smoke and dye testing to look for illegal connections to the sewer system. Clean water connections are not allowed to the sanitary sewer system. By eliminating downspout and sump pump connections the capacity of the sanitary sewer system will be increased and the chances of backups into the structures will be reduced. There are 366 parcels in the project area.

The area that will be part of this project includes: Broad Avenue, Rockwell Avenue, Clifton Avenue, Rector Avenue, Prentiss Avenue, Lester Avenue, Edith Avenue, Bolton Street, Fox Street, Ferndale Avenue, Delmonte Drive, Cottonwood Street and sewers in the year yards behind Edith Avenue and Melrose Avenue in Findlay, Ohio. These streets are all located in Block Group 6, Census Tract 4, 80.41% low-moderate income.

The total funds estimated to complete this project as described above is \$500,000.00 The City of Findlay is prepared to commit \$100,000.00 in local match to the requested grant funding of \$400,000.00

Office of the Mayor

Christina M. Muryn

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

November 27, 2019

RE: Blanchard River Greenway Trail Extension, Project No. 31980300

Plans for the project are complete and the project is ready for bidding. To keep with the established timeframe with ODOT, engineering plans on advertising the project for bids before the end of the year with the bid opening in January. There needs to be a small appropriation to the project to cover the advertising costs. Once the bids are received, there will be a separate appropriation requested to cover the construction costs and contingency.

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

FROM: CIT Fund – Capital Improvement Restricted Account \$ 400

TO: Blanchard River Greenway Trail Extension, \$ 400
Project No. 31980300

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



Office of the Mayor

Christina Muryn

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.
Service-Safety Director

November 26, 2019

City Council

RE: VHF Radio System

Members,

For the past year we have been working with vendors to determine the best approach to build a VHF system for the City of Findlay. The City used to utilize a VHF system for radio communications. With the advent of the statewide MARCS radio communication system, the City moved away from owning and maintaining a communication system.

MARCS has had growing pains. Over the past few years, the performance and coverage has improved. From a functional perspective, the MARCS system is now working well for the City. I do have concerns with relying entirely on a statewide system. This concern is why I believe it is prudent to examine a backup system.

We have determined that a four channel VHF system is the best alternative. The system would utilize our two existing water towers as antenna locations, providing coverage to all of the City. The system could be expanded if the County would choose to add redundancy to the MARCS system in the future.

Currently, there is \$354,000 in the project for phase 1. We have not spent this funding because we did not have a good picture of the complete build-out until recently. We now know that phase 2 will cost approximately \$250,000.

I am requesting legislation for the following:

FROM: CIT Fund – Capital Improvement Restricted Account \$250,000
TO: VHF Radio System Project # 319830000 \$250,000

This additional funding should complete the project. The four channels will provide redundancy to Police, Fire and Public Works. I would suggest that we discuss this either at a separate meeting or during the budget discussion for the Police Department with the hope of appropriating funds at the last Council meeting of the year.

Regards,


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

pc:
Christina Muryn
John Dunbar
Jim Staschiak

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

The **COMMITTEE OF THE WHOLE** met on November 19, 2019 to allow municipal advisors from Baker Tilly Virchow Krause, LLP and Associates to present to Council on long-term strategic and financial planning.



~~R. Ronald Monday, President of Council~~

Grant Russel, President Pro Tempore

COMMITTEE OF THE WHOLE

DATED: November 19, 2019

**FINDLAY CITY COUNCIL
CARRY-OVER LEGISLATION
December 3, 2019**

RESOLUTION NO. 024-2019 (*walkable community*) **requires three (3) readings** **third reading – tabled after third reading on 11/19/19**
A RESOLUTION SUPPORTING THE UNITED STATES SURGEON GENERAL'S CALL TO ACTION TO PROMOTE WALKING AND WALKABLE COMMUNITIES.

ORDINANCE NO. 2019-051 (*Utility Billing software*) **requires three (3) readings** **third reading – tabled after third reading on 8/6/19**
AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A CONTRACT OR CONTRACTS WITH MUNI-LINK FOR THE UPDATING OF THE CITY OF FINDLAY'S UTILITY BILLING DEPARTMENT'S SOFTWARE, APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-098 **requires three (3) readings** (*MOU with Hancock County Combined General Health District*) **third reading**
AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE HANCOCK COUNTY COMBINED GENERAL HEALTH DISTRICT, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-099 (*Howard St sewer separation*) **requires three (3) readings** **third reading**
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-100 (*County software licenses*) **requires three (3) readings** **second reading**
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-101 (*digital sign bids*) **requires three (3) readings** **second reading**
AN ORDINANCE AUTHORIZING THE PLACEMENT OF AN ADVERTISEMENT IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE MUNICIPAL CORPORATION TO SOLICIT BIDS FOR AN ELECTRONIC ADVERTISING SIGN ALONG THE INTERSTATE IN FINDLAY, OHIO, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-102 (*STRICT FFD training facility*) **requires three (3) readings** **second reading**
AN ORDINANCE AUTHORIZING THE SAFETY DIRECTOR OF THE CITY OF FINDLAY, OHIO TO MANAGE PROCUREMENT OF MATCHING FUNDS THROUGH PUBLIC, PRIVATE, AND JOINT SOURCES, AND AUTHORIZE PROFESSIONAL SERVICES AS REQUIRED FOR A REGIONAL TRAINING FACILITY TO BE UTILIZED BY PROFESSIONAL AND VOLUNTEER FIREFIGHTERS OF HANCOCK COUNTY, OHIO, APPROPRIATING FUNDS THERETO, AND DECLARING AN EMERGENCY.

ORDINANCE NO 2019-103 (*2321 North Main Street rezone*) **requires three (3) readings** **second reading**
AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 2321 NORTH MAIN STREET REZONE) WHICH PREVIOUSLY WAS ZONED "C2 GENERAL COMMERCIAL" TO R3 SINGLE FAMILY, HIGH DENSITY.

ORDINANCE NO. 2019-105 (*Blanchard St/Lincoln St project*) **requires three (3) readings** **second reading**
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

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

DECEMBER 3, 2019

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, DECEMBER 3, 2019 MEETING.

ORDINANCES

- 2019-106 AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO, TO FILE AN APPLICATION FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE CRITICAL INFRASTRUCTURE GRANT PROGRAM.
- 2019-107 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.
- 2019-108 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-106

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO, TO FILE AN APPLICATION FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE CRITICAL INFRASTRUCTURE GRANT PROGRAM.

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 Mayor of the City of Findlay be and she is hereby authorized to apply for said grant funds and sign an agreement with the State of Ohio, Department of Development, for funds to be used, along with the City of Findlay's match not to exceed one hundred thousand dollars (\$100,000.00), for the lining of sewer lines in and around the following area:

Broad Avenue, Rockwell Avenue, Clifton Avenue, Rector Avenue, Prentiss Avenue, Lester Avenue, Edith Avenue, Bolton Street, Fox Street, Ferndale Avenue, Delmonte Drive, Cottonwood Street and sewers in the rear yards behind Edith Avenue and Melrose Avenue.

SECTION 2: That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, authorizing said application and signing of said agreement with the State of Ohio, Department of Development for the Community Development Block Grant Program funds, along with the City's match, to be utilized for the lining of sewer lines in the aforementioned area,

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

PRESIDENT OF COUNCIL

MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

ORDINANCE NO. 2019-107

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:

FROM: CIT Fund – Capital Improvement Restricted Account \$ 400.00
TO: Blanchard River Greenway Trail Extension *Project No. 31980300* \$ 400.00

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 said funds so that the aforementioned project may proceed expeditiously establishing the Ohio Department of Transportation's deadlines,

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. 2019-108

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:

FROM:	CIT Fund – Capital Improvement Restricted Account	\$ 250,000.00
TO:	VHF Radio System <i>Project No. 31983000</i>	\$ 250,000.00

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 said funds so that phase 2 of 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 _____