



City Council
Monday March 14, 2016

Regular Meeting: 7:30 PM

Place: Council Chambers
7232 E. Main St, Reynoldburg, OH 43068

President: DOUG JOSEPH

Ward Members: Ward I - Scott A. Barrett
Ward II – Brett Luzader
Ward III – Marshall Spalding
Ward IV - Mel Clemens

At Large Members: Barth R. Cotner
Chris Long
Dan Skinner, Esq.

COMMITTEES:

Community Development: Chmn Skinner, Spalding, Cicak, Luzader
Safety: Chmn Long, Cicak, Luzader, Spalding
Service: Chmn Clemens, Luzader, Spalding, Cicak
Finance: Chmn Cotner, Long, Clemens, Skinner

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Agenda is subject to amendment by Committee/Council at the time of the meeting.

All meetings of the Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies.

If you wish to speak before City Council concerning a specific topic on the agenda, or about a specific topic not on the agenda, please complete a “Speaker Form” and give to the Clerk of Council. Forms are located in the wooden box on one of the bench seats in the atrium. Copies of the Rules of Discussion are available next to the wooden box.

April Beggerow
Clerk of Council

REYNOLDSBURG City Council
Regular Meeting
Council Chambers, 7323 East Main Street
March 14, 2016 *** 7:30 PM

1. Call to Order
2. Roll Call
3. Invocation - Councilman Barth Cotner
4. Pledge of Allegiance
5. Approval of Minutes
 - a. City Council – Regular Meeting – February 22, 2016
 - b. City Council – Special Meeting – March 7, 2016
6. Approval of Agenda
7. Community Comments and Requests
8. Communications
 - a. Clerk of Court Report
 - b. January, 2016 Financial Reports
9. Reports
10. LEGISLATION REQUIRING ONE READING
 - a. Resolution Appointing the City Attorney as Designee for the City of Reynoldsburg's Elected Officials Relative to the Mandatory Public Records Training as Required by the Ohio Public Records Act. --- Cotner. Finance Committee.
 - b. Ordinance Authorizing Mayor to Enter into Contract Between the City of Reynoldsburg and the Fraternal Order of Police, Ohio Labor Council, Incorporated (Dispatchers) and Declaring an Emergency. --- Cotner. .
 - c. Ordinance Authorizing the Reynoldsburg Division of Police to Apply for and Accept the Ohio Office of Criminal Justice Services Community-Police Relations Grant; and Declaring an Emergency. --- Cotner. Finance Committee.
11. LEGISLATION FOR FIRST READING
 - a. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Repealing Chapter 170 - Reynoldsburg Arts Commission and Chapter 171 - Reynoldsburg Beautification Commission. --- Skinner. Community Development Committee.

REYNOLDSBURG City Council
Regular Meeting
Council Chambers, 7323 East Main Street
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12. LEGISLATION FOR SECOND READING

1. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Chapter 909.02 SIDEWALK-MATERIAL; WIDTH AND LOCATION, Amending Chapter 1111 General Provisions; Chapter 1115 Preliminary Plat; Chapter 1119 Final Plat; Chapter 1127 Standards; Chapter 1355 House Numbering; Chapter 1180 Landscaping and Buffering Standards; and Enacting Chapter 919 Trees; Part 17 Nuisance and Property Maintenance Code: Title 1 Public Nuisance and Title 3 Property Maintenance Code; and Repealing Chapter 543 Trees and Noxious Vegetation; Chapter 1367 Abandoned or Inoperable Service Stations; and Chapter 1369 Nuisance Abatement; Chapter 1389 International Property Maintenance Plan. --- Clemens. Service Committee.
2. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Chapter 1103 Design Review Board; Chapter 1139 Board of Zoning and Building Appeals; Chapter 1147 Variances; Chapter 1193 "HD" Historic Overlay District and Repealing Chapter 163 Village Commission; and Chapter 1194 Historic Commercial Overlay. --- Clemens. Service Committee.
3. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Chapter 1131 Definitions; Chapter 1143 Zoning Certificates; Site Plan; Plot-Grade-Utility Plan; Chapter 1155 Enforcement; Penalty; Chapter 1161 Zoning Districts; Chapter 1171 General Regulations for Lots and Yards; and Enacting Chapter 1159 Nonconforming Uses & Structures; and Repealing Chapter 1195 Nonconforming Uses. --- Clemens. Service Committee.

13. LEGISLATION FOR THIRD READING

- a. Ordinance Authorizing Contract for Gis Upgrade and Migration, Appropriating Funds Therefore, and Declaring an Emergency. (Second Reading 2/22/2016- Requests Passage as an Emergency Upon Third Reading.) --- Cotner. Finance Committee.

ADJOURNMENT

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
February 22, 2016

President Doug Joseph called the meeting to order at 7:35 PM

PRESENT: Joseph, Clemens, Cotner, Long, Skinner, Cicak, Luzader, Spalding

ABSENT:

Invocation - Councilman Brett Luzader

Approval of Minutes

a. City Council – Public Hearing – February 16, 2016

Minutes stand approved.

b. City Council – Regular Meeting – February 8, 2016

Minutes stand approved.

Approval of Agenda

Agenda stands approved.

Community Comments and Requests

Communications

Reports

Council President Joseph: Tonight we have a presentation and a report. We will start with the presentation. Our Service Director, Nathan Burd, recently tendered his resignation, to take a position in Michigan. Nathan has been someone who has been around the City for about ten years. I have known him for about that long, or longer. He has served in a number of capacities, in the years he has been here, from Chairman of the Charter Review Commission in 2007, Member of Council from 2010-2012, and as Service Director since 2012. I thought it would be appropriate, given his time with the City, and in so many different capacities, to present him with a Resolution. So, I would like to ask Nathan to come up front, and I will present it to him. I will read this for the record. “WHEREAS, it the privilege of the Council of the City of Reynoldsburg, Ohio to recognize people of importance; and WHEREAS, this Resolution is awarded to Nathan Burd, Service Director, City of Reynoldsburg, as a testimonial of the loyal and dedicated service he has contributed as Chairman of the Charter Review Commission in 2007, City Council member from 2010-2012 and as Service Director from 2012 until March 4, 2016; and WHEREAS, the manner in which Nathan has carried out his responsibilities and duties, were characterized by a dedication to getting the job done; and WHEREAS, Nathan has won the friendship and respect of not only his co-workers, but others with whom he has come into contact. He will be missed. NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, COUNTIES OF FRANKLIN, LICKING AND FAIRFIELD AND STATE OF OHIO, THAT: SECTION 1: We, the Council Members of the City of Reynoldsburg, Ohio, present this Resolution to Nathan Burd and extend our appreciation for his service. SECTION 2: That we recognize, and thank Nathan for his many years of service to the City of Reynoldsburg.”

Minutes Acceptance: Minutes of Feb 22, 2016 7:30 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
February 22, 2016

Mr. Burd: Well, thank you President Joseph, Members of Council, this is very nice. I was thinking of the first time that I came into this room. It was actually in 2003. I was a resident who simply had a curiosity about my own local government, so I decided to check it out. And, many of the things that President Joseph mentioned from Boards and Commissions to the tremendous honor of being elected a Council Member, to the career changing invitation from Mayor McCloud to join his administration and be involved in day to day management. It has been a great ride. I will miss Reynoldsburg tremendously. As you all know, there are lots of good people who work in this building. Lots of great people who live in this City. And, I am proud to have been a very small part of it over the last several years. I will take this with me to my new office in that state up north. I will hang it on the wall so that people will know that I am very proud of where I came from. So, thank you all. I wish you nothing but the best in the future.

(Applause)

Council President Joseph: Would anyone on Council like to make a comment? Next, I have a report, an Ad-Hoc Committee appointment. On February 3rd, the Mayor sent a notice that he would be requesting an Ad-Hoc Committee to study several aspects of city operations. One, the minimum and maximum salary set forth in Chapter 160 of the Reynoldsburg Code of Ordinances. Two, pertaining to City Council meetings. Three, Article 5, Section 4 of Council Rules of Procedure. I have spent a little bit of time reviewing the best procedure, and who we would like to have from Council. I came to the conclusion that everyone on Council should have a role in reviewing Council Rules. I will go over the document. Special Ad-Hoc Committee to review Chapter 160 and Council Rules, as requested by the Mayor, the Committee will review the minimum and maximum salaries set forth in Chapter 160 of the Reynoldsburg Code of Ordinances, the frequency of Council and Committee meetings every month, and general Council Rules of Procedure. I am recommending the Members of the Ad-Hoc Committee include all Members of Council, that the President of Council serve as Chair, and that the President Pro-Temp of Council serve as Vice Chair. The Committee would meet every first and third Monday evening after regular committees, and every second and forth Monday evening after regular Council meetings, with a start date of March 7th, and an end date of April 25th. At the final meeting, the Committee would forward its report with any recommendations, as made with a majority vote, to Council for further consideration. The Committee will accept public testimony, and comments from the Mayor, the City Attorney, the City Auditor, the City Department Administrators and Staff, other interested parties, and the general public. Are there any questions or comments on my recommendations for this Ad-Hoc Committee? Is there a motion to appoint this committee? Ok, Councilman Luzader makes that motion, seconded by Councilman Long. Questions or Comments? Would the Clerk please call the role on this item?

Ms. Beggerow: Mr. Luzader. "Aye." Mr. Spalding. "Aye." Mr. Clemens. "Aye." Mr. Cotner. "Aye." Mr. Long. "Aye." Mr. Skinner. "Aye." Mr. Cicak. "Aye."

Council President Joseph: Ok, seven affirm votes, no negative votes. This Ad-Hoc Committee has been established. Thank you.

Minutes Acceptance: Minutes of Feb 22, 2016 7:30 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
February 22, 2016

LEGISLATION REQUIRING ONE READING

8-16

RESOLUTION APPROVING THE RENEWAL APPLICATION FOR PLACEMENT OF FARMLAND IN AN AGRICULTURAL DISTRICT AND DECLARING AN EMERGENCY

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Barth R. Cotner, At Large
SECONDER:	Mel Clemens, Ward IV
AYES:	Clemens, Cotner, Long, Skinner, Cicak, Luzader, Spalding

LEGISLATION FOR FIRST READING

ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF REYNOLDSBURG ADOPTED BY ORDINANCE NO. 131-95 ON NOVEMBER 27, 1995 AND AS SUBSEQUENTLY AMENDED – 1636 GRAHAM ROAD, REYNOLDSBURG, OHIO, FROM R-2/R-3 SINGLE FAMILY RESIDENCE DISTRICT TO S-1 SPECIAL DISTRICT, APPLICANT, REYNOLDSBURG UNITED METHODIST CHURCH. --- Clemens. Service Committee.

RESULT:	REFERRED TO PUBLIC HEARING
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LEGISLATION FOR SECOND READING

ORDINANCE TO MAKE A FINAL APPROPRIATION FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF REYNOLDSBURG, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2016 AND DECLARING AN EMERGENCY. (FIRST READING 2/8/2016). --- Cotner. Finance Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 3/7/2016 7:30 PM
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ORDINANCE AUTHORIZING CONTRACT FOR GIS UPGRADE AND MIGRATION, APPROPRIATING FUNDS THEREFORE, AND DECLARING AN EMERGENCY. (FIRST READING 2/8/2016- REQUESTS PASSAGE AS AN EMERGENCY UPON THIRD READING.) --- Cotner. Finance Committee.

RESULT:	REFERRED TO COMMITTEE	Next: 3/7/2016 7:30 PM
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LEGISLATION FOR THIRD READING

9-16

Minutes Acceptance: Minutes of Feb 22, 2016 7:30 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
February 22, 2016

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN AGREEMENT WITH EMH&T FOR THE ENGINEERING AND MANAGEMENT OF SEWER LINE CCTV AND MANHOLE INSPECTIONS, AND DECLARING AN EMERGENCY. (SECOND READING 2/8/2016 - REQUESTS PASSAGE AS AN EMERGENCY AT THIRD READING). --- Clemens. Service Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mel Clemens, Ward IV
SECONDER:	Dan Skinner, At Large
AYES:	Clemens, Cotner, Long, Skinner, Cicak, Luzader, Spalding

10-16

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT WITH EMH&T FOR THE ENGINEERING, PLANS, AND PREPARE BID DOCUMENTS FOR THE 2016 BRIARLIFF/AIDA WATERMAIN REPLACEMENT PROJECT, APPROPRIATING FUNDS THEREFORE, AND DECLARING AN EMERGENCY. (SECOND READING 2/8/2016 -REQUESTS PASSAGE AS AN EMERGENCY AT THIRD READING). --- Cotner. Finance Committee.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Barth R. Cotner, At Large
SECONDER:	Stephen Cicak, Ward I
AYES:	Cotner, Long, Skinner, Cicak, Luzader, Spalding
RECUSED:	Clemens

11-16

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT WITH EMH&T FOR THE 2016 MANHOLE REHABILITATION PROJECT, APPROPRIATING FUNDS THEREFORE, AND DECLARING AN EMERGENCY. (SECOND READING 2/8/2016 - REQUESTS PASSAGE AS AN EMERGENCY AT THIRD READING). --- Cotner. Finance Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Barth R. Cotner, At Large
SECONDER:	Brett Luzader, Ward II
AYES:	Clemens, Cotner, Long, Skinner, Cicak, Luzader, Spalding

Executive Session to Discuss Collective Bargaining Matters

Motion to enter into executive session by Councilman Long, second by Councilman Clemens.

The Clerk called the roll: Luzader "Aye", Spalding "Aye", Clemens "Aye", Cotner "Aye", Long "Aye", Skinner "Aye", Cicak "Aye".

Minutes Acceptance: Minutes of Feb 22, 2016 7:30 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
February 22, 2016

Council entered executive session at 7:47 p.m. Reconvene for purposes of adjournment only.

Council reconvened at 8:43 p.m. To adjourn at 8:44 p.m.

Adjournment

Doug Joseph, President of Council

April L. Beggerow, Clerk of Council

Minutes Acceptance: Minutes of Feb 22, 2016 7:30 PM (Approval of Minutes)

MINUTES SPECIAL MEETING
REYNOLDSBURG CITY COUNCIL
March 7, 2016

President Doug Joseph called the meeting to order at 7:00 PM

PRESENT: Joseph, Cotner, Long, Skinner, Cicak, Luzader, Spalding

ABSENT: Clemens

Executive session to discuss the purchase of real property.

Motion by Councilman Long to enter executive session. Second by Councilman Luzader.

Clerk Called the roll on the motion: Spalding "Yes", Cotner "Yes", Long "Yes", Cicak "Yes", Luzader "Yes".

Motion carried. Council to reconvene for the purpose to adjourn the special Council Meeting.

Council returned at 7:20 PM

Clerk called the roll for attendance. All but Councilman Mel Clemens called present.

Special meeting adjourned at 7:20 PM.

Adjournment

Doug Joseph, President of Council

April L. Beggerow, Clerk of Council

Minutes Acceptance: Minutes of Mar 7, 2016 7:00 PM (Approval of Minutes)

Clerk of Court**Leslie Clark****7232 E. Main Street****Reynoldsubrg OH 43068****614-322-6852 phone****Memo**

DATE: March 14, 2016**TO: City Council****CC:****RE:**

I am submitting monies collected from the courts held on Jan 7, 14, 21 and 28. I am also submitting monies collected during the same period pursuant to City Ordinance Nos. 146-94 and 104-02.

Fines&Waivers/Bond Costs/Bond Forfeitures Order In	(#110.4512)	\$ 9,888.00
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Court Costs & Misc. Costs Assessed	(#110.4510)	\$14,672.00
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Sub-Total (To General Revenue Fund)		\$24,560.00
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Computerization Needs Fund	(#211.4510)	\$ 1,824.00
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Enforcement & Education Fund	(#293.4616)	\$ <u>25.00</u>
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Sub-Total		\$ 1,849.00
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Total Amount Submitted		\$26,409.00
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City Auditors Office**Richard Harris****7232 E. Main Street****Reynoldsburg OHIO 43068****phone****Memo**

DATE: March 14, 2016**TO: City Council****CC:****RE: <Insert Subject/RE Here - Bold>**

Rules Suspension (remove this title) (If Rules Not Suspended Remove all Text From Field)

Request for: Rules Suspension/Emergency (Erase one)

Reason for Emergency: <Input Reason Here>



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 111 - Police Division										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	.00	.00	.00	.00	.00	.00	.00	+++	31,731
5102	Wages-Staff	649,060.00	.00	649,060.00	52,758.15	.00	52,758.15	596,301.85	8	633,731
5104	Wages-Part time	108,986.00	.00	108,986.00	8,654.57	.00	8,654.57	100,331.43	8	113,071
5105	Overtime	260,000.00	.00	260,000.00	16,478.50	.00	16,478.50	243,521.50	6	295,361
5106	Longevity	57,250.00	.00	57,250.00	4,075.00	.00	4,075.00	53,175.00	7	59,131
5109	HSA Employer Funding	244,000.00	2,592.42	246,592.42	228,656.65	6,435.77	228,656.65	11,500.00	95	244,491
5111	Wages Chief	106,162.00	.00	106,162.00	8,166.20	.00	8,166.20	97,995.80	8	103,011
5113	Wages Enforcement	4,617,508.00	.00	4,617,508.00	378,608.00	.00	378,608.00	4,238,900.00	8	4,499,481
5151	PERS Contribution	106,903.00	.00	106,903.00	8,088.10	.00	8,088.10	98,814.90	8	108,981
5152	PFDPF Contribution	875,774.00	.00	875,774.00	82,183.72	.00	82,183.72	793,590.28	9	874,821
5155	PERS Pickup	42,502.00	.00	42,502.00	3,410.74	.00	3,410.74	39,091.26	8	40,931
5156	PFDPF Pick Up	.00	.00	.00	102.85	.00	102.85	(102.85)	+++	56,341
5161	Group Insurance	1,045,640.00	.00	1,045,640.00	165,683.43	84,566.57	165,683.43	795,390.00	24	921,511
5166	Medicare	83,557.00	.00	83,557.00	6,670.77	.00	6,670.77	76,886.23	8	81,051
<i>Personal Services Totals</i>		\$8,197,342.00	\$2,592.42	\$8,199,934.42	\$963,536.68	\$91,002.34	\$963,536.68	\$7,145,395.40	13%	\$8,063,711
<i>Supplies</i>										
5201	Office Supplies	8,500.00	1,691.63	10,191.63	743.83	4,447.80	743.83	5,000.00	51	9,351
5202	Photo Copy Supplies	3,250.00	.00	3,250.00	78.00	222.00	78.00	2,950.00	9	2,441
5203	Computer Supplies	22,360.00	2,213.88	24,573.88	1,464.27	4,249.61	1,464.27	18,860.00	23	8,741
5205	Small Tools/Minor Equipment	4,750.00	346.36	5,096.36	19.09	2,127.27	19.09	2,950.00	42	4,031
5206	Evidence	10,000.00	.00	10,000.00	10,000.00	.00	10,000.00	.00	100	10,001
5207	Law Enforcement Supplies	58,600.00	4,403.95	63,003.95	5,289.63	23,788.39	5,289.63	33,925.93	46	53,401
5213	Repair and Maintenance Supplies	12,095.00	817.74	12,912.74	759.69	2,058.05	759.69	10,095.00	22	3,721
5241	Uniforms-Purchased	57,555.00	8,144.03	65,699.03	6,600.88	12,017.74	6,600.88	47,080.41	28	32,001
5251	MV Gas and Oil	120,000.00	4,760.29	124,760.29	4,760.29	25,100.00	4,760.29	94,900.00	24	81,071
<i>Supplies Totals</i>		\$297,110.00	\$22,377.88	\$319,487.88	\$29,715.68	\$74,010.86	\$29,715.68	\$215,761.34	32%	\$204,791
<i>Services</i>										
5311	Utilities	122,300.00	9,491.40	131,791.40	8,574.80	88,808.68	8,574.80	34,407.92	74	107,671
5321	Professional Training	34,735.00	695.00	35,430.00	3,378.66	10,294.34	3,378.66	21,757.00	39	26,941
5322	Conference/Reimb	.00	.00	.00	.00	.00	.00	.00	+++	!
5323	Publications	2,850.00	.00	2,850.00	.00	1,000.00	.00	1,850.00	35	1,001
5324	Professional Association Dues	2,398.00	.00	2,398.00	.00	1,100.00	.00	1,298.00	46	821
5325	Educational Assistance	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	7,841
5339	Misc Contract Services	35,270.00	1,054.05	36,324.05	3,982.35	15,792.10	3,982.35	16,549.60	54	18,651
5351	Liability Insurance Deductible	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	
5361	Building Repair/Maintenance	43,050.00	2,319.06	45,369.06	2,839.72	23,437.10	2,839.72	19,092.24	58	65,161
5362	Equipment Maintenance	47,987.00	1,320.25	49,307.25	216.00	39,604.25	216.00	9,487.00	81	35,801

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 111 - Police Division										
EXPENSE										
<i>Services</i>										
5363	MV Repair/Maintenance-External	11,000.00	.00	11,000.00	390.00	1,610.00	390.00	9,000.00	18	6,280.00
5366	Computer Maintenance	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	
5375	Prisoner Care	130,000.00	10,915.16	140,915.16	12,743.79	53,171.37	12,743.79	75,000.00	47	108,800.00
5391	Postage	4,000.00	258.85	4,258.85	338.14	1,249.25	338.14	2,671.46	37	3,070.00
5392	Fingerprinting Services	35,000.00	4,274.00	39,274.00	2,532.00	22,742.00	2,532.00	14,000.00	64	42,530.00
5393	L.E.A.D.S Terminal	10,000.00	.00	10,000.00	600.00	6,600.00	600.00	2,800.00	72	7,930.00
5395	Printing/Advertising	11,000.00	1,000.00	12,000.00	84.90	4,465.10	84.90	7,450.00	38	2,510.00
5396	Uniform Cleaning/Repairs	17,000.00	1,865.39	18,865.39	1,671.50	20,393.89	1,671.50	(3,200.00)	117	15,370.00
5399	Other Miscellaneous Services	3,000.00	200.00	3,200.00	.00	1,200.00	.00	2,000.00	38	2,350.00
<i>Services Totals</i>		\$530,790.00	\$33,393.16	\$564,183.16	\$37,351.86	\$291,468.08	\$37,351.86	\$235,363.22	58%	\$452,780.00
<i>Capital Purchases</i>										
5631	Furniture and Fixtures	.00	.00	.00	.00	.00	.00	.00	+++	240.00
5632	Motor Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	126,080.00
5633	Machinery and Equipment	.00	.00	.00	.00	1,200.00	.00	(1,200.00)	+++	2,260.00
5639	Other Equipment	10,000.00	1,705.59	11,705.59	2,348.70	8,156.89	2,348.70	1,200.00	90	25,730.00
<i>Capital Purchases Totals</i>		\$10,000.00	\$1,705.59	\$11,705.59	\$2,348.70	\$9,356.89	\$2,348.70	\$0.00	100%	\$154,320.00
EXPENSE TOTALS		\$9,035,242.00	\$60,069.05	\$9,095,311.05	\$1,032,952.92	\$465,838.17	\$1,032,952.92	\$7,596,519.96	16%	\$8,875,620.00
Department 111 - Police Division Totals		(\$9,035,242.00)	(\$60,069.05)	(\$9,095,311.05)	(\$1,032,952.92)	(\$465,838.17)	(\$1,032,952.92)	(\$7,596,519.96)	16%	(\$8,875,620.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 290 - Mechanic										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	80,047.00	.00	80,047.00	6,157.40	.00	6,157.40	73,889.60	8	76,561.00
5105	Overtime	.00	.00	.00	73.35	.00	73.35	(73.35)	+++	41.00
5109	HSA Employer Funding	8,000.00	.00	8,000.00	8,000.00	.00	8,000.00	.00	100	7,331.00
5151	PERS Contribution	11,207.00	.00	11,207.00	868.89	.00	868.89	10,338.11	8	11,011.00
5161	Group Insurance	34,984.00	.00	34,984.00	5,831.62	2,703.38	5,831.62	26,449.00	24	25,631.00
5166	Medicare	1,161.00	.00	1,161.00	85.48	.00	85.48	1,075.52	7	1,061.00
	Personal Services Totals	\$135,399.00	\$0.00	\$135,399.00	\$21,016.74	\$2,703.38	\$21,016.74	\$111,678.88	18%	\$121,661.00
	Supplies									
5201	Office Supplies	100.00	.00	100.00	.00	.00	.00	100.00	0	31.00
5203	Computer Supplies	200.00	.00	200.00	.00	100.00	.00	100.00	50	100.00
5205	Small Tools/Minor Equipment	3,000.00	.00	3,000.00	.00	2,000.00	.00	1,000.00	67	361.00
5213	Repair and Maintenance Supplies	75,000.00	1,557.44	76,557.44	3,961.75	42,016.68	3,961.75	30,579.01	60	68,631.00
5259	Operating Materials and Supplies	5,000.00	434.18	5,434.18	530.90	4,403.28	530.90	500.00	91	5,171.00
	Supplies Totals	\$83,300.00	\$1,991.62	\$85,291.62	\$4,492.65	\$48,519.96	\$4,492.65	\$32,279.01	62%	\$74,201.00
	Services									
5321	Professional Training	1,000.00	.00	1,000.00	99.00	651.00	99.00	250.00	75	121.00
5362	Equipment Maintenance	3,000.00	.00	3,000.00	.00	2,000.00	.00	1,000.00	67	631.00
5363	MV Repair/Maintenance-External	30,000.00	.00	30,000.00	.00	19,920.00	.00	10,080.00	66	23,521.00
5397	Uniform Rental	1,200.00	51.75	1,251.75	51.75	650.00	51.75	550.00	56	361.00
5399	Other Miscellaneous Services	1,500.00	.00	1,500.00	.00	800.00	.00	700.00	53	731.00
	Services Totals	\$36,700.00	\$51.75	\$36,751.75	\$150.75	\$24,021.00	\$150.75	\$12,580.00	66%	\$25,371.00
	EXPENSE TOTALS	\$255,399.00	\$2,043.37	\$257,442.37	\$25,660.14	\$75,244.34	\$25,660.14	\$156,537.89	39%	\$221,251.00
Department 290 - Mechanic Totals		(\$255,399.00)	(\$2,043.37)	(\$257,442.37)	(\$25,660.14)	(\$75,244.34)	(\$25,660.14)	(\$156,537.89)	39%	(\$221,251.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 340 - Parks and Recreation										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	73,000.00	.00	73,000.00	5,615.40	.00	5,615.40	67,384.60	8	72,341.00
5102	Wages-Staff	220,165.00	.00	220,165.00	16,935.61	.00	16,935.61	203,229.39	8	203,351.00
5104	Wages-Part time	34,063.00	.00	34,063.00	3,169.94	.00	3,169.94	30,893.06	9	42,711.00
5105	Overtime	15,700.00	.00	15,700.00	974.16	.00	974.16	14,725.84	6	10,021.00
5106	Longevity	450.00	.00	450.00	.00	.00	.00	450.00	0	450.00
5109	HSA Employer Funding	28,000.00	.00	28,000.00	28,000.00	.00	28,000.00	.00	100	27,660.00
5141	Wages-Seasonal Labor	90,000.00	.00	90,000.00	3,373.94	.00	3,373.94	86,626.06	4	72,461.00
5151	PERS Contribution	60,673.00	.00	60,673.00	4,097.72	.00	4,097.72	56,575.28	7	55,971.00
5161	Group Insurance	118,864.00	.00	118,864.00	19,798.20	10,376.80	19,798.20	88,689.00	25	104,971.00
5166	Medicare	6,284.00	.00	6,284.00	417.64	.00	417.64	5,866.36	7	5,601.00
<i>Personal Services Totals</i>		\$647,199.00	\$0.00	\$647,199.00	\$82,382.61	\$10,376.80	\$82,382.61	\$554,439.59	14%	\$595,571.00
<i>Supplies</i>										
5201	Office Supplies	2,000.00	.00	2,000.00	.00	500.00	.00	1,500.00	25	991.00
5203	Computer Supplies	880.00	.00	880.00	.00	.00	.00	880.00	0	371.00
5205	Small Tools/Minor Equipment	6,000.00	.00	6,000.00	45.00	350.00	45.00	5,605.00	7	4,061.00
5209	Chemicals	25,000.00	.00	25,000.00	354.51	595.49	354.51	24,050.00	4	21,511.00
5213	Repair and Maintenance Supplies	53,000.00	1,553.05	54,553.05	2,039.09	10,083.87	2,039.09	42,430.09	22	38,981.00
5215	Recreational Supplies	63,000.00	2,468.88	65,468.88	1,289.50	9,819.38	1,289.50	54,360.00	17	46,871.00
5251	MV Gas and Oil	20,000.00	2,797.06	22,797.06	53.15	5,243.91	53.15	17,500.00	23	11,311.00
5252	Aggregates	17,000.00	.00	17,000.00	.00	.00	.00	17,000.00	0	5,121.00
5259	Operating Materials and Supplies	5,000.00	.00	5,000.00	320.00	30.00	320.00	4,650.00	7	691.00
<i>Supplies Totals</i>		\$191,880.00	\$6,818.99	\$198,698.99	\$4,101.25	\$26,622.65	\$4,101.25	\$167,975.09	15%	\$129,931.00
<i>Services</i>										
5303	Community Events	19,235.00	.00	19,235.00	.00	125.00	.00	19,110.00	1	12,811.00
5311	Utilities	26,000.00	1,534.88	27,534.88	2,011.78	20,315.29	2,011.78	5,207.81	81	23,421.00
5321	Professional Training	1,300.00	.00	1,300.00	.00	264.00	.00	1,036.00	20	251.00
5322	Conference/Reimb	2,500.00	15.52	2,515.52	50.52	3,310.00	50.52	(845.00)	134	3,251.00
5324	Professional Association Dues	1,750.00	.00	1,750.00	.00	75.00	.00	1,675.00	4	1,391.00
5338	Personal Service Contracts	70,000.00	.00	70,000.00	7,168.00	16,832.00	7,168.00	46,000.00	34	46,631.00
5339	Misc Contract Services	70,000.00	2,365.00	72,365.00	990.00	4,595.00	990.00	66,780.00	8	50,551.00
5361	Building Repair/Maintenance	65,000.00	.00	65,000.00	1,430.64	1,419.36	1,430.64	62,150.00	4	14,511.00
5362	Equipment Maintenance	3,000.00	.00	3,000.00	.00	250.00	.00	2,750.00	8	5,881.00
5391	Postage	1,000.00	.00	1,000.00	12.61	30.00	12.61	957.39	4	471.00
5395	Printing/Advertising	20,000.00	3,350.00	23,350.00	221.05	5,278.95	221.05	17,850.00	24	11,411.00
5397	Uniform Rental	2,750.00	156.11	2,906.11	212.22	1,193.89	212.22	1,500.00	48	2,001.00
5399	Other Miscellaneous Services	12,550.00	.00	12,550.00	320.00	955.00	320.00	11,275.00	10	6,851.00
<i>Services Totals</i>		\$295,085.00	\$7,421.51	\$302,506.51	\$12,416.82	\$54,643.49	\$12,416.82	\$235,446.20	22%	\$179,461.00



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 340 - Parks and Recreation										
	EXPENSE									
	Transfers/Other									
5515	Refunds-Fees	.00	.00	.00	258.00	.00	258.00	(258.00)	+++	
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$258.00	\$0.00	\$258.00	(\$258.00)	+++	\$0.00
	Capital Purchases									
5632	Motor Vehicles	.00	2,513.00	2,513.00	2,439.00	74.00	2,439.00	.00	100	44,911.00
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	2,000.00
5639	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	12,011.00
	Capital Purchases Totals	\$0.00	\$2,513.00	\$2,513.00	\$2,439.00	\$74.00	\$2,439.00	\$0.00	100%	\$58,922.00
	EXPENSE TOTALS	\$1,134,164.00	\$16,753.50	\$1,150,917.50	\$101,597.68	\$91,716.94	\$101,597.68	\$957,602.88	17%	\$963,901.00
Department 340 - Parks and Recreation Totals		(\$1,134,164.00)	(\$16,753.50)	(\$1,150,917.50)	(\$101,597.68)	(\$91,716.94)	(\$101,597.68)	(\$957,602.88)	17%	(\$963,901.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 343 - Senior Center										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	53,969.00	.00	53,969.00	4,151.40	.00	4,151.40	49,817.60	8	53,930.00
5104	Wages-Part time	37,685.00	.00	37,685.00	2,555.55	.00	2,555.55	35,129.45	7	40,760.00
5105	Overtime	3,000.00	.00	3,000.00	157.12	.00	157.12	2,842.88	5	1,960.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	460.00
5109	HSA Employer Funding	4,000.00	.00	4,000.00	4,000.00	.00	4,000.00	.00	100	4,000.00
5141	Wages-Seasonal Labor	10,920.00	.00	10,920.00	126.00	.00	126.00	10,794.00	1	8,980.00
5151	PERS Contribution	13,322.00	.00	13,322.00	1,153.80	.00	1,153.80	12,168.20	9	14,920.00
5161	Group Insurance	17,582.00	.00	17,582.00	2,930.32	1,514.68	2,930.32	13,137.00	25	16,230.00
5166	Medicare	1,538.00	.00	1,538.00	98.87	.00	98.87	1,439.13	6	1,500.00
	Personal Services Totals	\$142,516.00	\$0.00	\$142,516.00	\$15,173.06	\$1,514.68	\$15,173.06	\$125,828.26	12%	\$142,780.00
	Supplies									
5201	Office Supplies	1,164.00	77.76	1,241.76	65.76	51.00	65.76	1,125.00	9	660.00
5203	Computer Supplies	750.00	.00	750.00	.00	.00	.00	750.00	0	410.00
5213	Repair and Maintenance Supplies	8,500.00	726.77	9,226.77	54.91	1,071.86	54.91	8,100.00	12	210.00
5215	Recreational Supplies	4,500.00	2,661.69	7,161.69	1,959.74	2,187.99	1,959.74	3,013.96	58	1,610.00
	Supplies Totals	\$14,914.00	\$3,466.22	\$18,380.22	\$2,080.41	\$3,310.85	\$2,080.41	\$12,988.96	29%	\$2,910.00
	Services									
5311	Utilities	12,500.00	1,413.99	13,913.99	1,185.72	16,719.74	1,185.72	(3,991.47)	129	9,730.00
5321	Professional Training	300.00	.00	300.00	.00	.00	.00	300.00	0	
5322	Conference/Reimb	300.00	.00	300.00	.00	125.00	.00	175.00	42	
5324	Professional Association Dues	300.00	.00	300.00	.00	.00	.00	300.00	0	200.00
5339	Misc Contract Services	3,000.00	.00	3,000.00	225.00	350.00	225.00	2,425.00	19	7,880.00
5361	Building Repair/Maintenance	8,000.00	874.02	8,874.02	519.84	354.18	519.84	8,000.00	10	149,250.00
5391	Postage	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,500.00
5395	Printing/Advertising	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
	Services Totals	\$28,900.00	\$2,288.01	\$31,188.01	\$1,930.56	\$17,548.92	\$1,930.56	\$11,708.53	62%	\$168,580.00
	EXPENSE TOTALS	\$186,330.00	\$5,754.23	\$192,084.23	\$19,184.03	\$22,374.45	\$19,184.03	\$150,525.75	22%	\$314,280.00
Department 343 - Senior Center Totals		(\$186,330.00)	(\$5,754.23)	(\$192,084.23)	(\$19,184.03)	(\$22,374.45)	(\$19,184.03)	(\$150,525.75)	22%	(\$314,280.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 448 - Service Department										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	75,643.00	.00	75,643.00	5,818.80	.00	5,818.80	69,824.20	8	75,591
5102	Wages-Staff	243,254.00	.00	243,254.00	19,975.71	.00	19,975.71	223,278.29	8	243,381
5105	Overtime	3,000.00	.00	3,000.00	1,046.62	.00	1,046.62	1,953.38	35	5,581
5106	Longevity	2,150.00	.00	2,150.00	.00	.00	.00	2,150.00	0	2,141
5109	HSA Employer Funding	20,000.00	.00	20,000.00	23,500.00	.00	23,500.00	(3,500.00)	118	21,831
5151	PERS Contribution	45,367.00	.00	45,367.00	3,587.97	.00	3,587.97	41,779.03	8	45,151
5161	Group Insurance	106,908.00	.00	106,908.00	17,951.47	10,823.53	17,951.47	78,133.00	27	84,741
5166	Medicare	4,699.00	.00	4,699.00	376.10	.00	376.10	4,322.90	8	4,601
<i>Personal Services Totals</i>		\$501,021.00	\$0.00	\$501,021.00	\$72,256.67	\$10,823.53	\$72,256.67	\$417,940.80	17%	\$483,051
<i>Supplies</i>										
5201	Office Supplies	1,500.00	405.13	1,905.13	405.13	500.00	405.13	1,000.00	48	1,191
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	641.03	.00	358.97	64	351
5213	Repair and Maintenance Supplies	15,000.00	437.16	15,437.16	1,385.32	5,382.85	1,385.32	8,668.99	44	9,031
5251	MV Gas and Oil	1,500.00	.00	1,500.00	.00	1,362.66	.00	137.34	91	671
<i>Supplies Totals</i>		\$19,000.00	\$842.29	\$19,842.29	\$1,790.45	\$7,886.54	\$1,790.45	\$10,165.30	49%	\$11,261
<i>Services</i>										
5301	Boards/Commissions	750.00	.00	750.00	.00	.00	.00	750.00	0	281
5302	Street Lighting	270,000.00	17,456.17	287,456.17	17,456.17	211,518.12	17,456.17	58,481.88	80	215,291
5303	Community Events	27,000.00	.00	27,000.00	.00	.00	.00	27,000.00	0	26,251
5311	Utilities	.00	.00	.00	.00	.00	.00	.00	+++	(115)
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	301
5324	Professional Association Dues	400.00	.00	400.00	.00	.00	.00	400.00	0	
5325	Educational Assistance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
5331	Engineering/Architecture	75,000.00	16,856.94	91,856.94	2,282.68	49,574.26	2,282.68	40,000.00	56	30,831
5339	Misc Contract Services	35,000.00	1,347.98	36,347.98	676.84	23,868.50	676.84	11,802.64	68	36,471
5362	Equipment Maintenance	4,000.00	838.67	4,838.67	277.26	3,561.41	277.26	1,000.00	79	3,181
5366	Computer Maintenance	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
5367	Streetscape Maintenance	90,000.00	16,086.25	106,086.25	11,800.00	44,216.25	11,800.00	50,070.00	53	59,001
5374	Emergency Management Services	38,500.00	.00	38,500.00	.00	38,500.00	.00	.00	100	37,231
5391	Postage	750.00	.00	750.00	12.17	.00	12.17	737.83	2	181
5395	Printing/Advertising	.00	.00	.00	.00	.00	.00	.00	+++	181
5397	Uniform Rental	2,000.00	50.16	2,050.16	150.48	1,699.68	150.48	200.00	90	1,621
5398	Tree/Grass Service	30,000.00	.00	30,000.00	.00	10,000.00	.00	20,000.00	33	20,451
5399	Other Miscellaneous Services	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
<i>Services Totals</i>		\$581,150.00	\$52,636.17	\$633,786.17	\$32,655.60	\$382,938.22	\$32,655.60	\$218,192.35	66%	\$431,201
EXPENSE TOTALS		\$1,101,171.00	\$53,478.46	\$1,154,649.46	\$106,702.72	\$401,648.29	\$106,702.72	\$646,298.45	44%	\$925,521



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 448 - Service Department Totals		(\$1,101,171.00)	(\$53,478.46)	(\$1,154,649.46)	(\$106,702.72)	(\$401,648.29)	(\$106,702.72)	(\$646,298.45)	44%	(\$925,521)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM_Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 479 - Building Department										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	62,478.00	.00	62,478.00	5,459.33	.00	5,459.33	57,018.67	9	61,231
5102	Wages-Staff	150,578.00	.00	150,578.00	10,039.57	.00	10,039.57	140,538.43	7	113,691
5104	Wages-Part time	.00	.00	.00	.00	.00	.00	.00	+++	14,961
5106	Longevity	450.00	.00	450.00	.00	.00	.00	450.00	0	450
5109	HSA Employer Funding	18,000.00	.00	18,000.00	12,000.00	.00	12,000.00	6,000.00	67	17,831
5151	PERS Contribution	29,891.00	.00	29,891.00	2,110.98	.00	2,110.98	27,780.02	7	26,331
5161	Group Insurance	77,556.00	.00	77,556.00	8,091.44	7,008.56	8,091.44	62,456.00	19	51,891
5166	Medicare	3,096.00	.00	3,096.00	217.75	.00	217.75	2,878.25	7	2,651
<i>Personal Services Totals</i>		\$342,049.00	\$0.00	\$342,049.00	\$37,919.07	\$7,008.56	\$37,919.07	\$297,121.37	13%	\$289,061
<i>Supplies</i>										
5201	Office Supplies	1,200.00	35.96	1,235.96	35.96	664.04	35.96	535.96	57	851
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000
5241	Uniforms-Purchased	2,000.00	.00	2,000.00	99.99	244.70	99.99	1,655.31	17	731
5251	MV Gas and Oil	5,000.00	76.02	5,076.02	76.02	2,500.00	76.02	2,500.00	51	2,301
<i>Supplies Totals</i>		\$9,200.00	\$111.98	\$9,311.98	\$211.97	\$3,408.74	\$211.97	\$5,691.27	39%	\$3,891
<i>Services</i>										
5311	Utilities	2,000.00	99.09	2,099.09	198.51	908.84	198.51	991.74	53	1,091
5321	Professional Training	2,000.00	69.00	2,069.00	69.00	.00	69.00	2,000.00	3	2,000
5322	Conference/Reimb	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	341
5323	Publications	500.00	.00	500.00	.00	.00	.00	500.00	0	441
5324	Professional Association Dues	800.00	.00	800.00	.00	.00	.00	800.00	0	421
5331	Engineering/Architecture	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,500
5339	Misc Contract Services	8,000.00	3,430.00	11,430.00	.00	7,430.00	.00	4,000.00	65	6,951
5362	Equipment Maintenance	2,300.00	.00	2,300.00	.00	1,000.00	.00	1,300.00	43	2,361
5376	County Health Services	25,000.00	2,769.00	27,769.00	2,769.00	9,999.00	2,769.00	15,001.00	46	23,361
5391	Postage	1,000.00	.00	1,000.00	91.13	.00	91.13	908.87	9	651
5395	Printing/Advertising	1,500.00	.00	1,500.00	99.00	401.00	99.00	1,000.00	33	1,311
5397	Uniform Rental	.00	.00	.00	.00	204.06	.00	(204.06)	+++	311
5399	Other Miscellaneous Services	500.00	.00	500.00	.00	.00	.00	500.00	0	500
<i>Services Totals</i>		\$46,600.00	\$6,367.09	\$52,967.09	\$3,226.64	\$19,942.90	\$3,226.64	\$29,797.55	44%	\$37,261
EXPENSE TOTALS		\$397,849.00	\$6,479.07	\$404,328.07	\$41,357.68	\$30,360.20	\$41,357.68	\$332,610.19	18%	\$330,211
Department 479 - Building Department Totals		(\$397,849.00)	(\$6,479.07)	(\$404,328.07)	(\$41,357.68)	(\$30,360.20)	(\$41,357.68)	(\$332,610.19)	18%	(\$330,219)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 522 - Mayor										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	97,803.00	.00	97,803.00	7,523.24	.00	7,523.24	90,279.76	8	97,803.00
5102	Wages-Staff	17,500.00	.00	17,500.00	917.60	.00	917.60	16,582.40	5	16,750.00
5109	HSA Employer Funding	4,500.00	.00	4,500.00	4,500.00	.00	4,500.00	.00	100	5,000.00
5151	PERS Contribution	16,142.00	.00	16,142.00	1,181.72	.00	1,181.72	14,960.28	7	16,142.00
5161	Group Insurance	19,305.00	.00	19,305.00	3,217.84	1,767.16	3,217.84	14,320.00	26	18,700.00
5166	Medicare	1,672.00	.00	1,672.00	119.86	.00	119.86	1,552.14	7	1,672.00
<i>Personal Services Totals</i>		\$156,922.00	\$0.00	\$156,922.00	\$17,460.26	\$1,767.16	\$17,460.26	\$137,694.58	12%	\$156,067.00
<i>Supplies</i>										
5201	Office Supplies	600.00	.00	600.00	.00	200.00	.00	400.00	33	980.00
5203	Computer Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
<i>Supplies Totals</i>		\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$200.00	\$0.00	\$900.00	18%	\$980.00
<i>Services</i>										
5311	Utilities	850.00	126.65	976.65	131.65	845.00	131.65	.00	100	720.00
5322	Conference/Reimb	100.00	.00	100.00	.00	.00	.00	100.00	0	100.00
5324	Professional Association Dues	900.00	.00	900.00	1,030.00	80.00	1,030.00	(210.00)	123	460.00
5332	Legal Services	28,000.00	8,925.24	36,925.24	1,116.24	22,809.00	1,116.24	13,000.00	65	35,550.00
5339	Misc Contract Services	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,500.00
5391	Postage	250.00	.00	250.00	2.43	.00	2.43	247.57	1	100.00
5399	Other Miscellaneous Services	600.00	.00	600.00	.00	400.00	.00	200.00	67	310.00
<i>Services Totals</i>		\$33,200.00	\$9,051.89	\$42,251.89	\$2,280.32	\$24,134.00	\$2,280.32	\$15,837.57	63%	\$37,160.00
EXPENSE TOTALS		\$191,222.00	\$9,051.89	\$200,273.89	\$19,740.58	\$26,101.16	\$19,740.58	\$154,432.15	23%	\$194,217.00
Department 522 - Mayor Totals		(\$191,222.00)	(\$9,051.89)	(\$200,273.89)	(\$19,740.58)	(\$26,101.16)	(\$19,740.58)	(\$154,432.15)	23%	(\$194,210.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 534 - Civil Service Commission										
EXPENSE										
<i>Personal Services</i>										
5104	Wages-Part time	37,510.00	.00	37,510.00	2,982.88	.00	2,982.88	34,527.12	8	37,381.00
5151	PERS Contribution	5,251.00	.00	5,251.00	349.05	.00	349.05	4,901.95	7	5,291.00
5166	Medicare	544.00	.00	544.00	43.26	.00	43.26	500.74	8	544.00
<i>Personal Services Totals</i>		\$43,305.00	\$0.00	\$43,305.00	\$3,375.19	\$0.00	\$3,375.19	\$39,929.81	8%	\$43,226.00
<i>Supplies</i>										
5201	Office Supplies	400.00	.00	400.00	.00	400.00	.00	.00	100	721.00
5203	Computer Supplies	400.00	.00	400.00	.00	.00	.00	400.00	0	400.00
<i>Supplies Totals</i>		\$800.00	\$0.00	\$800.00	\$0.00	\$400.00	\$0.00	\$400.00	50%	\$721.00
<i>Services</i>										
5322	Conference/Reimb	300.00	.00	300.00	300.00	.00	300.00	.00	100	300.00
5332	Legal Services	500.00	.00	500.00	.00	250.00	.00	250.00	50	900.00
5336	Medical Services/Physical Exams	6,500.00	2,348.00	8,848.00	2,348.00	6,100.00	2,348.00	400.00	95	7,700.00
5339	Misc Contract Services	5,000.00	.00	5,000.00	.00	3,700.00	.00	1,300.00	74	8,810.00
5391	Postage	200.00	.00	200.00	.00	.00	.00	200.00	0	900.00
5395	Printing/Advertising	6,000.00	340.00	6,340.00	340.00	4,000.00	340.00	2,000.00	68	3,060.00
5399	Other Miscellaneous Services	500.00	.00	500.00	80.00	.00	80.00	420.00	16	500.00
<i>Services Totals</i>		\$19,000.00	\$2,688.00	\$21,688.00	\$3,068.00	\$14,050.00	\$3,068.00	\$4,570.00	79%	\$19,760.00
EXPENSE TOTALS		\$63,105.00	\$2,688.00	\$65,793.00	\$6,443.19	\$14,450.00	\$6,443.19	\$44,899.81	32%	\$63,711.00
Department 534 - Civil Service Commission Totals		(\$63,105.00)	(\$2,688.00)	(\$65,793.00)	(\$6,443.19)	(\$14,450.00)	(\$6,443.19)	(\$44,899.81)	32%	(\$63,711.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 545 - City Auditor										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	79,948.00	.00	79,948.00	6,149.86	.00	6,149.86	73,798.14	8	78,380.00
5102	Wages-Staff	119,830.00	.00	119,830.00	9,025.40	.00	9,025.40	110,804.60	8	119,750.00
5104	Wages-Part time	30,189.00	.00	30,189.00	2,322.21	.00	2,322.21	27,866.79	8	29,290.00
5105	Overtime	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	600.00
5106	Longevity	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0	1,050.00
5109	HSA Employer Funding	12,000.00	.00	12,000.00	12,000.00	.00	12,000.00	.00	100	12,000.00
5151	PERS Contribution	32,622.00	.00	32,622.00	2,429.39	.00	2,429.39	30,192.61	7	31,600.00
5161	Group Insurance	54,210.00	.00	54,210.00	9,033.32	4,591.68	9,033.32	40,585.00	25	50,200.00
5166	Medicare	3,379.00	.00	3,379.00	246.66	.00	246.66	3,132.34	7	3,220.00
	Personal Services Totals	\$335,228.00	\$0.00	\$335,228.00	\$41,206.84	\$4,591.68	\$41,206.84	\$289,429.48	14%	\$325,580.00
	Supplies									
5201	Office Supplies	2,500.00	.00	2,500.00	.00	1,200.00	.00	1,300.00	48	3,950.00
5203	Computer Supplies	1,200.00	.00	1,200.00	.00	1,000.00	.00	200.00	83	410.00
	Supplies Totals	\$3,700.00	\$0.00	\$3,700.00	\$0.00	\$2,200.00	\$0.00	\$1,500.00	59%	\$4,370.00
	Services									
5321	Professional Training	500.00	.00	500.00	.00	.00	.00	500.00	0	400.00
5322	Conference/Reimb	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,300.00
5323	Publications	100.00	.00	100.00	.00	.00	.00	100.00	0	200.00
5324	Professional Association Dues	1,100.00	.00	1,100.00	250.00	637.00	250.00	213.00	81	1,060.00
5333	Outside Professional Services	37,500.00	.00	37,500.00	1,550.00	36,450.00	1,550.00	(500.00)	101	34,680.00
5339	Misc Contract Services	11,000.00	985.00	11,985.00	.00	8,985.00	.00	3,000.00	75	6,300.00
5362	Equipment Maintenance	700.00	.00	700.00	48.28	530.99	48.28	120.73	83	990.00
5391	Postage	1,800.00	.00	1,800.00	227.60	.00	227.60	1,572.40	13	1,650.00
5395	Printing/Advertising	900.00	.00	900.00	.00	150.00	.00	750.00	17	1,220.00
5399	Other Miscellaneous Services	13,500.00	.00	13,500.00	603.50	450.00	603.50	12,446.50	8	8,780.00
	Services Totals	\$70,100.00	\$985.00	\$71,085.00	\$2,679.38	\$47,202.99	\$2,679.38	\$21,202.63	70%	\$57,280.00
	EXPENSE TOTALS	\$409,028.00	\$985.00	\$410,013.00	\$43,886.22	\$53,994.67	\$43,886.22	\$312,132.11	24%	\$387,230.00
Department 545 - City Auditor Totals		(\$409,028.00)	(\$985.00)	(\$410,013.00)	(\$43,886.22)	(\$53,994.67)	(\$43,886.22)	(\$312,132.11)	24%	(\$387,230.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 554 - City Attorney										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	97,803.00	.00	97,803.00	7,523.24	.00	7,523.24	90,279.76	8	97,803.00
5102	Wages-Staff	159,940.00	.00	159,940.00	12,303.02	.00	12,303.02	147,636.98	8	161,400.00
5104	Wages-Part time	62,955.00	.00	62,955.00	5,043.28	.00	5,043.28	57,911.72	8	63,240.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	470.00
5109	HSA Employer Funding	14,000.00	4,000.00	18,000.00	13,000.00	4,000.00	13,000.00	1,000.00	94	11,660.00
5151	PERS Contribution	44,968.00	.00	44,968.00	3,453.65	.00	3,453.65	41,514.35	8	43,020.00
5161	Group Insurance	60,136.00	.00	60,136.00	11,380.07	3,844.93	11,380.07	44,911.00	25	54,380.00
5166	Medicare	4,657.00	.00	4,657.00	351.21	.00	351.21	4,305.79	8	4,580.00
	Personal Services Totals	\$444,959.00	\$4,000.00	\$448,959.00	\$53,054.47	\$7,844.93	\$53,054.47	\$388,059.60	14%	\$436,580.00
	Supplies									
5201	Office Supplies	1,500.00	262.52	1,762.52	289.28	411.10	289.28	1,062.14	40	1,140.00
5203	Computer Supplies	400.00	.00	400.00	.00	.00	.00	400.00	0	400.00
5205	Small Tools/Minor Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	990.00
	Supplies Totals	\$2,400.00	\$262.52	\$2,662.52	\$289.28	\$411.10	\$289.28	\$1,962.14	26%	\$2,130.00
	Services									
5321	Professional Training	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,470.00
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5323	Publications	5,500.00	375.87	5,875.87	543.50	2,530.47	543.50	2,801.90	52	4,900.00
5324	Professional Association Dues	1,500.00	.00	1,500.00	240.00	.00	240.00	1,260.00	16	1,920.00
5332	Legal Services	20,000.00	5,255.00	25,255.00	.00	15,255.00	.00	10,000.00	60	8,740.00
5333	Outside Professional Services	12,550.00	.00	12,550.00	9,500.00	.00	9,500.00	3,050.00	76	14,500.00
5337	Public Defender	5,000.00	2,125.12	7,125.12	468.72	1,656.40	468.72	5,000.00	30	2,260.00
5339	Misc Contract Services	1,600.00	.00	1,600.00	900.00	.00	900.00	700.00	56	1,640.00
5341	Court Costs and Fees	300.00	.00	300.00	.00	.00	.00	300.00	0	200.00
5366	Computer Maintenance	250.00	.00	250.00	.00	.00	.00	250.00	0	250.00
5391	Postage	500.00	.00	500.00	30.29	.00	30.29	469.71	6	390.00
5399	Other Miscellaneous Services	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,930.00
	Services Totals	\$51,450.00	\$7,755.99	\$59,205.99	\$11,682.51	\$19,441.87	\$11,682.51	\$28,081.61	53%	\$37,800.00
	EXPENSE TOTALS	\$498,809.00	\$12,018.51	\$510,827.51	\$65,026.26	\$27,697.90	\$65,026.26	\$418,103.35	18%	\$476,520.00
Department 554 - City Attorney Totals		(\$498,809.00)	(\$12,018.51)	(\$510,827.51)	(\$65,026.26)	(\$27,697.90)	(\$65,026.26)	(\$418,103.35)	18%	(\$476,520.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 571 - City Council										
EXPENSE										
<i>Personal Services</i>										
5101	Salary-Elected Officials/Director	60,902.00	.00	60,902.00	5,074.59	.00	5,074.59	55,827.41	8	60,891
5102	Wages-Staff	56,510.00	.00	56,510.00	5,885.50	.00	5,885.50	50,624.50	10	70,510
5104	Wages-Part time	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	2,541
5109	HSA Employer Funding	6,000.00	.00	6,000.00	6,000.00	.00	6,000.00	.00	100	5,160
5151	PERS Contribution	19,238.00	.00	19,238.00	1,527.02	.00	1,527.02	17,710.98	8	18,650
5161	Group Insurance	26,360.00	.00	26,360.00	4,384.94	2,280.06	4,384.94	19,695.00	25	20,960
5166	Medicare	1,992.00	.00	1,992.00	153.53	.00	153.53	1,838.47	8	1,890
<i>Personal Services Totals</i>		\$191,002.00	\$0.00	\$191,002.00	\$23,025.58	\$2,280.06	\$23,025.58	\$165,696.36	13%	\$180,630
<i>Supplies</i>										
5201	Office Supplies	1,200.00	175.91	1,375.91	.00	675.91	.00	700.00	49	760
5203	Computer Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	190
<i>Supplies Totals</i>		\$1,700.00	\$175.91	\$1,875.91	\$0.00	\$675.91	\$0.00	\$1,200.00	36%	\$950
<i>Services</i>										
5321	Professional Training	600.00	.00	600.00	.00	.00	.00	600.00	0	400
5322	Conference/Reimb	500.00	.00	500.00	.00	.00	.00	500.00	0	
5323	Publications	700.00	.00	700.00	.00	.00	.00	700.00	0	280
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	380
5339	Misc Contract Services	30,000.00	829.00	30,829.00	2,001.00	9,121.00	2,001.00	19,707.00	36	19,730
5391	Postage	330.00	.00	330.00	7.47	.00	7.47	322.53	2	250
5395	Printing/Advertising	8,000.00	143.40	8,143.40	.00	2,643.40	.00	5,500.00	32	2,790
5399	Other Miscellaneous Services	6,000.00	.00	6,000.00	44.00	.00	44.00	5,956.00	1	1,510
<i>Services Totals</i>		\$46,480.00	\$972.40	\$47,452.40	\$2,052.47	\$11,764.40	\$2,052.47	\$33,635.53	29%	\$25,350
EXPENSE TOTALS		\$239,182.00	\$1,148.31	\$240,330.31	\$25,078.05	\$14,720.37	\$25,078.05	\$200,531.89	17%	\$206,940
Department 571 - City Council Totals		(\$239,182.00)	(\$1,148.31)	(\$240,330.31)	(\$25,078.05)	(\$14,720.37)	(\$25,078.05)	(\$200,531.89)	17%	(\$206,940)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 580 - Development Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	73,542.00	.00	73,542.00	5,657.00	.00	5,657.00	67,885.00	8	73,490
5102	Wages-Staff	55,000.00	.00	55,000.00	5,769.27	.00	5,769.27	49,230.73	10	62,811
5109	HSA Employer Funding	10,000.00	.00	10,000.00	8,000.00	.00	8,000.00	2,000.00	80	7,000
5151	PERS Contribution	20,796.00	.00	20,796.00	1,592.29	.00	1,592.29	19,203.71	8	18,360
5161	Group Insurance	44,080.00	.00	44,080.00	5,675.00	3,000.00	5,675.00	35,405.00	20	27,580
5166	Medicare	2,154.00	.00	2,154.00	160.88	.00	160.88	1,993.12	7	1,920
	Personal Services Totals	\$205,572.00	\$0.00	\$205,572.00	\$26,854.44	\$3,000.00	\$26,854.44	\$175,717.56	15%	\$191,180
	Supplies									
5201	Office Supplies	1,000.00	160.06	1,160.06	35.78	676.88	35.78	447.40	61	430
5203	Computer Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	430
	Supplies Totals	\$2,000.00	\$160.06	\$2,160.06	\$35.78	\$676.88	\$35.78	\$1,447.40	33%	\$430
	Services									
5301	Boards/Commissions	2,000.00	72.60	2,072.60	.00	72.60	.00	2,000.00	4	1,030
5311	Utilities	1,500.00	.00	1,500.00	133.68	866.32	133.68	500.00	67	730
5321	Professional Training	2,000.00	.00	2,000.00	25.00	35.00	25.00	1,940.00	3	470
5322	Conference/Reimb	3,500.00	623.25	4,123.25	440.00	623.25	440.00	3,060.00	26	2,920
5323	Publications	150.00	.00	150.00	.00	.00	.00	150.00	0	80
5324	Professional Association Dues	2,000.00	.00	2,000.00	1,000.00	.00	1,000.00	1,000.00	50	2,270
5339	Misc Contract Services	25,000.00	7,856.98	32,856.98	8,275.00	.00	8,275.00	24,581.98	25	15,720
5391	Postage	500.00	.00	500.00	29.10	.00	29.10	470.90	6	270
5399	Other Miscellaneous Services	750.00	200.00	950.00	200.00	.00	200.00	750.00	21	200
	Services Totals	\$37,400.00	\$8,752.83	\$46,152.83	\$10,102.78	\$1,597.17	\$10,102.78	\$34,452.88	25%	\$23,720
	EXPENSE TOTALS	\$244,972.00	\$8,912.89	\$253,884.89	\$36,993.00	\$5,274.05	\$36,993.00	\$211,617.84	17%	\$215,340
Department 580 - Development Department Totals		(\$244,972.00)	(\$8,912.89)	(\$253,884.89)	(\$36,993.00)	(\$5,274.05)	(\$36,993.00)	(\$211,617.84)	17%	(\$215,340)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1:49:26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 582 - Human Resources Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	52,500.00	.00	52,500.00	4,467.00	.00	4,467.00	48,033.00	9	35,531
5102	Wages-Staff	.00	.00	.00	.00	.00	.00	.00	+++	9,471
5109	HSA Employer Funding	1,500.00	.00	1,500.00	1,500.00	.00	1,500.00	.00	100	1,000
5151	PERS Contribution	7,350.00	.00	7,350.00	625.38	.00	625.38	6,724.62	9	5,931
5161	Group Insurance	5,793.00	.00	5,793.00	965.56	594.44	965.56	4,233.00	27	4,481
5166	Medicare	761.00	.00	761.00	63.38	.00	63.38	697.62	8	641
	Personal Services Totals	\$67,904.00	\$0.00	\$67,904.00	\$7,621.32	\$594.44	\$7,621.32	\$59,688.24	12%	\$57,071
	Supplies									
5201	Office Supplies	800.00	.00	800.00	.00	350.00	.00	450.00	44	381
5203	Computer Supplies	500.00	.00	500.00	.00	300.00	.00	200.00	60	61
5208	OSHA Supplies	8,500.00	614.84	9,114.84	946.32	3,368.52	946.32	4,800.00	47	9,981
	Supplies Totals	\$9,800.00	\$614.84	\$10,414.84	\$946.32	\$4,018.52	\$946.32	\$5,450.00	48%	\$10,431
	Services									
5321	Professional Training	500.00	.00	500.00	.00	.00	.00	500.00	0	
5322	Conference/Reimb	300.00	.00	300.00	.00	.00	.00	300.00	0	
5323	Publications	200.00	.00	200.00	316.00	.00	316.00	(116.00)	158	311
5324	Professional Association Dues	450.00	.00	450.00	390.00	.00	390.00	60.00	87	391
5336	Medical Services/Physical Exams	2,500.00	.00	2,500.00	73.50	3,076.50	73.50	(650.00)	126	871
5339	Misc Contract Services	5,000.00	.00	5,000.00	.00	1,400.00	.00	3,600.00	28	1,351
5391	Postage	200.00	.00	200.00	16.35	.00	16.35	183.65	8	131
5399	Other Miscellaneous Services	11,500.00	1,000.00	12,500.00	4,703.17	3,209.80	4,703.17	4,587.03	63	11,871
	Services Totals	\$20,650.00	\$1,000.00	\$21,650.00	\$5,499.02	\$7,686.30	\$5,499.02	\$8,464.68	61%	\$14,931
	EXPENSE TOTALS	\$98,354.00	\$1,614.84	\$99,968.84	\$14,066.66	\$12,299.26	\$14,066.66	\$73,602.92	26%	\$82,431
Department 582 - Human Resources Department Totals		(\$98,354.00)	(\$1,614.84)	(\$99,968.84)	(\$14,066.66)	(\$12,299.26)	(\$14,066.66)	(\$73,602.92)	26%	(\$82,438)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 584 - Computer Department										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	65,597.00	.00	65,597.00	5,046.00	.00	5,046.00	60,551.00	8	65,551.00
5102	Wages-Staff	57,783.00	.00	57,783.00	4,444.80	.00	4,444.80	53,338.20	8	57,741.00
5105	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	411.00
5109	HSA Employer Funding	8,000.00	2,512.27	10,512.27	4,028.63	6,483.64	4,028.63	.00	100	5,481.00
5151	PERS Contribution	17,273.00	.00	17,273.00	1,328.72	.00	1,328.72	15,944.28	8	17,291.00
5161	Group Insurance	35,293.00	.00	35,293.00	5,880.84	3,099.16	5,880.84	26,313.00	25	32,611.00
5166	Medicare	1,789.00	.00	1,789.00	132.74	.00	132.74	1,656.26	7	1,731.00
	Personal Services Totals	\$185,735.00	\$2,512.27	\$188,247.27	\$20,861.73	\$9,582.80	\$20,861.73	\$157,802.74	16%	\$180,851.00
	Supplies									
5201	Office Supplies	1,000.00	150.00	1,150.00	115.96	134.04	115.96	900.00	22	251.00
5203	Computer Supplies	2,000.00	857.07	2,857.07	.00	1,857.07	.00	1,000.00	65	141.00
	Supplies Totals	\$3,000.00	\$1,007.07	\$4,007.07	\$115.96	\$1,991.11	\$115.96	\$1,900.00	53%	\$400.00
	Services									
5311	Utilities	3,000.00	131.62	3,131.62	206.50	1,225.12	206.50	1,700.00	46	1,161.00
5321	Professional Training	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
5339	Misc Contract Services	60,000.00	23,764.00	83,764.00	2,800.00	46,764.00	2,800.00	34,200.00	59	8,641.00
5366	Computer Maintenance	155,000.00	30,081.02	185,081.02	4,266.31	121,451.41	4,266.31	59,363.30	68	121,361.00
	Services Totals	\$223,000.00	\$53,976.64	\$276,976.64	\$7,272.81	\$169,440.53	\$7,272.81	\$100,263.30	64%	\$131,171.00
	Capital Purchases									
5639	Other Equipment	.00	9,000.00	9,000.00	.00	9,000.00	.00	.00	100	.00
	Capital Purchases Totals	\$0.00	\$9,000.00	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	100%	\$0.00
	EXPENSE TOTALS	\$411,735.00	\$66,495.98	\$478,230.98	\$28,250.50	\$190,014.44	\$28,250.50	\$259,966.04	46%	\$312,431.00
Department 584 - Computer Department Totals		(\$411,735.00)	(\$66,495.98)	(\$478,230.98)	(\$28,250.50)	(\$190,014.44)	(\$28,250.50)	(\$259,966.04)	46%	(\$312,435.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 593 - Clerk of Courts										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	56,476.00	.00	56,476.00	4,152.00	.00	4,152.00	52,324.00	7	56,441.00
5102	Wages-Staff	70,274.00	.00	70,274.00	5,021.00	.00	5,021.00	65,253.00	7	68,701.00
5104	Wages-Part time	21,083.00	.00	21,083.00	1,621.80	.00	1,621.80	19,461.20	8	22,421.00
5106	Longevity	450.00	.00	450.00	.00	.00	.00	450.00	0	450.00
5109	HSA Employer Funding	4,000.00	.00	4,000.00	4,000.00	.00	4,000.00	.00	100	4,000.00
5151	PERS Contribution	20,760.00	.00	20,760.00	1,511.28	.00	1,511.28	19,248.72	7	19,571.00
5161	Group Insurance	19,509.00	.00	19,509.00	3,494.31	1,880.69	3,494.31	14,134.00	28	19,611.00
5166	Medicare	2,150.00	.00	2,150.00	151.62	.00	151.62	1,998.38	7	2,091.00
	Personal Services Totals	\$194,702.00	\$0.00	\$194,702.00	\$19,952.01	\$1,880.69	\$19,952.01	\$172,869.30	11%	\$193,301.00
	Supplies									
5201	Office Supplies	4,500.00	784.70	5,284.70	83.63	2,951.07	83.63	2,250.00	57	1,691.00
	Supplies Totals	\$4,500.00	\$784.70	\$5,284.70	\$83.63	\$2,951.07	\$83.63	\$2,250.00	57%	\$1,691.00
	Services									
5321	Professional Training	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
5322	Conference/Reimb	250.00	.00	250.00	.00	.00	.00	250.00	0	
5323	Publications	450.00	151.38	601.38	.00	601.38	.00	.00	100	291.00
5324	Professional Association Dues	350.00	.00	350.00	.00	.00	.00	350.00	0	350.00
5332	Legal Services	56,000.00	7,500.00	63,500.00	6,000.00	56,000.00	6,000.00	1,500.00	98	44,000.00
5339	Misc Contract Services	1,000.00	535.00	1,535.00	50.00	1,485.00	50.00	.00	100	661.00
5344	Witness Fees	250.00	.00	250.00	12.00	.00	12.00	238.00	5	71.00
5362	Equipment Maintenance	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5377	Municipal Court	25,000.00	.00	25,000.00	.00	25,000.00	.00	.00	100	6,911.00
5391	Postage	.00	.00	.00	84.24	.00	84.24	(84.24)	+++	1,141.00
5393	L.E.A.D.S Terminal	600.00	.00	600.00	.00	600.00	.00	.00	100	600.00
5399	Other Miscellaneous Services	2,400.00	180.88	2,580.88	180.88	2,400.00	180.88	.00	100	9,311.00
	Services Totals	\$88,800.00	\$8,367.26	\$97,167.26	\$6,327.12	\$86,086.38	\$6,327.12	\$4,753.76	95%	\$63,371.00
	EXPENSE TOTALS	\$288,002.00	\$9,151.96	\$297,153.96	\$26,362.76	\$90,918.14	\$26,362.76	\$179,873.06	39%	\$258,371.00
Department 593 - Clerk of Courts Totals		(\$288,002.00)	(\$9,151.96)	(\$297,153.96)	(\$26,362.76)	(\$90,918.14)	(\$26,362.76)	(\$179,873.06)	39%	(\$258,371.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford 46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 110 - General Fund										
Department 595 - General and Administrative										
	EXPENSE									
	Personal Services									
5164	Workers Compensation	261,500.00	.00	261,500.00	.00	3,500.00	.00	258,000.00	1	249,061.00
5165	Unemployment Compensation	20,000.00	7,426.45	27,426.45	2,703.04	14,723.41	2,703.04	10,000.00	64	19,771.00
	Personal Services Totals	\$281,500.00	\$7,426.45	\$288,926.45	\$2,703.04	\$18,223.41	\$2,703.04	\$268,000.00	7%	\$268,832.00
	Supplies									
5202	Photo Copy Supplies	3,500.00	.00	3,500.00	.00	3,500.00	.00	.00	100	2,550.00
	Supplies Totals	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	100%	\$2,550.00
	Services									
5301	Boards/Commissions	12,000.00	554.00	12,554.00	554.00	2,500.00	554.00	9,500.00	24	6,911.00
5311	Utilities	160,000.00	9,979.20	169,979.20	12,861.81	178,431.41	12,861.81	(21,314.02)	113	130,451.00
5324	Professional Association Dues	23,000.00	.00	23,000.00	8,858.20	3,835.85	8,858.20	10,305.95	55	23,011.00
5351	Liability Insurance Deductible	150,000.00	.00	150,000.00	13,398.00	101,210.06	13,398.00	35,391.94	76	102,051.00
5352	Motor Vehicle Insurance	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	30,331.00
5353	Employee Fidelity Bond	2,000.00	.00	2,000.00	.00	1,800.00	.00	200.00	90	1,691.00
5361	Building Repair/Maintenance	50,000.00	14,613.72	64,613.72	12,763.14	14,548.27	12,763.14	37,302.31	42	24,801.00
5362	Equipment Maintenance	2,000.00	.00	2,000.00	35.63	3,942.38	35.63	(1,978.01)	199	2,731.00
5371	Election Expense	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	3,221.00
5372	Delinquent Tax Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	601.00
5373	Auditor/Treasurer Fees	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	4,331.00
5391	Postage	8,500.00	3,408.00	11,908.00	2,611.42	2,296.00	2,611.42	7,000.58	41	(789.00)
5394	Taxes/Assessments-City Property	3,500.00	.00	3,500.00	2,450.00	1,050.00	2,450.00	.00	100	2,931.00
5399	Other Miscellaneous Services	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	1,201.00
	Services Totals	\$508,800.00	\$28,554.92	\$537,354.92	\$53,532.20	\$309,613.97	\$53,532.20	\$174,208.75	68%	\$333,501.00
	Capital Purchases									
5639	Other Equipment	13,000.00	.00	13,000.00	982.89	9,819.89	982.89	2,197.22	83	40,861.00
	Capital Purchases Totals	\$13,000.00	\$0.00	\$13,000.00	\$982.89	\$9,819.89	\$982.89	\$2,197.22	83%	\$40,861.00
	EXPENSE TOTALS	\$806,800.00	\$35,981.37	\$842,781.37	\$57,218.13	\$341,157.27	\$57,218.13	\$444,405.97	47%	\$645,761.00
Department 595 - General and Administrative Totals		(\$806,800.00)	(\$35,981.37)	(\$842,781.37)	(\$57,218.13)	(\$341,157.27)	(\$57,218.13)	(\$444,405.97)	47%	(\$645,761.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund 110 - General Fund										
Department 810 - Public Health and Welfare										
	EXPENSE									
	Services									
5376	County Health Services	271,289.00	.00	271,289.00	.00	.00	.00	271,289.00	0	257,931
	Services Totals	\$271,289.00	\$0.00	\$271,289.00	\$0.00	\$0.00	\$0.00	\$271,289.00	0%	\$257,931
	EXPENSE TOTALS	\$271,289.00	\$0.00	\$271,289.00	\$0.00	\$0.00	\$0.00	\$271,289.00	0%	\$257,931
Department 810 - Public Health and Welfare Totals		(\$271,289.00)	\$0.00	(\$271,289.00)	\$0.00	\$0.00	\$0.00	(\$271,289.00)	0%	(\$257,931)
Fund 110 - General Fund Totals		\$15,632,653.00	\$292,626.43	\$15,925,279.43	\$1,650,520.52	\$1,863,809.65	\$1,650,520.52	\$12,410,949.26		\$14,731,731

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 220 - Income Tax Fund										
Department 564 - Income Tax Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	55,134.00	.00	55,134.00	4,241.01	.00	4,241.01	50,892.99	8	55,101.00
5106	Longevity	600.00	.00	600.00	.00	.00	.00	600.00	0	600.00
5109	HSA Employer Funding	2,000.00	.00	2,000.00	2,000.00	.00	2,000.00	.00	100	2,000.00
5151	PERS Contribution	7,803.00	.00	7,803.00	593.74	.00	593.74	7,209.26	8	7,780.00
5161	Group Insurance	7,606.00	.00	7,606.00	1,268.50	706.50	1,268.50	5,631.00	26	7,110.00
5164	Workers Compensation	1,869.00	.00	1,869.00	.00	.00	.00	1,869.00	0	1,869.00
	Personal Services Totals	\$75,012.00	\$0.00	\$75,012.00	\$8,103.25	\$706.50	\$8,103.25	\$66,202.25	12%	\$74,460.00
	Supplies									
5201	Office Supplies	250.00	.00	250.00	.00	250.00	.00	.00	100	170.00
5203	Computer Supplies	350.00	.00	350.00	.00	350.00	.00	.00	100	190.00
	Supplies Totals	\$600.00	\$0.00	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	100%	\$370.00
	Services									
5322	Conference/Reimb	700.00	.00	700.00	.00	350.00	.00	350.00	50	550.00
5323	Publications	200.00	.00	200.00	.00	200.00	.00	.00	100	140.00
5324	Professional Association Dues	25.00	.00	25.00	25.00	.00	25.00	.00	100	20.00
5339	Misc Contract Services	60,000.00	9,000.00	69,000.00	2,000.00	7,000.00	2,000.00	60,000.00	13	60,000.00
5353	Employee Fidelity Bond	75.00	.00	75.00	.00	75.00	.00	.00	100	75.00
5362	Equipment Maintenance	300.00	.00	300.00	16.09	177.00	16.09	106.91	64	190.00
5373	Auditor/Treasurer Fees	600.00	.00	600.00	.00	.00	.00	600.00	0	310.00
5379	Other Governmental Billings	7,500.00	.00	7,500.00	1,289.15	.00	1,289.15	6,210.85	17	5,460.00
5391	Postage	1,000.00	.00	1,000.00	13.45	.00	13.45	986.55	1	170.00
	Services Totals	\$70,400.00	\$9,000.00	\$79,400.00	\$3,343.69	\$7,802.00	\$3,343.69	\$68,254.31	14%	\$6,940.00
	Transfers/Other									
5519	Miscellaneous Costs	6,000.00	.00	6,000.00	(379.88)	.00	(379.88)	6,379.88	-6	3,210.00
5529	Miscellaneous Distributions	345,000.00	.00	345,000.00	28,597.10	.00	28,597.10	316,402.90	8	317,390.00
5530	Enterprise Zone Payment	600,000.00	.00	600,000.00	(6.38)	150,000.00	(6.38)	450,006.38	25	
	Transfers/Other Totals	\$951,000.00	\$0.00	\$951,000.00	\$28,210.84	\$150,000.00	\$28,210.84	\$772,789.16	19%	\$320,600.00
	EXPENSE TOTALS	\$1,097,012.00	\$9,000.00	\$1,106,012.00	\$39,657.78	\$159,108.50	\$39,657.78	\$907,245.72	18%	\$402,380.00
Department 564 - Income Tax Division Totals		(\$1,097,012.00)	(\$9,000.00)	(\$1,106,012.00)	(\$39,657.78)	(\$159,108.50)	(\$39,657.78)	(\$907,245.72)	18%	(\$402,380.00)
Fund 220 - Income Tax Fund Totals		\$1,097,012.00	\$9,000.00	\$1,106,012.00	\$39,657.78	\$159,108.50	\$39,657.78	\$907,245.72		\$402,380.00

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

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Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 260 - Street Fund										
Department 268 - Street Department										
EXPENSE										
Personal Services										
5101	Salary-Elected Officials/Director	59,483.00	.00	59,483.00	4,575.61	.00	4,575.61	54,907.39	8	59,441.00
5102	Wages-Staff	262,160.00	.00	262,160.00	20,166.10	.00	20,166.10	241,993.90	8	265,960.00
5105	Overtime	28,000.00	.00	28,000.00	780.28	.00	780.28	27,219.72	3	21,890.00
5106	Longevity	2,450.00	.00	2,450.00	.00	.00	.00	2,450.00	0	2,370.00
5109	HSA Employer Funding	24,000.00	.00	24,000.00	22,000.00	.00	22,000.00	2,000.00	92	20,000.00
5151	PERS Contribution	49,293.00	.00	49,293.00	3,522.64	.00	3,522.64	45,770.36	7	47,580.00
5161	Group Insurance	101,408.00	.00	101,408.00	15,252.10	8,397.90	15,252.10	77,758.00	23	80,850.00
5164	Workers Compensation	11,809.00	.00	11,809.00	.00	.00	.00	11,809.00	0	11,900.00
5166	Medicare	5,105.00	.00	5,105.00	355.64	.00	355.64	4,749.36	7	4,890.00
Personal Services Totals		\$543,708.00	\$0.00	\$543,708.00	\$66,652.37	\$8,397.90	\$66,652.37	\$468,657.73	14%	\$514,910.00
Supplies										
5201	Office Supplies	1,500.00	696.33	2,196.33	215.85	1,280.48	215.85	700.00	68	520.00
5203	Computer Supplies	2,000.00	300.00	2,300.00	148.01	1,351.99	148.01	800.00	65	1,170.00
5205	Small Tools/Minor Equipment	1,500.00	.00	1,500.00	.00	500.00	.00	1,000.00	33	770.00
5213	Repair and Maintenance Supplies	500.00	.00	500.00	.00	200.00	.00	300.00	40	600.00
5241	Uniforms-Purchased	2,000.00	.00	2,000.00	.00	1,300.00	.00	700.00	65	2,820.00
5251	MV Gas and Oil	45,000.00	10,972.15	55,972.15	1,364.54	29,607.61	1,364.54	25,000.00	55	25,920.00
5252	Aggregates	10,000.00	.00	10,000.00	.00	6,300.00	.00	3,700.00	63	5,450.00
5253	Ice Control	140,000.00	1,485.00	141,485.00	1,485.00	40,000.00	1,485.00	100,000.00	29	120,310.00
5259	Operating Materials and Supplies	70,000.00	7,891.01	77,891.01	7,984.16	34,026.85	7,984.16	35,880.00	54	54,370.00
Supplies Totals		\$272,500.00	\$21,344.49	\$293,844.49	\$11,197.56	\$114,566.93	\$11,197.56	\$168,080.00	43%	\$211,430.00
Services										
5311	Utilities	15,000.00	596.04	15,596.04	668.38	15,041.09	668.38	(113.43)	101	11,650.00
5313	Traffic Light Current	11,000.00	303.83	11,303.83	303.83	5,676.82	303.83	5,323.18	53	3,910.00
5321	Professional Training	500.00	.00	500.00	.00	50.00	.00	450.00	10	400.00
5322	Conference/Reimb	200.00	.00	200.00	.00	.00	.00	200.00	0	0.00
5324	Professional Association Dues	.00	.00	.00	.00	150.00	.00	(150.00)	+++	200.00
5331	Engineering/Architecture	14,000.00	.00	14,000.00	.00	7,000.00	.00	7,000.00	50	4,730.00
5339	Misc Contract Services	36,000.00	402.02	36,402.02	181.54	7,744.88	181.54	28,475.60	22	33,230.00
5351	Liability Insurance Deductible	7,500.00	.00	7,500.00	1,065.75	7,386.96	1,065.75	(952.71)	113	7,540.00
5352	Motor Vehicle Insurance	9,000.00	.00	9,000.00	.00	9,379.40	.00	(379.40)	104	9,050.00
5361	Building Repair/Maintenance	10,000.00	.00	10,000.00	.00	6,800.00	.00	3,200.00	68	10,910.00
5365	Utility Line Repair/Maintenance	20,000.00	13,375.92	33,375.92	13,375.92	9,000.00	13,375.92	11,000.00	67	5,070.00
5391	Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	0.00
5397	Uniform Rental	2,000.00	102.35	2,102.35	102.35	1,100.00	102.35	900.00	57	1,340.00
5399	Other Miscellaneous Services	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	1,690.00
Services Totals		\$126,300.00	\$14,780.16	\$141,080.16	\$15,697.77	\$69,829.15	\$15,697.77	\$55,553.24	61%	\$89,590.00



JANUARY, 2016 Departmental Budget

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Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund 260 - Street Fund										
Department 268 - Street Department										
	EXPENSE									
	<i>Capital Purchases</i>									
5632	Motor Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	144,374
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	120,150
5639	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	5,400
	<i>Capital Purchases Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$269,924
	EXPENSE TOTALS	\$942,508.00	\$36,124.65	\$978,632.65	\$93,547.70	\$192,793.98	\$93,547.70	\$692,290.97	29%	\$1,085,882
Department 268 - Street Department Totals		(\$942,508.00)	(\$36,124.65)	(\$978,632.65)	(\$93,547.70)	(\$192,793.98)	(\$93,547.70)	(\$692,290.97)	29%	(\$1,085,882)
Fund 260 - Street Fund Totals		\$942,508.00	\$36,124.65	\$978,632.65	\$93,547.70	\$192,793.98	\$93,547.70	\$692,290.97		\$1,085,882

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JANUARY, 2016 Departmental Budget

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Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 270 - State Highway Fund										
Department 268 - Street Department										
	EXPENSE									
	Supplies									
5253	Ice Control	60,000.00	.00	60,000.00	.00	50,000.00	.00	10,000.00	83	60,000.00
5259	Operating Materials and Supplies	10,000.00	.00	10,000.00	.00	7,000.00	.00	3,000.00	70	7,000.00
	Supplies Totals	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$57,000.00	\$0.00	\$13,000.00	81%	\$67,000.00
	Services									
5313	Traffic Light Current	12,000.00	357.71	12,357.71	357.71	6,557.64	357.71	5,442.36	56	4,571.43
5339	Misc Contract Services	3,000.00	.00	3,000.00	.00	1,500.00	.00	1,500.00	50	740.00
5365	Utility Line Repair/Maintenance	9,000.00	.00	9,000.00	.00	7,000.00	.00	2,000.00	78	17,800.00
	Services Totals	\$24,000.00	\$357.71	\$24,357.71	\$357.71	\$15,057.64	\$357.71	\$8,942.36	63%	\$23,111.43
	Capital Purchases									
5632	Motor Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	69,580.00
	Capital Purchases Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$69,580.00
	EXPENSE TOTALS	\$94,000.00	\$357.71	\$94,357.71	\$357.71	\$72,057.64	\$357.71	\$21,942.36	77%	\$159,786.43
Department 268 - Street Department Totals		(\$94,000.00)	(\$357.71)	(\$94,357.71)	(\$357.71)	(\$72,057.64)	(\$357.71)	(\$21,942.36)	77%	(\$159,786.43)
Fund 270 - State Highway Fund Totals		\$94,000.00	\$357.71	\$94,357.71	\$357.71	\$72,057.64	\$357.71	\$21,942.36		\$159,786.43

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JANUARY, 2016 Departmental Budget

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Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund 290 - Law Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	12,897.50	12,897.50	.00	12,897.50	.00	.00	100	108,435
	Transfers/Other Totals	\$0.00	\$12,897.50	\$12,897.50	\$0.00	\$12,897.50	\$0.00	\$0.00	100%	\$108,435
	EXPENSE TOTALS	\$0.00	\$12,897.50	\$12,897.50	\$0.00	\$12,897.50	\$0.00	\$0.00	100%	\$108,435
	Department 111 - Police Division Totals	\$0.00	(\$12,897.50)	(\$12,897.50)	\$0.00	(\$12,897.50)	\$0.00	\$0.00	100%	(\$108,435)
	Fund 290 - Law Enforcement Fund Totals	\$0.00	\$12,897.50	\$12,897.50	\$0.00	\$12,897.50	\$0.00	\$0.00		\$108,435

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Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund 293 - DUI/Education/Enforcement Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	.00	.00	.00	.00	.00	.00	+++	17,220
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$17,220
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$17,220
	Department 111 - Police Division Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$17,220)
Fund 293 - DUI/Education/Enforcement Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$17,220

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JANUARY, 2016 Departmental Budget

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Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund 294 - Federal Forfeiture Fund										
Department 111 - Police Division										
	EXPENSE									
	Transfers/Other									
5529	Miscellaneous Distributions	.00	.00	.00	.00	.00	.00	.00	+++	17,111
	Transfers/Other Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$17,111
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$17,111
	Department 111 - Police Division Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$17,115)
	Fund 294 - Federal Forfeiture Fund Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$17,111

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Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 710 - Water Fund										
Department 735 - Water Division										
	EXPENSE									
	Personal Services									
5101	Salary-Elected Officials/Director	30,642.00	.00	30,642.00	2,357.04	.00	2,357.04	28,284.96	8	30,621.00
5102	Wages-Staff	186,147.00	.00	186,147.00	14,319.02	.00	14,319.02	171,827.98	8	182,151.00
5105	Overtime	2,500.00	.00	2,500.00	1,882.17	.00	1,882.17	617.83	75	15,351.00
5106	Longevity	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5109	HSA Employer Funding	18,000.00	.00	18,000.00	14,000.00	.00	14,000.00	4,000.00	78	20,331.00
5151	PERS Contribution	30,771.00	.00	30,771.00	2,365.45	.00	2,365.45	28,405.55	8	29,991.00
5161	Group Insurance	76,233.00	.00	76,233.00	9,860.90	5,424.10	9,860.90	60,948.00	20	58,641.00
5164	Workers Compensation	7,371.00	.00	7,371.00	.00	.00	.00	7,371.00	0	7,501.00
5166	Medicare	2,511.00	.00	2,511.00	257.30	.00	257.30	2,253.70	10	3,161.00
	Personal Services Totals	\$354,675.00	\$0.00	\$354,675.00	\$45,041.88	\$5,424.10	\$45,041.88	\$304,209.02	14%	\$348,291.00
	Supplies									
5201	Office Supplies	2,900.00	386.77	3,286.77	63.71	1,973.06	63.71	1,250.00	62	3,071.00
5203	Computer Supplies	800.00	.00	800.00	.00	500.00	.00	300.00	62	441.00
5213	Repair and Maintenance Supplies	10,000.00	52.40	10,052.40	59.50	4,992.90	59.50	5,000.00	50	3,471.00
5241	Uniforms-Purchased	900.00	92.86	992.86	92.86	.00	92.86	900.00	9	1,071.00
5251	MV Gas and Oil	12,000.00	.00	12,000.00	399.48	4,600.52	399.48	7,000.00	42	6,501.00
5252	Aggregates	30,000.00	1,524.72	31,524.72	1,876.47	19,148.25	1,876.47	10,500.00	67	22,981.00
5259	Operating Materials and Supplies	30,000.00	2,068.17	32,068.17	2,140.67	16,427.50	2,140.67	13,500.00	58	26,531.00
5263	Meters-Resale	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	8,701.00
	Supplies Totals	\$111,600.00	\$4,124.92	\$115,724.92	\$4,632.69	\$47,642.23	\$4,632.69	\$63,450.00	45%	\$72,801.00
	Services									
5311	Utilities	9,500.00	256.73	9,756.73	448.90	7,298.35	448.90	2,009.48	79	5,431.00
5321	Professional Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	301.00
5322	Conference/Reimb	500.00	.00	500.00	.00	.00	.00	500.00	0	
5324	Professional Association Dues	340.00	.00	340.00	.00	.00	.00	340.00	0	141.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	
5331	Engineering/Architecture	9,690.00	5,000.00	14,690.00	370.50	14,629.50	370.50	(310.00)	102	10,041.00
5339	Misc Contract Services	27,000.00	402.02	27,402.02	934.69	7,341.73	934.69	19,125.60	30	15,971.00
5351	Liability Insurance Deductible	3,000.00	.00	3,000.00	456.75	3,482.42	456.75	(939.17)	131	3,231.00
5352	Motor Vehicle Insurance	2,250.00	.00	2,250.00	.00	33,772.00	.00	(31,522.00)	1501	2,261.00
5361	Building Repair/Maintenance	8,000.00	1,261.05	9,261.05	1,261.05	.00	1,261.05	8,000.00	14	4,821.00
5362	Equipment Maintenance	3,850.00	.00	3,850.00	48.27	1,031.01	48.27	2,770.72	28	851.00
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	10,671.00
5365	Utility Line Repair/Maintenance	34,000.00	1,460.00	35,460.00	9,540.00	19,730.00	9,540.00	6,190.00	83	31,321.00
5366	Computer Maintenance	12,500.00	.00	12,500.00	590.00	10,314.15	590.00	1,595.85	87	11,491.00
5378	Columbus Contract	4,878,640.00	.00	4,878,640.00	1,082,870.43	.00	1,082,870.43	3,795,769.57	22	4,293,711.00



JANUARY, 2016 Departmental Budget

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Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 710 - Water Fund										
Department 735 - Water Division										
EXPENSE										
<i>Services</i>										
5379	Other Governmental Billings	13,500.00	.00	13,500.00	.00	.00	.00	13,500.00	0	12,799.00
5391	Postage	6,500.00	.00	6,500.00	2,548.40	.00	2,548.40	3,951.60	39	5,630.00
5397	Uniform Rental	1,600.00	69.10	1,669.10	124.38	944.72	124.38	600.00	64	960.00
5399	Other Miscellaneous Services	156,287.00	.00	156,287.00	1,872.52	4,217.19	1,872.52	150,197.29	4	163,120.00
<i>Services Totals</i>		\$5,175,657.00	\$8,448.90	\$5,184,105.90	\$1,101,065.89	\$102,761.07	\$1,101,065.89	\$3,980,278.94	23%	\$4,572,820.00
<i>Capital Purchases</i>										
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	7,190.00
5639	Other Equipment	10,000.00	.00	10,000.00	.00	3,100.00	.00	6,900.00	31	60,030.00
<i>Capital Purchases Totals</i>		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$3,100.00	\$0.00	\$6,900.00	31%	\$67,220.00
EXPENSE TOTALS		\$5,651,932.00	\$12,573.82	\$5,664,505.82	\$1,150,740.46	\$158,927.40	\$1,150,740.46	\$4,354,837.96	23%	\$5,061,140.00
Department 735 - Water Division Totals		(\$5,651,932.00)	(\$12,573.82)	(\$5,664,505.82)	(\$1,150,740.46)	(\$158,927.40)	(\$1,150,740.46)	(\$4,354,837.96)	23%	(\$5,061,140.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund 710 - Water Fund										
Department 991 - Debt Service										
	EXPENSE									
	Debt Service									
5414	G. O. Bond-Principal	277,677.00	.00	277,677.00	.00	.00	.00	277,677.00	0	269,241.00
5424	G. O. Bond-Interest	38,198.00	.00	38,198.00	.00	.00	.00	38,198.00	0	47,150.00
	Debt Service Totals	\$315,875.00	\$0.00	\$315,875.00	\$0.00	\$0.00	\$0.00	\$315,875.00	0%	\$316,391.00
	EXPENSE TOTALS	\$315,875.00	\$0.00	\$315,875.00	\$0.00	\$0.00	\$0.00	\$315,875.00	0%	\$316,391.00
Department 991 - Debt Service Totals		(\$315,875.00)	\$0.00	(\$315,875.00)	\$0.00	\$0.00	\$0.00	(\$315,875.00)	0%	(\$316,391.00)
Fund 710 - Water Fund Totals		\$5,967,807.00	\$12,573.82	\$5,980,380.82	\$1,150,740.46	\$158,927.40	\$1,150,740.46	\$4,670,712.96		\$5,377,541.00

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 720 - Wastewater/Sewer Fund										
Department 736 - Wastewater Division										
EXPENSE										
Personal Services										
5101	Salary-Elected Officials/Director	30,642.00	.00	30,642.00	2,357.02	.00	2,357.02	28,284.98	8	30,620.00
5102	Wages-Staff	196,796.00	.00	196,796.00	14,945.90	.00	14,945.90	181,850.10	8	195,430.00
5105	Overtime	2,500.00	.00	2,500.00	73.48	.00	73.48	2,426.52	3	510.00
5106	Longevity	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0	1,050.00
5109	HSA Employer Funding	18,000.00	.00	18,000.00	18,000.00	.00	18,000.00	.00	100	22,330.00
5151	PERS Contribution	32,338.00	.00	32,338.00	2,618.74	.00	2,618.74	29,719.26	8	32,810.00
5161	Group Insurance	79,107.00	.00	79,107.00	13,196.49	7,103.51	13,196.49	58,807.00	26	71,600.00
5164	Workers Compensation	7,747.00	.00	7,747.00	.00	.00	.00	7,747.00	0	7,820.00
5166	Medicare	2,840.00	.00	2,840.00	240.77	.00	240.77	2,599.23	8	3,180.00
Personal Services Totals		\$371,020.00	\$0.00	\$371,020.00	\$51,432.40	\$7,103.51	\$51,432.40	\$312,484.09	16%	\$365,370.00
Supplies										
5201	Office Supplies	2,900.00	386.67	3,286.67	63.72	1,972.95	63.72	1,250.00	62	3,070.00
5203	Computer Supplies	500.00	.00	500.00	.00	500.00	.00	.00	100	440.00
5213	Repair and Maintenance Supplies	2,000.00	.00	2,000.00	147.88	852.12	147.88	1,000.00	50	770.00
5241	Uniforms-Purchased	900.00	92.86	992.86	92.86	.00	92.86	900.00	9	1,070.00
5251	MV Gas and Oil	12,000.00	.00	12,000.00	399.49	4,600.51	399.49	7,000.00	42	6,500.00
5252	Aggregates	750.00	.00	750.00	.00	.00	.00	750.00	0	750.00
5259	Operating Materials and Supplies	3,500.00	.00	3,500.00	84.51	915.49	84.51	2,500.00	29	870.00
Supplies Totals		\$22,550.00	\$479.53	\$23,029.53	\$788.46	\$8,841.07	\$788.46	\$13,400.00	42%	\$12,740.00
Services										
5311	Utilities	9,000.00	1,138.10	10,138.10	1,595.27	9,965.62	1,595.27	(1,422.79)	114	7,980.00
5321	Professional Training	1,000.00	.00	1,000.00	125.25	.00	125.25	874.75	13	1,120.00
5322	Conference/Reimb	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5324	Professional Association Dues	130.00	.00	130.00	.00	.00	.00	130.00	0	140.00
5325	Educational Assistance	500.00	.00	500.00	.00	.00	.00	500.00	0	500.00
5331	Engineering/Architecture	8,900.00	5,000.00	13,900.00	168.00	14,832.00	168.00	(1,100.00)	108	3,070.00
5339	Misc Contract Services	5,300.00	432.32	5,732.32	989.23	7,797.49	989.23	(3,054.40)	153	15,090.00
5351	Liability Insurance Deductible	1,400.00	.00	1,400.00	152.25	1,055.28	152.25	192.47	86	1,070.00
5352	Motor Vehicle Insurance	2,800.00	.00	2,800.00	.00	2,808.20	.00	(8.20)	100	2,710.00
5361	Building Repair/Maintenance	9,000.00	1,261.05	10,261.05	1,261.05	.00	1,261.05	9,000.00	12	4,480.00
5362	Equipment Maintenance	1,950.00	.00	1,950.00	48.27	1,031.01	48.27	870.72	55	1,100.00
5363	MV Repair/Maintenance-External	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,000.00
5364	MV Repair/Maintenance-Internal	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	10,670.00
5365	Utility Line Repair/Maintenance	125,000.00	.00	125,000.00	.00	3,000.00	.00	122,000.00	2	117,520.00
5366	Computer Maintenance	14,000.00	.00	14,000.00	.00	10,314.15	.00	3,685.85	74	10,900.00
5378	Columbus Contract	5,511,570.00	.00	5,511,570.00	603,435.72	1,396,564.28	603,435.72	3,511,570.00	36	5,900,420.00
5391	Postage	6,500.00	.00	6,500.00	2,548.40	.00	2,548.40	3,951.60	39	5,630.00



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 720 - Wastewater/Sewer Fund										
Department 736 - Wastewater Division										
	EXPENSE									
	Services									
5397	Uniform Rental	1,600.00	69.15	1,669.15	124.47	944.68	124.47	600.00	64	960.00
5399	Other Miscellaneous Services	122,000.00	.00	122,000.00	1,872.53	1,517.17	1,872.53	118,610.30	3	119,980.00
	Services Totals	\$5,828,150.00	\$7,900.62	\$5,836,050.62	\$612,320.44	\$1,449,829.88	\$612,320.44	\$3,773,900.30	35%	\$6,202,930.00
	Capital Purchases									
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	53,500.00
5639	Other Equipment	10,000.00	.00	10,000.00	.00	3,100.00	.00	6,900.00	31	60,030.00
	Capital Purchases Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$3,100.00	\$0.00	\$6,900.00	31%	\$113,530.00
	EXPENSE TOTALS	\$6,231,720.00	\$8,380.15	\$6,240,100.15	\$664,541.30	\$1,468,874.46	\$664,541.30	\$4,106,684.39	34%	\$6,694,580.00
Department 736 - Wastewater Division Totals		(\$6,231,720.00)	(\$8,380.15)	(\$6,240,100.15)	(\$664,541.30)	(\$1,468,874.46)	(\$664,541.30)	(\$4,106,684.39)	34%	(\$6,694,580.00)

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund 720 - Wastewater/Sewer Fund										
Department 991 - Debt Service										
	EXPENSE									
	Debt Service									
5414	G. O. Bond-Principal	88,592.00	.00	88,592.00	.00	.00	.00	88,592.00	0	87,800
5424	G. O. Bond-Interest	15,610.00	.00	15,610.00	.00	.00	.00	15,610.00	0	14,580
	Debt Service Totals	\$104,202.00	\$0.00	\$104,202.00	\$0.00	\$0.00	\$0.00	\$104,202.00	0%	\$102,380
	EXPENSE TOTALS	\$104,202.00	\$0.00	\$104,202.00	\$0.00	\$0.00	\$0.00	\$104,202.00	0%	\$102,380
	Department 991 - Debt Service Totals	(\$104,202.00)	\$0.00	(\$104,202.00)	\$0.00	\$0.00	\$0.00	(\$104,202.00)	0%	(\$102,386
Fund 720 - Wastewater/Sewer Fund Totals		\$6,335,922.00	\$8,380.15	\$6,344,302.15	\$664,541.30	\$1,468,874.46	\$664,541.30	\$4,210,886.39		\$6,796,970

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

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Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 740 - Storm Water Drainage Fund										
Department 737 - Storm Water Division										
	EXPENSE									
	Personal Services									
5102	Wages-Staff	156,693.00	.00	156,693.00	12,053.28	.00	12,053.28	144,639.72	8	156,650.00
5105	Overtime	4,900.00	.00	4,900.00	.00	.00	.00	4,900.00	0	25,000.00
5106	Longevity	1,950.00	.00	1,950.00	.00	.00	.00	1,950.00	0	1,950.00
5109	HSA Employer Funding	12,000.00	.00	12,000.00	12,000.00	.00	12,000.00	.00	100	14,000.00
5151	PERS Contribution	22,896.00	.00	22,896.00	1,687.46	.00	1,687.46	21,208.54	7	22,620.00
5161	Group Insurance	51,357.00	.00	51,357.00	8,573.51	4,476.49	8,573.51	38,307.00	25	51,330.00
5164	Workers Compensation	4,891.00	.00	4,891.00	.00	.00	.00	4,891.00	0	5,480.00
5166	Medicare	1,565.00	.00	1,565.00	104.78	.00	104.78	1,460.22	7	1,390.00
	Personal Services Totals	\$256,252.00	\$0.00	\$256,252.00	\$34,419.03	\$4,476.49	\$34,419.03	\$217,356.48	15%	\$253,690.00
	Supplies									
5201	Office Supplies	1,500.00	.00	1,500.00	.00	600.00	.00	900.00	40	980.00
5203	Computer Supplies	750.00	.00	750.00	.00	600.00	.00	150.00	80	400.00
5205	Small Tools/Minor Equipment	1,000.00	.00	1,000.00	.00	300.00	.00	700.00	30	190.00
5241	Uniforms-Purchased	750.00	.00	750.00	.00	400.00	.00	350.00	53	320.00
5251	MV Gas and Oil	6,500.00	1,082.65	7,582.65	163.54	4,919.11	163.54	2,500.00	67	3,050.00
5252	Aggregates	750.00	.00	750.00	.00	300.00	.00	450.00	40	230.00
5259	Operating Materials and Supplies	20,000.00	34.51	20,034.51	34.51	9,000.00	34.51	11,000.00	45	19,260.00
	Supplies Totals	\$31,250.00	\$1,117.16	\$32,367.16	\$198.05	\$16,119.11	\$198.05	\$16,050.00	50%	\$24,470.00
	Services									
5311	Utilities	8,000.00	756.91	8,756.91	789.27	6,820.78	789.27	1,146.86	87	4,000.00
5321	Professional Training	400.00	.00	400.00	.00	50.00	.00	350.00	12	530.00
5322	Conference/Reimb	.00	.00	.00	.00	.00	.00	.00	+++	10.00
5324	Professional Association Dues	100.00	.00	100.00	.00	110.00	.00	(10.00)	110	120.00
5331	Engineering/Architecture	8,000.00	.00	8,000.00	.00	6,500.00	.00	1,500.00	81	4,620.00
5339	Misc Contract Services	44,250.00	402.00	44,652.00	1,444.02	21,032.38	1,444.02	22,175.60	50	24,150.00
5351	Liability Insurance Deductible	1,250.00	.00	1,250.00	152.25	1,055.28	152.25	42.47	97	1,070.00
5352	Motor Vehicle Insurance	1,750.00	.00	1,750.00	.00	937.40	.00	812.60	54	900.00
5361	Building Repair/Maintenance	5,000.00	.00	5,000.00	.00	2,800.00	.00	2,200.00	56	2,200.00
5364	MV Repair/Maintenance-Internal	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	210.00
5365	Utility Line Repair/Maintenance	7,500.00	.00	7,500.00	.00	2,000.00	.00	5,500.00	27	930.00
5391	Postage	6,000.00	.00	6,000.00	2,500.00	.00	2,500.00	3,500.00	42	5,010.00
5397	Uniform Rental	2,000.00	127.05	2,127.05	127.05	1,650.00	127.05	350.00	84	1,270.00
5399	Other Miscellaneous Services	35,000.00	.00	35,000.00	20.35	579.65	20.35	34,400.00	2	32,010.00
	Services Totals	\$123,750.00	\$1,285.96	\$125,035.96	\$5,032.94	\$43,535.49	\$5,032.94	\$76,467.53	39%	\$77,080.00
	Capital Purchases									
5632	Motor Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	140,000.00



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund	740 - Storm Water Drainage Fund									
Department	737 - Storm Water Division									
	EXPENSE									
	<i>Capital Purchases</i>									
5633	Machinery and Equipment	.00	.00	.00	.00	.00	.00	.00	+++	38,14
	<i>Capital Purchases Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$178,14
	EXPENSE TOTALS	\$411,252.00	\$2,403.12	\$413,655.12	\$39,650.02	\$64,131.09	\$39,650.02	\$309,874.01	25%	\$533,40
	Department 737 - Storm Water Division Totals	(\$411,252.00)	(\$2,403.12)	(\$413,655.12)	(\$39,650.02)	(\$64,131.09)	(\$39,650.02)	(\$309,874.01)	25%	(\$533,406

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JANUARY, 2016 Departmental Budget

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Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year T
Fund 740 - Storm Water Drainage Fund										
Department 991 - Debt Service										
	EXPENSE									
	Debt Service									
5414	G. O. Bond-Principal	.00	.00	.00	.00	.00	.00	.00	+++	95,000
5424	G. O. Bond-Interest	.00	.00	.00	.00	.00	.00	.00	+++	3,781
	Debt Service Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$98,781
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$98,781
	Department 991 - Debt Service Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$98,781)
Fund 740 - Storm Water Drainage Fund Totals		\$411,252.00	\$2,403.12	\$413,655.12	\$39,650.02	\$64,131.09	\$39,650.02	\$309,874.01		\$632,181

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



JANUARY, 2016 Departmental Budget

8.b.a

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 750 - Solid Waste Fund										
Department 738 - Refuse Collection										
	EXPENSE									
	Supplies									
5201	Office Supplies	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,488.00
	Supplies Totals	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$1,488.00
	Services									
5315	Private Hauler Contract	2,000,000.00	395,410.38	2,395,410.38	148,642.83	721,767.55	148,642.83	1,525,000.00	36	1,836,200.00
5391	Postage	7,500.00	.00	7,500.00	2,548.40	.00	2,548.40	4,951.60	34	5,630.00
5399	Other Miscellaneous Services	38,000.00	.00	38,000.00	182.83	1,517.17	182.83	36,300.00	4	33,560.00
	Services Totals	\$2,045,500.00	\$395,410.38	\$2,440,910.38	\$151,374.06	\$723,284.72	\$151,374.06	\$1,566,251.60	36%	\$1,875,400.00
	EXPENSE TOTALS	\$2,047,500.00	\$395,410.38	\$2,442,910.38	\$151,374.06	\$723,284.72	\$151,374.06	\$1,568,251.60	36%	\$1,876,880.00
Department 738 - Refuse Collection Totals		(\$2,047,500.00)	(\$395,410.38)	(\$2,442,910.38)	(\$151,374.06)	(\$723,284.72)	(\$151,374.06)	(\$1,568,251.60)	36%	(\$1,876,880.00)
Fund 750 - Solid Waste Fund Totals		\$2,047,500.00	\$395,410.38	\$2,442,910.38	\$151,374.06	\$723,284.72	\$151,374.06	\$1,568,251.60		\$1,876,880.00
Grand Totals		\$32,528,654.00	\$769,773.76	\$33,298,427.76	\$3,790,389.55	\$4,715,884.94	\$3,790,389.55	\$24,792,153.27		\$31,206,150.00

Attachment: JANUARY, 2016 Departmental Budget 02_24_2016 1_49_26 PM Joni Crawford_46100Y5D



January, 2016 Budget by Classification

8.b.b

Through 01/31/16
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
REVENUE							
Department 000 - General							
Property Taxes	.00	.00	.00	.00	.00	+++	241,270
Municipal Tax	.00	666,228.99	666,228.99	.00	(666,228.99)	+++	12,437,680
Other Local Taxes	.00	7,252.92	7,252.92	.00	(7,252.92)	+++	585,570
State Levied Shared Taxes	.00	62,573.63	62,573.63	.00	(62,573.63)	+++	831,600
Licenses	.00	16,965.00	16,965.00	.00	(16,965.00)	+++	50,080
Permits	.00	21,961.91	21,961.91	.00	(21,961.91)	+++	221,970
Fees	.00	1,518.75	1,518.75	.00	(1,518.75)	+++	20,450
Miscellaneous Charges for Services	.00	3,301.00	3,301.00	.00	(3,301.00)	+++	95,560
Recreational Charges	.00	14,318.02	14,318.02	.00	(14,318.02)	+++	144,580
Fines and Forfeitures	.00	28,500.05	28,500.05	.00	(28,500.05)	+++	399,470
Investment Earnings	.00	12,092.99	12,092.99	.00	(12,092.99)	+++	175,490
Other Revenues	.00	91,583.86	91,583.86	.00	(91,583.86)	+++	616,030
Donations	.00	2,070.00	2,070.00	.00	(2,070.00)	+++	4,710
Reimbursements	.00	700.00	700.00	.00	(700.00)	+++	271,970
Sale of Assets	.00	.00	.00	.00	.00	+++	15,700
Transfers/Advances	.00	.00	.00	.00	.00	+++	36,480
Department 000 - General Totals	\$0.00	\$929,067.12	\$929,067.12	\$0.00	(\$929,067.12)	+++	\$16,148,660
REVENUE TOTALS	\$0.00	\$929,067.12	\$929,067.12	\$0.00	(\$929,067.12)	+++	\$16,148,660
EXPENSE							
Department 000 - General							
Transfers/Other	.00	.00	.00	.00	.00	+++	10,000
Department 000 - General Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$10,000
Department 111 - Police Division							
Personal Services	8,199,934.42	963,536.68	963,536.68	91,002.34	7,145,395.40	13	8,063,710
Supplies	319,487.88	29,715.68	29,715.68	74,010.86	215,761.34	32	204,790
Services	564,183.16	37,351.86	37,351.86	291,468.08	235,363.22	58	452,780
Capital Purchases	11,705.59	2,348.70	2,348.70	9,356.89	.00	100	154,320
Department 111 - Police Division Totals	\$9,095,311.05	\$1,032,952.92	\$1,032,952.92	\$465,838.17	\$7,596,519.96	16%	\$8,875,620
Department 290 - Mechanic							
Personal Services	135,399.00	21,016.74	21,016.74	2,703.38	111,678.88	18	121,660
Supplies	85,291.62	4,492.65	4,492.65	48,519.96	32,279.01	62	74,200
Services	36,751.75	150.75	150.75	24,021.00	12,580.00	66	25,370
Department 290 - Mechanic Totals	\$257,442.37	\$25,660.14	\$25,660.14	\$75,244.34	\$156,537.89	39%	\$221,250

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January, 2016 Budget by Classification

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Through 01/31/16
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 340 - Parks and Recreation							
Personal Services	647,199.00	82,382.61	82,382.61	10,376.80	554,439.59	14	595,571
Supplies	198,698.99	4,101.25	4,101.25	26,622.65	167,975.09	15	129,931
Services	302,506.51	12,416.82	12,416.82	54,643.49	235,446.20	22	179,461
Transfers/Other	.00	258.00	258.00	.00	(258.00)	+++	
Capital Purchases	2,513.00	2,439.00	2,439.00	74.00	.00	100	58,921
Department 340 - Parks and Recreation Totals	\$1,150,917.50	\$101,597.68	\$101,597.68	\$91,716.94	\$957,602.88	17%	\$963,901
Department 343 - Senior Center							
Personal Services	142,516.00	15,173.06	15,173.06	1,514.68	125,828.26	12	142,781
Supplies	18,380.22	2,080.41	2,080.41	3,310.85	12,988.96	29	2,911
Services	31,188.01	1,930.56	1,930.56	17,548.92	11,708.53	62	168,581
Department 343 - Senior Center Totals	\$192,084.23	\$19,184.03	\$19,184.03	\$22,374.45	\$150,525.75	22%	\$314,281
Department 448 - Service Department							
Personal Services	501,021.00	72,256.67	72,256.67	10,823.53	417,940.80	17	483,051
Supplies	19,842.29	1,790.45	1,790.45	7,886.54	10,165.30	49	11,261
Services	633,786.17	32,655.60	32,655.60	382,938.22	218,192.35	66	431,201
Department 448 - Service Department Totals	\$1,154,649.46	\$106,702.72	\$106,702.72	\$401,648.29	\$646,298.45	44%	\$925,521
Department 479 - Building Department							
Personal Services	342,049.00	37,919.07	37,919.07	7,008.56	297,121.37	13	289,061
Supplies	9,311.98	211.97	211.97	3,408.74	5,691.27	39	3,891
Services	52,967.09	3,226.64	3,226.64	19,942.90	29,797.55	44	37,261
Department 479 - Building Department Totals	\$404,328.07	\$41,357.68	\$41,357.68	\$30,360.20	\$332,610.19	18%	\$330,211
Department 522 - Mayor							
Personal Services	156,922.00	17,460.26	17,460.26	1,767.16	137,694.58	12	156,061
Supplies	1,100.00	.00	.00	200.00	900.00	18	981
Services	42,251.89	2,280.32	2,280.32	24,134.00	15,837.57	63	37,161
Department 522 - Mayor Totals	\$200,273.89	\$19,740.58	\$19,740.58	\$26,101.16	\$154,432.15	23%	\$194,211
Department 534 - Civil Service Commission							
Personal Services	43,305.00	3,375.19	3,375.19	.00	39,929.81	8	43,221
Supplies	800.00	.00	.00	400.00	400.00	50	721
Services	21,688.00	3,068.00	3,068.00	14,050.00	4,570.00	79	19,761
Department 534 - Civil Service Commission Totals	\$65,793.00	\$6,443.19	\$6,443.19	\$14,450.00	\$44,899.81	32%	\$63,711
Department 545 - City Auditor							
Personal Services	335,228.00	41,206.84	41,206.84	4,591.68	289,429.48	14	325,581

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January, 2016 Budget by Classification

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Through 01/31/16
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 545 - City Auditor							
Supplies	3,700.00	.00	.00	2,200.00	1,500.00	59	4,37
Services	71,085.00	2,679.38	2,679.38	47,202.99	21,202.63	70	57,28
Department 545 - City Auditor Totals	\$410,013.00	\$43,886.22	\$43,886.22	\$53,994.67	\$312,132.11	24%	\$387,23
Department 554 - City Attorney							
Personal Services	448,959.00	53,054.47	53,054.47	7,844.93	388,059.60	14	436,58
Supplies	2,662.52	289.28	289.28	411.10	1,962.14	26	2,13
Services	59,205.99	11,682.51	11,682.51	19,441.87	28,081.61	53	37,80
Department 554 - City Attorney Totals	\$510,827.51	\$65,026.26	\$65,026.26	\$27,697.90	\$418,103.35	18%	\$476,52
Department 571 - City Council							
Personal Services	191,002.00	23,025.58	23,025.58	2,280.06	165,696.36	13	180,63
Supplies	1,875.91	.00	.00	675.91	1,200.00	36	95
Services	47,452.40	2,052.47	2,052.47	11,764.40	33,635.53	29	25,35
Department 571 - City Council Totals	\$240,330.31	\$25,078.05	\$25,078.05	\$14,720.37	\$200,531.89	17%	\$206,94
Department 580 - Development Department							
Personal Services	205,572.00	26,854.44	26,854.44	3,000.00	175,717.56	15	191,18
Supplies	2,160.06	35.78	35.78	676.88	1,447.40	33	43
Services	46,152.83	10,102.78	10,102.78	1,597.17	34,452.88	25	23,72
Department 580 - Development Department Totals	\$253,884.89	\$36,993.00	\$36,993.00	\$5,274.05	\$211,617.84	17%	\$215,34
Department 582 - Human Resources Department							
Personal Services	67,904.00	7,621.32	7,621.32	594.44	59,688.24	12	57,07
Supplies	10,414.84	946.32	946.32	4,018.52	5,450.00	48	10,43
Services	21,650.00	5,499.02	5,499.02	7,686.30	8,464.68	61	14,93
Department 582 - Human Resources Department Totals	\$99,968.84	\$14,066.66	\$14,066.66	\$12,299.26	\$73,602.92	26%	\$82,43
Department 584 - Computer Department							
Personal Services	188,247.27	20,861.73	20,861.73	9,582.80	157,802.74	16	180,85
Supplies	4,007.07	115.96	115.96	1,991.11	1,900.00	53	40
Services	276,976.64	7,272.81	7,272.81	169,440.53	100,263.30	64	131,17
Capital Purchases	9,000.00	.00	.00	9,000.00	.00	100	
Department 584 - Computer Department Totals	\$478,230.98	\$28,250.50	\$28,250.50	\$190,014.44	\$259,966.04	46%	\$312,43
Department 593 - Clerk of Courts							
Personal Services	194,702.00	19,952.01	19,952.01	1,880.69	172,869.30	11	193,30
Supplies	5,284.70	83.63	83.63	2,951.07	2,250.00	57	1,69

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January, 2016 Budget by Classification

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Through 01/31/16
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category General Fund							
Fund Type							
Fund 110 - General Fund							
EXPENSE							
Department 593 - Clerk of Courts							
Services	97,167.26	6,327.12	6,327.12	86,086.38	4,753.76	95	63,371.12
Department 593 - Clerk of Courts Totals	\$297,153.96	\$26,362.76	\$26,362.76	\$90,918.14	\$179,873.06	39%	\$258,371.12
Department 595 - General and Administrative							
Personal Services	288,926.45	2,703.04	2,703.04	18,223.41	268,000.00	7	268,831.12
Supplies	3,500.00	.00	.00	3,500.00	.00	100	2,551.12
Services	537,354.92	53,532.20	53,532.20	309,613.97	174,208.75	68	333,501.12
Capital Purchases	13,000.00	982.89	982.89	9,819.89	2,197.22	83	40,861.12
Department 595 - General and Administrative Totals	\$842,781.37	\$57,218.13	\$57,218.13	\$341,157.27	\$444,405.97	47%	\$645,761.12
Department 810 - Public Health and Welfare							
Services	271,289.00	.00	.00	.00	271,289.00	0	257,931.12
Department 810 - Public Health and Welfare Totals	\$271,289.00	\$0.00	\$0.00	\$0.00	\$271,289.00	0%	\$257,931.12
EXPENSE TOTALS	\$15,925,279.43	\$1,650,520.52	\$1,650,520.52	\$1,863,809.65	\$12,410,949.26	22%	\$14,741,731.12
Fund 110 - General Fund Totals							
REVENUE TOTALS	.00	929,067.12	929,067.12	.00	(929,067.12)	+++	16,148,661.12
EXPENSE TOTALS	15,925,279.43	1,650,520.52	1,650,520.52	1,863,809.65	12,410,949.26	22%	14,741,731.12
Fund 110 - General Fund Net Gain (Loss)	(\$15,925,279.43)	(\$721,453.40)	(\$721,453.40)	(\$1,863,809.65)	\$13,340,016.38	16%	\$1,406,921.12
Fund Type Totals							
REVENUE TOTALS	.00	929,067.12	929,067.12	.00	(929,067.12)	+++	16,148,661.12
EXPENSE TOTALS	15,925,279.43	1,650,520.52	1,650,520.52	1,863,809.65	12,410,949.26	22%	14,741,731.12
Fund Type Net Gain (Loss)	(\$15,925,279.43)	(\$721,453.40)	(\$721,453.40)	(\$1,863,809.65)	\$13,340,016.38	16%	\$1,406,921.12
Fund Category General Fund Totals							
REVENUE TOTALS	.00	929,067.12	929,067.12	.00	(929,067.12)	+++	16,148,661.12
EXPENSE TOTALS	15,925,279.43	1,650,520.52	1,650,520.52	1,863,809.65	12,410,949.26	22%	14,741,731.12
Fund Category General Fund Net Gain (Loss)	(\$15,925,279.43)	(\$721,453.40)	(\$721,453.40)	(\$1,863,809.65)	\$13,340,016.38	16%	\$1,406,921.12

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January, 2016 Budget by Classification

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Through 01/31/16
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Special Revenue Funds							
Fund Type							
Fund 220 - Income Tax Fund							
REVENUE							
Department 000 - General							
Municipal Tax	.00	160,176.94	160,176.94	.00	(160,176.94)	+++	398,560
Investment Earnings	.00	223.10	223.10	.00	(223.10)	+++	861
Department 000 - General Totals	\$0.00	\$160,400.04	\$160,400.04	\$0.00	(\$160,400.04)	+++	\$399,431
REVENUE TOTALS	\$0.00	\$160,400.04	\$160,400.04	\$0.00	(\$160,400.04)	+++	\$399,431
EXPENSE							
Department 564 - Income Tax Division							
Personal Services	75,012.00	8,103.25	8,103.25	706.50	66,202.25	12	74,460
Supplies	600.00	.00	.00	600.00	.00	100	371
Services	79,400.00	3,343.69	3,343.69	7,802.00	68,254.31	14	6,941
Transfers/Other	951,000.00	28,210.84	28,210.84	150,000.00	772,789.16	19	320,600
Department 564 - Income Tax Division Totals	\$1,106,012.00	\$39,657.78	\$39,657.78	\$159,108.50	\$907,245.72	18%	\$402,388
EXPENSE TOTALS	\$1,106,012.00	\$39,657.78	\$39,657.78	\$159,108.50	\$907,245.72	18%	\$402,388
Fund 220 - Income Tax Fund Totals							
REVENUE TOTALS	.00	160,400.04	160,400.04	.00	(160,400.04)	+++	399,431
EXPENSE TOTALS	1,106,012.00	39,657.78	39,657.78	159,108.50	907,245.72	18%	402,388
Fund 220 - Income Tax Fund Net Gain (Loss)	(\$1,106,012.00)	\$120,742.26	\$120,742.26	(\$159,108.50)	\$1,067,645.76	3%	(\$2,958)

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Through 01/31/16
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Special Revenue Funds							
Fund Type							
Fund 260 - Street Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	.00	108,202.55	108,202.55	.00	(108,202.55)	+++	1,318,94
Investment Earnings	.00	.00	.00	.00	.00	+++	23,60
Other Revenues	.00	.00	.00	.00	.00	+++	8,58
Reimbursements	.00	100.00	100.00	.00	(100.00)	+++	15,56
Department 000 - General Totals	\$0.00	\$108,302.55	\$108,302.55	\$0.00	(\$108,302.55)	+++	\$1,366,69
REVENUE TOTALS	\$0.00	\$108,302.55	\$108,302.55	\$0.00	(\$108,302.55)	+++	\$1,366,69
EXPENSE							
Department 000 - General							
Capital Purchases	755,959.72	.00	.00	755,959.72	.00	100	
Department 000 - General Totals	\$755,959.72	\$0.00	\$0.00	\$755,959.72	\$0.00	100%	\$0
Department 268 - Street Department							
Personal Services	543,708.00	66,652.37	66,652.37	8,397.90	468,657.73	14	514,91
Supplies	293,844.49	11,197.56	11,197.56	114,566.93	168,080.00	43	211,43
Services	141,080.16	15,697.77	15,697.77	69,829.15	55,553.24	61	89,59
Capital Purchases	.00	.00	.00	.00	.00	+++	269,93
Department 268 - Street Department Totals	\$978,632.65	\$93,547.70	\$93,547.70	\$192,793.98	\$692,290.97	29%	\$1,085,88
EXPENSE TOTALS	\$1,734,592.37	\$93,547.70	\$93,547.70	\$948,753.70	\$692,290.97	60%	\$1,085,88
Fund 260 - Street Fund Totals							
REVENUE TOTALS	.00	108,302.55	108,302.55	.00	(108,302.55)	+++	1,366,69
EXPENSE TOTALS	1,734,592.37	93,547.70	93,547.70	948,753.70	692,290.97	60%	1,085,88
Fund 260 - Street Fund Net Gain (Loss)	(\$1,734,592.37)	\$14,754.85	\$14,754.85	(\$948,753.70)	\$800,593.52	54%	\$280,81

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January, 2016 Budget by Classification

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Through 01/31/16
Summary List

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Ac
Fund Category Special Revenue Funds							
Fund Type							
Fund 270 - State Highway Fund							
REVENUE							
Department 000 - General							
State Levied Shared Taxes	.00	8,772.87	8,772.87	.00	(8,772.87)	+++	106,80
Investment Earnings	.00	.00	.00	.00	.00	+++	2,17
Department 000 - General Totals	\$0.00	\$8,772.87	\$8,772.87	\$0.00	(\$8,772.87)	+++	\$108,98
REVENUE TOTALS	\$0.00	\$8,772.87	\$8,772.87	\$0.00	(\$8,772.87)	+++	\$108,98
EXPENSE							
Department 268 - Street Department							
Supplies	70,000.00	.00	.00	57,000.00	13,000.00	81	67,08
Services	24,357.71	357.71	357.71	15,057.64	8,942.36	63	23,11
Capital Purchases	.00	.00	.00	.00	.00	+++	69,58
Department 268 - Street Department Totals	\$94,357.71	\$357.71	\$357.71	\$72,057.64	\$21,942.36	77%	\$159,78
EXPENSE TOTALS	\$94,357.71	\$357.71	\$357.71	\$72,057.64	\$21,942.36	77%	\$159,78
Fund 270 - State Highway Fund Totals							
REVENUE TOTALS	.00	8,772.87	8,772.87	.00	(8,772.87)	+++	108,98
EXPENSE TOTALS	94,357.71	357.71	357.71	72,057.64	21,942.36	77%	159,78
Fund 270 - State Highway Fund Net Gain (Loss)	(\$94,357.71)	\$8,415.16	\$8,415.16	(\$72,057.64)	\$30,715.23	67%	(\$50,805
Fund Type Totals							
REVENUE TOTALS	.00	277,475.46	277,475.46	.00	(277,475.46)	+++	1,875,10
EXPENSE TOTALS	2,934,962.08	133,563.19	133,563.19	1,179,919.84	1,621,479.05	45%	1,648,05
Fund Type Net Gain (Loss)	(\$2,934,962.08)	\$143,912.27	\$143,912.27	(\$1,179,919.84)	\$1,898,954.51	35%	\$227,05
Fund Category Special Revenue Funds Totals							
REVENUE TOTALS	.00	277,475.46	277,475.46	.00	(277,475.46)	+++	1,875,10
EXPENSE TOTALS	2,934,962.08	133,563.19	133,563.19	1,179,919.84	1,621,479.05	45%	1,648,05
Fund Category Special Revenue Funds Net Gain (Loss)	(\$2,934,962.08)	\$143,912.27	\$143,912.27	(\$1,179,919.84)	\$1,898,954.51	35%	\$227,05

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January, 2016 Budget by Classification

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Through 01/31/16
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 710 - Water Fund							
REVENUE							
Department 000 - General							
Utility Charges	.00	56,109.05	56,109.05	.00	(56,109.05)	+++	740,127.00
Other Revenues	.00	335.00	335.00	.00	(335.00)	+++	3,541.00
Reimbursements	.00	.00	.00	.00	.00	+++	300.00
Department 000 - General Totals	\$0.00	\$56,444.05	\$56,444.05	\$0.00	(\$56,444.05)	+++	\$743,971.00
Department 735 - Water Division							
Utility Charges	.00	417,874.83	417,874.83	.00	(417,874.83)	+++	5,444,500.00
Other Revenues	.00	(4,226.03)	(4,226.03)	.00	4,226.03	+++	85,150.00
Department 735 - Water Division Totals	\$0.00	\$413,648.80	\$413,648.80	\$0.00	(\$413,648.80)	+++	\$5,529,650.00
REVENUE TOTALS	\$0.00	\$470,092.85	\$470,092.85	\$0.00	(\$470,092.85)	+++	\$6,273,630.00
EXPENSE							
Department 000 - General							
Services	.00	.00	.00	.00	.00	+++	25,570.00
Capital Purchases	169,418.62	69,781.79	69,781.79	99,636.83	.00	100	867,180.00
Department 000 - General Totals	\$169,418.62	\$69,781.79	\$69,781.79	\$99,636.83	\$0.00	100%	\$892,750.00
Department 735 - Water Division							
Personal Services	354,675.00	45,041.88	45,041.88	5,424.10	304,209.02	14	348,290.00
Supplies	115,724.92	4,632.69	4,632.69	47,642.23	63,450.00	45	72,800.00
Services	5,184,105.90	1,101,065.89	1,101,065.89	102,761.07	3,980,278.94	23	4,572,820.00
Capital Purchases	10,000.00	.00	.00	3,100.00	6,900.00	31	67,220.00
Department 735 - Water Division Totals	\$5,664,505.82	\$1,150,740.46	\$1,150,740.46	\$158,927.40	\$4,354,837.96	23%	\$5,061,140.00
Department 991 - Debt Service							
Debt Service	315,875.00	.00	.00	.00	315,875.00	0	316,390.00
Department 991 - Debt Service Totals	\$315,875.00	\$0.00	\$0.00	\$0.00	\$315,875.00	0%	\$316,390.00
EXPENSE TOTALS	\$6,149,799.44	\$1,220,522.25	\$1,220,522.25	\$258,564.23	\$4,670,712.96	24%	\$6,270,290.00
Fund 710 - Water Fund Totals							
REVENUE TOTALS	.00	470,092.85	470,092.85	.00	(470,092.85)	+++	6,273,630.00
EXPENSE TOTALS	6,149,799.44	1,220,522.25	1,220,522.25	258,564.23	4,670,712.96	24%	6,270,290.00
Fund 710 - Water Fund Net Gain (Loss)	(\$6,149,799.44)	(\$750,429.40)	(\$750,429.40)	(\$258,564.23)	\$5,140,805.81	16%	\$3,330.00

Attachment: January, 2016 Budget by Classification 02 24 2016 1 49 26 PM Joni Crawford 46100Y5M



January, 2016 Budget by Classification

8.b.b

Through 01/31/16
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 720 - Wastewater/Sewer Fund							
REVENUE							
Department 000 - General							
Utility Charges	.00	27,919.69	27,919.69	.00	(27,919.69)	+++	358,809
Department 000 - General Totals	\$0.00	\$27,919.69	\$27,919.69	\$0.00	(\$27,919.69)	+++	\$358,809
Department 736 - Wastewater Division							
Utility Charges	.00	414,678.87	414,678.87	.00	(414,678.87)	+++	5,272,240
Other Revenues	.00	60.25	60.25	.00	(60.25)	+++	1,038
Department 736 - Wastewater Division Totals	\$0.00	\$414,739.12	\$414,739.12	\$0.00	(\$414,739.12)	+++	\$5,273,278
REVENUE TOTALS	\$0.00	\$442,658.81	\$442,658.81	\$0.00	(\$442,658.81)	+++	\$5,632,088
EXPENSE							
Department 000 - General							
Capital Purchases	53,862.55	15,325.61	15,325.61	38,536.94	.00	100	579,750
Department 000 - General Totals	\$53,862.55	\$15,325.61	\$15,325.61	\$38,536.94	\$0.00	100%	\$579,750
Department 736 - Wastewater Division							
Personal Services	371,020.00	51,432.40	51,432.40	7,103.51	312,484.09	16	365,370
Supplies	23,029.53	788.46	788.46	8,841.07	13,400.00	42	12,740
Services	5,836,050.62	612,320.44	612,320.44	1,449,829.88	3,773,900.30	35	6,202,930
Capital Purchases	10,000.00	.00	.00	3,100.00	6,900.00	31	113,530
Department 736 - Wastewater Division Totals	\$6,240,100.15	\$664,541.30	\$664,541.30	\$1,468,874.46	\$4,106,684.39	34%	\$6,694,580
Department 991 - Debt Service							
Debt Service	104,202.00	.00	.00	.00	104,202.00	0	102,380
Department 991 - Debt Service Totals	\$104,202.00	\$0.00	\$0.00	\$0.00	\$104,202.00	0%	\$102,380
EXPENSE TOTALS	\$6,398,164.70	\$679,866.91	\$679,866.91	\$1,507,411.40	\$4,210,886.39	34%	\$7,376,720
Fund 720 - Wastewater/Sewer Fund Totals							
REVENUE TOTALS	.00	442,658.81	442,658.81	.00	(442,658.81)	+++	5,632,088
EXPENSE TOTALS	6,398,164.70	679,866.91	679,866.91	1,507,411.40	4,210,886.39	34%	7,376,720
Fund 720 - Wastewater/Sewer Fund Net Gain (Loss)	(\$6,398,164.70)	(\$237,208.10)	(\$237,208.10)	(\$1,507,411.40)	\$4,653,545.20	27%	(\$1,744,638)

Attachment: January, 2016 Budget by Classification 02_24_2016 1_49_26 PM Joni Crawford 46100Y5M



January, 2016 Budget by Classification

8.b.b

Through 01/31/16
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 740 - Storm Water Drainage Fund							
REVENUE							
Department 737 - Storm Water Division							
Utility Charges	.00	97,547.85	97,547.85	.00	(97,547.85)	+++	657,64
Department 737 - Storm Water Division Totals	\$0.00	\$97,547.85	\$97,547.85	\$0.00	(\$97,547.85)	+++	\$657,64
REVENUE TOTALS	\$0.00	\$97,547.85	\$97,547.85	\$0.00	(\$97,547.85)	+++	\$657,64
EXPENSE							
Department 000 - General							
Capital Purchases	183,927.14	.00	.00	183,927.14	.00	100	
Department 000 - General Totals	\$183,927.14	\$0.00	\$0.00	\$183,927.14	\$0.00	100%	\$0
Department 737 - Storm Water Division							
Personal Services	256,252.00	34,419.03	34,419.03	4,476.49	217,356.48	15	253,69
Supplies	32,367.16	198.05	198.05	16,119.11	16,050.00	50	24,47
Services	125,035.96	5,032.94	5,032.94	43,535.49	76,467.53	39	77,08
Capital Purchases	.00	.00	.00	.00	.00	+++	178,14
Department 737 - Storm Water Division Totals	\$413,655.12	\$39,650.02	\$39,650.02	\$64,131.09	\$309,874.01	25%	\$533,40
Department 991 - Debt Service							
Debt Service	.00	.00	.00	.00	.00	+++	98,78
Department 991 - Debt Service Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$98,78
EXPENSE TOTALS	\$597,582.26	\$39,650.02	\$39,650.02	\$248,058.23	\$309,874.01	48%	\$632,18
Fund 740 - Storm Water Drainage Fund Totals							
REVENUE TOTALS	.00	97,547.85	97,547.85	.00	(97,547.85)	+++	657,64
EXPENSE TOTALS	597,582.26	39,650.02	39,650.02	248,058.23	309,874.01	48%	632,18
Fund 740 - Storm Water Drainage Fund Net Gain (Loss)	(\$597,582.26)	\$57,897.83	\$57,897.83	(\$248,058.23)	\$407,421.86	32%	\$25,45

Attachment: January, 2016 Budget by Classification 02_24_2016 1_49_26 PM Joni Crawford 46100Y5M



January, 2016 Budget by Classification

8.b.b

Through 01/31/16
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Total Actual
Fund Category Enterprise Funds							
Fund Type							
Fund 750 - Solid Waste Fund							
REVENUE							
Department 738 - Refuse Collection							
Utility Charges	.00	169,574.60	169,574.60	.00	(169,574.60)	+++	2,031,788.00
Department 738 - Refuse Collection Totals	\$0.00	\$169,574.60	\$169,574.60	\$0.00	(\$169,574.60)	+++	\$2,031,788.00
REVENUE TOTALS	\$0.00	\$169,574.60	\$169,574.60	\$0.00	(\$169,574.60)	+++	\$2,031,788.00
EXPENSE							
Department 738 - Refuse Collection							
Supplies	2,000.00	.00	.00	.00	2,000.00	0	1,488.00
Services	2,440,910.38	151,374.06	151,374.06	723,284.72	1,566,251.60	36	1,875,400.00
Department 738 - Refuse Collection Totals	\$2,442,910.38	\$151,374.06	\$151,374.06	\$723,284.72	\$1,568,251.60	36%	\$1,876,888.00
EXPENSE TOTALS	\$2,442,910.38	\$151,374.06	\$151,374.06	\$723,284.72	\$1,568,251.60	36%	\$1,876,888.00
Fund 750 - Solid Waste Fund Totals							
REVENUE TOTALS	.00	169,574.60	169,574.60	.00	(169,574.60)	+++	2,031,788.00
EXPENSE TOTALS	2,442,910.38	151,374.06	151,374.06	723,284.72	1,568,251.60	36%	1,876,888.00
Fund 750 - Solid Waste Fund Net Gain (Loss)	(\$2,442,910.38)	\$18,200.54	\$18,200.54	(\$723,284.72)	\$1,737,826.20	29%	\$154,900.00
Fund Type Totals							
REVENUE TOTALS	.00	1,179,874.11	1,179,874.11	.00	(1,179,874.11)	+++	14,595,140.00
EXPENSE TOTALS	15,588,456.78	2,091,413.24	2,091,413.24	2,737,318.58	10,759,724.96	31%	16,156,090.00
Fund Type Net Gain (Loss)	(\$15,588,456.78)	(\$911,539.13)	(\$911,539.13)	(\$2,737,318.58)	\$11,939,599.07	23%	(\$1,560,940.00)
Fund Category Enterprise Funds Totals							
REVENUE TOTALS	.00	1,179,874.11	1,179,874.11	.00	(1,179,874.11)	+++	14,595,140.00
EXPENSE TOTALS	15,588,456.78	2,091,413.24	2,091,413.24	2,737,318.58	10,759,724.96	31%	16,156,090.00
Fund Category Enterprise Funds Net Gain (Loss)	(\$15,588,456.78)	(\$911,539.13)	(\$911,539.13)	(\$2,737,318.58)	\$11,939,599.07	23%	(\$1,560,940.00)
Grand Totals							
REVENUE TOTALS	.00	2,386,416.69	2,386,416.69	.00	(2,386,416.69)	+++	32,618,920.00
EXPENSE TOTALS	34,448,698.29	3,875,496.95	3,875,496.95	5,781,048.07	24,792,153.27	28%	32,545,890.00
Grand Total Net Gain (Loss)	(\$34,448,698.29)	(\$1,489,080.26)	(\$1,489,080.26)	(\$5,781,048.07)	\$27,178,569.96	21%	\$73,030.00

Attachment: January, 2016 Budget by Classification 02 24 2016 1 49 26 PM Joni Crawford 46100Y5M

Clerk of Council**April Beggerow****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6836 Phone****RESOLUTION REQUEST**

DATE: March 14, 2016**TO: Finance Committee****RE: RESOLUTION APPOINTING THE CITY ATTORNEY AS DESIGNEE
FOR THE CITY OF REYNOLDSBURG'S ELECTED OFFICIALS
RELATIVE TO THE MANDATORY PUBLIC RECORDS TRAINING
AS REQUIRED BY THE OHIO PUBLIC RECORDS ACT.**

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

The Sunshine Law Training, provided by the Ohio Attorney General's Office is a three hour certification training session for all elected officials, and/or their appropriate designee. The training session is provided in order to enhance the knowledge of public offices regarding the duty to provide access to public records as required by Section 149.43 of the ORC. The City Attorney is the City of Reynoldsburg Council members' designee.

Emergency requested- must be in place before March 18, 2016.

Mayor's Office
Brad McCloud
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

ORDINANCE REQUEST

DATE: **March 14, 2016**

TO:

RE: Ordinance Authorizing Mayor to Enter into Contract Between the City of Reynoldsburg and the Fraternal Order of Police, Ohio Labor Council, Incorporated (Dispatchers) and Declaring an Emergency.

Reason For Emergency: Financial needs of the City's government

Request authorization for Mayor to enter into a collective bargaining agreement with the FOP/OLC (Dispatchers) from 1/1/2016 through 12/31/2018 and declaring it an emergency.

Statement of necessity: Financial needs of the City's government.

Request authorization for Mayor to enter into a collective bargaining agreement with the FOP/OLC (Dispatchers) from 1/1/2016 through 12/31/2018 and declaring it an emergency.

2013-2015 Agreement Between FOP/OLC & The City of Reynoldsburg
Dispatcher Agreement



**AGREEMENT BETWEEN
THE CITY OF REYNOLDSBURG**



**THE FRATERNAL ORDER OF POLICE
OHIO LABOR COUNCIL, INC.
DISPATCHERS**

**Effective January 1, 2013 2016
Through
December 31, 2015 2018**

Attachment: 2016-2018 Dispatch tentative agreement (1333 : Contract Agreement Between FOP/OLC (Dispatchers))

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ARTICLE 1 - CONTRACT

Section 1.1 Contract This contract is made and entered into by and between the City of Reynoldsburg, Ohio (hereinafter referred to as the “City”, and the Fraternal Order of Police, Ohio Labor Council, Inc., (hereinafter referred to as the “Labor Council”).

Section 1.2 Purpose This purpose of this Agreement is to comply with the requirements of Chapter 4117 of the Ohio Revised Code and to set forth the full and complete understandings and agreements between the parties governing the wages, hours, terms and conditions of employment for those employees included in the bargaining units as defined herein.

Section 1.3 Legal References

- A. Unless otherwise indicated, the terms used in this Contract shall be interpreted in accordance with the provisions of Chapter 4117 of the Revised Code. Where this Contract makes no specification about a matter, the City, members and the Labor Council are subject to all applicable federal and state laws or local ordinances pertaining to the wages, hours, and terms and conditions of employment for public employees. However, said laws or ordinances are not incorporated into this Contract. Laws pertaining to civil rights, affirmative action, unemployment compensation, workers’ compensation, and retirement of members are not superseded by this Contract, except where they have been negotiated and included herein.
- B. Should any part of this Contract be held invalid by operation of law or by any tribunal of competent jurisdiction, or should compliance with or enforcement of any part of this Contract be restrained by any such tribunal pending a final determination as to its validity or affect the remaining portions hereof shall remain in effect nor will the application of such portions be applied to persons or circumstances other than those to whom or to which it has been held invalid or has been restrained. In the event of invalidation of any portion of this written contract and upon written request by either party, the parties to this Contract shall meet within a reasonable time (not to exceed 28 calendar days) in an attempt to modify the invalidated provision through negotiations.

Section 1.4 Sanctity of Contract Unless otherwise specifically provided in this Contract, no changes in this Contract shall be negotiated during its duration unless there is a written accord by and between the parties hereto to do so. Any negotiated changes, to be effective and incorporated in this Contract, must be in writing and signed by the parties.

Section 1.5 Past Practices The City and Labor Council acknowledge that certain customs and practices presently exist on a Department-wide basis with respect to the operation of the Police Department that are too detailed to be set forth herein. Such customs and practices are defined as having been in effect for a period of time and known to a lieutenant or the chief. One incident does not generally constitute a past practice, but may, by affirmative action on the part of a lieutenant or the chief, constitute a past practice or custom. When those customs and practices fall within Management Rights as set forth in Article 9 herein, the City agrees not to alter them without notice to the Labor Council Committee Chairman, when practicable.

When the above-referenced customs and practices do not fall within Management Rights as set forth in Article 9 herein, then the City agrees not to alter them without prior notice to the Labor Council Committee Chairman.

A meeting of the Labor-Management committee to discuss those alterations will be held should the Labor Council so request. If the proposed alteration violates any provision of this Contract, then it is subject to the Grievance Procedure.

ARTICLE 2 - RECOGNITION

Section 2.1 Recognition The Labor Council is recognized by the City as the exclusive representative for all members identified in the Bargaining Unit described in Section 2 of this Article in any and all matters relating to wages, hours, and terms and conditions of employment, and the continuation, modification, or deletion of existing provisions of this Contract.

Section 2.2 Bargaining Unit All Police Dispatchers as certified by the State Employment Relations Board (SERB) in case #91-REP-02-0028.

Section 2.3 Exclusions Excluded are all part-time, temporary, seasonal or casual employees, all supervisory or management level employees, and all positions and classifications not specifically described herein.

ARTICLE 3 - LABOR COUNCIL SECURITY

Section 3.1 Deduction of Due and Fees The City agrees to deduct Labor Council membership dues in the amount certified to the City, the first pay period of each month from the pay of any member requesting the same in writing. The City also agrees to deduct any fees and assessments, in the amount certified by the Labor Council to the City, from the pay of any appropriate member during the first pay period of each month, in which such fees and assessments are due. If a member has insufficient pay due on that payday, such amount shall be deducted from the next or a subsequent pay. The City agrees to furnish to the Labor Council, once each calendar month, a warrant in the aggregate amount of the deductions made for that calendar month, together with a listing of the members for whom deductions were made.

Any member may withdraw from payment of dues deduction by submitting a letter to the City Auditor and the Labor Council expressing the member's desire to withdraw dues deduction authorization.

No other employee organization's dues shall be deducted from any member's pay for the duration of this Contract.

Section 3.2 Fair Share Fee

- A. Employees who are not members of the Labor Council shall as a condition of employment pay to the Labor Council a fair share fee. The amount of the fair share fee shall be determined by the Labor Council, but shall not exceed dues paid by members who are in the Bargaining Unit. The amount of such fair share fee shall be made known by the Labor Council to the City at such times during the term of this Contract as is necessary to be accurate. Such payment shall be subject to an Internal Rebate Procedure meeting all requirements of state and federal laws.
- B. For the duration of this Contract, such fair share fee shall be automatically deducted by the City from the payroll check of each member who is not a member of the Labor Council. The automatic deduction shall be made in the first pay period of each month. The City agrees to furnish the Labor Council once each calendar month, a warrant in the aggregate amount of the fair share fees deducted for that calendar month, together with a listing of the members for whom said deductions are made.
- C. The automatic deduction shall be initiated by the City whenever a member who is not a member of the Labor Council has completed the first sixty (60) days of employment, or sixty (60) days after the effective date of this contract.
- D. All dues and fees collected under this Article shall be paid by the City as soon as possible to the FOP/OLC at 222 East Town Street, Columbus, Ohio 43215-4611.

Section 3.3 Indemnification The City assumes no obligation, financial or otherwise, arising out of these provisions regarding the deduction of membership dues, fees or assessments. The Labor Council hereby agrees that it will indemnify and hold the City harmless from any claims, actions or proceedings by any employee arising from deductions made by the City pursuant to these provisions. Once the funds are remitted to the Labor Council their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Labor Council.

Section 3.4 Use of Intra-Department Mails The Labor Council shall be permitted to utilize the intra-departmental mail system for the purpose of providing information, pertaining to Labor Council business or Bargaining Unit representation, to members. The Labor Council agrees that the use of the mail system will be reasonable and limited to providing information that is necessary for the normal conduct of business for Bargaining Unit representation. All mail placed into the mail system by the Labor Council shall be the property of the members to whom it is addressed, and such mail shall not be subject to the City's review.

Section 3.5 Ballot Box The Labor Council shall be permitted, ~~for~~ upon prior notification to the Chief of Police, to place a ballot box at the Department headquarters for the purpose of collecting members' ballots on all Labor Council issues subject to ballot. Such box shall be the property of the Labor Council and neither the ballot box nor its contents shall be subject to the City's review.

This box shall be portable in nature and of a size large enough to collect the ballots of the affected members. The placement of the box shall be in an area accessible to the members as

determined by the Police Chief. The box will be placed in position for voting not more than six (6) hours prior to the voting and will be removed immediately after the voting period is completed.

Section 3.6 Bargaining Unit Meetings Bargaining Unit Committees shall be permitted, upon prior notification to the Chief of Police to hold meetings at Department headquarters or other City buildings, rooms or facilities when such facilities have not been previously scheduled for other City business. The notification required under this Section shall be in writing, shall be delivered to the Chief at least twenty-four (24) hours prior to the time of the meeting and shall state the date, time and requested location of the meeting.

If it is not practicable for the City to provide the requested location to the members, the City will so notify the requesting party. No Bargaining Unit members shall be obligated or asked to divulge to the City information discussed at said meetings.

Section 3.7 Bulletin Boards The City shall provide space on a bulletin board for the Labor Council's use at a suitable location on City premises. The location of such bulletin boards shall be determined by mutual agreement between the Labor Council and the City. Notices shall be signed, posted and removed by employees during non-work time.

The use of bulletin boards shall be confined to:

- A. Factual notices and announcements of the Labor Council pertaining to the following:
 - 1. Meetings
 - 2. Elections and nominations
 - 3. Social and recreational affairs
- B. Any issued financial statements of the Labor Council.
- C. Signed minutes of meetings between the Labor Council and the City.
- D. Such other material as may be approved in writing, prior to posting by the personnel in charge of labor relations for the City.

Section 3.8 Labor Council Business The Labor Council representative and/or designee shall be permitted to transact official business at departmental work sites at reasonable times, provided that normal departmental operations shall not thereby be interfered with or interrupted.

ARTICLE 4 - NON-DISCRIMINATION

Section 4.1 Joint Pledge The City and the Labor Council shall not unlawfully discriminate against any member on the basis of the member's age, race, color, sex, creed, religion, ancestry, national origin, political affiliation, or legally recognized disability.

Section 4.2 City Pledge The City agrees not to discriminate against any member on the basis of the employee's membership or non-membership in the Labor Council, nor to discriminate, interfere with, restrain or coerce any member because of or regarding the employee's activities as an officer or other representative of the Labor Council.

Section 4.3 Interpretation Words, whether in the masculine or feminine genders, shall be construed to include both genders. By the use of either gender it is understood that the use is for convenience purposes only and it is not to be interpreted as discriminatory. Whenever the context so requires, the use of words in the singular shall be construed to include the plural, and words in the plural, the singular.

ARTICLE 5 - GRIEVANCE PROCEDURE

Section 5.1 Definition of "Grievance" The term "grievance" shall mean an allegation that there has been a breach, misinterpretation or improper application of this agreement. Nothing in this Grievance Procedure shall deny members any rights available at law to achieve redress of their legal rights. However, once a member elects to pursue a legal or administrative remedy in lieu of this Grievance Procedure the member is thereafter precluded from seeking a remedy under this Procedure.

Section 5.2 Representation A grievance can be initiated by the Labor Council Representative or an aggrieved member. When a group of members desire to file a grievance involving each member of the group in a substantially similar manner, all members shall sign the grievance, and the Labor Council Representative or the designated representative of the affected group of members will process the grievance.

Section 5.3 Written Grievance All written grievances must contain the following information to be considered and must be filed using the grievance form mutually agreed upon by the Parties.

- A. Grievied employee's name and signature.
- B. Grievied employee's classification.
- C. Date grievance was first discussed and name of supervisor with whom the grievance was discussed.
- D. Date grievance was filed in writing.
- E. Date and time grievance occurred.
- F. The location where the grievance occurred.
- G. A description of the incident giving rise to the grievance.
- H. Specific sections of the Agreement violated.
- I. Desired remedy to resolve the grievance.

Section 5.4 Grievance Chairman Members of the Bargaining Units shall elect a member as Steward. The authorized function of the Steward shall include the attendance at any City and Labor Council joint meetings relating to a grievance and the representation of the Labor Council

in investigating, processing or coordinating grievances pertaining to the grievance procedure contained in the Contract.

When an employee, as an authorized representative of the Labor Council, attends a joint conference with the City, they shall be paid for such day an amount that is no greater and no less than they would have been paid for their normal tour of duty had such joint conference not been held.

Section 5.5 Timeliness All grievances must be timely processed at the proper step in order to be considered at subsequent steps. Any employee may withdraw a grievance at any point by submitting in writing a statement to that effect, or by permitting the time requirements at any step to lapse without further appeal. Any grievance which is not submitted by the employee within the time limits provided herein shall be considered resolved based upon management's last answer. Any grievance not answered by management within the stipulated time limits may be advanced by the employee to the next step in the grievance procedure. All time limits on grievances may be extended upon mutual written consent of the parties.

Section 5.6 Time Off for Presenting Grievances All employees shall be allowed time off from regular duties with pay for attendance at scheduled meetings under the grievance procedure with prior approval of the Chief, which will not be unreasonably withheld. Grievance meetings at Step 3 shall be held during the grievant's shift hours or immediately before or after said shift hours, as determined by the Chief. Time spent and paid for in grievance processing will not be counted as hours worked for purposes of overtime compensation.

Section 5.7 Grievance Procedure It is the mutual desire of the City and the Labor Council to provide for prompt adjustment of grievances, with a minimum amount of interruption of the work schedules. The City and the Labor Council agree to make a responsible effort to effect the resolution of grievances at the earliest step possible. In furtherance of this objective, the following procedure shall be followed:

Step 1 - Supervisor In order for an alleged grievance to receive consideration under this procedure, the grievant, with the appropriate Labor Council representative, if applicable, must identify the alleged grievance to the employee's immediate supervisor within ten (10) calendar days of the occurrence which gave rise to the grievance or date when the grievant should have known of the occurrence, whichever comes later. The supervisor shall investigate and provide an appropriate answer within ten (10) calendar days following the date which the supervisor was presented the grievance.

Step 2 - Chief of Police If the grievance is not resolved in Step One, the employee with the appropriate Labor Council representative, if applicable, shall reduce the grievance to writing and shall within seven (7) calendar days of the date the answer was received or should have been received from Step 1, refer the grievance to the Chief of Police (or designee). The Chief of Police shall have seven (7) calendar days in which to schedule a meeting, when necessary, with the aggrieved employee and representative, if applicable. The Chief shall investigate and respond in writing to the grievance within fourteen (14) calendar days following the meeting date.

Step 3 - Safety Director If the grievance is not resolved in Step Two, the employee, with the appropriate Labor Council representative, if the former desires, may refer the grievance to the Safety Director (or designee) within seven (7) calendar days after receiving the Step 2 reply. The Safety Director shall have fourteen (14) calendar days in which to schedule a meeting with the grieved employee and the employee's representative, if applicable. The Safety Director shall investigate and respond to the grievant and/or appropriate representative within fourteen (14) calendar days following the meeting.

ARTICLE 6 - ARBITRATION

Section 6.1 Arbitration Should a grievant, after receiving the answer to the grievance procedure, still feel that the grievance has not been satisfactorily resolved, the grievant may, through their Labor Council representative, notify the City of the intent to have the grievance be heard before an arbitrator. The Labor Council or City may advance the grievance to arbitration upon written notice to the other party. A notification of arbitration must be submitted within fourteen (14) calendar days following the date the grievance was answered in Step 3 of the grievance procedure. In the event the grievance is not referred to arbitration by the Labor Council within the time limits prescribed, the grievance shall be considered resolved based upon the third step reply.

Upon receipt of a request for arbitration the City (or ~~its~~ designee) and the representative of the Labor Council shall, within ten (10) calendar days following the request for arbitration, request a list of nine (9) impartial arbitrators from the Federal Mediation and Conciliation Service (FMCS). Upon receipt of the list of nine (9) arbitrators the parties shall meet to select an arbitrator within ten (10) working days from the date the list is received. If agreement cannot be reached as to one mutually acceptable arbitrator from the panel, the parties shall use the alternate strike method from the list of nine (9) arbitrators. The Party requesting the arbitration shall be the first to strike a name from the list, then the other party shall strike a name and alternate in this matter until one (1) name remains on the list. The remaining name shall be designed as the arbitrator to hear the dispute in question. Either party shall have the option to completely reject the list of names provided by the Federal Mediation and Conciliation Service and request another list, one time each. The parties shall agree on a submission agreement outlining the specific issues to be determined by the arbitrator prior to the hearing.

Section 6.2 Arbitrability The question of arbitrability of a grievance may be raised by either party before the arbitration hearing of the grievance, on the grounds that the matter is non-arbitrable or beyond the arbitrator's scope of authority or jurisdiction. The first question to be placed before the arbitrator will be whether or not the alleged grievance is arbitrable. The arbitrator will decide the question of arbitrability before consideration of the merits.

Section 6.3 Authority and Responsibility of Arbitrator The arbitrator shall conduct a fair and impartial hearing pertaining to the grievance. The arbitrator shall afford both parties the opportunity to be heard, to present and examine witnesses, to offer documentary and other

evidence and to submit post-hearing briefs. The arbitrator shall issue a written award setting forth a decision and rationale in support of said decision. The Arbitrator's decision and award shall be final and binding upon both parties. It is expressly understood and agreed that the arbitrator shall be without jurisdiction or authority to detract from, alter, add to or otherwise amend in any respect, any of the provisions of this Contract or any supplements or appendices thereto. It is agreed and understood that the jurisdiction and authority of the arbitrator shall be expressly limited by the provisions of this Contract. It is further agreed that no grievance shall be arbitrated together with any other grievance except by mutual consent of the parties.

Section 6.4 Costs of Arbitration The costs of any proofs produced at the direction of the arbitrator, the fee of the arbitration and the rent, if any, for the hearing shall be borne jointly by the parties. The expenses of any non-member witnesses shall be borne, if at all, by the Party calling them. The fees of the court reporter shall be paid by the party asking for one; such fee shall be split equally if both parties desire a reporter, or request a copy of the transcript. Any affected member in attendance for such hearing shall not lose pay or any benefits to the extent such hearing hours are during the member's normally scheduled working hours on the day of the hearing.

ARTICLE 7- NEGOTIATIONS

Section 7.1 Committees The Labor Council and the City have the right to select their own negotiations committee and to change committee members at will. Negotiations teams shall consist of no more than four (4) committee members, including consultants.

Section 7.2 Good Faith Bargaining The parties are obligated to bargain collectively with one another in good faith effort to reach an agreement. Each side will provide supporting data and rational for its own proposals and counterproposals, and will not arbitrarily or capriciously reverse positions previously taken. Such good faith bargaining does not mean that either party is compelled to agree to a proposal nor does it require the making of a concession.

Section 7.3 Information Furnished The parties are obligated to provide each other with relevant financial and other information, as requested, which is necessary for each party to develop proposals, and counterproposals, and to negotiate in good faith.

Section 7.4 Private Meetings The Parties agree to negotiate in private meetings pursuant to Section 4117.21 of the Ohio Revised Code. These meetings will be held at times and places as agreed by the parties during a period not more than one hundred twenty (120) days before the expiration of this Contract.

Section 7.5 Spokesman The Negotiation Committees will formally communicate with each other through a spokesman named by each party.

Section 7.6 Informal Minutes Each party may informally keep its own minutes or written records of the negotiations. No official transcript of the negotiations will be maintained.

Section 7.7 Proposals At the initial negotiations meeting, each party will explain the basic structure and content of its proposals, except that either party may reserve its presentation as to economic matters to a later date. Nothing herein precludes either Party, by mutual agreement, from making a preliminary written submission of its proposal to the other Party prior to the initial meeting.

Section 7.8 Caucus and Adjournment Either party has the right to call a caucus at any time or to adjourn the negotiations session.

Section 7.9 Release Time for Negotiations If all bargaining unit members of the negotiating Committee are on duty at the time of the scheduled negotiations sessions, two (2) members will be given release time with pay and full benefits for time actually spent in negotiations. However, time spent and paid for in negotiations will not be counted as hours worked for purposes of overtime compensation. If negotiations end prior to the last thirty (30) minutes of the released member's scheduled quitting time, the released member shall report to their supervisor for duty.

Section 7.10 Applicable Law The City and the Labor Council agree that all matters pertaining to negotiations, impasse, ratification and/or rejection of a tentative contract shall be governed by Ohio Revised Code Sections 4117.10 and 4117.14.

ARTICLE 8 - NO STRIKE/NO LOCKOUT

Section 8.1 No Lockout The City agrees not to cause, permit or engage in any lockout of members during the term of this contract.

Section 8.2 No Strike The Labor Council agrees that neither it nor any of its members or any employees covered by this contract, individually or collectively during the term of this contract, shall for any reason, engage in a boycott, a slow down, a work stoppage, curtailment or restriction of production, interference or interruption of work or other interference with the City's business, including but not limited to a sympathy strike, slow down, or other interference or interruption.

- A. The City and Labor Council agree that the grievance and arbitration procedures of this contract are adequate to provide a fair and final determination of all grievances arising under the terms of the contract. It is the desire of the Labor Council and City to avoid strikes and work stoppages and any other conduct set forth above.
- B. The Labor Council and its officers, agents and members shall not authorize, condone, ratify, permit, sanction or acquiesce in activities such as those described above and, should any such activities occur, the Labor Council, by its officers, agents and members, shall be obligated to take affirmative steps to terminate such activities including promptly ordering its members to resume their normal work duties, notwithstanding the existence of any picket line.

ARTICLE 9 - MANAGEMENT RIGHTS

Section 9.1 Management Rights Except as specifically limited herein, the City shall have the exclusive right to administer the business of the City of Reynoldsburg in addition to all other functions and responsibilities which are required by law. Specifically, the City's exclusive management rights include, but are not limited to the following:

- A. To manage and direct its employees, including the right to select, hire, promote, transfer, assign, evaluate, layoff, and recall or to reprimand, suspend, discharge, or discipline for just cause and to maintain order among employees;
- B. To promulgate and enforce employment rules and regulations and to otherwise exercise the prerogatives of management;
- C. To manage and determine the location, type and number of physical facilities, equipment, programs, and the work to be performed;
- D. To determine the City's goals, objectives, programs and services;
- E. To determine the size, composition, and duties of the work force, the number of shifts required, to establish work schedules, to establish hours of work, to establish, modify, consolidate, or abolish jobs (or classifications); and to determine staffing patterns, including, but not limited to the assignments of employees, duties to be performed, qualifications required, and areas worked;
- F. To relieve employees from duty due to the lack of work, lack of funds, or for other legitimate reasons which improve the economy or efficiency of the City;
- G. To determine when a job vacancy exists, the standards of quality and performance to be maintained;
- H. To determine the necessity to schedule overtime and the amount required thereof;
- I. To maintain the security of records and other pertinent information;
- J. To determine the overall budget;
- K. To maintain and improve the efficiency and effectiveness of the City's operation; and
- L. To determine and implement necessary actions in emergency situations.

The Labor Council recognizes and accepts that all rights and responsibilities of the City not expressly restricted or modified herein and as permitted by law shall remain the function of the City.

ARTICLE 10 - INTERNAL INVESTIGATIONS, DURATION OF RECORDS AND PERSONNEL FILES

Section 10.1 Internal Investigations This section is designed to address internal investigations of Police Department members. During such investigations, the following criteria apply:

- A. Whenever an investigation appears to be leading to the possibility of an employee being suspended from work or discharged, the employee will be informed of the

general nature of the investigation prior to any questioning. During such questioning, the employee has the right of choice to privately consult with and be advised by a Labor Council Representative, (or an attorney,) provided that such representative is not also a subject of the investigation.

- B. Whenever an investigation appears to be leading to the possibility of criminal charges being brought against an employee, the employee will be informed of the general nature of the investigation prior to any questioning. During such questioning, the employee has the right to be represented and advised by a Labor Council Representative (or an Attorney), provided that such representative is not also a subject of the investigation.
- C. In all internal investigations, the member's chosen representative shall have a reasonable period of time to appear for the investigation.
- D. Before a member may be charged with insubordination for refusing to answer questions or participate in any investigation, the member shall be advised that such conduct, if continued, may be the basis for such a charge.
- E. Any interviewing of a member will be conducted at hours reasonably related to their shift, preferably during work hours, unless the seriousness of the offense in question warrants otherwise. Sessions shall be for reasonable periods of time, and time shall be allowed during such interviews for rest periods and attendance to other personal necessities.
- F. Members shall be informed of the nature of the investigation prior to any questioning, including whether or not the investigation is focused on the member for either a potential felony or misdemeanor charge if known at the time.
- G. When a member suspected of a violation is being interviewed in an internal investigation, such questioning shall be tape recorded by the City at the request of either party.
- H. Any evidence obtained in the course of internal investigations through the use of threats, coercions, or promises shall not be admissible in any subsequent criminal action or internal hearing. However, explaining to a member that potential corrective action could result if the member continues to refuse to answer questions or participate in an investigation shall not be construed as such threats, coercions, or promises. Further, explanation of the potential disciplinary consequences as to the matter under investigation shall not be construed as a threat or coercion.
- I. In the course of internal investigations, a member may be given a polygraph examination only if the member is within the primary focus of the investigation or a known witness to an incident which precipitates the investigation, and at the member's written request directly to the Chief of Police. No polygraph

examination shall be administered without the members consent. Polygraph examinations shall be administered by a polygraph examiner certified by a school accredited by the American Polygraph Association, provided that the polygraph examiner is from an outside agency and has no interest in the proceedings, and further provided that the selection of the polygraph examiner is made by mutual agreement of the member and the City. No polygraph examination may be given without the advance permission of the Chief of Police (or designee). The results of the examination shall not be used in any subsequent criminal action unless agreed to by both parties. For purposes of this agreement, polygraph examinations include, without limitation, devises, instruments and procedures which purport to differentiate between truthful and untruthful statements (e.g. polygraph, psychological stress evaluations (PSE), etc.).

- J. When a member is to be interviewed in an investigation of any other member, such interview will be conducted in accordance with the procedures established in this Section.
- K. When any anonymous complaint is made against a member and there is no corroborative evidence and none can be found after an investigation, the complaint shall be classified as unfounded.
- L. A member who is charged with violating department orders or regulations will be provided access to pertinent data related to the completed investigation. Such access shall be provided no later than fourteen (14) calendar days in advance of any department hearing related to the charge involved.
- M. All complaints, internal investigations and department charges shall initially be under the province of a supervisor to investigate who shall make recommendations to the Chief of Police through the chain of command. Prior to any suspension, demotion or termination being levied against any member based on complaints or charges, the Safety Director shall conduct a hearing at which the member and/or representative shall have the opportunity to cross-examine the accusers and offer testimony and other evidence on behalf of the member. Reasonable advance notice of a hearing date and time, as well as the charges to be heard will be provided to the member.
- N. Any member who has been under internal investigation and has been interviewed shall be informed, in writing, of the outcome of the case at the conclusion of the investigation. The Employer shall attempt to complete internal investigations within ninety (90) days. The Employer shall notify the employee if the investigation cannot be completed within ninety (90) days.
- O. If any of these procedures are violated, such violation shall be subject to the Grievance Procedure beginning at Step 3.

Section 10.2 Corrective Action No member shall be removed, reduced in pay or position, suspended, or reprimanded without just cause.

- A. For charges other than serious offenses, insubordination or violations that could amount to a violation of law, the principles of progressive action will be followed. The progression will at least include a documented warning before a written reprimand, a written reprimand before a suspension, and a suspension before demotion/removal for the same or related offenses. If the offense is of the serious nature, the Chief of Police may determine that a different sequence of discipline be utilized.

Section 10.3 Duration of Records All actions of record will be maintained in each member's personnel file throughout the employee's period of employment, with the exception that any records of documented warnings will be removed from the file, upon the request of the member, one (1) year after such action was taken, provided no further corrective action has occurred. Any records of written reprimands will be removed from the file upon the request of the member, two (2) years after such action was taken, provided no further corrective action of the same or similar nature has occurred. Suspensions shall be removed from the file, upon the member's request, four (4) years after such action was taken, provided that no further corrective action of the same or similar nature has occurred and further provided that the City can show no compelling need to retain such records beyond this time limit. Reductions in pay or position shall be expunged from the file, upon the member's request, in the event the City should rescind the reduction action. Records expunged from a personnel file shall be maintained in a sealed file. Expunged records, maintained in a sealed file, may only be accessed by the City in response to and defense of; actions filed against the City or its officials by the member or by a third party, but shall not be utilized for any other purpose including discipline, promotions or assignments.

The City will maintain a Records Commission, which will be responsible for ensuring that the City complies with all federal, state and/or local laws concerning the retention, expungement and/or destruction of records.

In any case in which an action or record is disaffirmed through the Grievance Procedure, by the Safety Director, by the Civil Service Commission, and/or by a court of competent jurisdiction, the members personnel file shall clearly reflect such disaffirmance. At the member's request, the City shall also expunge records of the case from the member's personnel file when such disaffirmance has occurred. In addition, unsubstantiated, unproven or untimely allegations or complaints made against a member appearing in the files of the City shall not be considered in further corrective action or promotional considerations, and shall not be shared outside the Police Department.

Section 10.4 Review of Personnel File The City and the Labor Council agree that members are responsible for periodically reviewing their personnel files. Members shall be allowed to review any of their personnel files at any reasonable time upon written request. Such request may be made to the supervisor directly responsible for the maintenance of such files and review of the file shall be made in the presence of such supervisor or designated representative.

Except as required by Law and except for supervisory and administrative personnel with a legitimate need to know, a member's personnel file shall not be made available for review by anyone. Except, as stated above, no information in a member's personnel file will be shared with anyone outside the Department and City Administration, except name, place of employment, dates of employment, job classification and pay range. However, additional specified information may be given upon the advance, written approval of the member involved to the Chief of Police. Any member may copy documents in their own file. The City may levy a charge for such copying, which charge shall bear a reasonable relationship to actual costs.

Section 10.5 Inaccurate Documents If upon examining the personnel file, any member has reason to believe that there are inaccuracies in documents contained therein, the member may write a memorandum to the Chief explaining the alleged inaccuracy. If the Chief concurs with the member's contentions, the Chief shall remove the faulty document. The employee maintains the right to use the grievance procedures in this matter.

Section 10.6 Placement of Material in Personnel File No document which does not include as part of its normal distribution a copy to the member, or which does not originate with the member, shall be placed in the personnel file unless the member is simultaneously provided a copy.

Section 10.7 Performance Evaluations A member's signature on any performance evaluation shall be viewed by the parties hereto as only a representation that the member has read it and shall not be viewed as representation that the member has concurred with any or all of the contents or comments thereon. The member shall be the last person to sign an annual performance evaluation. The member shall receive a copy of the evaluation in its final form when signed upon request.

Section 10.8 Departmental Hearings Department hearings will be held prior to the imposition of any suspension, reduction in pay or rank, and/or removal. Prior to any Departmental hearing before the Safety/Service Director and/or the Personnel Director, the member will receive from the Chief of Police a written statement of all charges and specifications. At a Departmental hearing, the charged member shall be allowed to be represented by an attorney and/or Labor Council Representative. A member who is charged, the member's attorney and/or Labor Council Representative, may make a written request, directly to the Chief of Police, to review her personnel file. Such request will be granted within a reasonable time by the Chief in the case of a pending Departmental hearing.

Hearings will be held in the Police Department, Office of the Safety/Service Director or the Personnel Director unless an alternative site is mutually agreed upon by the parties. Hearings may be tape recorded by either party.

A member who is charged, their attorney and/or a Labor Council Representative, may make a written request for one continuance of the departmental hearing not to exceed five (5) working days. Such request will be granted where practicable at the discretion of the Safety/Service Director and/or the Personnel Director.

The Departmental hearing shall be closed to the public, press, and others not directly involved in such hearing.

The City will make a good faith effort to notify the affected member of the decision reached as a result of the Departmental hearing prior to any public statement.

Section 10.9 Administrative Leave Prior to the disposition of the Departmental hearing, including any decision by the Mayor, the member may be placed on administrative leave with pay should the Chief determine there are urgent reasons to take this action. The length of the leave shall be solely at the Chiefs discretion. No member shall be suspended without pay pending a disposition of the Departmental hearing.

Section 10.10 Appeal from Disciplinary Decision If suspension, reduction or removal is imposed as a result of the disposition of the Departmental hearing, a member, with the approval of the Labor Council Representative, may appeal such decision directly to binding arbitration under the provisions of Article 6.

ARTICLE 11- WORK RULES AND DIRECTIVES

Section 11.1 Notification The City agrees that, to the extent practicable, work rules and/or Departmental directives shall be reduced to writing and provided to all members in advance of their enforcement. All rules and directives shall be applied uniformly to all members.

ARTICLE 12- LABOR/MANAGEMENT MEETINGS

Section 12.1 Meetings In the interest of sound Labor/Management relations, the Safety Director and representatives of the City shall meet at a mutually agreeable time with representatives of the Labor Council to discuss those matters addressed in Section 12.2 of this Article. At least twenty-four (24) hours prior to convening the meeting, either party may request the presence of specific individuals to address issues that are subjects for the meeting. Representatives for either party may attend by mutual advance agreement. Labor/Management meetings are not intended to be negotiation sessions to alter or amend the basic contract.

Section 12.2 Agenda An agenda will be furnished by the party requesting the meeting at least five (5) working days in advance. The purpose of such meetings shall be to:

- A. Discuss administration of this contract.
- B. Notify the Labor Council of any changes made by the City which affect bargaining unit members.
- C. Disseminate general information of interest to the parties.
- D. Discuss ways to increase productivity and improve efficiency.
- E. Discuss other matters mutually agreed to by the parties.

Section 12.3 Release Time Efforts will be made to schedule meetings at such times as to minimize City release time. Permission shall be granted to those members who are on duty and whose presence at the scheduled meeting is necessary or appropriate to attend at no loss of pay or benefits. All members are subject to recall to duty if and when needed.

ARTICLE 13 - LAYOFFS AND RECALL, SENIORITY AND PROBATIONARY PERIOD

Section 13.1 Notification When the City determines that a long term layoff or job abolishment is necessary, they shall notify the affected employees fourteen (14) calendar days in advance of the effective date of the layoff or job abolishment. Employees will be notified as soon as is practical in advance of the City's decision to implement any short term layoffs lasting seventy-two (72) hours or less. The City, upon request from the Labor Council, agrees to discuss with representatives of the Labor Council, the impact of the layoff on bargaining unit employees.

Section 13.2 Layoffs The City shall determine in which classifications layoffs will occur and layoffs of bargaining unit employees will be by classification. Employees shall be laid off within each classification in order of seniority, beginning with the least senior and progressing to the most senior up to the number of employees that are to be laid off.

Section 13.3 Recall List When employees are laid off, the City shall create a recall list for each classification. The City shall recall employees from layoff within each classification as needed. The City shall recall such employees according to seniority, beginning with the most senior employee in the classification and progressing to the least senior employee up to the number of employees to be recalled. An employee shall be eligible for recall for a period of one (1) year after the effective date of the layoff. When the City recalls persons off the list, they shall be recalled to their previous classification, but not necessarily to the unit in which they were working when laid off.

Section 13.4 Recall Notice Notice of recall shall be sent to the employee by certified or registered mail with a copy to the Labor Council. The City shall be deemed to have filled its obligations by mailing the recall notice by registered mail, return receipt requested, to the last mailing address provided by the employee **or agreed to by the parties.**

The recalled employee shall have fourteen (14) calendar days following the date of mailing of the recall notice to notify the City of the intention to return to work and shall have five (5) calendar days following notification to the City in which to report for duty, unless a later date for returning to work is otherwise specified in the notice.

Section 13.5 Seniority List A seniority list by title shall be kept by the Chief according to job titles and shall be updated as needed. A copy shall be available for inspection in a location designated by the Chief for the purpose of defining seniority, a member's continuous service with

the Reynoldsburg Police Department by title shall qualify. The seniority list shall list all members and the dates of their first date of work for the Department as a full-time employee in order from the most senior to the least senior member in service.

Section 13.6 Probationary Period Every newly hired member will be required to successfully complete an initial probationary period. The initial probationary period shall be twelve (12) months from the date of hire.

A newly hired probationary member may be terminated at any time during the initial probationary period for unsatisfactory service and shall have no right to appeal the termination under Article 5 and 6 of this Contract.

ARTICLE 14 - MISCELLANEOUS NON-ECONOMIC

Section 14.1 Equipment The City will furnish and maintain the tools, facilities, and equipment required to carry out the member's job duties. It is the member's responsibility to report unsafe conditions or practices, to avoid accidents or negligence and properly use and care for all tools, facilities, vehicles, supplies and equipment provided by the City.

Section 14.2 Safe Working Conditions The City shall undertake reasonable efforts to put in place and utilize policies and procedures that provide for the safety of members in the performance of their assigned duties.

Section 14.3 Shift Bidding Each year between November 1 and November 15, the City shall post the shift assignments available for the following year. Fulltime dispatchers shall have the right to bid on the available shifts by seniority. The new shifts shall take effect the first full pay period in January following the bidding process. A dispatcher's bid request shall not be unreasonably denied.

ARTICLE 15 - HOURS OF WORK AND OVERTIME

Section 15.1 Hours of Work The workweek shall consist of forty (40) hours based on five (5) consecutive eight (8) hour workdays and two (2) regularly scheduled days off; except as provided below in this Section of this Article. The wage rates prescribed in this contract for the respective classification are based upon an average workweek of forty (40) paid hours and a work year of two thousand eighty (2,080) paid hours. Members shall be in paid status for all work hours as well as all hours while on approved paid leave.

It is understood that the Chief may authorize certain members, based upon their regular assignment, to work a ten (10) hour workday. If so authorized, the member's forty (40) hour

workweek shall consist of four (4) ten (10) hour workdays and three (3) regularly scheduled days off.

Section 15.2 Overtime All hours in paid status in excess of the scheduled workday or forty (40) hours in any workweek shall be compensated at one and one-half (1-1/2) times the member's normal straight time rate. The Employer shall not change the employees' schedule once posted solely to avoid payment of overtime.

Section 15.3 Compensatory Time A member may choose to take compensatory time in lieu of overtime compensation if such choice is indicated during the tour of duty in which the overtime is worked. Compensatory time shall be credited to the member and accumulated at the rate of one and one-half (1-1/2) hours for each overtime hour worked.

Compensatory time may be taken by a member, upon approval of their supervisor, provided that the member's absence does not create a hardship on the operations of the Department.

Each member's compensatory time bank shall be limited in accumulation to a maximum of one hundred (100) hours per year. Once an employee has chosen one hundred (100) hours of compensatory time per year as compensation for overtime hours worked, all additional overtime will be paid. The member may choose to carry over any balance into the following year or "cash out" the balance at the end of each year. Any balance of compensatory time carried over into the following year shall count towards the one hundred (100) hour cap in that year.

On November 15 of each year employees may opt to cash in all or part of their compensatory time bank by notifying the Employer in writing. This payment shall be made no later than the last full payment period in the calendar year.

Section 15.4 Call-In Pay When a member is called back to work by a supervisor for hours not abutting the regular shift hours, the member shall be guaranteed a minimum of three (3) hours pay at the member's overtime rate. If the member is called in and works more than two (2) hours the member shall be paid at the overtime rate for all hours worked.

Section 15.5 Court Pay If a member is required to appear in court as a part of the employee's job duties at a time when the employee would otherwise be off duty, the employee shall be paid the applicable rate for the actual hours necessary to fulfill the employee's court appearance, including travel time to and from a court session other than the Mayor's Court. In court appearances while off duty, a member shall be guaranteed a minimum of three (3) hours pay at the member's overtime rate.

Section 15.6 Separation Upon separation from employment with the City for any reason, a member (the surviving spouse or estate of the deceased upon death) shall be entitled to payment for any accrued but unpaid overtime hours, including compensatory time hours accrued but not used. Such payment shall be at the overtime rate applicable to the member's current rate of pay at time of separation.

ARTICLE 16 - HOLIDAY PAY

Section 16.1 Holiday Pay The following are designated paid holidays:

- A. New Years Day, January 1
- B. Martin Luther King Day, 3rd Monday in January
- C. President's Day, 3rd Monday in February
- D. Memorial Day, 1st Monday in May
- E. Independence Day, July 4th
- F. Labor Day, first Monday in September
- G. Veteran's Day, November 11th
- H. Thanksgiving Day, 4th Thursday in November
- I. Day after Thanksgiving, 4th Friday in November
- J. Day before Christmas, December 24th
- K. Christmas Day, December 25th
- L. Day before New Years Day, December 31st
- M. Personal Day
- N. Any day or part of any day as proclaimed by the Mayor.

Section 16.2 Holiday Not Worked

- A. Members on 8-hour shifts will be compensated 8 hours;
- B. Members on 10-hour shifts will be compensated 10 hours;

Section 16.3 Holiday Worked

- A. When a holiday is worked by a member, the member will be compensated at the overtime rate for hours actually worked, in addition to straight time.

Section 16.4 Method of Payment

- A. Members have the option of compensatory time or holiday pay. Such compensatory time shall be applied to the cap set forth in Article 15. A member may choose to bank holiday pay for each holiday. If a member chooses this option, the member must declare the intent by December 15 of the preceding year and will be paid for holidays in a lump sum in the first pay period of December each year.

ARTICLE 17 – WAGES

Effective January 1, 2013 2016:

2% 3%	A	B	C	D	E	F
HOURLY	\$18.60 \$19.84	\$19.67 \$20.97	\$20.74 \$22.11	\$21.80 \$23.25	\$22.90 \$24.42	\$23.98 \$25.57
ANNUALLY	\$38,688.00 \$41,267.20	\$40,913.60 \$43,617.60	\$43,139.20 \$45,988.80	\$45,344.00 \$48,360.00	\$47,632.00 \$50,793.60	\$49,878.40 \$53,185.60

Effective January 1, 2014 2017:

2%3%	A	B	C	D	E	F
HOURLY	\$18.98 \$20.44	\$20.06 \$21.60	\$21.15 \$22.77	\$22.23 \$23.95	\$23.36 \$25.15	\$24.46 \$26.34
ANNUALLY	\$39,478.40 \$42,515.20	\$41,724.80 \$44,928.00	\$43,992.00 \$47,361.60	\$46,238.40 \$49,816.00	\$48,588.80 \$52,312.00	\$50,876.80 \$54,787.20

Effective January 1, 2015 2018

1.5%3%	A	B	C	D	E	F
HOURLY	\$19.26 \$21.05	\$20.36 \$22.25	\$21.47 \$23.45	\$22.57 \$24.67	\$23.71 \$25.90	\$24.83 \$27.13
ANNUALLY	\$40,060.80 \$43,784.00	\$42,348.80 46,280.00	\$44,657.60 \$48,776.00	\$46,945.60 \$51,313.60	\$49,316.80 \$53,872.00	\$51,646.40 \$56,430.40

Section 17.2 Shift Differential **Effective January 1, 2016**, a shift differential of one dollar ~~and ten cents (\$1.10)~~ **twenty-five cents (\$1.25)** per hour worked shall be paid to any employee when the majority of their scheduled shift is after 1:00 P.M. and before 6:00 AM. ~~Effective upon execution of this agreement, the shift differential shall be one dollar and fifteen cents (\$1.15).~~

Section 17.3 Pension Pick-up The City method of payment of salary and the provision of fringe benefits to the members who are participants in the PERS Pension Fund are hereby modified as follows, in order to provide for a fringe benefit pick-up of employee contributions to the PERS Pension Fund.

1. In addition to the total salary and salary per pay period which is otherwise payable to each member, the total portion of the member's contribution to the PERS Pension Fund shall be paid by the City.
2. The sums paid by the City under paragraph 1 in lieu of payment by the member shall not be treated as additional salary, wages or compensation. The pick-up shall not be included in the member's total annual salary for the purpose of computing daily rate of pay, for the determining paid salary adjustments to be made due to absence, or for any similar purpose.
3. The pick-up by the City of a member's contribution to the PERS Pension Fund shall be mandatory for all members who are participants in the Fund. No such member shall have the option of choosing to receive contributed amounts directly instead of having them paid by the City to the Fund.

Section 17.4 Pay Periods All members shall be paid on a bi-weekly basis. The official pay date shall be every other Friday in that period, provided that when a holiday falls on a regular pay day the payroll shall be distributed on the day immediately preceding the holiday.

Section 17.5 Administration of Pay Plan In the administration of the pay plan for all covered employees, the six steps of the plan shall be applied as set forth below:

1. Step A is the minimum rate and shall be the hiring rate for the classification except that if a person is qualified by education or experience the appointing authority may establish the hiring rate at Step A, Step B, or Step C.

2. Progression from Step A through Step F shall be made at intervals of one year of satisfactory service from the employee's service date.

Section 17.6 Training New Employee Pay **Effective January 1, 2016**, any member who serves as a training officer for bargaining unit members shall receive a pay differential of ~~\$2.00~~ **\$2.50** per hour for each hour of training time spent with the trainee.

Section 17.7 TAC/ATAC Assignment. Effective **January 1, 2016**, ~~upon execution of this agreement,~~ any member selected by the Chief of Police or designee to perform the duties of TAC officer shall be compensated an additional ~~seventy-five cents (\$.75)~~ **one dollar (\$1.00)** per hour for all hours actually assigned and working as the TAC or ATAC.

Section 17.8 Longevity Bargaining unit employees shall receive longevity pay as follows:

Years of Service	Longevity Pay 2013	Longevity Pay 2014	Longevity Pay 2015
4 through 6 years	\$325.00	\$325.00	\$375.00 \$425.00
7 through 9 years	\$375.00	\$375.00	\$425.00 \$475.00
10 through 14 years	\$450.00	\$450.00	\$500.00 \$550.00
15 through 19 years	\$500.00	\$500.00	\$550.00 \$600.00
20 or more years	\$550.00	\$550.00	\$600.00 \$650.00

ARTICLE 18 - VACATION LEAVE

Section 18.1 Accrual Each full-time employee is entitled, during each year following the first year of service, to earned vacation leave with full pay in accordance with the following schedule:

Completed Years of Service	Hours Earned Each Year
1 thru 6 years	80 hours
7 thru 11 years	120 hours
12 thru 15 years	160 hours
16 thru 19 years	208 hours
20 or more	224 hours

Section 18.2 Carry Over An employee may, at the discretion of the City, carry over from year to year, a maximum of forty (40) hours of accumulated vacation leave. Any vacation balance in excess of this permitted carry over shall be forfeited, unless the Chief of Police determines that an employee may not take all or a portion due to job requirements. In that event,

any vacation balance in excess of forty (40) hours may be paid to the employee at the earned rate of pay.

Section 18.3 Annual Leave The Department shall attempt to accommodate each member's vacation leave request. Prior to February 1, members shall submit annual vacation requests by seniority to their chain of command for vacation scheduling. These requests shall be granted as requested to the extent practicable unless a conflict in scheduling necessitates that all requests cannot be granted. In such an instance, length of service with the Department as a full-time member shall be the determining factor in the granting of vacation leave requests. Employees who earn one hundred twenty (120) hours or more of vacation per year shall be required to request and take one forty (40) hour block of vacation each year. Such employees may also "cash in" up to forty (40) hours of earned vacation each year after their anniversary date of hire.

Section 18.4 Casual Leave Casual vacation leave may be granted in hourly segments upon approval of the supervisor.

Section 18.5 Payout Upon separation from City Service, employees are entitled to compensation for the pro-rated portion of any unused vacation leave to their credit at the time of separation at their prevailing rate of pay.

In case of death of an employee, the unused vacation leave credited to any such employee shall be paid to the surviving spouse, or the estate of the deceased if there is no surviving spouse.

Section 18.6 For purposes of this article, time spent on an unpaid leave of absence shall not count as service for purposes of computing years of service. Time spent on an approved unpaid leave of absence shall not constitute a break in service.

ARTICLE 19 - SICK LEAVE

Section 19.1 Credit Sick leave credit shall be earned at the rate of 4.6 hours for each eighty (80) hours of service in active pay status, which for the purpose(s) of this Article shall include paid vacation, overtime and sick leave, but not during leave of absence or layoff. Unused sick leave shall accumulate without limit. Sick leave shall not be advanced prior to its being earned.

Section 19.2 Usage

A. Sick leave shall be granted to an employee upon approval of the City. Sick leave may be requested for the following reasons:

1. Illness of the employee or a member of the employee's immediate family. Injury to the employee (after injury leave expires if the employee so qualifies.)
2. Medical, dental or optical examinations or treatment of the employee or member of the employee's immediate family, which requires the presence of the employee, and which cannot be scheduled during non-working hours;
3. If a member of the immediate family is afflicted with a contagious disease or requires the care and attendance of the employee or when, through exposure to a

contagious disease, the presence of the employee on the job would jeopardize the health of others;

4. Pregnancy and/or childbirth and other conditions related thereto.

- B. Definition of immediate family: Mother, father, brother, sister, child, spouse, grandparent, grandchild, guardian, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, or other person who stands in place of a parent.

Sick leave shall be charged in minimum units of one (1) hour. It is understood that employees shall, whenever possible, schedule medical/dental appointments so as to not disrupt the operations of their Department. An employee shall be charged for sick leave only for days upon which he would otherwise have been scheduled to work. Compensation for approved sick leave shall be at the employee's base hourly rate of pay.

- C. When an employee is unable to report to work, the employee shall notify their supervisor or other designated person, no later than one (1) hour prior to their assigned shift, and shall leave a telephone number where the employee may be reached by the supervisor.

Section 19.3 Verification

- A. The City may require an employee to furnish a standard written signed statement explaining the nature of the illness to justify the use of sick leave. Falsification of either a written, signed statement or a physician's certificate shall be grounds for disciplinary action including dismissal. Any illness exceeding three days must be accompanied by a doctor's certificate.
- B. If medical attention is required, the employee shall be required to furnish a statement from a licensed physician notifying the City that the employee was unable to perform the required duties. Where sick leave is requested to care for a member of the immediate family, the City may require a physician's certificate to the effect that the presence of the employee is necessary to care for the ill person.
- C. The City may require an employee to take an examination, conducted by a licensed physician of the City's choice, to determine the employee's physical or mental capability to perform the duties of the employee's position. If found not qualified, the employee may be placed on sick leave or other leave. The cost of such examination shall be paid by the City. The employee, at the employee's own expense, shall be allowed to provide the City with a 2nd opinion, from a licensed physician.
- D. Employees failing to comply with sick leave rules and regulations shall not be paid and disciplinary action may be taken. Application for sick leave with intent to defraud will result in dismissal and may result in refund of salary or wages paid.

Beginning with the sixth time and each time thereafter a member is granted sick leave in any calendar year, the first day of each such leave shall be without pay, except as follows:

1. Such absence may, with the approval of the Chief, be charged to compensatory time or to vacation leave.
2. Intermittent period of sick leave for the same illness or injury, when such usage is approved by the chief, shall be counted as one absence if they occur during a period of not to exceed thirty (30) calendar days from the date the member returns to work.

Section 19.4 Separation Payment of accrued but unused sick leave will be made to each bargaining unit employee, upon disability or service retirement under the **Ohio** Public Employee's Retirement System, who has ten (10) or more years of service with the City. The amount of payment will be as set forth in the following scale. Such payment shall be based on the employee's rate of pay at the time of retirement.

Minimum Years Of Service	Percentage of Accrued but Unused Sick Leave	Maximum Hours Paid Out
10 years	25%	320
15 years	30%	540
20 years	40%	760
25 years	50%	880

Section 19.5 Employees who use no sick leave in a calendar year shall earn one personal day to be used in the next calendar year.

ARTICLE 20 - INSURANCE

Section 20.1 Insurance The City may modify health insurance coverage offered to bargaining unit employees. If the City is considering any health insurance changes, it shall provide the Union with at least thirty (30) days advance notice. Upon request, the City shall meet with the Union to discuss all aspects of health insurance coverage, including the affect of any potential changes on bargaining unit members.

The medical, prescription, dental and vision coverage offered to bargaining unit employees shall not differ from the benefits offered to non-bargaining unit employees of the city.

Section 20.2 The City shall pay for life insurance for each member in the amount of \$40,000 with double indemnity for accidental death. The employee shall (by payroll deduction) pay seven percent of the monthly premium toward health insurance including dental and vision coverage.

~~Effective January 1, 2013, each member will contribute twelve percent (12%) of the premium not to exceed \$62.50 per month for single coverage and \$140 per month for family coverage. Premium contribution for dental and vision coverage shall remain at 7% for the duration of this agreement.~~

~~Effective January 1, 2014 and January 1, 2015 each member will contribute fifteen percent of the premium with no cap.~~

Effective January 1, 2016, bargaining unit employees shall pay the same premium contribution paid by non-bargaining unit employees of the City.

~~Effective January 1, 2013, the City will make a four thousand dollar (\$4,000.00) contribution to the H.S.A. account for the employees with family coverage and a two thousand dollar (\$2,000.00) for single coverage. No wellness program required.~~

~~Effective January 1, 2014 and January 1, 2015, the City will make a thirty five hundred dollar (\$3,500.00) contribution to the H.S.A. account for the employees with family coverage and seventeen hundred fifty dollars (\$1,750.00) for single coverage. The City will increase the family contribution to four thousand dollars (\$4,000.00) instead of the thirty five hundred dollars (\$3,500.00) only if the employee completes a wellness program jointly developed by the City and the Union no later than July 1st, 2014/2015. The City will increase the single contribution to two thousand dollars (\$2,000.00) instead of seventeen hundred fifty dollars (\$1,750.00) if the employee completes a wellness program jointly developed by the City and the Union no later than July 1st, 2014/2015.~~

Effective January 1, 2016, bargaining unit employees shall receive the same contribution to the H.S.A. account as non-bargaining unit employees of the City.

Once the deductible has been reached by an employee, they shall be responsible for prescription co-pays of ten dollars (\$10.00) for tier 1, thirty dollars (\$30.00) for tier 2, and fifty dollars (\$50.00) for tier 3 until they reach the maximum out of pocket of four thousand dollars (\$4,000) for single and eight thousand dollars (\$8,000.00) for family.

Employees required to forfeit insurance coverage because their spouse is also a covered City employee shall receive fifty (\$50) dollars per month while such forfeiture is in effect.

Section 20.3 Liability Coverage The City will defend and indemnify members as required by O.R.C. Chapter 2744 for the good faith performance of their duties within the scope of their employment.

ARTICLE 21 - INJURY LEAVE

Section 21.1 Injury Leave

- A. For each separate injury sustained, injury leave shall be paid to any member who suffers an incapacitating injury arising out of their performance of job duties for the City. Such injury may include exposure of the member to a contagious disease which could be communicated to and jeopardize the health of other employees, if such exposure and jeopardy is certified by a physician. Such injury leave shall be paid at the member's

- prevailing rate of pay, and be limited to a maximum of seven hundred twenty (720) hours per occurrence.
- B. To qualify for injury leave, it must be established that the injury arose out of performance of job duties, and did not result from misbehavior on the part of the member. It shall be the obligation of the member to report said injury immediately to the supervisor and to receive necessary medical treatment, present to the City a certificate from an attending physician or psychologist stating the nature of the injury and the prognosis, and to return to work status at the earliest time permitted by the attending physician. After the member has been given permission to return to work status by the attending physician, and member is taken off injury leave status, a member may reapply for injury leave and exhaust a total of seven hundred twenty (720) hours of injury leave per occurrence when continued use of injury leave is appropriate.
- C. The appointing authority or Chief may obtain an additional opinion from a licensed physician or psychologist in order to substantiate the nature of the injury and/or establish conclusively that the injury qualifies for injury leave as defined in this Section. Should this additional opinion be necessary, it shall be paid for by the City.
- D. Upon exhaustion of injury leave, a member may use sick leave or other available paid leave.

ARTICLE 22 - LEAVES OF ABSENCE

Section 22.1 Leave Without Pay Employees may be granted the following types of unpaid leaves of absence by the appointing authority.

- A. Disability Leave
- A physically incapacitated employee may request a disability leave. A disability leave may be granted not to exceed six (6) months when the disability continues beyond accumulated sick leave- rights and provided the employee is:
1. Hospitalized or institutionalized;
 2. On a period of convalescence following hospitalization or institutionalization authorized by a physician at the hospital or institution; or
 3. Is declared incapacitated for the performance of the duties of the position by a licensed physician designated by the City. Such examination may be required by the City.
- It is the employee's responsibility to request a disability leave and such leave is not granted automatically when the employee's sick leave has expired.
- B. Personal Leave
- The Employer may grant a leave of absence to any employee for a maximum duration of six (6) months for any personal reasons of the employee. Such leave may not be renewed or extended beyond six (6) months. The employee shall include all pertinent information relating to the need for a personal leave of absence with the request for leave. Such leave shall be at the total discretion of the City. No leave of absence shall be granted for the purpose of working another job.

1. The authorization of a leave of absence without pay is a matter of administrative discretion. The City shall decide in each individual case if a leave of absence is to be granted. A leave of absence shall be requested on the standard Request For Leave Form. Employees who are on an unpaid personal leave of absence which exceeds sixty (60) calendar days shall be required, in order to retain insurance benefits, to pay the entire premiums for all insurance during the term of such leave.
2. An employee on leave of absence without pay does not earn sick leave or vacation credit.
3. If a leave of absence is granted for a specific purpose, and it is found that leave is not actually being used for such purpose, the City may cancel the leave and direct the employee to report for work by giving written notice to the employee.
4. Upon completion of a leave of absence, the employee may be returned to the position formerly occupied, or to a similar position if the employee's former position no longer exists. An employee may be returned to work before the scheduled expiration of leave if requested by the employee and agreed to by the City. If an employee fails to return to work at the expiration of an approved leave of absence, and does not submit a resignation, the employee will be considered "absent without leave" and shall be subject to immediate termination.

C. Family and Medical Leave

1. Pursuant to the Family and Medical Leave Act of 1993 (as amended), FMLA leave may be granted to an employee who has been employed by the City for at least twelve (12) months before the leave is requested and who has provided at least 1,250 hours of service during the twelve (12) months before the leave is requested. The leave may be granted up to a total of twelve (12) weeks during any twelve (12) month rolling period for the following reasons:
 - I. Because of the birth of a child or placement for adoption or foster care of a child;
 - II. In order to care for the spouse, son, daughter, parent, or one who stood in place of a parent of the employee, if such spouse, son, daughter, parent, or "in loco parentis" has a serious health condition;
 - III. Because of a serious health condition that makes the employee unable to perform essential employment functions.
2. The employee must provide the Employer with thirty (30) days advance notice of the leave, when such leave is reasonably foreseeable, or such notice as is practicable, if thirty (30) days notice is not possible. The employee must provide the Employer with certification of the condition from a health care provider. The Employer, at Employer expense, may require a second opinion (which is binding) on the validity of the certification,

An employee seeking FMLA leave must first use paid sick time (if applicable), vacation and holidays before going on unpaid leave. The total amount of family leave paid and unpaid will not exceed a total of twelve (12) weeks. In any case in which a husband and

wife entitled to family leave are both employed by the City, the aggregate number of workweeks of leave to which both may be entitled may be limited to twelve (12) weeks during any twelve (12) month rolling period if such leave is taken because of the birth of a child or placement for adoption or foster care' of a child. The employee will be responsible for the employee share of the health insurance cost (if any) during the unpaid leave. If the employee does not return from the leave, the employee is responsible for the total insurance premium paid by the City. The City, at its sole discretion, may waive the repayment of insurance premiums. The City will be responsible for thirty (30) days premium under COBRA.

It is intended that the Article comply with the Family and Medical Leave Act of 1993 as amended and the City may promulgate policies in furtherance of the Family and Medical Leave Act that are not inconsistent with this agreement.

Section 22.2 Leaves of Absence With Pay

A. Maternity/Paternity Leave

Any employee, who is expecting to become a new parent, shall be granted a leave of absence for maternity/paternity purposes. The date of departure and the date of return to work shall be established by the employee. The employee may utilize sick leave and vacation leave for said purposes. Additional leave may be granted on a case-by-case basis at the City's discretion.

B. Jury Duty

1. A fee or expense reimbursement paid to an employee for serving on any Municipal, County, or Federal Jury, shall be remitted to the City and said employee's regular pay will not be adjusted by reason of service performed.
2. The Employer shall not pay any employee who appears in court for criminal or civil cases, when the employee is the Plaintiff or Defendant.

C. Military Leave

The Employer shall comply with applicable state and federal law concerning military leave.

D. Funeral Leave

1. Each full-time employee shall be granted up to a maximum of three consecutive working days upon a death in the employee's immediate family.
2. It is recognized that situations will develop where matters involving other than the employee's immediate family warrant the City granting excused time with pay. The employee's supervisor may grant such excused time based upon the circumstances peculiar to each case. Such time shall not exceed three (3) days.

E. Voting Leave

A member shall be excused for such time as is reasonably necessary to vote. A member shall be paid for such excused time not to exceed one (1) hour, provided the member could not otherwise reach the polls to vote during the time the polls are open outside the member's tour of duty.

F. Examination Leave

A paid leave shall be allowed a member who participates in a Reynoldsburg Civil Service test or who must take a requested examination pertinent to their City employment before a state, county, or federal licensing board, provided that such test or examination is scheduled and taken during the member's regularly scheduled tour of duty

ARTICLE 23 - EDUCATIONAL ASSISTANCE PROGRAM

Section 23.1 Participation All employees are eligible to participate in the Educational Assistance and Incentive Plan. Participation is voluntary and available to those who elect job relevant self-development activities, during non-working hours. Participation shall be approved by the appointing authority.

Section 23.2 Allowances The allowances for assistance are described below:

- A. For approved courses earning college credit, a maximum of \$2,250 of tuition expenses for each academic year may be requested by the employee.
- B. For approved courses earning other than college level credit, a maximum of \$750.00 of tuition expense for each academic year may be requested by the employee.
- C. Fifty percent (50%) of the expense incurred for text books required for above approved courses will be paid except that for non-college level courses, the \$750.00 limit is not to be exceeded.
- D. To qualify for assistance, plan participants shall satisfactorily complete the course(s) with a passing grade.
- E. An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City within the one (1) year period, that employee must repay any assistance received in the one (1) year period. Employees who separate from service with the City within two (2) years following completion of the courses must repay fifty percent (50%) of the assistance received.

ARTICLE 24 - UNIFORMS AND ALLOWANCE

Section 24.1 Initial Issue The City shall furnish the basic Uniforms and new equipment for all members. Uniform parts and equipment shall be replaced by the City as needed. All uniforms and equipment purchased by the City remain the property of the City and must be returned when a member is separated from City service for any reason.

Uniform items not accounted for shall be replaced at the member's expense. Failure to do so shall result in the value of the uniform items not accounted for being withheld from the member's separation pay.

Section 24.2 Repair and Replacement of Uniforms The City shall repair or replace all uniform items damaged or destroyed in the line of duty so long as the damage was not due to the member's misconduct or negligence.

Section 24.3 Repair or Replacement of Eye Glasses The City shall repair or replace eyeglasses damaged or destroyed in the line of duty so long as the damage is not due to the member's misconduct or negligence. This Section shall provide coverage only for a like amount of the damaged eye glasses.

Section 24.4 Dry Cleaning Members shall be reimbursed for necessary dry cleaning of uniforms. Members shall utilize the dry cleaning facility or facilities designated by the City.

Section 24.5 Clothing/Equipment Schedule

DISPATCHERS	
Police Dispatch Badges	2
Name Badges	2
Service Since Pin	1
Shirts (short sleeve)	5
Shirts (long sleeve)	5
Pants	5
Sweater	1
Shoes	1 pair
Belt	1
All Weather Jacket	1

ARTICLE 25 - MISCELLANEOUS ECONOMIC PROVISIONS

Section 25.1 Travel Allowance If a member uses their personal automobile for City or Department business, including travel to and from court appearances, as authorized by the Chief of Police, the member shall be reimbursed for such use at the current rate allowed by the Internal Revenue Service Regulations.

Section 25.2 Copies of Contract The Labor Council shall provide each member, at no cost to the member, a copy of this Contract within forty (40) days of the parties' ratification of this Contract. The City shall provide a copy to each newly hired member during the term of this Contract.

ARTICLE 26 - DRUG/ALCOHOL TESTING

Section 26.1 Employees Tested

In accordance with the Reynoldsburg Division of Police Drug/Alcohol Policy bargaining unit employees may be subjected to testing conducted under the following conditions: 1. Reasonable suspicion of drug and/or alcohol use; 2. Post-Incident testing; 3. Follow-up drug and/or alcohol testing;

A bargaining unit employee may of their own volition, even if not ordered to do so, undergo a drug and/or alcohol screening test if the employee is involved in an on duty incident. Testing done under these circumstances will be treated in the same manner as if the employee had been ordered to undergo screening.

Section 26.2 Testing Requirements

All drug screening tests shall be conducted by medical laboratories meeting the standards of and certified by, the National Institute of Drug Abuse, the National Institutes of Health and the Department of Health and Human Services. No test shall be considered positive until it has been confirmed by a gas Chromatography/Mass Spectrometry full scan test or its equivalent. The procedures utilized by the Employer and testing laboratory shall include an evidentiary chain of custody control. All samples collected shall be contained in two (2) separate containers for use in the prescribed testing procedures in accordance with the City policy. All procedures shall be outlined in writing in the City policy and this policy shall be followed in all situations arising under this Article.

Section 26.3 Alcohol Tests

Alcohol testing shall be done in the same manner as to detect drivers operating a motor vehicle under the influence. A positive result of a blood alcohol concentration of .02% or above (based on a breathalyzer) shall entitle the Employer to proceed with sanctions as set forth in this Article.

Section 26.4 Test Results

- A. The results of the testing shall be delivered to the Employer and the employee tested. An Employee whose confirmatory test result is positive shall have the right to request a certified copy of the testing results in which the vendor shall affirm that the test results were obtained using the approved protocol methods. The employee shall provide a signed release for disclosure of the testing results. Refusal to submit to the testing provided for under this Agreement may be grounds for discipline up to termination.
- B. The employer may suspend the employee without loss of pay before the time the confirmatory test results are complete. If the screening test and confirmatory test are positive, the Employer may discipline the employee. The use of illegal substances, on or off duty, will ordinarily result in termination. The improper use of prescription drugs, over the counter drugs and/or alcohol may result in a lesser discipline, depending upon the relevant circumstances.

Section 26.5 Confirmatory Tests

- A. If a drug screening test is positive, a confirmatory test shall be conducted in the manner prescribed in the City policy.
- B. In the event the second test confirms the results of the first test, the Employer may proceed with the sanctions as set forth in this Article.
- C. In the event that the second test contradicts the result of the first test, the Employer may request a third test in accordance with the procedures prescribed above. The results of this test, if positive, shall allow the Employer to proceed with sanctions as set forth in this Article. If the results are negative, the employee shall be given the benefit of the doubt and no sanctions shall be imposed.
- D. A Medical Review Officer (MRO) shall be utilized to review all positive test results.

Section 26.6 Laboratories

A list of two (2) testing laboratories shall be maintained by the Employer. These laboratories shall conduct any testing directed by the Employer.

Section 26.7

If the testing required above has produced a positive result, the Employer may take disciplinary action in accordance with the division policy and may require the employee to participate in any rehabilitation or detoxification program that is covered by the employee's health insurance. An employee who participates in a rehabilitation or detoxification program shall be allowed to use sick time, compensatory days, vacation leave, and personal leave days for the period of the rehabilitation or detoxification program.

If no such leave credits are available, the employee shall be placed on medical leave of absence without pay for the period of the rehabilitation or detoxification program. Family Medical Leave may be used if available and appropriate.

Upon completion of such program, and upon receiving results from a return to duty test demonstrating that the employee is no longer abusing a controlled substance, the employee may be returned to their former position. Such employee may be subject to periodic retesting upon return to the employee's position for a period of one (1) year from the date of return to work. Any employee in rehabilitation or detoxification program in accordance with this Article will not lose any seniority or benefits, except in those cases where the employee is placed on leave of absence without pay. Employees eligible to utilize Family Medical Leave and are in an unpaid status will still be eligible for health care benefits in accordance with the division FMLA policy.

Section 26.8 Discipline

If the employee refuses to undergo rehabilitation or detoxification, or if the employee tests positive during a follow-up test within one (1) year after return to work from such a program, the employee shall be subject to disciplinary action up to and including termination of employment.

Section 26.9 Testing Cost

Costs of all drug screening tests and confirmatory tests shall be borne by the Employer except that any test initiated at the request of the employee shall be at the employee's expense.

Section 26.10 Confidentiality

All tests results and actions taken under or pursuant to this Article shall be kept confidential in accordance with and subject to state and federal law.

ARTICLE 27 - WAIVER IN CASE OF EMERGENCY

Section 27.1 Waiver In case of emergency declared by the President of the United States, Governor of the State of Ohio, the City of Reynoldsburg, the Federal or State Legislature, for such acts of God or civil disorder, the following conditions of the Agreement may automatically be suspended:

- A. Time limits ~~the processing of for management by the Labor Council replies on~~ grievances.
- B. Selected work rules and/or agreements or practices relating to the assignment of employees.

Section 27.2 Expiration of Waiver Upon the termination of the emergency, should valid grievances exist, they shall be processed in accordance with the provisions outlined in the Grievance Procedure to which they (the Grievance(s)) had properly progressed.

ARTICLE 28- DURATION

Section 28.1 Duration The provisions of this Contract are effective January 1, ~~2013~~ **2016** except where otherwise indicated, and shall remain in full force and effect through December 31, ~~2015~~ **2018**. This Contract shall remain in full force and effect until a successor agreement is reached by the parties or a final settlement award is reached through the use of Section 4117.14 of the Revised Code or through the legal system.

Signed and dated this ____ day of _____, 2016.

FOR THE CITY OF REYNOLDSBURG:

FOR FRATERNAL ORDER OF POLICE:

Bradley L. McCloud, Mayor

Tracy Rader, Staff Representative

Gail Leppert, Committee Chairman

Jim O'Neill, Police Chief

Michelle Severance, Committee Member

Approved As to Content:

Marc Fishel, Labor Counsel

Approved as to Form Only:

Jed Hood, City Attorney

Attachment: 2016-2018 Dispatch tentative agreement (1333 : Contract Agreement Between FOP/OLC (Dispatchers))

Police Department**James O'Neill****7240 E. Main Street****Reynoldsburg OHIO 43068****614-322-6947 Phone****ORDINANCE REQUEST**

DATE: **March 14, 2016****TO:** **Finance Committee****RE:** ORDINANCE AUTHORIZING THE REYNOLDSBURG DIVISION OF
POLICE TO APPLY FOR AND ACCEPT THE OHIO OFFICE OF
CRIMINAL JUSTICE SERVICES COMMUNITY-POLICE
RELATIONS GRANT; AND DECLARING AN EMERGENCY.

Emergency/Suspension: Emergency**Reason For Emergency:** Financial needs of the City's government**Statement of necessity:**

Due date for application of the grant is March 31, 2016.

Please see the attached memorandum for details regarding the Community-Police Relations Grant and its necessity.



Reynoldsburg Division of Police
7240 East Main Street
Reynoldsburg, Ohio 43068
(614) 866-6622
(614) 322-6926 (fax)

10.c.a

MEMORANDUM

Date: 3 March 2016

To: Chief/City Council

From: LT R. Wright #90 *R. Wright*

Subject: Request to Apply for The Community-Police Relations Grant

Grant:

The Police Department created the Community Resource Bureau (CRB) at the start of the year 2016 while working towards the goal to further enhance partnerships within the community and improve citizen-police relations. Soon after the unveiling of the CRB, the Ohio Criminal Justice Services (OCJS) offered a Community-Police Relations Grant to provide funding in support of improving police community relations. The CRB is in need of certain equipment to enhance their capabilities to conduct police-community events. Particularly, they request the purchase of a trailer that would serve dual purposes: hauling equipment/motorcycles and serving as a command center during community events.

The CRB is in the process of working the details of the trailer and project proposal. The police department is not required to match funds with this grant. The only parameter for eligibility is application toward Ohio Collaborative Law Enforcement Agency Certification, which we were already working on as an agency prior to the announcement of this grant. The Ohio Collaborative Law Enforcement Agency Certification process is guidance from the State Governor's office through the Ohio Peace Office Training Council to create a state standard for hiring processes and response to aggression policies – at no cost to the City other than the hours to review our current policies and submit the certification application.

Request:

I request the following:

- Request permission to submit an application for the Community Police Relations Grant.
- Request this is read as emergency legislation as we are against a time table to submit this application before the end of March 2016.

Attachment: Community-Police Relations Grant (1338 : Request to Apply for Community-Police Relations Grant)



MEDIA RELEASE

Criminal Justice Services

Ohio Criminal Justice Services • Karhlton F. Moore, Executive Director
www.ocjs.ohio.gov



OHIO DEPARTMENT OF PUBLIC SAFETY
John R. Kasich, Governor John Born, Director

FOR IMMEDIATE RELEASE:

February 29, 2016

Contact: China Dodley, Public Information Officer, 614-466-2551

Agencies Can Now Apply for up to \$30,000 in Community-Police Relations Grants

In the first two weeks, nearly 50 law enforcement agencies have already applied for state certification

(COLUMBUS) – Beginning March 1, the Office of Criminal Justice Services (OCJS) will accept applications for the Ohio Community-Police Relations Grant Program. Grant recipients can receive up to \$30,000 to fund initiatives designed to improve relationships between communities and law enforcement agencies serving them.

“This grant opportunity is focused on assisting law enforcement and communities who want to improve, enhance or create stronger relationships,” said Karhlton Moore, Executive Director of OCJS.

To be considered, applications must be submitted online through the [OCJS Grants Management System](#) by 5 p.m. on March 31, 2016. Late or incomplete applications will not be considered. OCJS will prioritize programs and practices that are deemed to be evidence-based.

All applications must include a:

- Title page;
- Problem statement/Target population;
- Project description;
- Timeline;
- Organization and staff capacity;
- Collaboration board;
- Executive summary; and
- Budget.

Examples of programs include community policing initiatives, training, juvenile mentoring programs, education and awareness tools, and evidence-based policing strategies.

The grants are available to units of state and local government, as well as faith-based or nonprofit organizations. To complement the grant, recipients must match at least 25 percent of the total project cost.

Also, in order to be eligible for funding, law enforcement agencies must be working toward Ohio Collaborative Law Enforcement Agency Certification through the Ohio Collaborative Community-Police Advisory Board. In the first two weeks, nearly 50 agencies have already applied for state certification and are already eligible for these grants.

For more information on the Ohio Collaborative Community-Police Advisory Board or the OCJS Ohio Community-Police Relations Grant Program, please visit the [OCJS website](#).

###

Clerk of Council**April Beggerow****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6836 Phone****ORDINANCE REQUEST**

DATE: March 14, 2016**TO: Eric Snowden, Planning AdministratorCommunity
Development Committee****RE: ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE
CITY OF REYNOLDSBURG, OHIO: Repealing Chapter 170 -
Reynoldsburg Arts Commission and Chapter 171 - Reynoldsburg
Beautification Commission.**

Revisions to Administrative Codes Chapter 170 & Chapter 171. Chapter 170 created the Reynoldsburg Arts Commission and Chapter 171 created the Reynoldsburg Beautification Commission. Records indicate that neither of these two commissions have met in years and today, the Department of Recreation and Parks, partners with community groups to bring art and cultural activities to City residents.

Revisions to Administrative Codes Chapter 170 & Chapter 171

TO: Members of the City Council

FROM: Donna Bauman, Parks & Recreation Director

RE: Revisions to Administrative Code

DATE: March 1st, 2016

Council Members:

In conjunction with a review of Codified Ordinances conducted by the Development and Service Departments, it has come to my attention that there are two sections of the Administrative Code that require revision.

Chapter 170 created the “Reynoldsburg Arts Commission”, which had the stated purpose to promote displays of fine arts and crafts within the City. Section 171 created the “Reynoldsburg Beautification Commission”, which had no stated purpose but was probably indeed to conduct beautification projects within the City. Records indicate that neither of these commissions have met in many years. Today, the Department of Recreation and Parks partners with community groups to bring art and cultural activities to City residents. In addition, the department partners with the Service Department and other community organizations focused on beautification and the environment to conduct an annual community clean-up.

Neither of these commissions remain important to the business of the City government, and therefore, I am requesting that the sections be repealed. Please contact me or Eric Snowden, Planning Administrator with any additional questions on this legislation.

Respectfully,



Donna Bauman
Parks & Recreation Director

CC: Dan Havener,
Nathan Burd,
Eric Snowden

CHAPTER 170—Reynoldsburg Arts Commission

170.01 ORGANIZATION.

~~—There is hereby created a Commission for arts, crafts and related subjects, consisting of five members who are electors of the City to be appointed by the Mayor. Each member appointed by the Mayor shall serve for a five-year term of office.~~

~~—(a) The members of the original Reynoldsburg Arts Commission shall be appointed to serve terms as follows:~~

~~—One member shall serve a term of 5 years;~~

~~—One member shall serve a term of 4 years;~~

~~—One member shall serve a term of 3 years;~~

~~—One member shall serve a term of 2 years; and,~~

~~—One member shall serve a term of 1 year.~~

~~—Thereafter, each member shall be appointed for a five-year term.~~

~~—(b) The Commission shall hold at least one regular meeting each month; except the Commission, by its rules or by a majority vote of its members, may designate one month in which regular meetings shall not be held.~~

~~—(c) The Commission, at its first meeting, shall elect a chairperson, a vice chairperson and a secretary and at the first meeting of each year thereafter, shall elect a chairperson, vice chairperson and a secretary.~~

~~—(d) The Commission shall adopt its own rules by a majority vote to promote shows and displays of arts, crafts and related subjects in the City of Reynoldsburg.~~

~~CHAPTER 171—Reynoldsburg Beautification Commission~~

~~171.01 COMMISSION ESTABLISHED; MEMBERSHIP.~~

~~—(a) Pursuant to Charter Section 7.07, there is hereby created a Reynoldsburg Beautification Commission.~~

~~—(b) The Commission shall consist of twenty four members who shall be appointed by the Mayor. Members shall serve three year terms with one third of the members to be replaced each year. Members can be re-elected for an indefinite number of terms. Of the original Committee's members, one third shall serve one year terms, one third shall serve two year terms and one third shall serve three year terms.~~

~~—(c) The County Office of Litter Prevention Administrator and the City Public Service Director shall be ex-officio members and may be included in the number. Also to be included as an ex-officio member shall be the Parks and Recreation Director.~~

Planning Commission**Eric Snowden****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST**

DATE: **March 14, 2016****TO:** **Service Committee****RE:** ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Chapter 909.02 SIDEWALK-MATERIAL; WIDTH AND LOCATION, Chapter 1111 General Provisions; Chapter 1115 Preliminary Plat; Chapter 1119 Final Plat; Chapter 1127 Standards; Chapter 1355 House Numbering; Chapter 1180 Landscaping and Buffering Standards; and Enacting Chapter 919 Trees; Part 17 Nuisance and Property Maintenance Code: Title 1 Public Nuisances and Title 3 Property Maintenance Code; and Repealing Chapter 543 Trees and Noxious Vegetation; Chapter 1367 Abandoned or Inoperable Service Stations; and Chapter 1369 Nuisance Abatement; Chapter 1389 International Property Maintenance Plan;

See the attached materials for details.

-Staff Reports

- Proposed Amendments

CHAPTER 1111 - General Provisions

1111.03 APPROVAL OF SUBDIVISION WITHOUT PLAT.

Notwithstanding any other provisions of the Subdivision Regulations, a proposed division of a parcel of land along an existing public street, whether the parcel to be divided fronts on the street or has access to it by private right of way or private driveway, not involving more than five lots after the original tract has been completely subdivided, may be submitted to the Planning Commission for approval without plat. If the Planning ~~Administrator, acting on behalf of the Commission, Commission, acting through a properly designated representative thereof,~~ is satisfied that the proposed division ~~is not contrary to~~ complies with all applicable platting, subdividing or zoning regulations, ~~it shall, within seven working days after submission, he shall~~ approve the proposed subdivision and, on presentation of a conveyance of the parcel, shall stamp the same "approved by the Planning Commission; no plat required," ~~and have it signed by its clerk, secretary or other official as may be designated by it.~~ The Planning ~~Commission~~ Administrator may require the submission of a sketch and such other information as is pertinent ~~to its determination hereunder~~ to determining compliance with this section.

CHAPTER 1115 - Preliminary Plat

1115.02 SIX COPIES OF PRELIMINARY PLAT TO BE SUBMITTED.

The owner of land who desires to subdivide it shall submit six copies of a preliminary plat along with six copies of a general layout of all site improvements to be installed on the entire tract of land to be developed even if the owner or developer only intends to initially develop only a part of the tract, to ~~the Mayor for~~ the Planning Commission twenty-one (21) days prior to a regular meeting of the Commission. A copy of the general layout of all site improvements attached to a copy of the plat shall be in the possession of each member of the Commission for a minimum period of ~~five~~seven (7) days before consideration for approval.

1115.03 FEES.

A fee shall be paid at the time of submission of the preliminary plat as stated in Section 1155. ~~The sum deposited with the City shall be two hundred fifty dollars (\$250.00) per plat plus ten dollars (\$10.00) per lot included within this plat, which shall not be refundable.~~

1115.05 APPROVAL OF PRELIMINARY PLAT.

When a plat is filed with the ~~Mayor~~Planning Commission, the ~~Mayor~~Planning Administrator shall examine it to determine whether or not it complies with the requirements of Section 1115.02 through 1115.04. ~~The Mayor-Planning Administrator shall and shall refer the examination of~~ the plat to the ~~Director of Engineering~~City Engineer. If the plat does not meet the requirements, the ~~Mayor~~Planning Administrator shall return it to the owner who shall revise and refile it, and additional fees may apply. If the plat meets the requirements, the ~~Mayor~~Planning Administrator shall lay it before the Planning Commission at its next meeting. The Commission shall thereupon examine it and approve it or conditionally approve it within thirty (30) days if it is satisfied that it complies, or will comply after minor changes, in all respects with this chapter. The approval or the conditions of approval of the Planning Commission will be indicated in writing on two (2) copies of the preliminary plat which will be returned to the owner and surveyor. The remaining four (4) copies bearing the notation of approval shall remain on file ~~in the office of the Mayor~~, available to the public. The approval of a preliminary plat shall be effective for a maximum period of twelve (12) months, unless extended by the Planning Commission.

CHAPTER 1119 - Final Plat

1119.01 SUBMISSION PROCEDURE; CONTENTS; FEES.

(a) The owner shall submit a final plat of a subdivision mylar not less than twenty-two (22") inches by thirty-four (34") inches. The scale shall be not less than one (1") inch to equal one hundred (100') feet. Multiple pages may be used for plats of large areas. The final plat shall be submitted to the ~~Mayer~~Planning Administrator for final approval by the Planning Commission and the ~~Director of Engineering~~City Engineer. The fee for a final plat ~~shall be two hundred fifty dollars (\$250.00)~~ shall be as stated in Section 1155. Action will be taken by the Commission and by Council within sixty (60) days after the filing.

(b) If the plat is approved by Council, the owner shall file and record the plat with the County Recorder within six (6) months. If not recorded within this time, the approval of the Planning Commission and Council shall become void. The final plat shall contain all the information required for the preliminary plat, except existing topography, cultural features and utilities.

1119.02 ADDITIONAL REQUIRED INFORMATION.

(a) A final plat shall contain the following additional information, and be prepared and sealed by a licensed professional engineer in the State of ~~Ohio~~:

- (1) Boundary of plat based on an accurate traverse with angular and lineal dimensions;
- (2) True angle and distance to the nearest street intersection, accurately described on the plat;
- (3) Municipal, township, county or section lines accurately tied to the lines of all chord dimensions;
- (4) Radii, internal angles, points of curvature, tangent bearings and lengths of all chord dimensions;
- (5) All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in degrees and minutes;
- (6) Accurate location of all monuments, which shall be composed and/or located as follows:
 - A. Be composed of a durable material;
 - B. Be a minimum length of thirty (30") inches;
 - C. Of a minimum cross-section area of material of 0.2 square inches (1" in diameter);
 - D. Be identified with a durable marker bearing the Surveyor's Ohio Registration number and/or name or company name;
 - E. Be detectable with conventional instruments for finding ferrous or magnetic objects;
 - F. Placed with the top at the existing grade elevation.

One such monument shall be placed at each extreme corner of the subdivision. All lots must be marked with steel pins, and such pins must be in place after a building is completed. The Building Inspector shall confirm that lot pins are in place on the final occupancy permit.

- (7) Exact location, width and name of all streets or other public ways;
- (8) Known easements, accurately located and stating the purpose for which they are intended. Easements may be added or revised on the final plat after final plat approval. Easements added to the final plat or revised on the final plat require the approval of the ~~Director of Engineering~~City Engineer and the Director of Public Service and said approvals are to be entered on the final plat. The owner or developer shall offer an easement for television cable and television cable equipment within the easement(s) shown on the final plat. The easement shall be granted at no expense to the television cable owner/operator, if the cable operator installs the necessary television cable and television cable equipment in the utility trench during the time the trench is open for the installation of other utilities. Otherwise, the owner, developer or City may revoke the offer of an easement.

(b) A final plat shall also contain:

- (1) A certificate by a registered surveyor that the plat represents a survey made by him and that the monuments shown exist as located or will be set following construction and that all dimensional and geodetic details are correct.
- (2) Notarized certification by the owner or owners of the adoption of the plat and the dedication by

them to public use of the streets and other public areas shown on the plat. The signatures of the owner(s) are required prior to the obtaining of any City Official's signature on the plat. No property shall extend to the center of a right of way.

- (3) Proper form for the approval of the Planning Commission with space for the signature of the Chairman;
- (4) Space for approval by signature of the City Engineer and Director of Public Service~~Director of Engineering and the Mayor~~;
- (5) Proper form for approval and acceptance by Council, showing ordinance number and provisions for signature by the Clerk of Council.
- (6) Space for approval, by signature of the Director of Engineering~~City Engineer~~ and Director of Public Service, of easements added to or revised on the final plat.
- (7) Space for transfer by the County Auditor and recording by the County Recorder. A statement of the expiration date of the City approval shall be placed just ahead of the space provided for the County Auditor's signature.
- (8) A topographic survey prepared by an Ohio registered professional surveyor using the North American Vertical Datum (NAVD) of 1988 reflecting flood way, floodway fringe, base flood elevations and property lines of the plat under consideration for development.

1119.03 COPIES TO BE FILED WITH CLERK.

One copy of the final plat showing all approvals and the date and place of recording shall be supplied by the owner to the Clerk of Council as local public records.

1119.06 PROTECT REPRESENTATION BY ENGINEER DURING INSTALLATION OF IMPROVEMENTS.

All construction work and materials used in connection with public improvements and storm water management in the area platted shall conform to City specifications and requirements of the Director of Engineering~~City Engineer~~. The Director of Engineering~~City Engineer~~ shall provide the owner or developer with project representation at the expense of the owner or developer during installation of the improvements.

1119.07 BOND, LETTER OF CREDIT FOR IMPROVEMENTS: DEPOSIT AND INSURANCE.

(a) Before approval of the final plat, the owner or developer shall agree in writing that prior to the beginning of construction of any street, private roadway, public improvement and storm water management infrastructure the owner or developer shall provide a bond, certified check or an irrevocable letter of credit from a solvent bank doing business in Franklin, Licking or Fairfield Counties, Ohio, guaranteeing the completion of said improvement(s) within one year from the date of agreement or such time as may be agreed to by Council. The bond, check or irrevocable letter of credit shall be in an amount equal to the estimated cost of constructing said improvement(s), as approved by the Director of Engineering~~City Engineer~~. A maintenance bond, certified check or an irrevocable letter of credit in the amount of five percent (5%) of the estimated construction costs shall be provided for a maintenance period of one year beginning with the date of acceptance of the said improvement(s) by the Service Director and Director of Engineering~~City Engineer~~.

(b) The owner or developer shall prior to construction, deposit with the Service Director and with the approval of the Director of Engineering~~City Engineer~~ a sum of money as prescribed by the Service Director and the Director of Engineering~~City Engineer~~ to defray the cost of inspection and the engineering services provided and any expenses incurred by the City due to the installation of the improvements and review of the plat and plans.

Fees for the review of plats and plans shall be calculated by the owner or developer, to be verified by the City using the fee schedules as provided by the ~~Safety~~/Service Director. These and other documents detailing the development process can be obtained from the Service Department. For inspections the owner or developer shall deposit with the Service Department a sum of money based on an approved cost of construction schedule, and be approved by the Director of Engineering~~City Engineer~~. Should the amount of such deposit be insufficient to cover

the cost thereof, the owner or developer shall immediately upon request of the City deposit a sum of money acceptable to the ~~Director of Engineering~~City Engineer and the ~~Safety~~/Service Director. Upon completion and acceptance of the improvements, any unexpended balance shall be refunded to the owner or developer.

CHAPTER 1127 - Standards

1127.01 STREETS.

(a) Streets shall be dedicated to public use by the owner. Minor residential streets shall be so designed as to discourage their use by nonlocal traffic. Except where necessitated by local conditions, dead-end streets and cul-de-sacs will not be approved in residential districts. Dead-end alleys are prohibited in all districts. Easements for utilities must be provided along side or rear lot lines where possible. Street rights of way shall have the following minimum widths:

- (1) Major arterial, which include Federal, State and County roads which are main arteries of access to the City: one hundred (100') feet; an additional width of forty-five (45') feet shall be provided to accommodate a service drive wherever lots are to face a primary road;
- (2) Minor arterial, which are next in importance as avenues of access between sections of the City as opposed to commercial traffic and nonlocal traffic: eighty (80') feet;
- (3) Neighborhood collector, which are within a new subdivision: sixty (60') feet;
- (4) Minor residential, which are completely residential in nature: fifty (50') feet;
- (5) Alleys: twenty (20') feet;
- (6) Easements: as required.

(b) Minimum pavement widths shall be as follows:

- (1) Major arterial: variable as conditions may require;
- (2) Minor arterial: thirty-six (36') feet;
- (3) Neighborhood collector: thirty-two (32') feet;
- (4) Minor residential: twenty-six (36') feet;
- (5) Alleys: eighteen (18') feet;
- (6) Service drives: twenty (20') feet;
- (7) Sidewalks: five (5') feet minimum; residential and minimum width in commercial districts to be as approved by the ~~Director of Engineering~~City Engineer.

(c) The maximum grades shall be:

- (1) Major arterial: four percent (4%);
- (2) Minor arterial: five percent (5%);
- (3) Neighborhood collector, minor residential streets and alleys: six percent (6%).

(d) The minimum grade for any street shall be one-half of one percent at the gutter, unless otherwise approved by the ~~Director of Engineering~~City Engineer. Street intersections shall be rounded by radii not less than twenty (20') feet at the curblineline. Sidewalks shall be located as approved by the ~~Director of Engineering~~City Engineer.

(e) All street construction and specifications for materials shall be in conformity with standards required by the City as published by the City Engineer.

(f) The plans must bear the approval of the ~~Director of Engineering and the Mayor~~City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief, of the respective Division of Fire and Places shall be provided for ~~such their~~ signatures, ~~including that of the Clerk of Council. The plans must be submitted to the Clerk one week in advance of a regularly scheduled Council meeting.~~

1127.02 PRIVATE ROADWAYS.

(a) As used in this section "private roadway" means any passageway designed for use by motor powered vehicles, upon property owned by one or more persons, firms or corporations where such passageway serves in excess of four dwelling units.

(b) All proposed private roadways and their pavement widths shall be shown on the preliminary and final plats filed in accordance with these Subdivision Regulations. In addition, a document indicating the responsible party for maintenance shall also be provided.

(c) All private roadways shall be improved with a hard surface of concrete, asphalt or other similar products or combination of products. The construction and specification for materials for private roadways shall conform with standards provided by the City standards as published by the City Engineer.

(d) The minimum pavement width for private roadways shall be twenty-six (26') feet and the maximum grade shall be six percent (6%), however, the minimum grade for private roadways shall be one-half of one percent at the gutter, unless otherwise approved by the ~~Director of Engineering~~ City Engineer.

(e) Every private roadway ending in a dead end or at a cul-de-sac circle shall have a minimum pavement width as approved by the Planning Commission to assure access to the area for fire equipment and to facilitate the turning of vehicular traffic. In approving such minimum pavement widths the Planning Commission shall consider whether such cul-de-sac or turn-around will be used for parking vehicles.

(f) The plans must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief. Places shall be provided for their signatures.

1127.03 SANITARY SEWERS.

(a) Plans and profiles of sanitary sewers shall be submitted to the Director of Public Service. All grades, pipe sizes, manholes and other appurtenances shall be shown and installation and materials shall be in conformity with City standards as published by the City Engineer.

(b) Sanitary Sewer plans must bear the approval of the Director of Public Service and the ~~Director of Engineering~~ City Engineer and the Superintendent of Water/Wastewater. Places shall be provided for their signatures.

1127.04 WATER DISTRIBUTION.

(a) Plans of the proposed water distribution system shall be submitted to the Director of Public Service. All plans must show pipe sizes, locations of valves, fire hydrants and other appurtenances. Installation and materials shall be in conformity with City standards as published by the City Engineer, ~~which can be obtained from the Director of Engineering or City website.~~

(b) Water distribution system plans, if not incorporated as part of the street improvement plans, must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief, ~~appropriate Fire Department Chief with jurisdictional control, and the Director of Engineering~~. Places shall be provided for their signatures.

1127.05 STORM SEWER SYSTEM.

(a) Proposed storm sewers, including grades, pipe sizes, manholes, inlets and appurtenances may be shown on the street improvement plans. ~~The plans must be submitted to the Clerk of Council one week in advance of a regularly scheduled Council meeting.~~ Installation and materials shall be in conformity with City standards published by the City Engineer, ~~which can be obtained from the Director of Engineering or City website.~~

(b) The owner or developer shall follow the recommendations of the ~~Director of Engineering~~ City Engineer with regard to the proper method and direction of drainage and storm water following review of the proposed plan of such drainage as submitted by the subdivider or his engineer. A storm water management report shall be submitted to the City Engineer for review in conjunction with drainage plans.

(c) The storm sewer plans, if not incorporated as part of the street improvement plans, must bear the

approval of the ~~Director of Engineering~~ City Engineer, Director of Public Service Superintendent of Water/Wastewater, Superintendent of Streets and Floodplain Administrator. Place shall be provided for ~~that their~~ signatures.

1127.06 LOTS AND BLOCKS.

(a) Every lot shall abut on a dedicated street. Double frontage lots shall be avoided. At the intersection of two streets, property line corners shall be rounded by an arc with a minimum radius of ten (10') feet. Size, shape and orientation of residential lots shall be appropriate to the location of the proposed subdivision and for the types of development contemplated and in conformity with the Zoning Code, with proper regard given yard areas, setback lines, etc. Excessive depth in relation to length shall be avoided. A proportion of two to one depth to frontage shall be normal and depths in excess of three times the lot width are not recommended. Side lines of lots shall be approximately at right angles or radial to the street line. Corner lots shall have extra width sufficient to permit maintenance of building lines on both front and sides of lot. The maximum length of blocks may not exceed eighteen hundred (1,800') feet except where topographic conditions require longer blocks, nor shall they be less than four hundred (400') feet in length. Wherever blocks are longer than nine hundred (900') feet, crosswalks or crosswalk easements not less than ten feet in width may be required near the center of the block, and Council may require that a sidewalk be constructed in accordance with City standards for sidewalk construction. The width of a block shall normally be sufficient to allow two tiers of lots of appropriate depth except where double and reverse frontage lots are allowed. Where frontage on a primary street is involved, the long dimension of the block shall front thereon in order to minimize access intersections.

(b) Where either sanitary sewer or water service is not available, lots shall have a minimum frontage of seventy-five (75') feet and a minimum area of ten thousand (10,000sf) square feet. Where neither sanitary sewer nor water service is available, lots shall have a minimum frontage of one hundred (100') feet and a minimum area of twenty thousand (20,000sf) square feet.

1127.07 DRAINAGE.

(a) The Planning Commission shall not approve any subdivision having inadequate storm drainage or other physical drainage impairment as determined by the ~~Director of Engineering~~ City Engineer. In areas known to be subject to periodic floods, such drainage improvements must be made as to satisfy the Director of Public Service, ~~the Director of Engineering and the Mayor and the City Engineer~~ in order that the health and welfare of the people will be protected.

(b) No natural drainage course shall be altered and no fill, buildings or structures shall be placed in it unless provisions are made for the flow of water in a manner satisfactory to the ~~Director of Engineering~~ City Engineer. An easement shall be provided on both sides of any existing important surface drainage course adequate for the purpose of protecting, widening, deepening, enclosing or otherwise improving such stream for drainage purposes.

(c) A master grade plan shall be prepared for all subdivisions and shall be presented to the ~~Mayor~~ for review and approval by the ~~Director of Engineering~~ City Engineer. The grading plan shall show the existing topography, the proposed street grades and the proposed storm sewers with pipe sizes and grades. It shall also show the proposed elevation at each lot corner, the proposed finish grades at the house and shall delineate the method of rear yard drainage by showing proposed swales and direction of surface slope by arrows. The grading plan shall follow the standards as established for such grading by the Federal Housing Administration.

(d) Wherever possible, with exceptions being made where the topography of an area does not permit such grading practice, lots shall be graded from the rear lot line to the street. Where a lot abuts directly on two streets, the grade shall be from the corner of the lot which is diagonally opposite to the corner of the two streets on which the lot abuts. This section is included in order to reduce the amount of water standing in yards to a minimum. Therefore, where it is not possible to grade a lot in the prescribed manner, the owner or developer shall provide for the adequate drainage of any and all low areas and tie such drainage into and make it a part of the storm sewer system of the development and the City as directed by the ~~Director of Engineering~~ City Engineer, with approval of such drainage subject to inspection by the ~~Director of Engineering~~ City Engineer along with the inspection of

other storm sewer installations.

(e) The Planning Commission shall not approve the final plat of any development or subdivision over which it has jurisdiction without certification from the Director of Public Service and the ~~Director of Engineering~~City Engineer that such development or subdivision has been designed to be in full compliance with the design requirements contained in ~~the "Stormwater Management Policy, and Design Manual for the City of Reynoldsburg, Ohio".~~

(f) There is hereby adopted, and incorporated by reference as if set out at length herein, for the purpose of establishing rules and regulations for the design, construction, or alteration, ~~that certain code known as the Stormwater Management Policy, and Design Manual as amended to the effective date of this section, or as hereafter amended in the most recent edition published by~~available from the Department of EngineeringCity Engineer.

1127.08 PUBLIC AREAS.

(a) Ten percent (10%) of the area of each residential subdivision, exclusive of streets, shall be allocated for recreational uses. When a proposed subdivision contains an area described as a proposed public building site, park, playground or other public area, that area shall be dedicated on the plat to the City or reserved for acquisition by the City within a period of five (5) years by purchase or other means.

(b) Where required, the developer and the City shall work out an arrangement for parks and recreational facilities.

(c) Proposed large scale neighborhood unit developments and similar unusual developments may require the reservation or dedication of such additional areas or sites of a character, extent and location suitable for the needs of the community facilities created by such particular developments where deemed necessary by the Planning Commission.

(d) Natural features of beauty such as trees, brooks, topography and views shall be preserved whenever possible in designing any subdivision.

1127.09 UNDERGROUND ELECTRIC AND TELEPHONE LINES.

(a) The term "subdivision" as used in this section refers only to residential subdivisions of more than eleven (11) lots platted subsequent to July 1, 1967.

(b) Unless the subdivision has been exempted from the requirements of this section, as provided in subsection (e) hereof, all telephone and electric distribution wires, conduits, and cables therein shall be installed underground, except as necessary to bring service to the subdivision, and except for existing overhead facilities and any rearrangement, improvement or addition thereto.

(c) The preliminary plan with respect to the subdivision shall be submitted to the Director of Engineering and to the electric and telephone utility companies which will provide service to the subdivision for their recommendations with respect to the width and location of easements for electric and telephone distribution cables and related facilities. The recommendations of the ~~Director of Engineering~~City Engineer and such utility companies shall be submitted to the Planning Commission by the owner of the subdivision together with the plat of the subdivision. Prior to signing the plat of the subdivision, the Planning Commission shall determine that adequate easements are provided for all utility services, including underground electric and telephone distribution wires, conduits, cables, gas pipelines, sewer and water lines. The owner of the subdivision shall, at the time the plat of the subdivision is submitted for approval, present such evidence as the Planning Commission deems necessary to ensure that the owner shall makes or has made provision for all utility services, including underground electric and telephone distribution wires, conduits, cables, gas pipelines, sewer and water lines in accordance with this section, adequate for the anticipated needs of the subdivision. (Ord. 53-82. Passed 6-28-82.)

(d) The construction of all underground facilities shall meet the minimum requirements of any code approved by the Public Utilities Commission of Ohio ~~or any code approved or adopted by the Public Utilities Commission of Ohio.~~

(e) If, in the opinion of the owner of any subdivision or a portion thereof, or any interested utility company, the installation of underground facilities is economically or physically unfeasible, such owner or utility company may apply to the Planning Commission for exemption of the subdivision or portion thereof from the requirements of this section, stating in the application for exemption the reasons thereof or, and submitting therewith such exhibits, documents and data as may be necessary to substantiate the request. The Planning Commission shall hold a hearing, at which the applicant and any other interested person may appear, at its regularly scheduled meeting, after the submission of an application for exemption. Notice of the hearing shall be given by certified mail by the applicant, at the applicant's expense, to each interested utility and owner no less than seven (7) days prior to such hearing. If the Planning Commission denies the application following the notice and hearing, the applicant may file a written appeal therefrom with the Clerk of Council, stating the reasons therefor, within thirty (30) days following the announcement of such decision by the Planning Commission. Such appeal shall be placed on the agenda for the next regularly scheduled meeting of Council following the filing thereof with the Clerk and shall be heard at such meeting. Council may, by resolution, reverse or affirm, wholly or in part, or may modify the decision of the Planning Commission.

1127.10 SEPARABILITY.

If any court of competent jurisdiction determines that any clause, section or portion of Section 1127.09 is invalid or unconstitutional, such finding shall in no way affect the validity of unconstitutionality of the balance of Section 1127.09.

1127.11 EROSION AND SEDIMENT CONTROL PLAN.

(a) An erosion and sediment control plan shall be prepared for all developments covered by this regulation which disturb one or more acres of land.

- (1) The erosion and sediment control plan shall conform to any and all standards defined in the Ohio Environmental Protection agency authorization for storm water discharges associated with construction activity under the current national pollutant discharge elimination system (NPDES) permit, and all revisions and amendments thereto. The notice of intent, as well as a copy of the storm water pollution prevent plan (SWP3) shall be provided to the city as part of the erosion and sediment control plan submittal.
- (2) The SWP3 shall be prepared by a professional experienced in the design and implementation of erosion and sedimentation controls and shall address all phases of construction. The SWP3 shall incorporate, at a minimum, all of "Part III, Section G" SWP3 requirements of the current NPDES permit, and all revisions and amendments thereto.

(b) Changes to SWP3, per the current NPDES permit, Section III D, shall be submitted to the city concurrent with the submittal to OEPA.

(c) The notice of termination, required per the current NPDES permit, Part IV, shall be submitted to the City concurrent with the submittal to OEPA.

1127.12 UTILITY AND TRAFFIC STUDIES

Utility and traffic studies may be required by the City Engineer to facilitate proper master or large scale planning of the City's infrastructure prior to the submission of public or private construction plans. Fees for review of such traffic or utility studies shall be in accordance with Section 1155 of the Zoning Code.

1355.01 ~~COLUMBUS GRID ADDRESS SYSTEM.~~

~~The Columbus grid system of house numbers, as delineated upon the plat of Columbus on file in the City Building, which plat is incorporated herein and made a part hereof, is hereby adopted as the official house numbering system of the City. The grid address system of Columbus and Franklin County is hereby adopted as the official addressing system of the portion of the City with Franklin County. Portions of the City that extend Fairfield or Licking Counties shall be numbered according the address systems in those counties.~~

1355.02 ENGINEER TO ASSIGN HOUSE NUMBERS.

The City Engineer is hereby authorized and directed to assign house address numbers in the City. Fees for the service shall be in accordance with Section 1155 of the Zoning Code.

~~1355.03 ADDRESS POSTING REQUIRED.~~

- ~~(a) No owner or occupant of a single family residence shall fail to post, in no less than four inch Arabic numbers, the numerical address on that residence. The numbers shall be placed on the residence within five feet of the front door, on a street facing side of the home, in a contrasting color to the house. Where the residence is setback from the roadway so such numbers would not be visible from the road, the numbers shall be displayed on the mailbox or other method so as to identify the residence.~~
- ~~(b) No owner of a multiple family residence shall fail to post, in no less than four inch Arabic numbers the numerical address on the multiple family dwelling. The numbers shall be placed on the building on a wall facing the street and where the dwelling is setback from the roadway so such numbers are not visible from the road, the numbers shall be displayed on a mailbox or other method so as to identify the residence.~~
- ~~(c) No owner or occupant of a commercial establishment shall fail to post, above the main door in no less than four inch Arabic numbers, the address of that commercial establishment.~~
- ~~(d) Whoever violates this section is guilty of a minor misdemeanor. Each day such violation occurs or continues shall constitute a separate offense.~~

~~CHAPTER 543 – Trees and Noxious Vegetation.~~

~~543.01 PLANTING OF TREES AND SHRUBS REGULATED.~~

~~—No person, group of persons, firm or corporation shall plant or cause to be planted any tree or shrub in or upon the streets, alleys, rights of way or any other lands owned by the City except in accordance with a planting plan placed on file with and approved by the Director of Public Service.~~

~~543.011 DEFINITIONS.~~

~~—(a) "Dangerous tree" means any tree of any lot or parcel of land situated within the corporate limits of the City adjacent to any street, roadway, avenue, waterway or public ground:~~

~~—(1) Which is dead or diseased;~~

~~—(2) Which obstructs the free passage of light from public street lights to the streets, roadways, alleys, sidewalks or public grounds;~~

~~—(3) Which, due to its growth pattern or foliage, obstructs visibility relative to pedestrian or vehicular traffic;~~

~~—(4) Which, due to its fallen condition, blocks the normal flow in any creek.~~

~~—(b) "Flowers" means plants cultivated for their blooms.~~

~~—(c) "Hedge" means a fence or boundary formed by a dense row of shrubs or small trees.~~

~~—(d) "Noxious vegetation" includes, but is not limited to, the following:~~

~~—(1) Field bindweed (*Convolvulus arvensis* L)~~

~~—(2) Quackgrass (*Agropyron repens* L (Beauv.))~~

~~—(3) Canada thistle (*Cirsium arvense* L (Stop))~~

~~—(4) Johnsongrass (*Sorghum halpense* L (Pers.))~~

~~—(5) Hoary cress (*Cardaria draba* L (Desv.))~~

~~—(6) Hairy whitetop (or ballcress) (*Cardaria Pubescens* CA. Mey. (Rollins))~~

~~—(7) Perennial sowthistle (*Sonchus arvensis* L)~~

~~—(8) Russian knapweed (*Centaurea picris* Rydb.)~~

~~—(9) Leafy spurge (*Euphorbia esula* L)~~

~~—(10) Hedge bindweed (*Convolvulus sepium* L)~~

~~—(11) Dodder (*Cuscuta* spp. (Tourn) L)~~

~~—(12) Horsenettle (*Solanum carolinense* L)~~

- ~~—(13) Corncockle (*Agrostemma githago* L)~~
- ~~—(14) Wild garlic (*Allium vineale* L)~~
- ~~—(15) Wild onion (*Allium canadense* L)~~
- ~~—(16) Curly dock (*Rumex Crispus* L)~~
- ~~—(17) French weed (*Thlaspi arvense* L)~~
- ~~—(18) Buckhorn (*Plantago lanceolata* L)~~
- ~~—(19) Shatter cane (*sorghum bicolor*)~~
- ~~—(20) Russian thistle (*Salsoal kali* var. *tenuifolia*)~~
- ~~—(21) Wild parsnip (*Pastinace sativa*)~~
- ~~—(22) Wild carrot (Queen Anne's lace) (*Daucus carota* L)~~
- ~~—(23) Oxeye daisy (*Chrysanthemum leucanthemum* var. *pinnatifidum*)~~
- ~~—(24) Wild mustard (*Brassica kaber* var. *pinnatifida*)~~
- ~~—(25) Grapevines: when growing in groups of 100 or more and not pruned, sprayed, cultivated or otherwise maintained for two consecutive years.~~
- ~~—(26) Serrated tussock (*Nassella trichotoma* L)~~
- ~~—(27) All other uncultivated types of vegetation, including lawn grass, growing to a height in excess of six (6) inches.~~
- ~~—(e) "Shrub" means a low, several-stemmed woody plant.~~
- ~~—(f) "Tree" means a woody perennial plant usually having a single elongated main stem generally with few or no branches on its lower part.~~
- ~~—(g) "Vines" means plants whose stems require support and which climb by tendrils or twining or creep along the ground.~~

543.02 TRIMMING/PRUNING.

- ~~—(a) The owner, occupant or person having charge or management of any lot or parcel of land situated within the corporate limits of the City adjacent to any street, roadway, avenue or public grounds, whether the same is improved or unimproved, vacant or occupied, within 72 hours of written notice to do so by the Director of Public Service of the City, shall trim or prune, or cause to be trimmed or pruned, any trees, shrub or hedge, or shall cause the removal of any dangerous tree. All such growth shall be trimmed or pruned so as to have a ten-foot clearance above the surface of sidewalks and a fourteen-foot clearance above the surface of any street, alley, avenue, roadway or public grounds, or a lesser clearance above the surfaces of sidewalks or any street, alley, avenue, roadway or public grounds.~~

~~—(b) The branches of all trees, shrubs or hedges in front and along lots or lands near which public streetlights are placed shall be trimmed or pruned so as not to obstruct the free passage of light from the lights to the streets, roadways, alleys, sidewalks or public grounds.~~

~~—(c) Notice shall be deemed served by placing said notice of the violation in question on a conspicuous location on the property notifying the owner or person having charge of the violation.~~

~~—(d) If the owner, occupant or person having charge or management of any such lot or parcel of land fails or refuses to comply with the written notice to trim or prune, such notice to be made in the manner prescribed herein, the Service Director of the City shall cause the same to be done at the expense of the owner of the lot or parcel of land, which expense shall be assessed against the property and certified and collected in the same manner as other assessment and taxes are certified and collected, as provided in Sections 543.08 and 543.09. If the Service Director of the city or their designee determines, after an inspection, that the lot or parcel of land is vacant or abandoned, the written notice required by divisions (a) and (c) of this section shall not be required, and the Service Director of the city shall be entitled to immediately cause the trees, shrubs, or hedges to be trimmed or pruned, or the dangerous trees to be removed, at the expense of the owner of the lot or parcel of land.~~

543.03 REMOVAL OF DANGEROUS TREES.

~~—The Director of Public Service is hereby authorized to remove trees within the limits of the City streets that have been deemed dangerous to the public.~~

543.04 NOXIOUS VEGETATION TO BE REMOVED OR DESTROYED.

~~—(a) The Service Director of the City or their designee, is authorized to determine upon what lots or parcels of land within the corporate limits of the City there is growing noxious vegetation. After a determination has been made that such noxious vegetation constitutes a public nuisance or endangers the public health, it shall be the duty of the Service Director of the City, or their designee, to see that the noxious vegetation is removed or destroyed, or the public nuisance abated in seven (7) days.~~

~~—(b) The provisions of this chapter shall not apply to rural agricultural lots.~~

~~—(c) Notice shall be deemed served by placing said notice of the violation in question on a conspicuous location on the property notifying the owner or person having charge of the violation.~~

~~—(d) If the owner, occupant or person having charge or management of any such lot or parcel of land fails or refuses to comply with the written notice to trim or prune, such notice to be made in the manner prescribed herein, the Director of Public Service of the City shall cause the same to be done at the expense of the owner of the lot or parcel of land, which expense shall be assessed against the property and certified and collected in the same manner as other assessment and taxes are certified and collected, as provided in Sections 543.09. If the Service Director of the city or their designee determines, after an inspection, that the lot or parcel of land is vacant or abandoned, the written notice required by divisions (a) and (c) of this section shall not be~~

required, and the Service Director of the city shall be entitled to immediately cause the noxious vegetation to be trimmed or pruned at the expense of the owner of the lot or parcel of land.

~~543.05 NOTICE TO CUT, DESTROY OR REMOVE. (REPEALED)~~

—(EDITOR’S NOTE: Section 543.05 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)

~~543.06 EFFECT OF FAILURE TO CUT, DESTROY OR REMOVE.~~

—Upon failure of any owner, occupant or person having charge or management of any lot or parcel of land referred to in Sections 543.02 and 543.04 to comply with the notice within the period of set forth therein, the Director of Public Service, or their designee, shall cause such noxious vegetation to be cut or destroyed or dangerous tree removed by the direct employment of labor or authorize some person to cut or destroy

~~543.07 COSTS TO BE PAID IN FIFTEEN DAYS.~~

—Upon the performance of the labor under the provisions of Section 543.06, the Service Director of the City shall report the cost thereof to the owner or person having charge or management of each lot or parcel of land, who shall have fifteen days in which to pay the City for such labor plus the costs of investigation, handling of the complaint, service and notification (costs shall be based on the following: labor and material for trimming, removal or cutting; mailing fees; administrative duties of the Service Director and staff, with costs being adjusted to current wages).

~~543.08 UNPAID COSTS REPORTED TO COUNCIL.~~

—If the costs enumerated in Section 543.07 are not paid, the Director of Public Service shall report to Council the cost thereof with respect to each lot or parcel of land, including the cost of investigation, handling of weed complaints and the costs of service and notification.

~~543.09 UNPAID COST CERTIFIED TO COUNTY AUDITOR.~~

—Upon receipt of the report, under the provisions of Section 543.08 and approval thereof by Council, the City Clerk of Council shall make a return in writing to the County Auditor of such charges which shall be entered upon the tax duplicate of the County, in accordance with Ohio R.C. 731.54.

~~543.10 REYNOLDSBURG TREE COMMISSION; COMPOSITION; TERM. (REPEALED)~~

—(EDITOR’S NOTE: Section 543.10 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)

~~543.11 TREE COMMISSION ORGANIZATION; BYLAWS AND RULES. (REPEALED)~~

—(EDITOR’S NOTE: Section 543.11 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)

~~543.12 TREE COMMISSION DUTIES. (REPEALED)~~

~~—(EDITOR’S NOTE: Section 543.12 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)~~

543.99 PENALTY.

~~—(a) Whoever violates any provision of this chapter is guilty of a minor misdemeanor for the first offense and a misdemeanor of the fourth degree for any subsequent offense.~~

~~—(b) These penalty provisions are in addition to the civil reimbursement process set forth in Section 543.07, above. Each calendar day for which the violation persists constitutes a separate offense.~~

CHAPTER 919 - Trees

919.01 PURPOSE.

This chapter establishes minimum standards and responsibilities for the planting, pruning and removal of trees that are within or adjacent to public rights of way. The purpose of this chapter is to maintain the beauty of public trees, as well as protect persons, property and public improvements from damage.

919.02 PLANTING OF TREES AND SHRUBS REGULATED.

No person, group of persons, firm or corporation shall plant or cause to be planted any tree or shrub in or upon the streets, alleys, rights of way or any other public lands owned by the City except in accordance with a planting plan placed on file with and approved by the Director of Public Service and in accordance with the provisions of Chapter 1180.08 of the Zoning Code.

919.03 MAINTENANCE OF PUBLIC TREES AND SHRUBS.

(a) The City, shall have the power to plant, prune, maintain and remove trees, plants and shrubs within established right-of-way lines of all public streets, highways, and alleys as may be necessary to insure public safety, enhance the symmetry and beauty of such public grounds, or remove such trees as may be injurious to sewers, electric power lines, gas lines, water lines or other public improvements.

(b) No person shall, as a normal practice, top any tree within the public right of way. "Topping" means the severe cutting back of limbs within the tree's crown to such a degree so as to remove the normal canopy or disfigure the tree.

(c) Tree limbs extending over a public sidewalk shall be trimmed to such an extent that no portion of the tree limbs shall be less than seven (7) feet above the sidewalk. Tree limbs extending over streets shall be trimmed so that no portion the limb or foliage shall interfere with the normal flow of traffic.

(d) Trees within the limits of public parks shall be subject to the provisions of Chapter 971. Trees within the limits of public parks that have limbs extending over a public street, roadway, avenue or public sidewalk adjacent to a public street, roadway, avenue, shall be maintained in accordance with the standards of this chapter.

(e) The Director of Public Service, Director of Public Safety and Director of Parks and Recreation shall have the power to take any other action to properly maintain a public tree upon the advice of a horticulturalist or arborist.

919.04 DEFINITIONS.

(a) "Dangerous tree" means any tree of any lot or parcel of land situated within the City adjacent to any street, roadway, avenue, waterway, utility or public ground:

- (1) Which is dead or diseased;
- (2) Which obstructs the free passage of light from public street lights to the streets, roadways, alleys, sidewalks or public grounds;
- (3) Which, due to its growth pattern or foliage, obstructs visibility relative to pedestrian or vehicular traffic;
- (4) Which, due to its fallen condition, blocks the normal flow in any creek or waterway.

919.05 TRIMMING/PRUNING OF PRIVATLY OWNED TREES.

(a) The owner, occupant or person having charge or management of any lot or parcel of land adjacent to any street, roadway, avenue or public grounds , shall trim or prune, or cause to be trimmed or pruned, any trees, shrub or hedge, or shall cause the removal of any dangerous tree upon notice by the Director. All such growth shall be trimmed or pruned so as to have a seven (7) foot clearance above the surface of sidewalks and a fourteen (14) foot clearance above the surface of any street, alley, avenue, roadway or public grounds.

(b) The branches of all trees, shrubs or hedges in front and along lots or lands near which public streetlights are placed shall be trimmed or pruned so as not to obstruct the free passage of light from the lights to the streets, roadways, alleys, sidewalks or public grounds.

(c) Notice shall be deemed served by placing said notice of the violation in question on a conspicuous location on the property notifying the owner or person having charge of the violation.

(d) If the owner, occupant or person having charge or management of any such lot or parcel of land fails or refuses to comply with the written notice to trim or prune, such notice to be made in the manner prescribed herein, the Director shall cause the same to be done at the expense of the owner of the lot or parcel of land, which expense shall be assessed against the property and certified and collected in the same manner as other assessment and taxes are certified and collected, as provided in Sections 919.07 and 919.08. If the Director determines after an inspection, that the lot or parcel of land is vacant or abandoned, the written notice required by divisions (a) and (c) of this section shall not be required, and the Director shall immediately cause the trees, shrubs, or hedges to be trimmed or pruned, or the dangerous trees to be removed, at the expense of the owner of the lot or parcel of land.

919.06 COSTS TO BE PAID.

Upon the performance of the labor under the provisions of Section 919.05, the Director shall report the cost thereof to the owner or person having charge or management of each lot or parcel of land, who shall have fourteen (14) days in which to pay the City for such labor plus the costs of investigation, handling of the complaint, service and notification. Cost assessments shall be based on the following: labor and material for trimming, removal or cutting; mailing fees; administrative duties of the Director and City staff, with costs being adjusted to current wages.

919.07 UNPAID COSTS REPORTED TO COUNCIL.

If the costs enumerated in Section 919.06 are not paid, the Director shall report to Council the cost thereof with respect to each lot or parcel of land, including the cost of investigation, handling of weed complaints and the costs of service and notification.

919.08 UNPAID COST CERTIFIED TO COUNTY AUDITOR.

Upon receipt of the report, under the provisions of Section 919.07 and approval thereof by Council, the Clerk of Council shall make a return in writing to the County Auditor of such charges which shall be entered upon the tax duplicate of the County, in accordance with Ohio R.C. 731.54.

919.99 PENALTY.

(a) Whoever violates any provision of this chapter is guilty of a minor misdemeanor for the first offense and a misdemeanor of the fourth degree for any subsequent offense.

(b) These penalty provisions are in addition to the civil reimbursement process set forth in this Chapter. Each calendar day for which the violation persists constitutes a separate offense.

1180.08 STREET TREE REQUIREMENTS.

(a) It shall be required in all zoning districts that subdividers or developers plant trees along public streets of their development. Trees shall be planted in such manner, type, quantity and locations as approved by the Planning Commission, as defined by the following conditions, and that any undeveloped street or existing street with undeveloped frontage shall conform to these requirements at the time of the development.

(1) Trees planted shall be on the list of approved street trees maintained by the City of Reynoldsburg (see Appendix A).

(2) The minimum spacing between this and other trees shall be 35 feet for large trees (mature height of 50 feet or more), 25 feet for medium trees (mature height of between 30 and 50 feet) and 15 feet for small trees (range from 10 to 30 feet at maturity).

(3) The maximum spacing between trees shall be 45 feet for large trees, 35 feet for medium trees, and 25 feet for small trees.

(4) The minimum distance between the tree and the edge of the street shall be 2 1/2 feet for a large tree, two feet for medium tree and 1 1/2 feet for a small tree. In areas where a sidewalk exists or is proposed, the minimum distance between the tree trunk and both the edge of the street and the sidewalks shall be two feet for a large tree, two feet for a medium tree and 1 1/2 feet for a small tree, as defined in approved street tree list.

(5) Trees shall be located so that a twenty (20) foot sight triangle is maintained at street intersections, as defined in Section 1180.06.

(6) A small tree shall be used when planting under or within ten lateral feet of overhead utility wires. A small or medium tree shall be used when planting within ten to 20 lateral feet of overhead utility wires.

(7) At the time of platting, the developer shall develop a street tree plan that establishes the species and size of trees to be planted along the streets of the proposed subdivision.

(8) The developers shall be required to maintain all trees for a period of one (1) year after any installation and replace any tree which fails to survive or does not exhibit normal growth characteristics of health and vigor within such one (1) year period. Upon completion of a street tree planting, the landscape contractor shall contact the Department of Development for a preliminary inspection. The one-year guarantee period shall begin after the approval of the Department of Development. A final inspection shall be made at the end of the guarantee period. All trees not exhibiting a healthy, vigorous growing condition, as determined by the city's inspection, shall be promptly replaced at the expense of the developer. Upon replacement the one-year guarantee period shall recommence for those materials having been replaced.

(9) All street trees along any one street shall be of the same species and variety to promote a continuous landscape treatment. A change in variety will only be permitted at intersections and other logical beginning and ending points.

(10) The minimum trunk caliper measured one foot above the ground for all street trees shall be no less than 2".

~~(11) No person shall, as a normal practice, top any tree within the public right of way. "Topping" means the severe cutting back of limbs within the tree's crown to such a degree so as to remove the normal canopy or disfigure the tree.~~

~~—(b) Tree limbs extending over a sidewalk shall be trimmed to such an extent that no portion of the same shall be less than seven (7) feet above the sidewalk. Tree limbs extending over streets shall be trimmed so that no portion of same shall interfere with the normal flow of traffic.~~

~~—(c) The Municipality of Reynoldsburg, or any licensed utility, shall have the right to plant, prune, maintain and remove trees, plants and shrubs within established right of way lines of all streets, highways, and alleys as may be necessary to insure public safety, enhance the symmetry and beauty of such public grounds, or remove such trees as may be injurious to sewers, electric power lines, gas lines, water lines or other public improvements.~~

~~—(d) No person shall by any type of construction reduce the area of a tree lawn within the street right of way.~~

CHAPTER 1367—Abandoned or Inoperable Service Stations

1367.01 ~~ABANDONED SERVICE STATION AS NUISANCE; DEFINITION.~~

~~Whenever any gasoline service station becomes abandoned, such station shall be presumed to be a nuisance affecting or endangering surrounding property values and to be detrimental to the public health, safety, convenience, comfort, property or general welfare of the community and shall be abated. "Abandoned" for the purpose of this chapter, means failure to operate any gasoline service station for at least three consecutive months.~~

1367.02 ~~ABATEMENT OF NUISANCE.~~

~~Whenever the Building Inspector Official finds any gasoline service station to be abandoned, he shall give notice in the same manner as the service of summons in civil cases, or by certified mail addressed to the owner of record of the premises at his last known address or to the address where tax bills are sent, or by any combination of the foregoing methods, to abate such abandoned condition within sixty days either by:~~

- ~~—(a) Placing such service station in operation in accordance with the provisions of the City's ordinances;~~
- ~~—(b) Adapting and using the building for another business use permitted under the Zoning Code, provided the service station pumps and signs are removed; or~~
- ~~—(c) Razing the service station structure and removing the pumps and signs. Underground service station storage tanks shall either be abandoned in place or removed at the option of the Building Official and Fire Chief who shall make the determination based upon the proposed use of the site and whether the tanks can be properly safeguarded and conditioned if abandoned in place. The abandonment in place or removal of underground tanks shall be performed in accordance with accepted safe practice as prescribed in Appendix C to the National Fire Protection Association Pamphlet No. 30 and under the supervision of the Bureau of Fire Prevention of the City. As a condition precedent to the abandonment of storage tanks in place, the City shall require that the current or subsequent owners of the premises post insurance in an amount the Fire Chief and Building Inspector Official believe necessary to protect against injury or damage. It shall be the duty of the current owner to apprise any potential successor in title of the fact that underground storage tanks are abandoned in place and that the City shall at all times require insurance to be maintained by the owner. Failure to notify the next successor in title shall be a misdemeanor punishable as provided by Section 1367.99 and will not relieve any innocent successor in title, who obtains title without knowledge of the abandoned tanks, from the requirement that insurance be maintained. In no event shall any structure be erected above any abandoned underground tank. If tanks are removed, the Building Inspector Official shall supervise the necessary filling and grading of the area.~~

~~However, if the station is in operation at the time notice is given and remains in operation for ninety consecutive days thereafter, the provisions of this section shall not apply. If a national emergency is declared which would curtail the operation of motor vehicles or if Council should~~

determine that there exists a state of general economic depression, the provisions of this section shall not apply.

Upon the failure, neglect or refusal of any owner to comply with the notice to abate such abandonment, the Building Inspector Official shall take such action as may be necessary to abate such nuisance.

~~1367.03 INOPERATIVE SERVICE STATIONS.~~

~~Inoperative gasoline service stations, which do not come within the definition of "abandoned" as defined herein, shall be maintained in accordance with the provisions of the City's ordinances and the owner shall cut all grass and remove all rubbish and weeds from the premises. The parking of motor vehicles upon the premises shall be prohibited and the owner shall place a sign of at least ten square feet in area in the window of such service station notifying the public of this fact. If the Building Official finds that such notice is not complied with by the public, he may order the owner of the premises on which any station is inoperative for more than six months to install fencing or barricades approved by the Building Official which will be sufficient to block motor vehicle access to such property.~~

~~1367.99 PENALTY.~~

~~Whoever violates any provision of this chapter is guilty of a minor misdemeanor.~~

CHAPTER 1369—Nuisance Abatement

1369.01 DEFINITION

For purposes of this chapter, the following definitions shall apply:

~~—(a) "Public nuisance." Any garage, shed, barn, house, building or structure or part thereof shall be deemed to be a public nuisance if by reason of the condition in which it is permitted to be or remain, it shall or may endanger the health, life, limb or property of any person or persons, or cause any hurt, harm, damage, injury or loss to any persons in any one or more of the following ways, means or particulars:~~

~~(1) By reason of being dilapidated, decayed, unsafe or unsanitary, it is detrimental to health, morals, safety, public welfare and the well-being of the community, endangers life or property, or is conducive to ill health, delinquency and crime.~~

~~——(2) By reason of being a fire hazard.~~

~~(3) By reason that the conditions of the public nuisance and its surrounding grounds are not reasonably or adequately maintained thereby causing deterioration and creating a blighting influence or condition on nearby properties and thereby depreciating the value, use and enjoyment of such properties to such an extent that it is harmful to the public health, welfare, morals, safety and the economic stability of the area, community or neighborhood in which such a public nuisance is located.~~

~~—(b) "Owner" means the owner or owners of record on the tax records of the County Auditor's office and shall also include any purchaser or purchasers who are buying under a land contract which is recorded in either the miscellaneous records or the mortgage records of Franklin, Licking or Fairfield Counties.~~

1369.02 PROCEDURE FOR FINDING A PUBLIC NUISANCE.

~~—(a) Whenever the Director of Public Service suspects the existence of a public nuisance as defined by Section 1369.01 hereof, in the City, he shall promptly cause such suspected public nuisance to be inspected by the Chief Building Inspector Official and shall request an inspection and report from the fire district and the County Board of Health having jurisdiction over such property. He shall also cause photographs to be taken of the subject property to depict the property condition. Following these inspections and the receipt of any reports by the inspecting entities within twenty-eight days of the initial request for such inspections, should the Director determine that there are reasonable grounds to believe that a public nuisance exists, he shall notify the chairman of the Board of Nuisance Abatement, who shall cause a hearing to be held by the Board of Nuisance Abatement on the question of the existence of a public nuisance. All reports of inspections, made at the request and/or direction of the Director, the inspection report of the Chief Building Inspector Official and the photographs of the property shall be made available to the Board of Nuisance Abatement at the subject hearing.~~

~~—(b) The owner of the property in question or his duly authorized representative or agent shall be notified of the date, time and place of such hearing in accordance with the provisions of~~

Section 1369.03 and shall be given an opportunity of appearing, in person or through a duly authorized representative or agent or legal counsel, at such hearing and of presenting evidence as may be pertinent to the question of the possible existence of the public nuisance.

~~—(c) The Board of Nuisance Abatement shall be selected from a list which includes all members of the Board of Zoning Appeals and all members of the Planning Commission excluding the Director of Public Service. The chairman of the Board of Nuisance Abatement shall be appointed by the Mayor from this list for a two one year term within ninety days of January 1, 1988 and each two years thereafter.~~

~~—Upon appointment, the chairman shall then select four members from the list, two each from the Board of Zoning Appeals and the Planning Commission, excluding the Director of Public Service, for a two one year term on the Board.~~

~~—(d) It shall be necessary to have a concurring vote of at least three members of the Board for a finding that a public nuisance, as defined in Section 1369.01, does exist.~~

~~—(e) The Board of Nuisance Abatement, following the hearing, shall cause a written order to be served on the owner of the subject property, in accordance with the provisions of Section 1369.03, stating the findings of such Board with respect to the existence of a public nuisance and the manner in which abatement is to be accomplished. If the Board finds that a public nuisance does exist, the order shall include: where abatement of the nuisance can be accomplished through repair or rehabilitation, a list of repair or rehabilitation specifications required to abate the public nuisance; where the abatement of the nuisance cannot, in the finding of the Board be accomplished through repair and rehabilitation, an order that the nuisance be abated by demolition and removal of the structure; and shall state that unless the owner of subject property causes the abatement of the public nuisance by repair, rehabilitation or demolition, the same shall be abated by the City at the expense of the owner. Such abatement by the owner shall start within fifteen days after receipt of the order and shall be completed within forty five days or where abatement is to be accomplished through repair or rehabilitation, such additional time as the Director may deem necessary to complete the abatement of the public nuisance.~~

1369.03 SERVICE OF NOTICE.

The notice of hearing required under Section 1369.02 shall be served by mailing a copy to the owner, as defined in Section 1369.01 by U.S. certified mail with return receipt requested, or by personally serving such owner with a copy of such notice.

If the service of the notice of the hearing provided for in Section 1369.02 is not perfected by either of the hereinbefore described methods, then the Board of Nuisance Abatement shall cause such notice to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County, once each week for two consecutive weeks prior to the date of such hearing. Service of the order of the Board provided for in Section 1369.02 shall be in the manner provided herein. If service of the order provided for in Section 1369.02 is not perfected

by certified mail or personal service, as hereinbefore described than the Board shall cause such order to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County once each week for two consecutive weeks. However, such a published order shall not include a list of the repair or rehabilitation specifications mentioned in Section 1369.02. Service of the notice or the order pursuant to this section shall be considered complete upon the receipt of certified mail or upon personal service, or seven days after the date of the last publication of such notice or order.

1369.04 RIGHT TO MAKE IMMEDIATE REPAIRS.

Upon being served the order as provided for in Section 1369.02 and Section 1369.03 the owner may make immediate application in writing or in person to the Building Department Division for a special building permit to undertake the repairs or replacement of the items, as described in the list of rehabilitation specifications found to constitute the public nuisance.

1369.05 APPEAL.

—(a) The Owner may make a demand in writing to the chairman of the Nuisance Abatement Board for an appeal to Council on the question of whether a public nuisance does exist within ten days after the completion of service of the order of the findings of the Board. The Board shall, within ten days after receiving a written request for an appeal, forward all inspection reports, photographs and any other materials submitted into evidence, together with the written order issued by the Board to Council.

—(b) The owner of the property in question, or his duly authorized representative or agent shall be notified of the date, time and place of the appeal hearing before Council in accordance with the provisions of Section 1369.03 and shall be given an opportunity of appearing in person or through a duly authorized representative or agent, at such hearing and of presenting such evidence as may be pertinent to the question of the existence of the public nuisance.

—(c) The appeal shall be heard by Council within not less than ten days nor more than sixty days after the receipt of the written demand for an appeal provided for in subsection (a) hereof.

—(d) Four members of Council, after reviewing the material from the Board and any pertinent evidence presented by the owner or his duly authorized representative or agent, shall concur that a public nuisance as defined by Section 1369.01(a), does exist before enforcement of the abatement provisions of this chapter is carried out. A copy of the decision affirming, reversing or modifying the findings and order of the Board shall be served upon the owner in the manner provided for in Section 1369.03.

1369.06 APPEAL TO COURT.

The owner may appeal the decision and findings of Council to a Court of appropriate jurisdiction. The decision of Council affirming, reversing or modifying the findings and order of

the Board of Nuisance Abatement is to be served on the owner in the manner provided for in Section ~~1369.03~~. The appeal is to be filed within ten (10) business days after service of the decision of Council on the owner. After an appeal has been filed the Board of Nuisance Abatement and Council shall jointly certify and forward to the Court as required by the Ohio Revised Code, a copy of the order of the Board of Nuisance Abatement and decision of Council, minutes and records of meetings, hearings, inspection reports, photographs and materials relied upon by the Board of Nuisance Abatement and Council in determination of the afore-stated order and decision.

~~1369.07 ABATEMENT OF A PUBLIC NUISANCE BY THE BOARD OF NUISANCE ABATEMENT.~~

~~—(a) Upon failure of the property owner to abate a nuisance:~~

~~——(1) Upon the expiration time of the special permit; or~~

~~(2) If no special building permit was issued within forty-five days of completion of service of the written order of the Board of Nuisance Abatement; or~~

~~(3) Within twenty days of the expiration of the right to appeal by the owner pursuant to Section 1369.05hereof or the Ohio Revised Code;~~

The Director of Public Service is hereby authorized to cause entry upon such premises, and the owner shall permit such entry, to abate the nuisance by demolition and removal of the structure, or by boarding all windows, exterior doors and other openings to secure the structure and by removal of litter and cutting of rank growth that may be present.

~~—(b) In abating such nuisances the Director shall obtain the abatement thereof as provided by the Charter and Codified Ordinances relating to construction, and the cost of such contract shall be paid for from City funds except that in the case of boarding to abate the nuisance as provided for in this section, the City may elect to do so by using its own employees and materials the costs of such abatement shall be recovered from the owner in the following manner:~~

~~(1) The owner shall be billed for the cost of the abatement by mailing such bill to the owner by U.S. Certified mail with return receipt requested, or by personally serving the owner with a copy of such bill. If service of such bill is not perfected by either of the hereinbefore described methods, then the billing notice shall be published in a newspaper of general circulation in the City and a newspaper of general circulation in the County for two consecutive weeks.~~

~~(2) If the owner fails to pay for the cost of such abatement within thirty days after receipt of the bill, or after the publication of the second notice in the aforesaid newspaper, the Director shall cause the cost of the abatement to be either certified to the County Treasurer and levied as a special assessment against the property which was the subject of the abatement action, and recovered in the manner provided for the recovery of special assessments; or shall be collectible, together with any interest thereon, by suit, as other debts of like amounts are collectible.~~

CHAPTER 1389—International Property Maintenance Code**1389.01 ADOPTION.**

~~There is hereby adopted, and incorporated by reference as if set out at length herein, for the purpose of establishing rules and regulations for the maintenance, regulations, provisions, penalties, conditions and terms of the 2003 International Property Maintenance Code with the additions, insertions, deletions and changes prescribed in this chapter. Copies are available from the Building Department and Clerk of Council's office. The Director shall publicly notice which edition shall be enforced and file a copy with the Clerk of Council.~~

Part 17 – Nuisance and Property Maintenance Code

TITLE 1 – PUBLIC NUISANCES

CHAPTER 1701 – GENERAL PROVISIONS

1701.01 DEFINITIONS.

For purposes of this Code, the following definitions shall apply:

(a) "Public nuisance." Any lot, parcel, garage, shed, barn, house, building or structure or part thereof shall be deemed to be a public nuisance if by reason of the condition in which it is permitted to be or remain, it shall or may endanger the health, life, limb or property of any person or persons, or cause any hurt, harm, damage, injury or loss to any persons in any one or more of the following ways, means or particulars:

(1) By reason of being dilapidated, decayed, unsafe or unsanitary, it is detrimental to health, morals, safety, public welfare and the well-being of the community, endangers life or property, or is conducive to ill health, delinquency and crime.

(2) By reason of being a fire hazard.

(3) By reason that the conditions of the public nuisance and its surrounding grounds are not reasonably or adequately maintained thereby causing deterioration and creating a blighting influence or condition on nearby properties and thereby depreciating the value, use and enjoyment of such properties to such an extent that it is harmful to the public health, welfare, morals, safety and the economic stability of the area, community or neighborhood in which such a public nuisance is located.

(b) "Owner" means the owner or owners of record on the tax records of the County Auditor's office and shall also include any purchaser or purchasers who are buying under a land contract which is recorded in either the miscellaneous records or the mortgage records of Franklin, Licking or Fairfield Counties.

(c) "Director" means the Service Director of the City.

(d) "Building Official" means the Building Official, a Code Officer or other designee of the City.

1702.02 PROCEDURE FOR FINDING A PUBLIC NUISANCE.

(a) Whenever the Director suspects the existence of a public nuisance as defined by Section 1701.01 hereof, in the City, he shall promptly cause such suspected public nuisance to be inspected by the Building Official and may request an inspection and report from the Fire District and the Board of Health. He shall also cause photographs to be taken of the subject property to depict the property condition. Following these inspections and the receipt of any reports by the inspecting entities within twenty-eight days of the initial request for such inspections, should the Director determine that there are reasonable grounds to believe that a public nuisance exists, he shall notify the chairman of the Board of Nuisance Abatement, who

shall cause a hearing to be held by the Board of Nuisance Abatement on the question of the existence of a public nuisance. All reports of inspections, made at the request and/or direction of the Director, the inspection report of the Building Official and the photographs of the property shall be made available to the Board of Nuisance Abatement at the subject hearing.

(b) The owner of the property in question or his duly authorized representative or agent shall be notified of the date, time and place of such hearing in accordance with the provisions of Section 1703.03 and shall be given an opportunity of appearing, in person or through a duly authorized representative or agent or legal counsel, at such hearing and of presenting evidence as may be pertinent to the question of the possible existence of the public nuisance.

(c) The Board of Nuisance Abatement shall be selected from a list which includes all members of the Board of Zoning Appeals and all members of the Planning Commission. The chairman of the Board of Nuisance Abatement shall be appointed by the Mayor from this list for a term of one calendar year. Upon appointment, the chairman shall then select four members from the list, two each from the Board of Zoning Appeals and the Planning Commission, for a term of one calendar year on the Board.

(d) It shall be necessary to have a concurring vote of at least three members of the Board for a finding that a public nuisance exists as defined in Section 1701.01.

(e) The Board of Nuisance Abatement, following the hearing, shall cause a written order to be served on the owner of the subject property, in accordance with the provisions of Section 1701.03, stating the findings of such Board with respect to the existence of a public nuisance and the manner in which abatement is to be accomplished. If the Board finds that a public nuisance does exist, the order shall include: where abatement of the nuisance can be accomplished through repair or rehabilitation, a list of repair or rehabilitation specifications required to abate the public nuisance; where the abatement of the nuisance cannot, in the finding of the Board be accomplished through repair and rehabilitation, an order that the nuisance be abated by demolition and removal of the structure; and shall state that unless the owner of subject property causes the abatement of the public nuisance by repair, rehabilitation or demolition, the same shall be abated by the City at the expense of the owner. Such abatement by the owner shall start within fourteen (14) days after receipt of the order and shall be completed within sixty (60) days or where abatement is to be accomplished through repair or rehabilitation, such additional time as the Director may deem reasonable and necessary to complete the abatement of the public nuisance.

1703.03 SERVICE OF NOTICE.

The notice of hearing required under Section 1701.02 shall be served by mailing a copy to the owner, as defined in Section 1701.01 by U.S. certified mail with return receipt requested, or by personally serving such owner with a copy of such notice.

If the service of the notice of the hearing provided for in Section 1701.02 is not perfected by either of the hereinbefore described methods, then the Board of Nuisance Abatement shall cause such notice to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County, once each week for two consecutive weeks prior to the date of such hearing. Service of the order of the Board provided for in Section 1701.02 shall be in the manner provided herein. If service of the order provided for in Section 1701.02 is not perfected

by certified mail or personal service, as hereinbefore described than the Board shall cause such order to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County once each week for two consecutive weeks. However, such a published order shall not include a list of the repair or rehabilitation specifications mentioned in Section 1701.02. Service of the notice or the order pursuant to this section shall be considered complete upon the receipt of certified mail or upon personal service, or seven days after the date of the last publication of such notice or order.

1704.04 RIGHT TO MAKE IMMEDIATE REPAIRS.

Upon being served the order as provided for in Section 1701.02 and Section 1703.03 the owner may make immediate application in writing or in person to the Building Division for a special building permit to undertake the repairs or replacement of the items, as described in the list of rehabilitation specifications found to constitute the public nuisance.

1705.05 APPEAL.

(a) The Owner may make a demand in writing to the chairman of the Nuisance Abatement Board for an appeal to Council on the question of whether a public nuisance does exist within ten days after the completion of service of the order of the findings of the Board. The Board shall, within ten days after receiving a written request for an appeal, forward all inspection reports, photographs and any other materials submitted into evidence, together with the written order issued by the Board to the Clerk of Council.

(b) The owner of the property in question, or his duly authorized representative or agent shall be notified of the date, time and place of the appeal hearing before Council in accordance with the provisions of Section 1701.03 and shall be given an opportunity of appearing in person or through a duly authorized representative or agent, at such hearing and of presenting such evidence as may be pertinent to the question of the existence of the public nuisance.

(c) The appeal shall be heard by Council within not less than ten days nor more than sixty days after the receipt of the written demand for an appeal provided for in subsection (a) hereof.

(d) Four members of Council, after reviewing the material from the Board and any pertinent evidence presented by the owner or his duly authorized representative or agent, shall concur that a public nuisance as defined by Section 1701.01(a), does exist before enforcement of the abatement provisions of this chapter is carried out. A copy of the decision affirming, reversing or modifying the findings and order of the Board shall be served upon the owner in the manner provided for in Section 1701.03.

1706.06 APPEAL TO COURT.

The owner may appeal the decision and findings of Council to a Court of appropriate jurisdiction. The decision of Council affirming, reversing or modifying the findings and order of the Board of Nuisance Abatement is to be served on the owner in the manner provided for in Section 1701.03. The appeal is to be filed within ten (10) business days after service of the decision of Council on the owner. After an appeal has been filed the Board of Nuisance Abatement and Council shall jointly certify and forward to the Court as required by the Ohio Revised Code, a copy of the order of the Board of Nuisance Abatement and decision of Council,

minutes and records of meetings, hearings, inspection reports, photographs and materials relied upon by the Board of Nuisance Abatement and Council in determination of the afore stated order and decision.

1707.07 ABATEMENT OF A PUBLIC NUISANCE BY THE BOARD OF NUISANCE ABATEMENT.

(a) Upon failure of the property owner to abate a nuisance:

- (1) Upon the expiration time of the special permit; or
- (2) If no special building permit was issued within forty-five days of completion of service of the written order of the Board of Nuisance Abatement; or
- (3) Within twenty days of the expiration of the right to appeal by the owner pursuant to Section 1705.05 hereof or the Ohio Revised Code;

The Director of Public Service is hereby authorized to cause entry upon such premises, and the owner shall permit such entry, to abate the nuisance by demolition and removal of the structure, or by boarding all windows, exterior doors and other openings to secure the structure and by removal of litter and cutting of rank growth that may be present.

(b) In abating such nuisances the Director shall obtain the abatement thereof as provided by the Charter and Codified Ordinances relating to construction, and the cost of such contract shall be paid for from City funds except that in the case of boarding to abate the nuisance as provided for in this section, the City may elect to do so by using its own employees and materials the costs of such abatement shall be recovered from the owner in the following manner:

- (1) The owner shall be billed for the cost of the abatement by mailing such bill to the owner by U.S. Certified mail with return receipt requested, or by personally serving the owner with a copy of such bill. If service of such bill is not perfected by either of the hereinbefore described methods, then the billing notice shall be published in a newspaper of general circulation in the City and a newspaper of general circulation in the County for two consecutive weeks.
- (2) If the owner fails to pay for the cost of such abatement within thirty days after receipt of the bill, or after the publication of the second notice in the aforesaid newspaper, the Director shall cause the cost of the abatement to be either certified to the County Treasurer and levied as a special assessment against the property which was the subject of the abatement action, and recovered in the manner provided for the recovery of special assessments; or shall be collectible, together with any interest thereon, by suit, as other debts of like amounts are collectible.

CHAPTER 1703 – ABANDONED OR INOPERABLE GASOLINE STATIONS.

1703.01 ABANDONED GASOLINE STATIONS AS NUISANCE; DEFINITION

Whenever any gasoline station becomes abandoned, such station shall be presumed to be a nuisance affecting or endangering surrounding property values and to be detrimental to the public health, safety, convenience, comfort, property or general welfare of the community and shall be abated. "Abandoned" for the purpose of this chapter, means failure to operate any gasoline service station for at least three consecutive months.

1703.02 ABATEMENT OF NUISANCE.

Whenever the Building Official finds any gasoline service station to be abandoned, he shall give notice in the same manner as the service of summons in civil cases, or by certified mail addressed to the owner of record of the premises at his last known address or to the address where tax bills are sent, or by any combination of the foregoing methods, to abate such abandoned condition within sixty days either by:

- (a) Placing such service station in operation in accordance with the provisions of the City's ordinances;
- (b) Adapting and using the building for another business use permitted under the Zoning Code, provided the service station pumps and signs are removed; or
- (c) Razing the service station structure and removing the pumps and signs. Underground service station storage tanks shall either be abandoned in place or removed at the option of the Building Official and Fire Chief who shall make the determination based upon the proposed use of the site and whether the tanks can be properly safeguarded and conditioned if abandoned in place. The abandonment in place or removal of underground tanks shall be performed in accordance with accepted safe practice as prescribed in Appendix C to the National Fire Protection Association Pamphlet No. 30 and under the supervision of the Bureau of Fire Prevention of the City. As a condition precedent to the abandonment of storage tanks in place, the City shall require that the current or subsequent owners of the premises post insurance in an amount the Fire Chief and Building Official believe necessary to protect against injury or damage. It shall be the duty of the current owner to apprise any potential successor in title of the fact that underground storage tanks are abandoned in place and that the City shall at all times require insurance to be maintained by the owner. Failure to notify the next successor in title shall be a misdemeanor punishable as provided by Section 1703.99 and will not relieve any innocent successor in title, who obtains title without knowledge of the abandoned tanks, from the requirement that insurance be maintained. In no event shall any structure be erected above any abandoned underground tank. If tanks are removed, the Building Official shall supervise the necessary filling and grading of the area.

However, if the station is in operation at the time notice is given and remains in operation for ninety consecutive days thereafter, the provisions of this section shall not apply. If a national emergency is declared which would curtail the operation of motor vehicles or if Council should

determine that there exists a state of general economic depression, the provisions of this section shall not apply.

Upon the failure, neglect or refusal of any owner to comply with the notice to abate such abandonment, the Building Official shall take such action as may be necessary to abate such nuisance in accordance with the provisions Section 1707.07.

1703.03 INOPERATIVE GASOLINE STATIONS.

Inoperative gasoline stations, which do not come within the definition of "abandoned" as defined herein, shall be maintained in accordance with the provisions of the City's ordinances and the owner shall cut all grass and remove all rubbish and weeds from the premises. The parking of motor vehicles upon the premises shall be prohibited and the owner shall place a sign of at least ten square feet in area in the window of such service station notifying the public of this fact. If the Building Official finds that such notice is not complied with by the public, he may order the owner of the premises on which any station is inoperative for more than six months to install fencing or barricades approved by the Building Official which will be sufficient to block motor vehicle access to such property.

1703.99 PENALTY.

Whoever violates any provision of this chapter is guilty of a minor misdemeanor.

TITLE 3 - PROPERTY MAINTENANCE CODE

CHAPTER 1711 – GENERAL PROVISIONS

1711.01 INTERNATIONAL PROPERTY MAINTENANCE CODE.

(a) In accordance with Section 4.12(a) of the City Charter, there is hereby adopted, and incorporated by reference as if set out at length herein, for the purpose of establishing rules and regulations for the maintenance, regulations, provisions, penalties, conditions and terms of the 2012 International Property Maintenance Code with the amendments, deletions and modifications prescribed in this chapter.

(b) In accordance with Section 4.12(b) of the City Charter, the Director shall file a copy of this code with the Clerk of Council, and shall file all revised versions of this code whenever it is revised or amended.

1711.02 AMENDMENTS, DELETIONS AND MODIFICATIONS TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE

The International Property Maintenance Code is amended and revised as follows. All section numbers correspond to the International Property Maintenance Code, 2012 Edition.

Chapter 1

101.1 Title.

These regulations shall be known as the *Property Maintenance Code of the City of Reynoldsburg* hereinafter referred to as "this code."

101.3 Intent.

This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein.

102.3 Application of other codes.

Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the *current Building Code*. Nothing in this code shall be construed to cancel, modify or set aside any provision of the *current Planning & Zoning Code*.

SECTION 103 ~~DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION CODE~~ OFFICIAL

103.1 General.

~~The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the code official.~~ **The Director of Public Service shall be**

charged with enforcing this Code. All references to the Code Official shall be considered to apply to the director or their designee.

103.2 Appointment.

~~The code official shall be appointed by the chief appointing authority of the jurisdiction; and the code official shall not be removed from office except for cause and after full opportunity to be heard on specific and relevant charges by and before the appointing authority.~~

103.3 Deputies.

~~In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the code official shall have the authority to appoint a deputy code official, other related technical officers, inspectors and other employees.~~

103.5 Fees.

~~The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule.~~

106.5 Abatement of violation.

The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises.

Upon the performance of any labor to abate a violation under the provisions of this code, a report of the cost thereof shall be provided to the owner or person having charge or management of the premises, who shall have fourteen (14) days in which to pay the City for such labor. Cost assessments shall be based on the following: labor and material for abatement of the violation, mailing fees; inspection and administrative duties of the Code Official and City staff, with costs being adjusted to current wages.

If the costs are not paid, the Director shall report the outstanding costs to Council. Upon receipt of this report and approval thereof by Council, the Clerk of Council shall make a return in writing to the County Auditor of such charges which shall be entered upon the tax duplicate of the County, in accordance with Ohio R.C. 731.54.

111.1 Application for appeal.

Any person directly affected by a decision of the Code Official or a notice or order issued under this code shall have the right to appeal to the *Board of Zoning and Building Appeals*, provided that a written application for appeal is filed within 30 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

111.2 Membership of board.

~~The board of appeals shall consist of a minimum of three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The code official shall be an ex-officio member but shall have no vote on any matter before the board. The board shall be appointed by the chief appointing~~

~~authority, and shall serve staggered and overlapping terms. Membership of the Board shall be consistent with Section 7.02 of the City Charter.~~

111.2.1 Alternate members.

~~The chief appointing authority shall appoint two or more alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership.~~

111.2.2 Chairman.

~~The board shall annually select one of its members to serve as chairman.~~

111.2.3 Disqualification of member.

~~A member shall not hear an appeal in which that member has a personal, professional or financial interest.~~

111.2.4 Secretary.

~~The chief administrative officer shall designate a qualified person to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.~~

111.2.5 Compensation of members.

~~Compensation of members shall be determined by law.~~

111.4 Open hearing.

All hearings before the Board shall be open to the public. The appellant, the appellant's representative, the Code Official and any person whose interests are affected shall be given an opportunity to be heard. ~~A quorum shall consist of not less than two thirds of the board membership.~~

~~111.5 Postponed hearing.~~

~~When the full board is not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.~~

~~111.7 Court review.~~

~~Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.~~

111.8 Stays of enforcement.

Appeals of notice and orders (other than Imminent Danger notices) shall stay the enforcement of the notice and order until the appeal is heard by the *Board of Zoning and Building Appeals*.

Chapter 3

302.1 Sanitation.

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

302.4 Weeds.

All premises and exterior property shall be maintained free from weeds or plant growth in excess of six (6) inches in height for improved lots and twelve (12) inches in height for unimproved lots. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. *On lots or parcels determined to be vacant or abandoned, the term shall also include shrubs and undergrowth arranged in a way that provides an unobservable location for unauthorized human habitation.*

If the Code Officer determines, after an inspection, that the lot or parcel of land is vacant or abandoned, then he shall not be required to serve the notice of violation.

Only one notice of violation per calendar year is required to be served by the Code Official for a lot or parcel. If, after one notice of violation has been served, the Code Official determines that one or more subsequent violations has occurred on that lot or parcel during that calendar year, service of an additional notice of violation shall not be required and the City may proceed to immediately abate such violations as set forth in Section 106.03.

302.8 Motor vehicles.

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

(a) No automobile, motorcycle or other motor vehicle or trailer shall be parked or remain on any non-parking or non-driveway portion of the yard of any residential or multi-family zoned lot. All motorized vehicles and or trailers shall be parked/kept only on an improved hard surface such as concrete or asphalt. Such surfaces shall encompass the entire vehicle or trailer. All vehicles or trailers parked in parking areas or driveways shall bear the current registration or license plates as required by the Ohio Revised Code.

(b) This section shall not apply during times of emergency due to acts of nature; or during the time that a resident is in the process of moving in or out of the premises.

303.2 Enclosures.

Private swimming pools, hot tubs and spas, capable of containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release

mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier. *Also see Section 1171.06 (b) and Chapter 1363 of the Codified Ordinances.*

Exception: *Hot tubs and spas may be exempt from the fence or barrier requirements if they are secured by a fully lockable lid.*

304.2 Protective treatment.

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. *Once a protective treatment has been applied to decay resistant woods it must be maintained.* All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

304.3 Premises identification.

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). *Also see Chapter 1355 of the Codified Ordinances.*

304.14 Insect screens.

~~During the period from [DATE] to [DATE],~~ every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm) and every swinging door shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed. *Screens shall not be required on residential properties between November 1st and March 25st of the following calendar year.*

307.2 Disposal of rubbish.

Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers. *Also see Chapter 975 of the Codified Ordinances.*

307.2.2 Refrigerators.

Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors. *Also see Section 521.01 of the Codified Ordinances.*

307.2.3 Interior Furniture.

Upholstered furniture, mattresses, materials and other similar products not designed, built and manufactured for outdoor use shall not be discarded, abandoned, stored or placed on a porch, balcony, roof, or in a yard unless the porch or balcony is completely enclosed.

Chapter 4**401.3 Alternative devices.**

In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the current *Building Code* shall be permitted.

Chapter 5**505.1 General.**

Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the *Ohio Plumbing Code*.

507.1 General.

Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance. *Also see Section 941.06 of the Codified Ordinances.*

Chapter 6**602.1 Facilities required.**

Heating facilities shall be provided in structures as required by this section. *Also see Section 521.02 of the Codified Ordinances.*

602.3 Heat supply.

Every owner and operator of any building who rents, leases or lets one or more dwelling unit, rooming unit, dormitory or guestroom on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from [DATE] to [DATE] to maintain a temperature of not less than 68°F (20°C) in all habitable rooms, bathrooms, and toilet rooms.

604.2 Service.

The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with the *current Electrical Code*. Dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a rating of not less than 60 amperes.

Chapter 7

702.1 General.

A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the *current Building Code*.

702.2 Aisles.

The required width of aisles in accordance with the *current Building Code* shall be unobstructed.

702.3 Locked doors.

All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the *current Building Code*.

704.1 General.

All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the *current Building Code*.

704.2 Smoke alarms.

Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings not regulated in Group R occupancies, regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Single or multiple-station smoke alarms shall be installed in other groups in accordance with the *current Building Code*.

Chapter 8

City	City of Reynoldsburg 7232 E. Main Street Reynoldsburg, OH 43068	
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Standard Referenced Number	Title	Referenced in Code Section Number
COR	Codified Ordinances of Reynoldsburg	102.3, 106.4, 201.3, 111.1, 111.2, 307.4
COR-PZ	Reynoldsburg Planning & Zoning Code	102.3, 201.3
OBBS	Ohio Board of Building Standards 6606 Tussing Road Reynoldsburg, Ohio 43068	
Standard Referenced Number	Title	Referenced in Code Section Number
OBC-2011	Ohio Building Code	102.3, 201.3
OFC-2011	Ohio Fire Code	102.3, 201.3
OMC-2011	Ohio Mechanical Code	102.3, 201.3
OPC-2011	Ohio Plumbing Code	102.3, 201.3
ORC-1999	Ohio Residential Code for One, Two & Three Family Dwellings	102.3, 201.3
NFPA	National Fire Protection Association One Batterymarch Park Quincy, Massachusetts 02269	
Standard Referenced Number	Title	Referenced in Code Section Number

NEC	National Electric Code	102.3, 201.3
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1711.99 PENALTY.

In addition to any other civil penalties provided for by this Code, anyone who violates any provision of this Chapter is guilty of a minor misdemeanor. For any second or subsequent offense within a year of a prior offense, any violator is guilty of a misdemeanor of the fourth degree.

5 & 6

ORDINANCE NO. _____

PASSED: _____

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Chapter 1111 General Provisions; Chapter 1115 Preliminary Plat; Chapter 1119 Final Plat; Chapter 1127 Standards; Chapter 1355 House Numbering; Chapter 1180 Landscaping and Buffering Standards; and Enacting Chapter 919 Trees; Part 17 Nuisance and Property Maintenance Code; Title 1 Public Nusiances and Title 3 Property Maintenance Code; and Repealing Chapter 543 Trees and Noxious Vegetation; Chapter 1367 Abandoned or Inoperable Service Stations; and Chapter 1369 Nuisance Abatement; Chapter 1389 International Property Maintenance Plan;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That Chapter 1111 General Provisions; Chapter 1115 Preliminary Plat; Chapter 1119 Final Plat; Chapter 1127 Standards; Chapter 1355 House Numbering; Chapter 1180 Landscaping and Buffering Standards of the Code of Ordinances of the City of Reynoldsburg be and are hereby amended to read as follows:

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That existing Chapters 1111; 1115; 1119; 1127; 1355; and 1180; be and are hereby repealed and replaced.

SECTION 3. That Chapter 919 Trees; Part 17 Nuisance and Property Maintenance Code; Title 1 Public Nusiances and Title 3 Property Maintenance Code; of the Codified Ordinances be and are hereby enacted to read as set forth in Exhibit A attached hereto and incorporated herein.

SECTION 4. That Chapter 543 Trees and Noxious Vegetation; Chapter 1367 Abandoned or Inoperable Service Stations; and Chapter 1369 Nuisance Abatement; Chapter 1389 International Property Maintenance Plan are hereby repealed.

SECTION 5. That upon adoption by Council this ordinance shall be in effect thirty days following signature by the Mayor.

Doug Joseph, President of Council

ATTEST: _____
April L. Beggerow, Clerk of Council

APPROVED: _____ DATE _____
Bradley L. McCloud, Mayor

Attachment: Amend Zoning Codes part 5 & 6 (1260 : Amendments to the Zoning Code)

CERTIFICATE

I, April L. Beggerow, Clerk of Council, City of Reynoldsburg, Ohio do hereby certify the foregoing to be a true and correct copy of Ordinance No. ____ as passed by Council of said City on the ____ day of ____ and as recorded in the Record of Proceedings of said Council.

April L. Beggerow, Clerk of Council

Filed with Mayor: _____

Published: _____

~~CHAPTER 543 – Trees and Noxious Vegetation.~~

~~543.01 PLANTING OF TREES AND SHRUBS REGULATED.~~

~~—No person, group of persons, firm or corporation shall plant or cause to be planted any tree or shrub in or upon the streets, alleys, rights of way or any other lands owned by the City except in accordance with a planting plan placed on file with and approved by the Director of Public Service.~~

~~543.011 DEFINITIONS.~~

~~—(a) "Dangerous tree" means any tree of any lot or parcel of land situated within the corporate limits of the City adjacent to any street, roadway, avenue, waterway or public ground:~~

~~—(1) Which is dead or diseased;~~

~~—(2) Which obstructs the free passage of light from public street lights to the streets, roadways, alleys, sidewalks or public grounds;~~

~~—(3) Which, due to its growth pattern or foliage, obstructs visibility relative to pedestrian or vehicular traffic;~~

~~—(4) Which, due to its fallen condition, blocks the normal flow in any creek.~~

~~—(b) "Flowers" means plants cultivated for their blooms.~~

~~—(c) "Hedge" means a fence or boundary formed by a dense row of shrubs or small trees.~~

~~—(d) "Noxious vegetation" includes, but is not limited to, the following:~~

~~—(1) Field bindweed (*Convolvulus arvensis* L)~~

~~—(2) Quackgrass (*Agropyron repens* L (Beauv.))~~

~~—(3) Canada thistle (*Cirsium arvense* L (Stop))~~

~~—(4) Johnsongrass (*Sorghum halpense* L (Pers.))~~

~~—(5) Hoary cress (*Cardaria draba* L (Desv.))~~

~~—(6) Hairy whitetop (or ballcress) (*Cardaria Pubescens* CA. Mey. (Rollins))~~

~~—(7) Perennial sowthistle (*Sonchus arvensis* L)~~

~~—(8) Russian knapweed (*Centaurea picris* Rydb.)~~

~~—(9) Leafy spurge (*Euphorbia esula* L)~~

~~—(10) Hedge bindweed (*Convolvulus sepium* L)~~

~~—(11) Dodder (*Cuscuta* spp. (Tourn) L)~~

~~—(12) Horsenettle (*Solanum carolinense* L)~~

- ~~—(13) Corucockle (*Agrostemma githago* L)~~
- ~~—(14) Wild garlic (*Allium vineale* L)~~
- ~~—(15) Wild onion (*Allium canadense* L)~~
- ~~—(16) Curly dock (*Rumex Crispus* L)~~
- ~~—(17) French weed (*Thlaspi arvense* L)~~
- ~~—(18) Buckhorn (*Plantago lanceolata* L)~~
- ~~—(19) Shatter cane (*sorghum bicolor*)~~
- ~~—(20) Russian thistle (*Salsoal kali* var. *tenuifolia*)~~
- ~~—(21) Wild parsnip (*Pastinace sativa*)~~
- ~~—(22) Wild carrot (Queen Anne's lace) (*Daucus carota* L)~~
- ~~—(23) Oxeye daisy (*Chrysanthemum leucanthemum* var. *pinnatifidum*)~~
- ~~—(24) Wild mustard (*Brassica kaber* var. *pinnatifida*)~~
- ~~—(25) Grapevines: when growing in groups of 100 or more and not pruned, sprayed, cultivated or otherwise maintained for two consecutive years.~~
- ~~—(26) Serrated tussock (*Nassella trichotoma* L)~~
- ~~—(27) All other uncultivated types of vegetation, including lawn grass, growing to a height in excess of six (6) inches.~~
- ~~—(e) "Shrub" means a low, several-stemmed woody plant.~~
- ~~—(f) "Tree" means a woody perennial plant usually having a single elongated main stem generally with few or no branches on its lower part.~~
- ~~—(g) "Vines" means plants whose stems require support and which climb by tendrils or twining or creep along the ground.~~

543.02 TRIMMING/PRUNING.

- ~~—(a) The owner, occupant or person having charge or management of any lot or parcel of land situated within the corporate limits of the City adjacent to any street, roadway, avenue or public grounds, whether the same is improved or unimproved, vacant or occupied, within 72 hours of written notice to do so by the Director of Public Service of the City, shall trim or prune, or cause to be trimmed or pruned, any trees, shrub or hedge, or shall cause the removal of any dangerous tree. All such growth shall be trimmed or pruned so as to have a ten-foot clearance above the surface of sidewalks and a fourteen-foot clearance above the surface of any street, alley, avenue, roadway or public grounds, or a lesser clearance above the surfaces of sidewalks or any street, alley, avenue, roadway or public grounds.~~

~~—(b) The branches of all trees, shrubs or hedges in front and along lots or lands near which public streetlights are placed shall be trimmed or pruned so as not to obstruct the free passage of light from the lights to the streets, roadways, alleys, sidewalks or public grounds.~~

~~—(c) Notice shall be deemed served by placing said notice of the violation in question on a conspicuous location on the property notifying the owner or person having charge of the violation.~~

~~—(d) If the owner, occupant or person having charge or management of any such lot or parcel of land fails or refuses to comply with the written notice to trim or prune, such notice to be made in the manner prescribed herein, the Service Director of the City shall cause the same to be done at the expense of the owner of the lot or parcel of land, which expense shall be assessed against the property and certified and collected in the same manner as other assessment and taxes are certified and collected, as provided in Sections 543.08 and 543.09. If the Service Director of the city or their designee determines, after an inspection, that the lot or parcel of land is vacant or abandoned, the written notice required by divisions (a) and (c) of this section shall not be required, and the Service Director of the city shall be entitled to immediately cause the trees, shrubs, or hedges to be trimmed or pruned, or the dangerous trees to be removed, at the expense of the owner of the lot or parcel of land.~~

543.03 REMOVAL OF DANGEROUS TREES.

~~—The Director of Public Service is hereby authorized to remove trees within the limits of the City streets that have been deemed dangerous to the public.~~

543.04 NOXIOUS VEGETATION TO BE REMOVED OR DESTROYED.

~~—(a) The Service Director of the City or their designee, is authorized to determine upon what lots or parcels of land within the corporate limits of the City there is growing noxious vegetation. After a determination has been made that such noxious vegetation constitutes a public nuisance or endangers the public health, it shall be the duty of the Service Director of the City, or their designee, to see that the noxious vegetation is removed or destroyed, or the public nuisance abated in seven (7) days.~~

~~—(b) The provisions of this chapter shall not apply to rural agricultural lots.~~

~~—(c) Notice shall be deemed served by placing said notice of the violation in question on a conspicuous location on the property notifying the owner or person having charge of the violation.~~

~~—(d) If the owner, occupant or person having charge or management of any such lot or parcel of land fails or refuses to comply with the written notice to trim or prune, such notice to be made in the manner prescribed herein, the Director of Public Service of the City shall cause the same to be done at the expense of the owner of the lot or parcel of land, which expense shall be assessed against the property and certified and collected in the same manner as other assessment and taxes are certified and collected, as provided in Sections 543.09. If the Service Director of the city or their designee determines, after an inspection, that the lot or parcel of land is vacant or abandoned, the written notice required by divisions (a) and (c) of this section shall not be~~

required, and the Service Director of the city shall be entitled to immediately cause the noxious vegetation to be trimmed or pruned at the expense of the owner of the lot or parcel of land.

~~543.05 NOTICE TO CUT, DESTROY OR REMOVE. (REPEALED)~~

—(EDITOR’S NOTE: Section 543.05 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)

~~543.06 EFFECT OF FAILURE TO CUT, DESTROY OR REMOVE.~~

—Upon failure of any owner, occupant or person having charge or management of any lot or parcel of land referred to in Sections 543.02 and 543.04 to comply with the notice within the period of set forth therein, the Director of Public Service, or their designee, shall cause such noxious vegetation to be cut or destroyed or dangerous tree removed by the direct employment of labor or authorize some person to cut or destroy

~~543.07 COSTS TO BE PAID IN FIFTEEN DAYS.~~

—Upon the performance of the labor under the provisions of Section 543.06, the Service Director of the City shall report the cost thereof to the owner or person having charge or management of each lot or parcel of land, who shall have fifteen days in which to pay the City for such labor plus the costs of investigation, handling of the complaint, service and notification (costs shall be based on the following: labor and material for trimming, removal or cutting; mailing fees; administrative duties of the Service Director and staff, with costs being adjusted to current wages).

~~543.08 UNPAID COSTS REPORTED TO COUNCIL.~~

—If the costs enumerated in Section 543.07 are not paid, the Director of Public Service shall report to Council the cost thereof with respect to each lot or parcel of land, including the cost of investigation, handling of weed complaints and the costs of service and notification.

~~543.09 UNPAID COST CERTIFIED TO COUNTY AUDITOR.~~

—Upon receipt of the report, under the provisions of Section 543.08 and approval thereof by Council, the City Clerk of Council shall make a return in writing to the County Auditor of such charges which shall be entered upon the tax duplicate of the County, in accordance with Ohio R.C. 731.54.

~~543.10 REYNOLDSBURG TREE COMMISSION; COMPOSITION; TERM. (REPEALED)~~

—(EDITOR’S NOTE: Section 543.10 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)

~~543.11 TREE COMMISSION ORGANIZATION; BYLAWS AND RULES. (REPEALED)~~

—(EDITOR’S NOTE: Section 543.11 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)

~~543.12 TREE COMMISSION DUTIES. (REPEALED)~~

~~—(EDITOR’S NOTE: Section 543.12 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)~~

~~543.99 PENALTY.~~

~~—(a) Whoever violates any provision of this chapter is guilty of a minor misdemeanor for the first offense and a misdemeanor of the fourth degree for any subsequent offense.~~

~~—(b) These penalty provisions are in addition to the civil reimbursement process set forth in Section 543.07, above. Each calendar day for which the violation persists constitutes a separate offense.~~

CHAPTER 919 - Trees

919.01 PURPOSE.

This chapter establishes minimum standards and responsibilities for the planting, pruning and removal of trees that are within or adjacent to public rights of way. The purpose of this chapter is to maintain the beauty of public trees, as well as protect persons, property and public improvements from damage.

919.02 PLANTING OF TREES AND SHRUBS REGULATED.

No person, group of persons, firm or corporation shall plant or cause to be planted any tree or shrub in or upon the streets, alleys, rights of way or any other public lands owned by the City except in accordance with a planting plan placed on file with and approved by the Director of Public Service and in accordance with the provisions of Chapter 1180.08 of the Zoning Code.

919.03 MAINTENANCE OF PUBLIC TREES AND SHRUBS.

(a) The City, shall have the power to plant, prune, maintain and remove trees, plants and shrubs within established right-of-way lines of all public streets, highways, and alleys as may be necessary to insure public safety, enhance the symmetry and beauty of such public grounds, or remove such trees as may be injurious to sewers, electric power lines, gas lines, water lines or other public improvements.

(b) No person shall, as a normal practice, top any tree within the public right of way. "Topping" means the severe cutting back of limbs within the tree's crown to such a degree so as to remove the normal canopy or disfigure the tree.

(c) Tree limbs extending over a public sidewalk shall be trimmed to such an extent that no portion of the tree limbs shall be less than seven (7) feet above the sidewalk. Tree limbs extending over streets shall be trimmed so that no portion the limb or foliage shall interfere with the normal flow of traffic.

(d) Trees within the limits of public parks shall be subject to the provisions of Chapter 971. Trees within the limits of public parks that have limbs extending over a public street, roadway, avenue or public sidewalk adjacent to a public street, roadway, avenue, shall be maintained in accordance with the standards of this chapter.

(e) The Director of Public Service, Director of Public Safety and Director of Parks and Recreation shall have the power to take any other action to properly maintain a public tree upon the advice of a horticulturalist or arborist.

919.04 DEFINITIONS.

(a) "Dangerous tree" means any tree of any lot or parcel of land situated within the City adjacent to any street, roadway, avenue, waterway, utility or public ground:

- (1) Which is dead or diseased;
- (2) Which obstructs the free passage of light from public street lights to the streets, roadways, alleys, sidewalks or public grounds;
- (3) Which, due to its growth pattern or foliage, obstructs visibility relative to pedestrian or vehicular traffic;
- (4) Which, due to its fallen condition, blocks the normal flow in any creek or waterway.

919.05 TRIMMING/PRUNING OF PRIVATLY OWNED TREES.

(a) The owner, occupant or person having charge or management of any lot or parcel of land adjacent to any street, roadway, avenue or public grounds , shall trim or prune, or cause to be trimmed or pruned, any trees, shrub or hedge, or shall cause the removal of any dangerous tree upon notice by the Director. All such growth shall be trimmed or pruned so as to have a seven (7) foot clearance above the surface of sidewalks and a fourteen (14) foot clearance above the surface of any street, alley, avenue, roadway or public grounds.

(b) The branches of all trees, shrubs or hedges in front and along lots or lands near which public streetlights are placed shall be trimmed or pruned so as not to obstruct the free passage of light from the lights to the streets, roadways, alleys, sidewalks or public grounds.

(c) Notice shall be deemed served by placing said notice of the violation in question on a conspicuous location on the property notifying the owner or person having charge of the violation.

(d) If the owner, occupant or person having charge or management of any such lot or parcel of land fails or refuses to comply with the written notice to trim or prune, such notice to be made in the manner prescribed herein, the Director shall cause the same to be done at the expense of the owner of the lot or parcel of land, which expense shall be assessed against the property and certified and collected in the same manner as other assessment and taxes are certified and collected, as provided in Sections 919.07 and 919.08. If the Director determines after an inspection, that the lot or parcel of land is vacant or abandoned, the written notice required by divisions (a) and (c) of this section shall not be required, and the Director shall immediately cause the trees, shrubs, or hedges to be trimmed or pruned, or the dangerous trees to be removed, at the expense of the owner of the lot or parcel of land.

919.06 COSTS TO BE PAID.

Upon the performance of the labor under the provisions of Section 919.05, the Director shall report the cost thereof to the owner or person having charge or management of each lot or parcel of land, who shall have fourteen (14) days in which to pay the City for such labor plus the costs of investigation, handling of the complaint, service and notification. Cost assessments shall be based on the following: labor and material for trimming, removal or cutting; mailing fees; administrative duties of the Director and City staff, with costs being adjusted to current wages.

919.07 UNPAID COSTS REPORTED TO COUNCIL.

If the costs enumerated in Section 919.06 are not paid, the Director shall report to Council the cost thereof with respect to each lot or parcel of land, including the cost of investigation, handling of weed complaints and the costs of service and notification.

919.08 UNPAID COST CERTIFIED TO COUNTY AUDITOR.

Upon receipt of the report, under the provisions of Section 919.07 and approval thereof by Council, the Clerk of Council shall make a return in writing to the County Auditor of such charges which shall be entered upon the tax duplicate of the County, in accordance with Ohio R.C. 731.54.

919.99 PENALTY.

(a) Whoever violates any provision of this chapter is guilty of a minor misdemeanor for the first offense and a misdemeanor of the fourth degree for any subsequent offense.

(b) These penalty provisions are in addition to the civil reimbursement process set forth in this Chapter. Each calendar day for which the violation persists constitutes a separate offense.

1180.08 STREET TREE REQUIREMENTS.

(a) It shall be required in all zoning districts that subdividers or developers plant trees along public streets of their development. Trees shall be planted in such manner, type, quantity and locations as approved by the Planning Commission, as defined by the following conditions, and that any undeveloped street or existing street with undeveloped frontage shall conform to these requirements at the time of the development.

(1) Trees planted shall be on the list of approved street trees maintained by the City of Reynoldsburg (see Appendix A).

(2) The minimum spacing between this and other trees shall be 35 feet for large trees (mature height of 50 feet or more), 25 feet for medium trees (mature height of between 30 and 50 feet) and 15 feet for small trees (range from 10 to 30 feet at maturity).

(3) The maximum spacing between trees shall be 45 feet for large trees, 35 feet for medium trees, and 25 feet for small trees.

(4) The minimum distance between the tree and the edge of the street shall be 2 1/2 feet for a large tree, two feet for medium tree and 1 1/2 feet for a small tree. In areas where a sidewalk exists or is proposed, the minimum distance between the tree trunk and both the edge of the street and the sidewalks shall be two feet for a large tree, two feet for a medium tree and 1 1/2 feet for a small tree, as defined in approved street tree list.

(5) Trees shall be located so that a twenty (20) foot sight triangle is maintained at street intersections, as defined in Section 1180.06.

(6) A small tree shall be used when planting under or within ten lateral feet of overhead utility wires. A small or medium tree shall be used when planting within ten to 20 lateral feet of overhead utility wires.

(7) At the time of platting, the developer shall develop a street tree plan that establishes the species and size of trees to be planted along the streets of the proposed subdivision.

(8) The developers shall be required to maintain all trees for a period of one (1) year after any installation and replace any tree which fails to survive or does not exhibit normal growth characteristics of health and vigor within such one (1) year period. Upon completion of a street tree planting, the landscape contractor shall contact the Department of Development for a preliminary inspection. The one-year guarantee period shall begin after the approval of the Department of Development. A final inspection shall be made at the end of the guarantee period. All trees not exhibiting a healthy, vigorous growing condition, as determined by the city's inspection, shall be promptly replaced at the expense of the developer. Upon replacement the one-year guarantee period shall recommence for those materials having been replaced.

(9) All street trees along any one street shall be of the same species and variety to promote a continuous landscape treatment. A change in variety will only be permitted at intersections and other logical beginning and ending points.

(10) The minimum trunk caliper measured one foot above the ground for all street trees shall be no less than 2".

~~(11) No person shall, as a normal practice, top any tree within the public right of way. "Topping" means the severe cutting back of limbs within the tree's crown to such a degree so as to remove the normal canopy or disfigure the tree.~~

~~—(b) Tree limbs extending over a sidewalk shall be trimmed to such an extent that no portion of the same shall be less than seven (7) feet above the sidewalk. Tree limbs extending over streets shall be trimmed so that no portion of same shall interfere with the normal flow of traffic.~~

~~—(c) The Municipality of Reynoldsburg, or any licensed utility, shall have the right to plant, prune, maintain and remove trees, plants and shrubs within established right of way lines of all streets, highways, and alleys as may be necessary to insure public safety, enhance the symmetry and beauty of such public grounds, or remove such trees as may be injurious to sewers, electric power lines, gas lines, water lines or other public improvements.~~

~~—(d) No person shall by any type of construction reduce the area of a tree lawn within the street right of way.~~

CHAPTER 1367—Abandoned or Inoperable Service Stations

1367.01 ~~ABANDONED SERVICE STATION AS NUISANCE; DEFINITION.~~

~~Whenever any gasoline service station becomes abandoned, such station shall be presumed to be a nuisance affecting or endangering surrounding property values and to be detrimental to the public health, safety, convenience, comfort, property or general welfare of the community and shall be abated. "Abandoned" for the purpose of this chapter, means failure to operate any gasoline service station for at least three consecutive months.~~

1367.02 ~~ABATEMENT OF NUISANCE.~~

~~Whenever the Building Inspector Official finds any gasoline service station to be abandoned, he shall give notice in the same manner as the service of summons in civil cases, or by certified mail addressed to the owner of record of the premises at his last known address or to the address where tax bills are sent, or by any combination of the foregoing methods, to abate such abandoned condition within sixty days either by:~~

- ~~—(a) Placing such service station in operation in accordance with the provisions of the City's ordinances;~~
- ~~—(b) Adapting and using the building for another business use permitted under the Zoning Code, provided the service station pumps and signs are removed; or~~
- ~~—(c) Razing the service station structure and removing the pumps and signs. Underground service station storage tanks shall either be abandoned in place or removed at the option of the Building Official and Fire Chief who shall make the determination based upon the proposed use of the site and whether the tanks can be properly safeguarded and conditioned if abandoned in place. The abandonment in place or removal of underground tanks shall be performed in accordance with accepted safe practice as prescribed in Appendix C to the National Fire Protection Association Pamphlet No. 30 and under the supervision of the Bureau of Fire Prevention of the City. As a condition precedent to the abandonment of storage tanks in place, the City shall require that the current or subsequent owners of the premises post insurance in an amount the Fire Chief and Building Inspector Official believe necessary to protect against injury or damage. It shall be the duty of the current owner to apprise any potential successor in title of the fact that underground storage tanks are abandoned in place and that the City shall at all times require insurance to be maintained by the owner. Failure to notify the next successor in title shall be a misdemeanor punishable as provided by Section 1367.99 and will not relieve any innocent successor in title, who obtains title without knowledge of the abandoned tanks, from the requirement that insurance be maintained. In no event shall any structure be erected above any abandoned underground tank. If tanks are removed, the Building Inspector Official shall supervise the necessary filling and grading of the area.~~

~~However, if the station is in operation at the time notice is given and remains in operation for ninety consecutive days thereafter, the provisions of this section shall not apply. If a national emergency is declared which would curtail the operation of motor vehicles or if Council should~~

determine that there exists a state of general economic depression, the provisions of this section shall not apply.

Upon the failure, neglect or refusal of any owner to comply with the notice to abate such abandonment, the Building Inspector Official shall take such action as may be necessary to abate such nuisance.

1367.03 INOPERATIVE SERVICE STATIONS.

Inoperative gasoline service stations, which do not come within the definition of "abandoned" as defined herein, shall be maintained in accordance with the provisions of the City's ordinances and the owner shall cut all grass and remove all rubbish and weeds from the premises. The parking of motor vehicles upon the premises shall be prohibited and the owner shall place a sign of at least ten square feet in area in the window of such service station notifying the public of this fact. If the Building Official finds that such notice is not complied with by the public, he may order the owner of the premises on which any station is inoperative for more than six months to install fencing or barricades approved by the Building Official which will be sufficient to block motor vehicle access to such property.

1367.99 PENALTY.

Whoever violates any provision of this chapter is guilty of a minor misdemeanor.

CHAPTER 1369—Nuisance Abatement

1369.01 DEFINITION

For purposes of this chapter, the following definitions shall apply:

~~—(a) "Public nuisance." Any garage, shed, barn, house, building or structure or part thereof shall be deemed to be a public nuisance if by reason of the condition in which it is permitted to be or remain, it shall or may endanger the health, life, limb or property of any person or persons, or cause any hurt, harm, damage, injury or loss to any persons in any one or more of the following ways, means or particulars:~~

~~(1) By reason of being dilapidated, decayed, unsafe or unsanitary, it is detrimental to health, morals, safety, public welfare and the well-being of the community, endangers life or property, or is conducive to ill health, delinquency and crime.~~

~~——(2) By reason of being a fire hazard.~~

~~(3) By reason that the conditions of the public nuisance and its surrounding grounds are not reasonably or adequately maintained thereby causing deterioration and creating a blighting influence or condition on nearby properties and thereby depreciating the value, use and enjoyment of such properties to such an extent that it is harmful to the public health, welfare, morals, safety and the economic stability of the area, community or neighborhood in which such a public nuisance is located.~~

~~—(b) "Owner" means the owner or owners of record on the tax records of the County Auditor's office and shall also include any purchaser or purchasers who are buying under a land contract which is recorded in either the miscellaneous records or the mortgage records of Franklin, Licking or Fairfield Counties.~~

1369.02 PROCEDURE FOR FINDING A PUBLIC NUISANCE.

~~—(a) Whenever the Director of Public Service suspects the existence of a public nuisance as defined by Section 1369.01 hereof, in the City, he shall promptly cause such suspected public nuisance to be inspected by the Chief Building Inspector Official and shall request an inspection and report from the fire district and the County Board of Health having jurisdiction over such property. He shall also cause photographs to be taken of the subject property to depict the property condition. Following these inspections and the receipt of any reports by the inspecting entities within twenty-eight days of the initial request for such inspections, should the Director determine that there are reasonable grounds to believe that a public nuisance exists, he shall notify the chairman of the Board of Nuisance Abatement, who shall cause a hearing to be held by the Board of Nuisance Abatement on the question of the existence of a public nuisance. All reports of inspections, made at the request and/or direction of the Director, the inspection report of the Chief Building Inspector Official and the photographs of the property shall be made available to the Board of Nuisance Abatement at the subject hearing.~~

~~—(b) The owner of the property in question or his duly authorized representative or agent shall be notified of the date, time and place of such hearing in accordance with the provisions of~~

Section 1369.03 and shall be given an opportunity of appearing, in person or through a duly authorized representative or agent or legal counsel, at such hearing and of presenting evidence as may be pertinent to the question of the possible existence of the public nuisance.

~~—(c) The Board of Nuisance Abatement shall be selected from a list which includes all members of the Board of Zoning Appeals and all members of the Planning Commission excluding the Director of Public Service. The chairman of the Board of Nuisance Abatement shall be appointed by the Mayor from this list for a two one year term within ninety days of January 1, 1988 and each two years thereafter.~~

~~—Upon appointment, the chairman shall then select four members from the list, two each from the Board of Zoning Appeals and the Planning Commission, excluding the Director of Public Service, for a two one year term on the Board.~~

~~—(d) It shall be necessary to have a concurring vote of at least three members of the Board for a finding that a public nuisance, as defined in Section 1369.01, does exist.~~

~~—(e) The Board of Nuisance Abatement, following the hearing, shall cause a written order to be served on the owner of the subject property, in accordance with the provisions of Section 1369.03, stating the findings of such Board with respect to the existence of a public nuisance and the manner in which abatement is to be accomplished. If the Board finds that a public nuisance does exist, the order shall include: where abatement of the nuisance can be accomplished through repair or rehabilitation, a list of repair or rehabilitation specifications required to abate the public nuisance; where the abatement of the nuisance cannot, in the finding of the Board be accomplished through repair and rehabilitation, an order that the nuisance be abated by demolition and removal of the structure; and shall state that unless the owner of subject property causes the abatement of the public nuisance by repair, rehabilitation or demolition, the same shall be abated by the City at the expense of the owner. Such abatement by the owner shall start within fifteen days after receipt of the order and shall be completed within forty five days or where abatement is to be accomplished through repair or rehabilitation, such additional time as the Director may deem necessary to complete the abatement of the public nuisance.~~

1369.03 SERVICE OF NOTICE.

The notice of hearing required under Section 1369.02 shall be served by mailing a copy to the owner, as defined in Section 1369.01 by U.S. certified mail with return receipt requested, or by personally serving such owner with a copy of such notice.

If the service of the notice of the hearing provided for in Section 1369.02 is not perfected by either of the hereinbefore described methods, then the Board of Nuisance Abatement shall cause such notice to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County, once each week for two consecutive weeks prior to the date of such hearing. Service of the order of the Board provided for in Section 1369.02 shall be in the manner provided herein. If service of the order provided for in Section 1369.02 is not perfected

by certified mail or personal service, as hereinbefore described than the Board shall cause such order to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County once each week for two consecutive weeks. However, such a published order shall not include a list of the repair or rehabilitation specifications mentioned in Section 1369.02. Service of the notice or the order pursuant to this section shall be considered complete upon the receipt of certified mail or upon personal service, or seven days after the date of the last publication of such notice or order.

1369.04 RIGHT TO MAKE IMMEDIATE REPAIRS.

Upon being served the order as provided for in Section 1369.02 and Section 1369.03 the owner may make immediate application in writing or in person to the Building Department Division for a special building permit to undertake the repairs or replacement of the items, as described in the list of rehabilitation specifications found to constitute the public nuisance.

1369.05 APPEAL.

—(a) The Owner may make a demand in writing to the chairman of the Nuisance Abatement Board for an appeal to Council on the question of whether a public nuisance does exist within ten days after the completion of service of the order of the findings of the Board. The Board shall, within ten days after receiving a written request for an appeal, forward all inspection reports, photographs and any other materials submitted into evidence, together with the written order issued by the Board to Council.

—(b) The owner of the property in question, or his duly authorized representative or agent shall be notified of the date, time and place of the appeal hearing before Council in accordance with the provisions of Section 1369.03 and shall be given an opportunity of appearing in person or through a duly authorized representative or agent, at such hearing and of presenting such evidence as may be pertinent to the question of the existence of the public nuisance.

—(c) The appeal shall be heard by Council within not less than ten days nor more than sixty days after the receipt of the written demand for an appeal provided for in subsection (a) hereof.

—(d) Four members of Council, after reviewing the material from the Board and any pertinent evidence presented by the owner or his duly authorized representative or agent, shall concur that a public nuisance as defined by Section 1369.01(a), does exist before enforcement of the abatement provisions of this chapter is carried out. A copy of the decision affirming, reversing or modifying the findings and order of the Board shall be served upon the owner in the manner provided for in Section 1369.03.

1369.06 APPEAL TO COURT.

The owner may appeal the decision and findings of Council to a Court of appropriate jurisdiction. The decision of Council affirming, reversing or modifying the findings and order of

the Board of Nuisance Abatement is to be served on the owner in the manner provided for in Section ~~1369.03~~. The appeal is to be filed within ten (10) business days after service of the decision of Council on the owner. After an appeal has been filed the Board of Nuisance Abatement and Council shall jointly certify and forward to the Court as required by the Ohio Revised Code, a copy of the order of the Board of Nuisance Abatement and decision of Council, minutes and records of meetings, hearings, inspection reports, photographs and materials relied upon by the Board of Nuisance Abatement and Council in determination of the afore-stated order and decision.

~~1369.07 ABATEMENT OF A PUBLIC NUISANCE BY THE BOARD OF NUISANCE ABATEMENT.~~

~~—(a) Upon failure of the property owner to abate a nuisance:~~

~~——(1) Upon the expiration time of the special permit; or~~

~~(2) If no special building permit was issued within forty-five days of completion of service of the written order of the Board of Nuisance Abatement; or~~

~~(3) Within twenty days of the expiration of the right to appeal by the owner pursuant to Section 1369.05hereof or the Ohio Revised Code;~~

~~The Director of Public Service is hereby authorized to cause entry upon such premises, and the owner shall permit such entry, to abate the nuisance by demolition and removal of the structure, or by boarding all windows, exterior doors and other openings to secure the structure and by removal of litter and cutting of rank growth that may be present.~~

~~—(b) In abating such nuisances the Director shall obtain the abatement thereof as provided by the Charter and Codified Ordinances relating to construction, and the cost of such contract shall be paid for from City funds except that in the case of boarding to abate the nuisance as provided for in this section, the City may elect to do so by using its own employees and materials the costs of such abatement shall be recovered from the owner in the following manner:~~

~~(1) The owner shall be billed for the cost of the abatement by mailing such bill to the owner by U.S. Certified mail with return receipt requested, or by personally serving the owner with a copy of such bill. If service of such bill is not perfected by either of the hereinbefore described methods, then the billing notice shall be published in a newspaper of general circulation in the City and a newspaper of general circulation in the County for two consecutive weeks.~~

~~(2) If the owner fails to pay for the cost of such abatement within thirty days after receipt of the bill, or after the publication of the second notice in the aforesaid newspaper, the Director shall cause the cost of the abatement to be either certified to the County Treasurer and levied as a special assessment against the property which was the subject of the abatement action, and recovered in the manner provided for the recovery of special assessments; or shall be collectible, together with any interest thereon, by suit, as other debts of like amounts are collectible.~~

CHAPTER 1389—International Property Maintenance Code**1389.01 ADOPTION.**

~~There is hereby adopted, and incorporated by reference as if set out at length herein, for the purpose of establishing rules and regulations for the maintenance, regulations, provisions, penalties, conditions and terms of the 2003 International Property Maintenance Code with the additions, insertions, deletions and changes prescribed in this chapter. Copies are available from the Building Department and Clerk of Council's office. The Director shall publicly notice which edition shall be enforced and file a copy with the Clerk of Council.~~

Part 17 – Nuisance and Property Maintenance Code

TITLE 1 – PUBLIC NUISANCES

CHAPTER 1701 – GENERAL PROVISIONS

1701.01 DEFINITIONS.

For purposes of this Code, the following definitions shall apply:

(a) "Public nuisance." Any lot, parcel, garage, shed, barn, house, building or structure or part thereof shall be deemed to be a public nuisance if by reason of the condition in which it is permitted to be or remain, it shall or may endanger the health, life, limb or property of any person or persons, or cause any hurt, harm, damage, injury or loss to any persons in any one or more of the following ways, means or particulars:

(1) By reason of being dilapidated, decayed, unsafe or unsanitary, it is detrimental to health, morals, safety, public welfare and the well-being of the community, endangers life or property, or is conducive to ill health, delinquency and crime.

(2) By reason of being a fire hazard.

(3) By reason that the conditions of the public nuisance and its surrounding grounds are not reasonably or adequately maintained thereby causing deterioration and creating a blighting influence or condition on nearby properties and thereby depreciating the value, use and enjoyment of such properties to such an extent that it is harmful to the public health, welfare, morals, safety and the economic stability of the area, community or neighborhood in which such a public nuisance is located.

(b) "Owner" means the owner or owners of record on the tax records of the County Auditor's office and shall also include any purchaser or purchasers who are buying under a land contract which is recorded in either the miscellaneous records or the mortgage records of Franklin, Licking or Fairfield Counties.

(c) "Director" means the Service Director of the City.

(d) "Building Official" means the Building Official, a Code Officer or other designee of the City.

1702.02 PROCEDURE FOR FINDING A PUBLIC NUISANCE.

(a) Whenever the Director suspects the existence of a public nuisance as defined by Section 1701.01 hereof, in the City, he shall promptly cause such suspected public nuisance to be inspected by the Building Official and may request an inspection and report from the Fire District and the Board of Health. He shall also cause photographs to be taken of the subject property to depict the property condition. Following these inspections and the receipt of any reports by the inspecting entities within twenty-eight days of the initial request for such inspections, should the Director determine that there are reasonable grounds to believe that a public nuisance exists, he shall notify the chairman of the Board of Nuisance Abatement, who

shall cause a hearing to be held by the Board of Nuisance Abatement on the question of the existence of a public nuisance. All reports of inspections, made at the request and/or direction of the Director, the inspection report of the Building Official and the photographs of the property shall be made available to the Board of Nuisance Abatement at the subject hearing.

(b) The owner of the property in question or his duly authorized representative or agent shall be notified of the date, time and place of such hearing in accordance with the provisions of Section 1703.03 and shall be given an opportunity of appearing, in person or through a duly authorized representative or agent or legal counsel, at such hearing and of presenting evidence as may be pertinent to the question of the possible existence of the public nuisance.

(c) The Board of Nuisance Abatement shall be selected from a list which includes all members of the Board of Zoning Appeals and all members of the Planning Commission. The chairman of the Board of Nuisance Abatement shall be appointed by the Mayor from this list for a term of one calendar year. Upon appointment, the chairman shall then select four members from the list, two each from the Board of Zoning Appeals and the Planning Commission, for a term of one calendar year on the Board.

(d) It shall be necessary to have a concurring vote of at least three members of the Board for a finding that a public nuisance exists as defined in Section 1701.01.

(e) The Board of Nuisance Abatement, following the hearing, shall cause a written order to be served on the owner of the subject property, in accordance with the provisions of Section 1701.03, stating the findings of such Board with respect to the existence of a public nuisance and the manner in which abatement is to be accomplished. If the Board finds that a public nuisance does exist, the order shall include: where abatement of the nuisance can be accomplished through repair or rehabilitation, a list of repair or rehabilitation specifications required to abate the public nuisance; where the abatement of the nuisance cannot, in the finding of the Board be accomplished through repair and rehabilitation, an order that the nuisance be abated by demolition and removal of the structure; and shall state that unless the owner of subject property causes the abatement of the public nuisance by repair, rehabilitation or demolition, the same shall be abated by the City at the expense of the owner. Such abatement by the owner shall start within fourteen (14) days after receipt of the order and shall be completed within sixty (60) days or where abatement is to be accomplished through repair or rehabilitation, such additional time as the Director may deem reasonable and necessary to complete the abatement of the public nuisance.

1703.03 SERVICE OF NOTICE.

The notice of hearing required under Section 1701.02 shall be served by mailing a copy to the owner, as defined in Section 1701.01 by U.S. certified mail with return receipt requested, or by personally serving such owner with a copy of such notice.

If the service of the notice of the hearing provided for in Section 1701.02 is not perfected by either of the hereinbefore described methods, then the Board of Nuisance Abatement shall cause such notice to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County, once each week for two consecutive weeks prior to the date of such hearing. Service of the order of the Board provided for in Section 1701.02 shall be in the manner provided herein. If service of the order provided for in Section 1701.02 is not perfected

by certified mail or personal service, as hereinbefore described than the Board shall cause such order to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County once each week for two consecutive weeks. However, such a published order shall not include a list of the repair or rehabilitation specifications mentioned in Section 1701.02. Service of the notice or the order pursuant to this section shall be considered complete upon the receipt of certified mail or upon personal service, or seven days after the date of the last publication of such notice or order.

1704.04 RIGHT TO MAKE IMMEDIATE REPAIRS.

Upon being served the order as provided for in Section 1701.02 and Section 1703.03 the owner may make immediate application in writing or in person to the Building Division for a special building permit to undertake the repairs or replacement of the items, as described in the list of rehabilitation specifications found to constitute the public nuisance.

1705.05 APPEAL.

(a) The Owner may make a demand in writing to the chairman of the Nuisance Abatement Board for an appeal to Council on the question of whether a public nuisance does exist within ten days after the completion of service of the order of the findings of the Board. The Board shall, within ten days after receiving a written request for an appeal, forward all inspection reports, photographs and any other materials submitted into evidence, together with the written order issued by the Board to the Clerk of Council.

(b) The owner of the property in question, or his duly authorized representative or agent shall be notified of the date, time and place of the appeal hearing before Council in accordance with the provisions of Section 1701.03 and shall be given an opportunity of appearing in person or through a duly authorized representative or agent, at such hearing and of presenting such evidence as may be pertinent to the question of the existence of the public nuisance.

(c) The appeal shall be heard by Council within not less than ten days nor more than sixty days after the receipt of the written demand for an appeal provided for in subsection (a) hereof.

(d) Four members of Council, after reviewing the material from the Board and any pertinent evidence presented by the owner or his duly authorized representative or agent, shall concur that a public nuisance as defined by Section 1701.01(a), does exist before enforcement of the abatement provisions of this chapter is carried out. A copy of the decision affirming, reversing or modifying the findings and order of the Board shall be served upon the owner in the manner provided for in Section 1701.03.

1706.06 APPEAL TO COURT.

The owner may appeal the decision and findings of Council to a Court of appropriate jurisdiction. The decision of Council affirming, reversing or modifying the findings and order of the Board of Nuisance Abatement is to be served on the owner in the manner provided for in Section 1701.03. The appeal is to be filed within ten (10) business days after service of the decision of Council on the owner. After an appeal has been filed the Board of Nuisance Abatement and Council shall jointly certify and forward to the Court as required by the Ohio Revised Code, a copy of the order of the Board of Nuisance Abatement and decision of Council,

minutes and records of meetings, hearings, inspection reports, photographs and materials relied upon by the Board of Nuisance Abatement and Council in determination of the afore stated order and decision.

1707.07 ABATEMENT OF A PUBLIC NUISANCE BY THE BOARD OF NUISANCE ABATEMENT.

(a) Upon failure of the property owner to abate a nuisance:

- (1) Upon the expiration time of the special permit; or
- (2) If no special building permit was issued within forty-five days of completion of service of the written order of the Board of Nuisance Abatement; or
- (3) Within twenty days of the expiration of the right to appeal by the owner pursuant to Section 1705.05 hereof or the Ohio Revised Code;

The Director of Public Service is hereby authorized to cause entry upon such premises, and the owner shall permit such entry, to abate the nuisance by demolition and removal of the structure, or by boarding all windows, exterior doors and other openings to secure the structure and by removal of litter and cutting of rank growth that may be present.

(b) In abating such nuisances the Director shall obtain the abatement thereof as provided by the Charter and Codified Ordinances relating to construction, and the cost of such contract shall be paid for from City funds except that in the case of boarding to abate the nuisance as provided for in this section, the City may elect to do so by using its own employees and materials the costs of such abatement shall be recovered from the owner in the following manner:

- (1) The owner shall be billed for the cost of the abatement by mailing such bill to the owner by U.S. Certified mail with return receipt requested, or by personally serving the owner with a copy of such bill. If service of such bill is not perfected by either of the hereinbefore described methods, then the billing notice shall be published in a newspaper of general circulation in the City and a newspaper of general circulation in the County for two consecutive weeks.
- (2) If the owner fails to pay for the cost of such abatement within thirty days after receipt of the bill, or after the publication of the second notice in the aforesaid newspaper, the Director shall cause the cost of the abatement to be either certified to the County Treasurer and levied as a special assessment against the property which was the subject of the abatement action, and recovered in the manner provided for the recovery of special assessments; or shall be collectible, together with any interest thereon, by suit, as other debts of like amounts are collectible.

CHAPTER 1703 – ABANDONED OR INOPERABLE GASOLINE STATIONS.

1703.01 ABANDONED GASOLINE STATIONS AS NUISANCE; DEFINITION

Whenever any gasoline station becomes abandoned, such station shall be presumed to be a nuisance affecting or endangering surrounding property values and to be detrimental to the public health, safety, convenience, comfort, property or general welfare of the community and shall be abated. "Abandoned" for the purpose of this chapter, means failure to operate any gasoline service station for at least three consecutive months.

1703.02 ABATEMENT OF NUISANCE.

Whenever the Building Official finds any gasoline service station to be abandoned, he shall give notice in the same manner as the service of summons in civil cases, or by certified mail addressed to the owner of record of the premises at his last known address or to the address where tax bills are sent, or by any combination of the foregoing methods, to abate such abandoned condition within sixty days either by:

- (a) Placing such service station in operation in accordance with the provisions of the City's ordinances;
- (b) Adapting and using the building for another business use permitted under the Zoning Code, provided the service station pumps and signs are removed; or
- (c) Razing the service station structure and removing the pumps and signs. Underground service station storage tanks shall either be abandoned in place or removed at the option of the Building Official and Fire Chief who shall make the determination based upon the proposed use of the site and whether the tanks can be properly safeguarded and conditioned if abandoned in place. The abandonment in place or removal of underground tanks shall be performed in accordance with accepted safe practice as prescribed in Appendix C to the National Fire Protection Association Pamphlet No. 30 and under the supervision of the Bureau of Fire Prevention of the City. As a condition precedent to the abandonment of storage tanks in place, the City shall require that the current or subsequent owners of the premises post insurance in an amount the Fire Chief and Building Official believe necessary to protect against injury or damage. It shall be the duty of the current owner to apprise any potential successor in title of the fact that underground storage tanks are abandoned in place and that the City shall at all times require insurance to be maintained by the owner. Failure to notify the next successor in title shall be a misdemeanor punishable as provided by Section 1703.99 and will not relieve any innocent successor in title, who obtains title without knowledge of the abandoned tanks, from the requirement that insurance be maintained. In no event shall any structure be erected above any abandoned underground tank. If tanks are removed, the Building Official shall supervise the necessary filling and grading of the area.

However, if the station is in operation at the time notice is given and remains in operation for ninety consecutive days thereafter, the provisions of this section shall not apply. If a national emergency is declared which would curtail the operation of motor vehicles or if Council should

determine that there exists a state of general economic depression, the provisions of this section shall not apply.

Upon the failure, neglect or refusal of any owner to comply with the notice to abate such abandonment, the Building Official shall take such action as may be necessary to abate such nuisance in accordance with the provisions Section 1707.07.

1703.03 INOPERATIVE GASOLINE STATIONS.

Inoperative gasoline stations, which do not come within the definition of "abandoned" as defined herein, shall be maintained in accordance with the provisions of the City's ordinances and the owner shall cut all grass and remove all rubbish and weeds from the premises. The parking of motor vehicles upon the premises shall be prohibited and the owner shall place a sign of at least ten square feet in area in the window of such service station notifying the public of this fact. If the Building Official finds that such notice is not complied with by the public, he may order the owner of the premises on which any station is inoperative for more than six months to install fencing or barricades approved by the Building Official which will be sufficient to block motor vehicle access to such property.

1703.99 PENALTY.

Whoever violates any provision of this chapter is guilty of a minor misdemeanor.

TITLE 3 - PROPERTY MAINTENANCE CODE

CHAPTER 1711 – GENERAL PROVISIONS

1711.01 INTERNATIONAL PROPERTY MAINTENANCE CODE.

(a) In accordance with Section 4.12(a) of the City Charter, there is hereby adopted, and incorporated by reference as if set out at length herein, for the purpose of establishing rules and regulations for the maintenance, regulations, provisions, penalties, conditions and terms of the 2012 International Property Maintenance Code with the amendments, deletions and modifications prescribed in this chapter.

(b) In accordance with Section 4.12(b) of the City Charter, the Director shall file a copy of this code with the Clerk of Council, and shall file all revised versions of this code whenever it is revised or amended.

1711.02 AMENDMENTS, DELETIONS AND MODIFICATIONS TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE

The International Property Maintenance Code is amended and revised as follows. All section numbers correspond to the International Property Maintenance Code, 2012 Edition.

Chapter 1

101.1 Title.

These regulations shall be known as the *Property Maintenance Code of the City of Reynoldsburg* hereinafter referred to as "this code."

101.3 Intent.

This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein.

102.3 Application of other codes.

Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the *current Building Code*. Nothing in this code shall be construed to cancel, modify or set aside any provision of the *current Planning & Zoning Code*.

SECTION 103 ~~DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION CODE~~ OFFICIAL

103.1 General.

~~The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the code official. The Director of Public Service shall be~~

charged with enforcing this Code. All references to the Code Official shall be considered to apply to the director or their designee.

~~103.2 Appointment.~~

~~The code official shall be appointed by the chief appointing authority of the jurisdiction; and the code official shall not be removed from office except for cause and after full opportunity to be heard on specific and relevant charges by and before the appointing authority.~~

~~103.3 Deputies.~~

~~In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the code official shall have the authority to appoint a deputy code official, other related technical officers, inspectors and other employees.~~

~~103.5 Fees.~~

~~The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule.~~

106.5 Abatement of violation.

The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises.

Upon the performance of any labor to abate a violation under the provisions of this code, a report of the cost thereof shall be provided to the owner or person having charge or management of the premises, who shall have fourteen (14) days in which to pay the City for such labor. Cost assessments shall be based on the following: labor and material for abatement of the violation, mailing fees; inspection and administrative duties of the Code Official and City staff, with costs being adjusted to current wages.

If the costs are not paid, the Director shall report the outstanding costs to Council. Upon receipt of this report and approval thereof by Council, the Clerk of Council shall make a return in writing to the County Auditor of such charges which shall be entered upon the tax duplicate of the County, in accordance with Ohio R.C. 731.54.

111.1 Application for appeal.

Any person directly affected by a decision of the Code Official or a notice or order issued under this code or any other section of the Codified Ordinances for which no administrative appeal procedure exists, shall have the right to appeal to the Board of Zoning and Building Appeals, provided that a written application for appeal is filed within 14 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

111.2 Membership of board.

~~The board of appeals shall consist of a minimum of three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The code official shall be an ex-officio member but shall have no~~

~~vote on any matter before the board. The board shall be appointed by the chief appointing authority, and shall serve staggered and overlapping terms. Membership of the Board shall be consistent with Section 7.02 of the City Charter.~~

111.2.1 Alternate members.

~~The chief appointing authority shall appoint two or more alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership.~~

111.2.2 Chairman.

~~The board shall annually select one of its members to serve as chairman.~~

111.2.3 Disqualification of member.

~~A member shall not hear an appeal in which that member has a personal, professional or financial interest.~~

111.2.4 Secretary.

~~The chief administrative officer shall designate a qualified person to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.~~

111.2.5 Compensation of members.

~~Compensation of members shall be determined by law.~~

111.4 Open hearing.

All hearings before the Board shall be open to the public. The appellant, the appellant's representative, the Code Official and any person whose interests are affected shall be given an opportunity to be heard. ~~A quorum shall consist of not less than two-thirds of the board membership.~~

~~111.5 Postponed hearing.~~

~~When the full board is not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.~~

~~111.7 Court review.~~

~~Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.~~

111.8 Stays of enforcement.

Appeals of notice and orders (other than Imminent Danger notices) shall stay the enforcement of the notice and order until the appeal is heard by the *Board of Zoning and Building Appeals*.

Chapter 3

302.1 Sanitation.

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

302.4 Weeds.

All premises and exterior property shall be maintained free from weeds or plant growth in excess of six (6) inches in height for improved lots and twelve (12) inches in height for unimproved lots. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. *On lots or parcels determined to be vacant or abandoned, the term shall also include shrubs and undergrowth arranged in a way that provides an unobservable location for unauthorized human habitation.*

If the Code Officer determines, after an inspection, that the lot or parcel of land is vacant or abandoned, then he shall not be required to serve the notice of violation.

Only one notice of violation per calendar year is required to be served by the Code Official for a lot or parcel. If, after one notice of violation has been served, the Code Official determines that one or more subsequent violations has occurred on that lot or parcel during that calendar year, service of an additional notice of violation shall not be required and the City may proceed to immediately abate such violations as set forth in Section 106.03.

302.8 Motor vehicles.

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

(a) No automobile, motorcycle or other motor vehicle or trailer shall be parked or remain on any non-parking or non-driveway portion of the yard of any residential or multi-family zoned lot. All motorized vehicles and or trailers shall be parked/kept only on an improved hard surface such as concrete or asphalt. Such surfaces shall encompass the entire vehicle or trailer. All vehicles or trailers parked in parking areas or driveways shall bear the current registration or license plates as required by the Ohio Revised Code.

(b) This section shall not apply during times of emergency due to acts of nature; or during the time that a resident is in the process of moving in or out of the premises.

303.2 Enclosures.

Private swimming pools, hot tubs and spas, capable of containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-

latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier. *Also see Section 1171.06 (b) and Chapter 1363 of the Codified Ordinances.*

Exception: *Hot tubs and spas may be exempt from the fence or barrier requirements if they are secured by a fully lockable lid.*

304.2 Protective treatment.

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. *Once a protective treatment has been applied to decay resistant woods it must be maintained.* All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

304.3 Premises identification.

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). *Also see Chapter 1355 of the Codified Ordinances.*

304.14 Insect screens.

~~During the period from [DATE] to [DATE],~~ every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm) and every swinging door shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed. *Screens shall not be required on residential properties between November 1st and March 25st of the following calendar year.*

307.2 Disposal of rubbish.

Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers. *Also see Chapter 975 of the Codified Ordinances.*

307.2.2 Refrigerators.

Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors. *Also see Section 521.01 of the Codified Ordinances.*

307.2.3 Interior Furniture.

Upholstered furniture, mattresses, materials and other similar products not designed, built and manufactured for outdoor use shall not be discarded, abandoned, stored or placed on a porch, balcony, roof, or in a yard unless the porch or balcony is completely enclosed.

Chapter 4

401.3 Alternative devices.

In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the current *Building Code* shall be permitted.

Chapter 5

505.1 General.

Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the *Ohio Plumbing Code*.

507.1 General.

Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance. *Also see Section 941.06 of the Codified Ordinances.*

Chapter 6

602.1 Facilities required.

Heating facilities shall be provided in structures as required by this section. *Also see Section 521.02 of the Codified Ordinances.*

602.3 Heat supply.

Every owner and operator of any building who rents, leases or lets one or more dwelling unit, rooming unit, dormitory or guestroom on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from [DATE] to [DATE] to maintain a temperature of not less than 68°F (20°C) in all habitable rooms, bathrooms, and toilet rooms.

604.2 Service.

The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with the *current Electrical Code*. Dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a rating of not less than 60 amperes.

Chapter 7

702.1 General.

A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the *current Building Code*.

702.2 Aisles.

The required width of aisles in accordance with the *current Building Code* shall be unobstructed.

702.3 Locked doors.

All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the *current Building Code*.

704.1 General.

All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the *current Building Code*.

704.2 Smoke alarms.

Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings not regulated in Group R occupancies, regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Single or multiple-station smoke alarms shall be installed in other groups in accordance with the *current Building Code*.

Chapter 8

City	City of Reynoldsburg 7232 E. Main Street Reynoldsburg, OH 43068	
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Standard Referenced Number	Title	Referenced in Code Section Number
COR	Codified Ordinances of Reynoldsburg	102.3, 106.4, 201.3, 111.1, 111.2, 307.4
COR-PZ	Reynoldsburg Planning & Zoning Code	102.3, 201.3
OBBS	Ohio Board of Building Standards 6606 Tussing Road Reynoldsburg, Ohio 43068	
Standard Referenced Number	Title	Referenced in Code Section Number
OBC-2011	Ohio Building Code	102.3, 201.3
OFC-2011	Ohio Fire Code	102.3, 201.3
OMC-2011	Ohio Mechanical Code	102.3, 201.3
OPC-2011	Ohio Plumbing Code	102.3, 201.3
ORC-1999	Ohio Residential Code for One, Two & Three Family Dwellings	102.3, 201.3
NFPA	National Fire Protection Association One Batterymarch Park Quincy, Massachusetts 02269	
Standard Referenced Number	Title	Referenced in Code Section Number

NEC	National Electric Code	102.3, 201.3
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1711.99 PENALTY.

In addition to any other civil penalties provided for by this Code, anyone who violates any provision of this Chapter is guilty of a minor misdemeanor. For any second or subsequent offense within a year of a prior offense, any violator is guilty of a misdemeanor of the fourth degree.

909.02 ~~SIDEWALK MATERIAL; WIDTH AND LOCATION~~ REQUIREMENTS.

(a) All sidewalks hereafter constructed in any of the streets of the City shall be of material known as portland cement concrete; the sidewalks shall be of the uniform width of four feet (4') along all non-arterial streets. The widths of sidewalks along arterial streets shall be and shall be located as directed by the City Engineer and/or the Director of Public Service.

(b) In addition to the requirements of Chapter 1127 of the Subdivision Regulations, sidewalks shall be required for all new development activity requiring major site plan review or residential site plan review along an existing public street that lacks sidewalks. Alternatively, the City Engineer and/or Service Director may require a multi-use trail in such locations that have been designated for a multi-use trail by a land use plan, comprehensive plan or thoroughfare plan.

(c) These provisions may be waived by the City Engineer and/or Director of Public Service upon finding that construction of such sidewalks is not in the best interest of the City. The Planning Administrator and Planning Commission shall assist with review of these provisions in accordance with the site plan review process of Chapter 1143.

CHAPTER 1111 - General Provisions

1111.03 APPROVAL OF SUBDIVISION WITHOUT PLAT.

Notwithstanding any other provisions of the Subdivision Regulations, a proposed division of a parcel of land along an existing public street, whether the parcel to be divided fronts on the street or has access to it by private right of way or private driveway, not involving more than five lots after the original tract has been completely subdivided, may be submitted to the Planning Commission for approval without plat. If the Planning Administrator, acting on behalf of the Commission,~~Commission, acting through a properly designated representative thereof,~~ is satisfied that the proposed division is ~~not contrary to~~complies with all applicable platting, subdividing or zoning regulations, ~~it shall, within seven working days after submission, he shall~~ approve the proposed subdivision and, on presentation of a conveyance of the parcel, shall stamp the same "approved by the Planning Commission; no plat required," ~~and have it signed by its clerk, secretary or other official as may be designated by it.~~ The Planning ~~Commission~~Administrator may require the submission of a sketch and such other information as is pertinent ~~to its determination hereunder~~to determining compliance with this section.

CHAPTER 1115 - Preliminary Plat

1115.02 ~~SIX~~ COPIES OF PRELIMINARY PLAT TO BE SUBMITTED.

The owner of land who desires to subdivide it shall submit six (6) copies of a preliminary plat along with six copies of a general layout of all site improvements to be installed on the entire tract of land to be developed even if the owner or developer only intends to initially develop only a part of the tract, to ~~the Mayor~~ for the Planning Commission twenty-one (21) days prior to a regular meeting of the Commission. A copy of the general layout of all site improvements attached to a copy of the plat shall be in the possession of each member of the Commission for a minimum period of ~~five~~seven (7) days before consideration for approval.

1115.03 FEES.

A fee shall be paid at the time of submission of the preliminary plat as stated in Section 1155. ~~The sum deposited with the City shall be two hundred fifty dollars (\$250.00) per plat plus ten dollars (\$10.00) per lot included within this plat, which shall not be refundable.~~

1115.05 APPROVAL OF PRELIMINARY PLAT.

When a plat is filed with the ~~Mayor~~Planning Commission, the ~~Mayor~~Planning Administrator shall examine it to determine whether or not it complies with the requirements of Section 1115.02 through 1115.04. ~~The Mayor-Planning Administrator shall and shall refer the examination of the plat to the Director of Engineering City Engineer.~~ If the plat does not meet the requirements, the ~~Mayor~~Planning Administrator shall return it to the owner who shall revise and refile it, and additional fees may apply. If the plat meets the requirements, the ~~Mayor~~Planning Administrator shall lay it before the Planning Commission at its next meeting. The Commission shall thereupon examine it and approve it or conditionally approve it within thirty (30) days if it is satisfied that it complies, or will comply after minor changes, in all respects with this chapter. The approval or the conditions of approval of the Planning Commission will be indicated in writing on two (2) copies of the preliminary plat which will be returned to the owner and surveyor. The remaining four (4) copies bearing the notation of approval shall remain on file ~~in the office of the Mayor~~, available to the public. The approval of a preliminary plat shall be effective for a maximum period of twelve (12) months, unless extended by the Planning Commission.

CHAPTER 1119 - Final Plat

1119.01 SUBMISSION PROCEDURE; CONTENTS; FEES.

(a) The owner shall submit a final plat of a subdivision mylar not less than twenty-two inches (22") by thirty-four (34") inches. The scale shall be not less than one inch (1") to equal one hundred feet (100'). Multiple pages may be used for plats of large areas. The final plat shall be submitted to the ~~Mayor~~ Planning Administrator for final approval by the Planning Commission and the ~~Director of Engineering~~ City Engineer. The fee for a final plat ~~shall be two hundred fifty dollars (\$250.00)~~ shall be as stated in Section 1155. Action will be taken by the Commission and by Council within sixty (60) days after the filing.

(b) If the plat is approved by Council, the owner shall file and record the plat with the County Recorder within six (6) months. If not recorded within this time, the approval of the Planning Commission and Council shall become void. The final plat shall contain all the information required for the preliminary plat, except existing topography, cultural features and utilities.

1119.02 ADDITIONAL REQUIRED INFORMATION.

(a) A final plat shall contain the following additional information, and be prepared and sealed by a licensed professional engineer in the State of Ohio:

- (1) Boundary of plat based on an accurate traverse with angular and lineal dimensions;
- (2) True angle and distance to the nearest street intersection, accurately described on the plat;
- (3) Municipal, township, county or section lines accurately tied to the lines of all chord dimensions;
- (4) Radii, internal angles, points of curvature, tangent bearings and lengths of all chord dimensions;
- (5) All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in degrees and minutes;
- (6) Accurate location of all monuments, which shall be composed and/or located as follows:
 - A. Be composed of a durable material;
 - B. Be a minimum length of thirty inches (30");
 - C. Of a minimum cross-section area of material of 0.2 square inches (1" in diameter);
 - D. Be identified with a durable marker bearing the Surveyor's Ohio Registration number and/or name or company name;
 - E. Be detectable with conventional instruments for finding ferrous or magnetic objects;
 - F. Placed with the top at the existing grade elevation.

One such monument shall be placed at each extreme corner of the subdivision. All lots must be marked with steel pins, and such pins must be in place after a building is completed. The Building Inspector shall confirm that lot pins are in place on the final occupancy permit.

- (7) Exact location, width and name of all streets or other public ways;
- (8) Known easements, accurately located and stating the purpose for which they are intended. Easements may be added or revised on the final plat after final plat approval. Easements added to the final plat or revised on the final plat require the approval of the ~~Director of Engineering~~ City Engineer and the Director of Public Service and said approvals are to be entered on the final plat. The owner or developer shall offer an easement for television cable and television cable equipment within the easement(s) shown on the final plat. The easement shall be granted at no expense to the television cable owner/operator, if the

cable operator installs the necessary television cable and television cable equipment in the utility trench during the time the trench is open for the installation of other utilities. Otherwise, the owner, developer or City may revoke the offer of an easement.

(b) A final plat shall also contain:

- (1) A certificate by a registered surveyor that the plat represents a survey made by him and that the monuments shown exist as located or will be set following construction and that all dimensional and geodetic details are correct.
- (2) Notarized certification by the owner or owners of the adoption of the plat and the dedication by them to public use of the streets and other public areas shown on the plat. The signatures of the owner(s) are required prior to the obtaining of any City Official's signature on the plat. No property shall extend to the center of a right of way.
- (3) Proper form for the approval of the Planning Commission with space for the signature of the Chairman.
- (4) Space for approval by signature of the City Engineer and Director of Public Service~~Director of Engineering and the Mayor~~.
- (5) Proper form for approval and acceptance by Council, showing ordinance number and provisions for signature by the Clerk of Council.
- (6) Space for approval, by signature of the ~~Director of Engineering~~City Engineer and Director of Public Service, of easements added to or revised on the final plat.
- (7) Space for transfer by the County Auditor and recording by the County Recorder. A statement of the expiration date of the City approval shall be placed just ahead of the space provided for the County Auditor's signature.
- (8) A topographic survey prepared by an Ohio registered professional surveyor using the North American Vertical Datum (NAVD) of 1988 reflecting flood way, floodway fringe, base flood elevations and property lines of the plat under consideration for development.

1119.03 COPIES TO BE FILED WITH CLERK.

One copy of the final plat showing all approvals and the date and place of recording shall be supplied by the owner to the Clerk of Council ~~as local public records~~.

1119.06 PROTECT REPRESENTATION BY ENGINEER DURING INSTALLATION OF IMPROVEMENTS.

All construction work and materials used in connection with public improvements and storm water management in the area platted shall conform to City specifications and requirements of the ~~Director of Engineering~~City Engineer. The ~~Director of Engineering~~City Engineer shall provide the owner or developer with project representation at the expense of the owner or developer during installation of the improvements.

1119.07 BOND, LETTER OF CREDIT FOR IMPROVEMENTS: DEPOSIT AND INSURANCE.

(a) Before approval of the final plat, the owner or developer shall agree in writing that prior to the beginning of construction of any street, private roadway, public improvement and storm water management infrastructure the owner or developer shall provide a bond, certified check or an irrevocable letter of credit from a solvent bank doing business in Franklin, Licking or Fairfield Counties, Ohio, guaranteeing the completion of said improvement(s) within one year from the date of agreement or such time as may be agreed to by Council. The bond, check or irrevocable letter of credit shall be in an amount equal to the estimated cost of constructing said improvement(s), as approved by the ~~Director of Engineering~~City Engineer. A maintenance bond, certified check or an irrevocable letter

of credit in the amount of five percent (5%) of the estimated construction costs shall be provided for a maintenance period of one year beginning with the date of acceptance of the said improvement(s) by the Service Director and ~~Director of Engineering~~City Engineer.

(b) The owner or developer shall prior to construction, deposit with the Service Director and with the approval of the ~~Director of Engineering~~City Engineer a sum of money as prescribed by the Service Director and the ~~Director of Engineering~~City Engineer to defray the cost of inspection and the engineering services provided and any expenses incurred by the City due to the installation of the improvements and review of the plat and plans.

Fees for the review of plats and plans shall be calculated by the owner or developer, to be verified by the City using the fee schedules as provided by the ~~Safety~~/Service Director. These and other documents detailing the development process can be obtained from the Service Department. For inspections the owner or developer shall deposit with the Service Department a sum of money based on an approved cost of construction schedule, and be approved by the ~~Director of Engineering~~City Engineer. Should the amount of such deposit be insufficient to cover the cost thereof, the owner or developer shall immediately upon request of the City deposit a sum of money acceptable to the ~~Director of Engineering~~City Engineer and the ~~Safety~~/Service Director. Upon completion and acceptance of the improvements, any unexpended balance shall be refunded to the owner or developer.

CHAPTER 1127 - Standards

1127.01 STREETS.

(a) Streets shall be dedicated to public use by the owner. Minor residential streets shall be so designed as to discourage their use by nonlocal traffic. Except where necessitated by local conditions, dead-end streets and cul-de-sacs will not be approved in residential districts. Dead-end alleys are prohibited in all districts. Easements for utilities must be provided along side or rear lot lines where possible. Street rights of way shall have the following minimum widths:

- (1) Major arterial, which include Federal, State and County roads which are main arteries of access to the City: one hundred~~100~~ feet (100'); an additional width of forty-five feet (45') shall be provided to accommodate a service drive wherever lots are to face a primary road;
- (2) Minor arterial, which are next in importance as avenues of access between sections of the City as opposed to commercial traffic and nonlocal traffic: eighty feet (80');
- (3) Neighborhood collector, which are within a new subdivision: sixty feet (60');
- (4) Minor residential, which are completely residential in nature: fifty feet (50');
- (5) Alleys: twenty feet (20');
- (6) Easements: as required.

(b) Minimum pavement widths shall be as follows:

- (1) Major arterial: variable as conditions may require;
- (2) Minor arterial: thirty-six feet (36');
- (3) Neighborhood collector: thirty-two feet (32');
- (4) Minor residential: twenty-six feet (36');
- (5) Alleys: eighteen feet (18');
- (6) Service drives: twenty feet (20');
- (7) Sidewalks: ~~five~~four feet minimum (4'); ~~residential along non-arterial~~ and minimum width ~~in commercial districts along arterial streets~~ to be as approved by the ~~Director of Engineering~~City Engineer, in accordance with the provisions of Section 909.02.

(c) The maximum grades shall be:

- (1) Major arterial: four percent (4%);
- (2) Minor arterial: five percent (5%);
- (3) Neighborhood collector, minor residential streets and alleys: six percent (6%).

(d) The minimum grade for any street shall be one-half of one percent at the gutter, unless otherwise approved by the ~~Director of Engineering~~City Engineer. Street intersections shall be rounded by radii not less than twenty (20') feet at the curbline. ~~Sidewalks shall be located as approved by the Director of Engineering.~~

(e) All street construction and specifications for materials shall be in conformity with standards required by the City as published by the City Engineer.

(f) The plans must bear the approval of the ~~Director of Engineering and the Mayor~~City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief, of the respective Division of Fire and pPlaces shall be provided for ~~such~~their signatures.

~~including that of the Clerk of Council. The plans must be submitted to the Clerk one week in advance of a regularly scheduled Council meeting.~~

1127.02 PRIVATE ROADWAYS.

(a) As used in this section "private roadway" means any passageway designed for use by motor powered vehicles, upon property owned by one or more persons, firms or corporations where such passageway serves in excess of four dwelling units.

(b) All proposed private roadways and their pavement widths shall be shown on the preliminary and final plats filed in accordance with these Subdivision Regulations. In addition, a document indicating the responsible party for maintenance shall also be provided.

(c) All private roadways shall be improved with a hard surface of concrete, asphalt or other similar products or combination of products. The construction and specification for materials for private roadways shall conform with standards provided by the City standards as published by the City Engineer.

(d) The minimum pavement width for private roadways shall be twenty-six feet (26') and the maximum grade shall be six percent (6%), however, the minimum grade for private roadways shall be one-half of one percent at the gutter, unless otherwise approved by the ~~Director of Engineering~~ City Engineer.

(e) Every private roadway ending in a dead end or at a cul-de-sac circle shall have a minimum pavement width as approved by the Planning Commission to assure access to the area for fire equipment and to facilitate the turning of vehicular traffic. In approving such minimum pavement widths the Planning Commission shall consider whether such cul-de-sac or turn-around will be used for parking vehicles.

(f) The plans must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief. Places shall be provided for their signatures.

1127.03 SANITARY SEWERS.

(a) Plans and profiles of sanitary sewers shall be submitted to the Director of Public Service. All grades, pipe sizes, manholes and other appurtenances shall be shown and installation and materials shall be in conformity with City standards as published by the City Engineer.

(b) Sanitary Sewer plans must bear the approval of the Director of Public Service and the Director of Engineering ~~City Engineer and the Superintendent of Water/Wastewater.~~ Places shall be provided for their signatures.

1127.04 WATER DISTRIBUTION.

(a) Plans of the proposed water distribution system shall be submitted to the Director of Public Service. All plans must show pipe sizes, locations of valves, fire hydrants and other appurtenances. Installation and materials shall be in conformity with City standards as published by the City Engineer- ~~which can be obtained from the Director of Engineering or City website.~~

(b) Water distribution system plans, if not incorporated as part of the street improvement plans,

must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief.~~appropriate Fire Department Chief with jurisdictional control, and the Director of Engineering.~~ Places shall be provided for their signatures.

1127.05 STORM SEWER SYSTEM.

(a) Proposed storm sewers, including grades, pipe sizes, manholes, inlets and appurtenances may be shown on the street improvement plans. ~~The plans must be submitted to the Clerk of Council one week in advance of a regularly scheduled Council meeting.~~ Installation and materials shall be in conformity with City standards published by the City Engineer, which can be obtained from the Director of Engineering or City website.

(b) The owner or developer shall follow the recommendations of the ~~Director of Engineering~~City Engineer with regard to the proper method and direction of drainage and storm water following review of the proposed plan of such drainage as submitted by the subdivider or his engineer. A storm water management report shall be submitted to the City Engineer for review in conjunction with drainage plans.

(c) The storm sewer plans, if not incorporated as part of the street improvement plans, must bear the approval of the ~~Director of Engineering~~City Engineer, Director of Public Service Superintendent of Water/Wastewater, Superintendent of Streets and Floodplain Administrator. Place shall be provided for ~~that~~their signatures.

1127.06 LOTS AND BLOCKS.

(a) Every lot shall abut on a dedicated street. Double frontage lots shall be avoided. At the intersection of two streets, property line corners shall be rounded by an arc with a minimum radius of ten feet (10'). Size, shape and orientation of residential lots shall be appropriate to the location of the proposed subdivision and for the types of development contemplated and in conformity with the Zoning Code, with proper regard given yard areas, setback lines, etc. Excessive depth in relation to length shall be avoided. A proportion of two to one depth to frontage shall be normal and depths in excess of three times the lot width are not recommended. Side lines of lots shall be approximately at right angles or radial to the street line. Corner lots shall have extra width sufficient to permit maintenance of building lines on both front and sides of lot. The maximum length of blocks may not exceed eighteen hundred feet (1,800')~~feet~~ except where topographic conditions require longer blocks, nor shall they be less than four hundred feet (400')~~feet~~ in length. Wherever blocks are longer than nine hundred feet (900')~~feet~~, crosswalks or crosswalk easements not less than ten feet in width may be required near the center of the block, and Council may require that a sidewalk be constructed in accordance with City standards for sidewalk construction. The width of a block shall normally be sufficient to allow two tiers of lots of appropriate depth except where double and reverse frontage lots are allowed. Where frontage on a primary street is involved, the long dimension of the block shall front thereon in order to minimize access intersections.

(b) Where either sanitary sewer or water service is not available, lots shall have a minimum frontage of seventy-five feet (75') and a minimum area of ten thousand square feet (10,000sf)~~square feet~~. Where neither sanitary sewer nor water service is available, lots shall have a minimum frontage of one hundred feet (100')~~feet~~ and a minimum area of twenty thousand square feet (20,000sf)~~square feet~~.

1127.07 DRAINAGE.

(a) The Planning Commission shall not approve any subdivision having inadequate storm

drainage or other physical drainage impairment as determined by the ~~Director of Engineering~~City Engineer. In areas known to be subject to periodic floods, such drainage improvements must be made as to satisfy the Director of Public Service, ~~the Director of Engineering and the Mayor~~ and the City Engineer in order that the health and welfare of the people will be protected.

(b) No natural drainage course shall be altered and no fill, buildings or structures shall be placed in it unless provisions are made for the flow of water in a manner satisfactory to the ~~Director of Engineering~~City Engineer. An easement shall be provided on both sides of any existing important surface drainage course adequate for the purpose of protecting, widening, deepening, enclosing or otherwise improving such stream for drainage purposes.

(c) A master grade plan shall be prepared for all subdivisions and shall be presented to the ~~Mayor~~ for review and approval by the ~~Director of Engineering~~City Engineer. The grading plan shall show the existing topography, the proposed street grades and the proposed storm sewers with pipe sizes and grades. It shall also show the proposed elevation at each lot corner, the proposed finish grades at the house and shall delineate the method of rear yard drainage by showing proposed swales and direction of surface slope by arrows. The grading plan shall follow the standards as established for such grading by the Federal Housing Administration.

(d) Wherever possible, with exceptions being made where the topography of an area does not permit such grading practice, lots shall be graded from the rear lot line to the street. Where a lot abuts directly on two streets, the grade shall be from the corner of the lot which is diagonally opposite to the corner of the two streets on which the lot abuts. This section is included in order to reduce the amount of water standing in yards to a minimum. Therefore, where it is not possible to grade a lot in the prescribed manner, the owner or developer shall provide for the adequate drainage of any and all low areas and tie such drainage into and make it a part of the storm sewer system of the development and the City as directed by the ~~Director of Engineering~~City Engineer, with approval of such drainage subject to inspection by the ~~Director of Engineering~~City Engineer along with the inspection of other storm sewer installations.

(e) The Planning Commission shall not approve the final plat of any development or subdivision over which it has jurisdiction without certification from the Director of Public Service and the ~~Director of Engineering~~City Engineer that such development or subdivision has been designed to be in full compliance with the design requirements contained in the "Stormwater Management Policy, and Design Manual for the City of Reynoldsburg, Ohio".

(f) There is hereby adopted, and incorporated by reference as if set out at length herein, for the purpose of establishing rules and regulations for the design, construction, or alteration, ~~that certain code known as the Stormwater Management Policy, and Design Manual as amended to the effective date of this section, or as hereafter amended in the most recent edition published by~~ available from the Department of EngineeringCity Engineer.

1127.08 PUBLIC USE AREAS.

(a) Ten percent (10%) of the area of each residential subdivision, exclusive of streets, shall be allocated for recreational uses. When a proposed subdivision contains an area described as a proposed public building site, park, playground or other public area, that area shall be dedicated on the plat to the City, another public agency, or reserved for acquisition by the City within a period of five (5) years by purchase or other means.

(b) Where required, the developer and the City shall work out an arrangement for parks and recreational facilities.

(c) Proposed large scale neighborhood unit developments and similar unusual developments may require the reservation or dedication of such additional areas or sites of a character, extent and location suitable for the needs of the community facilities created by such particular developments where deemed necessary by the Planning Commission.

(d) Natural features of beauty such as trees, brooks, topography and views shall be preserved whenever possible in designing any subdivision.

1127.09 UNDERGROUND ELECTRIC AND TELEPHONE LINES.

(a) The term "subdivision" as used in this section refers only to residential subdivisions of more than eleven (11) lots platted subsequent to July 1, 1967.

(b) Unless the subdivision has been exempted from the requirements of this section, as provided in subsection (e) hereof, all telephone and electric distribution wires, conduits, and cables therein shall be installed underground, except as necessary to bring service to the subdivision, and except for existing overhead facilities and any rearrangement, improvement or addition thereto.

(c) The preliminary plan with respect to the subdivision shall be submitted to the Director of Engineering and to the electric and telephone utility companies which will provide service to the subdivision for their recommendations with respect to the width and location of easements for electric and telephone distribution cables and related facilities. The recommendations of the ~~Director of Engineering~~ City Engineer and such utility companies shall be submitted to the Planning Commission by the owner of the subdivision together with the plat of the subdivision. Prior to signing the plat of the subdivision, the Planning Commission shall determine that adequate easements are provided for all utility services, including underground electric and telephone distribution wires, conduits, cables, gas pipelines, sewer and water lines. The owner of the subdivision shall, at the time the plat of the subdivision is submitted for approval, present such evidence as the Planning Commission deems necessary to ensure that the owner shall makes or has made provision for all utility services, including underground electric and telephone distribution wires, conduits, cables, gas pipelines, sewer and water lines in accordance with this section, adequate for the anticipated needs of the subdivision.

(d) The construction of all underground facilities shall meet the minimum requirements of any code approved by the Public Utilities Commission of Ohio ~~or any code approved or adopted by the Public Utilities Commission of Ohio.~~

(e) If, in the opinion of the owner of any subdivision or a portion thereof, or any interested utility company, the installation of underground facilities is economically or physically unfeasible, such owner or utility company may apply to the Planning Commission for exemption of the subdivision or portion thereof from the requirements of this section, stating in the application for exemption the reasons thereof or, and submitting therewith such exhibits, documents and data as may be necessary to substantiate the request. The Planning Commission shall hold a hearing, at which the applicant and any other interested person may appear, at its regularly scheduled meeting, after the submission of an application for exemption. Notice of the hearing shall be given by certified mail by the applicant, at the applicant's expense, to each interested utility and owner no less than seven (7) days prior to such

hearing. If the Planning Commission denies the application following the notice and hearing, the applicant may file a written appeal therefrom with the Clerk of Council, stating the reasons therefor, within thirty (30) days following the announcement of such decision by the Planning Commission. Such appeal shall be placed on the agenda for the next regularly scheduled meeting of Council following the filing thereof with the Clerk and shall be heard at such meeting. Council may, by resolution, reverse or affirm, wholly or in part, or may modify the decision of the Planning Commission.

1127.10 SEPARABILITY.

If any court of competent jurisdiction determines that any clause, section or portion of Section 1127.09 is invalid or unconstitutional, such finding shall in no way affect the validity of unconstitutionality of the balance of Section 1127.09.

1127.11 EROSION AND SEDIMENT CONTROL PLAN.

(a) An erosion and sediment control plan shall be prepared for all developments covered by this regulation which disturb one or more acres of land.

- (1) The erosion and sediment control plan shall conform to any and all standards defined in the Ohio Environmental Protection agency authorization for storm water discharges associated with construction activity under the current national pollutant discharge elimination system (NPDES) permit, and all revisions and amendments thereto. The notice of intent, as well as a copy of the storm water pollution prevent plan (SWP3) shall be provided to the city as part of the erosion and sediment control plan submittal.
- (2) The SWP3 shall be prepared by a professional experienced in the design and implementation of erosion and sedimentation controls and shall address all phases of construction. The SWP3 shall incorporate, at a minimum, all of "Part III, Section G" SWP3 requirements of the current NPDES permit, and all revisions and amendments thereto.

(b) Changes to SWP3, per the current NPDES permit, Section III D, shall be submitted to the city concurrent with the submittal to OEPA.

(c) The notice of termination, required per the current NPDES permit, Part IV, shall be submitted to the City concurrent with the submittal to OEPA.

1127.12 UTILITY AND TRAFFIC STUDIES

Utility and traffic studies may be required by the City Engineer to facilitate proper master or large scale planning of the City's infrastructure prior to the submission of public or private construction plans. Fees for review of such traffic or utility studies shall be in accordance with Section 1155 of the Zoning Code.

1355.01 ~~COLUMBUS GRID ADDRESS SYSTEM.~~

~~The Columbus grid system of house numbers, as delineated upon the plat of Columbus on file in the City Building, which plat is incorporated herein and made a part hereof, is hereby adopted as the official house numbering system of the City. The grid address system of Columbus and Franklin County is hereby adopted as the official addressing system of the portion of the City with Franklin County. Portions of the City that extend Fairfield or Licking Counties shall be numbered according the address systems in those counties.~~

1355.02 ENGINEER TO ASSIGN HOUSE NUMBERS.

The City Engineer is hereby authorized and directed to assign houseaddress numbers in the City. Fees for the service shall be in accordance with Section 1155 of the Zoning Code.

~~1355.03 ADDRESS POSTING REQUIRED.~~

- ~~(a) No owner or occupant of a single family residence shall fail to post, in no less than four inch Arabic numbers, the numerical address on that residence. The numbers shall be placed on the residence within five feet of the front door, on a street facing side of the home, in a contrasting color to the house. Where the residence is setback from the roadway so such numbers would not be visible from the road, the numbers shall be displayed on the mailbox or other method so as to identify the residence.~~
- ~~(b) No owner of a multiple family residence shall fail to post, in no less than four inch Arabic numbers the numerical address on the multiple family dwelling. The numbers shall be placed on the building on a wall facing the street and where the dwelling is setback from the roadway so such numbers are not visible from the road, the numbers shall be displayed on a mailbox or other method so as to identify the residence.~~
- ~~(c) No owner or occupant of a commercial establishment shall fail to post, above the main door in no less than four inch Arabic numbers, the address of that commercial establishment.~~
- ~~(d) Whoever violates this section is guilty of a minor misdemeanor. Each day such violation occurs or continues shall constitute a separate offense.~~

909.02 SIDEWALK MATERIAL; WIDTH AND LOCATION REQUIREMENTS.

(a) All sidewalks hereafter constructed in any of the streets of the City shall be of material known as portland cement concrete; the sidewalks shall be of the uniform width of four feet (4FT) along all non-arterial streets. The widths of sidewalks along arterial streets shall be and shall be located as directed by the City Engineer and/or the Director of Public Service.

(b) In addition to the requirements of Chapter 1127 of the Subdivision Regulations, sidewalks shall be required for all new development activity requiring major site plan review or residential site plan review along an existing public street that lacks sidewalks. Alternatively, the City Engineer and/or Director of Public Service may require a multi-use trail in such locations that have been designated for a multi-use trail by a land use plan, comprehensive plan or thoroughfare plan.

(c) These provisions may be waived by the City Engineer and/or Director of Public Service upon finding that construction of such sidewalks is not in the best interest of the City. The Planning Administrator and Planning Commission shall assist with review of these provisions in accordance with the site plan review process of Chapter 1143.

CHAPTER 1111 - General Provisions

1111.03 APPROVAL OF SUBDIVISION WITHOUT PLAT.

Notwithstanding any other provisions of the Subdivision Regulations, a proposed division of a parcel of land along an existing public street, whether the parcel to be divided fronts on the street or has access to it by private right of way or private driveway, not involving more than five lots after the original tract has been completely subdivided, may be submitted to the Planning Commission for approval without plat. If the Planning Administrator, acting on behalf of the Commission,~~Commission, acting through a properly designated representative thereof,~~ is satisfied that the proposed subdivision is not contrary to~~subdivision is~~ complies with all applicable platting, subdividing or zoning regulations, ~~it shall, within seven working days after submission, they shall~~ approve the proposed subdivision and, on presentation of a conveyance of the parcel, shall stamp the same "approved by the Planning Commission; no plat required," ~~and have it signed by its clerk, secretary or other official as may be designated by it.~~ The Planning ~~Commission~~Administrator may require the submission of a sketch and such other information as is pertinent ~~to its determination hereunder~~ to determining compliance with this section.

CHAPTER 1115 - Preliminary Plat

1115.02 ~~SIX~~ COPIES OF PRELIMINARY PLAT TO BE SUBMITTED.

The owner of land who desires to subdivide it shall submit six (6) copies of a preliminary plat along with six (6) copies of a general layout of all site improvements to be installed on the entire tract of land to be developed even if the owner or developer only intends to initially develop only a part of the tract, to ~~the Mayor~~ for the Planning Commission twenty-one (21) days prior to a regular meeting of the Commission. A copy of the general layout of all site improvements attached to a copy of the plat shall be in the possession of each member of the Commission for a minimum period of ~~five~~ seven (7) days before consideration for approval.

1115.03 FEES.

A fee shall be paid at the time of submission of the preliminary plat as stated in Section 1155. ~~The sum deposited with the City shall be two hundred fifty dollars (\$250.00) per plat plus ten dollars (\$10.00) per lot included within this plat, which shall not be refundable.~~

1115.05 APPROVAL OF PRELIMINARY PLAT.

When a plat is filed with the ~~Mayor~~ Planning Commission, the ~~Mayor~~ Planning Administrator shall examine it to determine whether or not it complies with the requirements of Section 1115.02 through 1115.04. The ~~Mayor~~ Planning Administrator shall then ~~refer the examination of the plat to the Director of Engineering City Engineer~~. If the plat does not meet the requirements, the ~~Mayor~~ Planning Administrator shall return it to the owner who shall revise and refile it, and additional fees may apply. If the plat meets the requirements, the ~~Mayor~~ Planning Administrator shall lay it before the Planning Commission at its next meeting. The Commission shall thereupon examine it and approve it or conditionally approve it within thirty (30) days if it is satisfied that it complies, or will comply after minor changes, in all respects with this chapter. The approval or the conditions of approval of the Planning Commission will be indicated in writing on two (2) copies of the preliminary plat which will be returned to the owner and surveyor. The remaining four (4) copies bearing the notation of approval shall remain on file ~~in the office of the Mayor~~, available to the public. The approval of a preliminary plat shall be effective for a maximum period of twelve (12) months, unless extended by the Planning Commission.

CHAPTER 1119 - Final Plat

1119.01 SUBMISSION PROCEDURE; CONTENTS; FEES.

(a) The owner shall submit a final plat of a subdivision mylar not less than twenty-two inches ~~(22IN)~~ by thirty-four inches ~~(34IN)~~. The scale shall be not less than one inch ~~(1IN)~~ to equal one hundred feet ~~(100FT)~~. Multiple pages may be used for plats of large areas. The final plat shall be submitted to the ~~Mayor~~ Planning Administrator for final approval by the Planning Commission and the ~~Director of Engineering~~ City Engineer. The fee for a final plat ~~shall be two hundred fifty dollars (\$250.00)~~ shall be as stated in Section 1155. Action will be taken by the Commission and by Council within sixty ~~(60)~~ days after the filing.

(b) If the plat is approved by Council, the owner shall file and record the plat with the County Recorder within six ~~(6)~~ months. If not recorded within this time, the approval of the Planning Commission and Council shall become void. The final plat shall contain all the information required for the preliminary plat, except existing topography, cultural features and utilities.

1119.02 ADDITIONAL REQUIRED INFORMATION.

(a) A final plat shall contain the following additional information, and be prepared and sealed by a licensed professional engineer in the State of Ohio:

- (1) Boundary of plat based on an accurate traverse with angular and lineal dimensions;
- (2) True angle and distance to the nearest street intersection, accurately described on the plat;
- (3) Municipal, township, county or section lines accurately tied to the lines of all chord dimensions;
- (4) Radii, internal angles, points of curvature, tangent bearings and lengths of all chord dimensions;
- (5) All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in degrees and minutes;
- (6) Accurate location of all monuments, which shall be composed and/or located as follows:
 - A. Be composed of a durable material;
 - B. Be a minimum length of thirty inches ~~(30IN)~~;
 - C. Of a minimum cross-section area of material of ~~0.2~~ two tenths square inches ~~(one inch (1"IN) in diameter)~~;
 - D. Be identified with a durable marker bearing the Surveyor's Ohio Registration number and/or name or company name;
 - E. Be detectable with conventional instruments for finding ferrous or magnetic objects;
 - F. Placed with the top at the existing grade elevation.

One such monument shall be placed at each extreme corner of the subdivision. All lots must be marked with steel pins, and such pins must be in place after a building is completed. The Building Inspector shall confirm that lot pins are in place on the final occupancy permit.

- (7) Exact location, width and name of all streets or other public ways; and
- (8) Known easements, accurately located and stating the purpose for which they are intended. Easements may be added or revised on the final plat after final plat approval. Easements added to the final plat or revised on the final plat require the approval of the ~~Director of Engineering~~ City Engineer and the Director of Public Service and said approvals are to be entered on the final plat. The owner or developer shall offer an easement for television cable and television cable equipment within the easement(s) shown on the final plat. The

easement shall be granted at no expense to the television cable owner/operator, if the cable operator installs the necessary television cable and television cable equipment in the utility trench during the time the trench is open for the installation of other utilities. Otherwise, the owner, developer or City may revoke the offer of an easement.

(b) A final plat shall also contain:

- (1) A certificate by a registered professional land surveyor that the plat represents a completed survey ~~made by him~~ and that the monuments shown exist as located or will be set following construction and that all dimensional and geodetic details are correct.
- (2) Notarized certification by the owner or owners of the adoption of the plat and the dedication by them to public use of the streets and other public areas shown on the plat. The signatures of the owner(s) are required prior to the obtaining of any City Official's signature on the plat. No property shall extend to the center of a right of way.
- (3) Proper form for the approval of the Planning Commission with space for the signature of the Chairman;
- (4) Space for approval by signature of the City Engineer and Director of Public Service ~~Director of Engineering and the Mayor~~;
- (5) Proper form for approval and acceptance by Council, showing ordinance number and provisions for signature by the Clerk of Council.
- (6) Space for approval, by signature of the ~~Director of Engineering~~ City Engineer and Director of Public Service, of easements added to or revised on the final plat.
- (7) Space for transfer by the County Auditor and recording by the County Recorder. A statement of the expiration date of the City approval shall be placed just ahead of the space provided for the County Auditor's signature.
- (8) A topographic survey prepared by an Ohio registered professional surveyor using the North American Vertical Datum (~~NAVD~~) of 1988 (NAVD88) reflecting flood-way, floodway fringe, base flood elevations and property lines of the plat under consideration for development.

1119.03 COPIES TO BE FILED WITH CLERK.

One (1) copy of the final plat showing all approvals and the date and place of recording shall be supplied by the owner to the Clerk of Council ~~as local public records~~.

1119.06 PROTECT REPRESENTATION BY ENGINEER DURING INSTALLATION OF IMPROVEMENTS.

All construction work and materials used in connection with public improvements and storm water management in the area platted shall conform to City specifications and requirements of the ~~Director of Engineering~~ City Engineer. The ~~Director of Engineering~~ City Engineer shall provide the owner or developer with project representation at the expense of the owner or developer during installation of the improvements.

1119.07 BOND, LETTER OF CREDIT FOR IMPROVEMENTS: DEPOSIT AND INSURANCE.

(a) Before approval of the final plat, the owner or developer shall agree in writing that prior to the beginning of construction of any street, private roadway, public improvement and storm water management infrastructure the owner or developer shall provide a bond, certified check or an irrevocable letter of credit from a solvent bank doing business in Franklin, Licking or Fairfield Counties, Ohio, guaranteeing the completion of said improvement(s) within one (1) year from the date of agreement or such time as may be agreed to by Council. The bond, check or irrevocable letter of

credit shall be in an amount equal to the estimated cost of constructing said improvement(s), as approved by the ~~Director of Engineering~~City Engineer. A maintenance bond, certified check or an irrevocable letter of credit in the amount of five percent (5%) of the estimated construction costs shall be provided for a maintenance period of one (1) year beginning with the date of acceptance of the said improvement(s) by the ~~Service Director~~Director of Public Service and ~~Director of Engineering~~City Engineer.

(b) The owner or developer shall prior to construction, deposit with the ~~Service Director~~of Public Service and with the approval of the ~~Director of Engineering~~City Engineer a sum of money as prescribed by the ~~Service Director~~of Public Service and the ~~Director of Engineering~~City Engineer to defray the cost of inspection and the engineering services provided and any expenses incurred by the City due to the installation of the improvements and review of the plat and plans.

Fees for the review of plats and plans shall be calculated by the owner or developer, to be verified by the City using the fee schedules as provided by the ~~Safety/Service Director~~of Public Service. These and other documents detailing the development process can be obtained from the Public Service Department. For inspections the owner or developer shall deposit with the Public Service Department a sum of money based on an approved cost of construction schedule, and be approved by the ~~Director of Engineering~~City Engineer. Should the amount of such deposit be insufficient to cover the cost thereof, the owner or developer shall immediately upon request of the City deposit a sum of money acceptable to the ~~Director of Engineering~~City Engineer and the ~~Safety/Service Director~~of Public Service. Upon completion and acceptance of the improvements, any unexpended balance shall be refunded to the owner or developer.

CHAPTER 1127 - Standards

1127.01 STREETS.

(a) Streets shall be dedicated to public use by the owner. Minor residential streets shall be so designed as to discourage their use by nonlocal traffic. Except where necessitated by local conditions, dead-end streets and cul-de-sacs will not be approved in residential districts. Dead-end alleys are prohibited in all districts. Easements for utilities must be provided along side or rear lot lines where possible. Street rights of way shall have the following minimum widths:

- (1) Major arterial, which include Federal, State and County roads which are main arteries of access to the City: one hundred~~100~~ feet (100FT); an additional width of forty-five feet (45FT) shall be provided to accommodate a service drive wherever lots are to face a primary road;
- (2) Minor arterial, which are next in importance as avenues of access between sections of the City as opposed to commercial traffic and nonlocal traffic: eighty feet (80FT);
- (3) Neighborhood collector, which are within a new subdivision: sixty feet (60FT);
- (4) Minor residential, which are completely residential in nature: fifty feet (50FT);
- (5) Alleys: twenty feet (20FT);
- (6) Easements: as required.

(b) Minimum pavement widths shall be as follows:

- (1) Major arterial: variable as conditions may require;
- (2) Minor arterial: thirty-six feet (36FT);
- (3) Neighborhood collector: thirty-two feet (32FT);
- (4) Minor residential: twenty-six feet (36FT);
- (5) Alleys: eighteen feet (18FT);
- (6) Service drives: twenty feet (20FT);
- (7) Sidewalks: ~~five~~minimum four feet minimum (4FT); ~~residential along non-arterial and minimum width in commercial districts along arterial streets~~ to be as approved by the ~~Director of Engineering~~City Engineer, in accordance with the provisions of Section 909.02.

(c) The maximum grades shall be:

- (1) Major arterial: four percent (4%);
- (2) Minor arterial: five percent (5%);
- (3) Neighborhood collector, minor residential streets and alleys: six percent (6%).

(d) The minimum grade for any street shall be one-half of one percent at the gutter, unless otherwise approved by the ~~Director of Engineering~~City Engineer. Street intersections shall be rounded by radii not less than twenty feet (20FT) at the curblineline. ~~Sidewalks shall be located as approved by the Director of Engineering.~~

(e) All street construction and specifications for materials shall be in conformity with standards required by the City as published by the City Engineer.

(f) The plans must bear the approval of the ~~Director of Engineering and the Mayor~~City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire

~~Chief of the respective Division of Fire and p~~Places shall be provided for ~~such~~their signatures, including that of the Clerk of Council. The plans must be submitted to the Clerk one week in advance of a regularly scheduled Council meeting.

1127.02 PRIVATE ROADWAYS.

(a) As used in this section "private roadway" means any passageway designed for use by motor powered vehicles, upon property owned by one or more persons, firms or corporations where such passageway serves in excess of four dwelling units.

(b) All proposed private roadways and their pavement widths shall be shown on the preliminary and final plats filed in accordance with these Subdivision Regulations. In addition, a document indicating the responsible party for maintenance shall also be provided.

(c) All private roadways shall be improved with a hard surface of concrete, asphalt or other similar products or combination of products. The construction and specification for materials for private roadways shall conform with standards provided by the City standards as published by the City Engineer.

(d) The minimum pavement width for private roadways shall be twenty-six feet (26FT) and the maximum grade shall be six percent (6%), however, the minimum grade for private roadways shall be one-half of one percent at the gutter, unless otherwise approved by the ~~Director of Engineering~~City Engineer.

(e) Every private roadway ending in a dead end or at a cul-de-sac circle shall have a minimum pavement width as approved by the Planning Commission to assure access to the area for fire equipment and to facilitate the turning of vehicular traffic. In approving such minimum pavement widths the Planning Commission shall consider whether such cul-de-sac or turn-around will be used for parking vehicles.

(f) The plans must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief. Places shall be provided for their signatures.

1127.03 SANITARY SEWERS.

(a) Plans and profiles of sanitary sewers shall be submitted to the Director of Public Service. All grades, pipe sizes, manholes and other appurtenances shall be shown and installation and materials shall be in conformity with City standards as published by the City Engineer.

(b) Sanitary Sewer plans must bear the approval of the Director of Public Service and the Director of EngineeringCity Engineer and the Superintendent of Water/Wastewater. Places shall be provided for their signatures.

1127.04 WATER DISTRIBUTION.

(a) Plans of the proposed water distribution system shall be submitted to the Director of Public Service. All plans must show pipe sizes, locations of valves, fire hydrants and other appurtenances. Installation and materials shall be in conformity with City standards as published by the City Engineer, ~~which can be obtained from the Director of Engineering or City website.~~

(b) Water distribution system plans, if not incorporated as part of the street improvement plans, must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief, ~~appropriate Fire Department Chief with jurisdictional control, and the Director of Engineering.~~ Places shall be provided for their signatures.

1127.05 STORM SEWER SYSTEM.

(a) Proposed storm sewers, including grades, pipe sizes, manholes, inlets and appurtenances may be shown on the street improvement plans. ~~The plans must be submitted to the Clerk of Council one week in advance of a regularly scheduled Council meeting.~~ Installation and materials shall be in conformity with City standards published by the City Engineer, ~~which can be obtained from the Director of Engineering or City website.~~

(b) The owner or developer shall follow the recommendations of the ~~Director of Engineering~~ City Engineer with regard to the proper method and direction of drainage and storm water following review of the proposed plan of such drainage as submitted by the subdivider or his engineer. A storm water management report shall be submitted to the City Engineer for review in conjunction with drainage plans.

(c) The storm sewer plans, if not incorporated as part of the street improvement plans, must bear the approval of the ~~Director of Engineering~~ City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Floodplain Administrator. Place shall be provided for ~~that~~ their signatures.

1127.06 LOTS AND BLOCKS.

(a) Every lot shall abut on a dedicated street. Double frontage lots shall be avoided. At the intersection of two streets, property line corners shall be rounded by an arc with a minimum radius of ten feet (10FT). Size, shape and orientation of residential lots shall be appropriate to the location of the proposed subdivision and for the types of development contemplated and in conformity with the Zoning Code, with proper regard given yard areas, setback lines, etc. Excessive depth in relation to length shall be avoided. A proportion of two to one depth to frontage shall be normal and depths in excess of three times the lot width are not recommended. Side lines of lots shall be approximately at right angles or radial to the street line. Corner lots shall have extra width sufficient to permit maintenance of building lines on both front and sides of lot. The maximum length of blocks may not exceed eighteen hundred feet (1,800FT) ~~feet~~ except where topographic conditions require longer blocks, nor shall they be less than four hundred feet (400FT) ~~feet~~ in length. Wherever blocks are longer than nine hundred feet (900FT) ~~feet~~, crosswalks or crosswalk easements not less than ten feet (10FT) in width may be required near the center of the block, and Council may require that a sidewalk be constructed in accordance with City standards for sidewalk construction. The width of a block shall normally be sufficient to allow two tiers of lots of appropriate depth except where double and reverse frontage lots are allowed. Where frontage on a primary street is involved, the long dimension of the block shall front thereon in order to minimize access intersections.

(b) Where either sanitary sewer or water service is not available, lots shall have a minimum frontage of seventy-five feet (75FT) and a minimum area of ten thousand square feet (10,000SF) ~~square feet~~. Where neither sanitary sewer nor water service is available, lots shall have a minimum frontage of one hundred feet (100FT) ~~feet~~ and a minimum area of twenty thousand square feet (20,000SF) ~~square feet~~.

1127.07 DRAINAGE.

(a) The Planning Commission shall not approve any subdivision having inadequate storm drainage or other physical drainage impairment as determined by the ~~Director of Engineering~~City Engineer. In areas known to be subject to periodic floods, such drainage improvements must be made as to satisfy the Director of Public Service, ~~the Director of Engineering and the Mayor~~and the City Engineer in order that the health and welfare of the people will be protected.

(b) No natural drainage course shall be altered and no fill, buildings or structures shall be placed in it unless provisions are made for the flow of water in a manner satisfactory to the ~~Director of Engineering~~City Engineer. An easement shall be provided on both sides of any existing important surface drainage course adequate for the purpose of protecting, widening, deepening, enclosing or otherwise improving such stream for drainage purposes.

(c) A master grade plan shall be prepared for all subdivisions and shall be presented to the ~~Mayor~~ for review and approval by the ~~Director of Engineering~~City Engineer. The grading plan shall show the existing topography, the proposed street grades and the proposed storm sewers with pipe sizes and grades. It shall also show the proposed elevation at each lot corner, the proposed finish grades at the house and shall delineate the method of rear yard drainage by showing proposed swales and direction of surface slope by arrows. The grading plan shall follow the standards as established for such grading by the ~~Federal Housing Administration~~City Engineer.

(d) Wherever possible, with exceptions being made where the topography of an area does not permit such grading practice, lots shall be graded from the rear lot line to the street. Where a lot abuts directly on two streets, the grade shall be from the corner of the lot which is diagonally opposite to the corner of the two streets on which the lot abuts. This section is included in order to reduce the amount of water standing in yards to a minimum. Therefore, where it is not possible to grade a lot in the prescribed manner, the owner or developer shall provide for the adequate drainage of any and all low areas and tie such drainage into and make it a part of the storm sewer system of the development and the City as directed by the ~~Director of Engineering~~City Engineer, with approval of such drainage subject to inspection by the ~~Director of Engineering~~City Engineer along with the inspection of other storm sewer installations.

(e) The Planning Commission shall not approve the final plat of any development or subdivision over which it has jurisdiction without certification from the Director of Public Service and the ~~Director of Engineering~~City Engineer that such development or subdivision has been designed to be in full compliance with the design requirements contained in ~~at the~~ "Stormwater Management Policy; and Design Manual for the City of Reynoldsburg, Ohio".

(f) There is hereby adopted, and incorporated by reference as if set out at length herein, for the purpose of establishing rules and regulations for the design, construction, or alteration, ~~that certain code known as the Stormwater Management Policy; and Design Manual as amended to the effective date of this section, or as hereafter amended in the most recent edition published by~~available from the Department of EngineeringCity Engineer.

1127.08 PUBLIC USE AREAS.

(a) Ten percent (10%) of the area of each residential subdivision, exclusive of streets, shall be allocated for recreational uses. When a proposed subdivision contains an area described as a proposed public building site, park, playground or other public area, that area shall be dedicated on the plat to the

City, another public agency, or reserved for acquisition by the City within a period of five (5) years by purchase or other means.

(b) Where required, the developer and the City shall work out an arrangement for parks and recreational facilities.

(c) Proposed large scale neighborhood unit developments and similar unusual developments may require the reservation or dedication of such additional areas or sites of a character, extent and location suitable for the needs of the community facilities created by such particular developments where deemed necessary by the Planning Commission.

(d) Natural features of beauty such as trees, brooks, topography and views shall be preserved whenever possible in designing any subdivision.

1127.09 UNDERGROUND ELECTRIC AND TELEPHONE LINES.

(a) The term "subdivision" as used in this section refers only to residential subdivisions of more than eleven (11) lots platted subsequent to July 1, 1967.

(b) Unless the subdivision has been exempted from the requirements of this section, as provided in subsection (e) hereof, all telephone and electric distribution wires, conduits, and cables therein shall be installed underground, except as necessary to bring service to the subdivision, and except for existing overhead facilities and any rearrangement, improvement or addition thereto.

(c) The preliminary plan with respect to the subdivision shall be submitted to the Director of Engineering and to the electric and telephone utility companies which will provide service to the subdivision for their recommendations with respect to the width and location of easements for electric and telephone distribution cables and related facilities. The recommendations of the ~~Director of Engineering~~ City Engineer and such utility companies shall be submitted to the Planning Commission by the owner of the subdivision together with the plat of the subdivision. Prior to signing the plat of the subdivision, the Planning Commission shall determine that adequate easements are provided for all utility services, including underground electric and telephone distribution wires, conduits, cables, gas pipelines, sewer and water lines. The owner of the subdivision shall, at the time the plat of the subdivision is submitted for approval, present such evidence as the Planning Commission deems necessary to ensure that the owner shall makes or has made provision for all utility services, including underground electric and telephone distribution wires, conduits, cables, gas pipelines, sewer and water lines in accordance with this section, adequate for the anticipated needs of the subdivision.

(d) The construction of all underground facilities shall meet the minimum requirements of any code approved by the Public Utilities Commission of Ohio ~~or any code approved or adopted by the Public Utilities Commission of Ohio.~~

(e) If, in the opinion of the owner of any subdivision or a portion thereof, or any interested utility company, the installation of underground facilities is economically or physically unfeasible, such owner or utility company may apply to the Planning Commission for exemption of the subdivision or portion thereof from the requirements of this section, stating in the application for exemption the reasons thereof or, and submitting therewith such exhibits, documents and data as may be necessary to substantiate the request. The Planning Commission shall hold a hearing, at ~~which~~ with which the applicant and any other interested person may appear, at its regularly scheduled meeting, after the submission of

an application for exemption. Notice of the hearing shall be given by certified mail by the applicant, at the applicant's expense, to each interested utility and owner no less than seven (7) days prior to such hearing. If the Planning Commission denies the application following the notice and hearing, the applicant may file a written appeal therefrom with the Clerk of Council, stating the reasons therefor, within thirty (30) days following the announcement of such decision by the Planning Commission. Such appeal shall be placed on the agenda for the next regularly scheduled meeting of Council following the filing thereof with the Clerk and shall be heard at such meeting. Council may, by resolution, reverse or affirm, wholly or in part, or may modify the decision of the Planning Commission.

1127.10 SEPARABILITY.

If any court of competent jurisdiction determines that any clause, section or portion of Section 1127.09 is invalid or unconstitutional, such finding shall in no way affect the validity of unconstitutionality of the balance of Section 1127.09.

1127.11 EROSION AND SEDIMENT CONTROL PLAN.

(a) An erosion and sediment control plan shall be prepared for all developments covered by this regulation which disturb one or more acres of land.

- (1) The erosion and sediment control plan shall conform to any and all standards defined in the Ohio Environmental Protection Agency authorization for storm water discharges associated with construction activity under the current National Pollutant Discharge Elimination System (NPDES) permit, and all revisions and amendments thereto. The Notice of Intent (NOI), as well as a copy of the Storm Water Pollution Prevention plan (SWP3) shall be provided to the city as part of the erosion and sediment control plan submittal.
- (2) The SWP3 shall be prepared by a professional experienced in the design and implementation of erosion and sedimentation controls and shall address all phases of construction. The SWP3 shall incorporate, at a minimum, all of "Part III, Section G" SWP3 requirements of the current NPDES permit, and all revisions and amendments thereto.

(b) Changes to SWP3, per the current NPDES permit, Section III D, shall be submitted to the city concurrent with the submittal to OEPA.

(c) The Notice of Termination (NOT), required per the current NPDES permit, Part IV, shall be submitted to the City concurrent with the submittal to OEPA.

1127.12 UTILITY AND TRAFFIC STUDIES

Utility and traffic studies may be required by the City Engineer to facilitate proper master or large scale planning of the City's infrastructure prior to the submission of public or private construction plans. Fees for review of such traffic or utility studies shall be in accordance with Section 1155 of the Zoning Code.

1355.01 ~~COLUMBUS GRID ADDRESS SYSTEM.~~

~~The Columbus grid system of house numbers, as delineated upon the plat of Columbus on file in the City Building, which plat is incorporated herein and made a part hereof, is hereby adopted as the official house numbering system of the City. The grid address system of Columbus and Franklin County is hereby adopted as the official addressing system of the portion of the City with Franklin County. Portions of the City that extend Fairfield or Licking Counties shall be numbered according the address systems in those counties.~~

1355.02 ENGINEER TO ASSIGN HOUSE NUMBERS.

The City Engineer is hereby authorized and directed to assign ~~house~~address numbers in the City. Fees for the service shall be in accordance with Section 1155 of the Zoning Code.

~~1355.03 ADDRESS POSTING REQUIRED.~~

- ~~(a) No owner or occupant of a single family residence shall fail to post, in no less than four inch Arabic numbers, the numerical address on that residence. The numbers shall be placed on the residence within five feet of the front door, on a street facing side of the home, in a contrasting color to the house. Where the residence is setback from the roadway so such numbers would not be visible from the road, the numbers shall be displayed on the mailbox or other method so as to identify the residence.~~
- ~~(b) No owner of a multiple family residence shall fail to post, in no less than four inch Arabic numbers the numerical address on the multiple family dwelling. The numbers shall be placed on the building on a wall facing the street and where the dwelling is setback from the roadway so such numbers are not visible from the road, the numbers shall be displayed on a mailbox or other method so as to identify the residence.~~
- ~~(c) No owner or occupant of a commercial establishment shall fail to post, above the main door in no less than four inch Arabic numbers, the address of that commercial establishment.~~
- ~~(d) Whoever violates this section is guilty of a minor misdemeanor. Each day such violation occurs or continues shall constitute a separate offense.~~

~~CHAPTER 543 – Trees and Noxious Vegetation.~~

~~543.01 PLANTING OF TREES AND SHRUBS REGULATED.~~

~~—No person, group of persons, firm or corporation shall plant or cause to be planted any tree or shrub in or upon the streets, alleys, rights of way or any other lands owned by the City except in accordance with a planting plan placed on file with and approved by the Director of Public Service.~~

~~543.011 DEFINITIONS.~~

~~—(a) "Dangerous tree" means any tree of any lot or parcel of land situated within the corporate limits of the City adjacent to any street, roadway, avenue, waterway or public ground:~~

~~—(1) Which is dead or diseased;~~

~~—(2) Which obstructs the free passage of light from public street lights to the streets, roadways, alleys, sidewalks or public grounds;~~

~~—(3) Which, due to its growth pattern or foliage, obstructs visibility relative to pedestrian or vehicular traffic;~~

~~—(4) Which, due to its fallen condition, blocks the normal flow in any creek.~~

~~—(b) "Flowers" means plants cultivated for their blooms.~~

~~—(c) "Hedge" means a fence or boundary formed by a dense row of shrubs or small trees.~~

~~—(d) "Noxious vegetation" includes, but is not limited to, the following:~~

~~—(1) Field bindweed (*Convolvulus arvensis* L)~~

~~—(2) Quackgrass (*Agropyron repens* L (Beauv.))~~

~~—(3) Canada thistle (*Cirsium arvense* L (Stop))~~

~~—(4) Johnsongrass (*Sorghum halpense* L (Pers.))~~

~~—(5) Hoary cress (*Cardaria draba* L (Desv.))~~

~~—(6) Hairy whitetop (or ballcress) (*Cardaria Pubescens* CA. Mey. (Rollins))~~

~~—(7) Perennial sowthistle (*Sonchus arvensis* L)~~

~~—(8) Russian knapweed (*Centaurea picris* Rydb.)~~

~~—(9) Leafy spurge (*Euphorbia esula* L)~~

~~—(10) Hedge bindweed (*Convolvulus sepium* L)~~

~~—(11) Dodder (*Cuscuta* spp. (Tourn) L)~~

~~—(12) Horsenettle (*Solanum carolinense* L)~~

- ~~—(13) Corucockle (*Agrostemma githago* L)~~
- ~~—(14) Wild garlic (*Allium vineale* L)~~
- ~~—(15) Wild onion (*Allium canadense* L)~~
- ~~—(16) Curly dock (*Rumex Crispus* L)~~
- ~~—(17) French weed (*Thlaspi arvense* L)~~
- ~~—(18) Buckhorn (*Plantago lanceolata* L)~~
- ~~—(19) Shatter cane (*sorghum bicolor*)~~
- ~~—(20) Russian thistle (*Salsoal kali* var. *tenuifolia*)~~
- ~~—(21) Wild parsnip (*Pastinace sativa*)~~
- ~~—(22) Wild carrot (Queen Anne's lace) (*Daucus carota* L)~~
- ~~—(23) Oxeye daisy (*Chrysanthemum leucanthemum* var. *pinnatifidum*)~~
- ~~—(24) Wild mustard (*Brassica kaber* var. *pinnatifida*)~~
- ~~—(25) Grapevines: when growing in groups of 100 or more and not pruned, sprayed, cultivated or otherwise maintained for two consecutive years.~~
- ~~—(26) Serrated tussock (*Nassella trichotoma* L)~~
- ~~—(27) All other uncultivated types of vegetation, including lawn grass, growing to a height in excess of six (6) inches.~~
- ~~—(e) "Shrub" means a low, several-stemmed woody plant.~~
- ~~—(f) "Tree" means a woody perennial plant usually having a single elongated main stem generally with few or no branches on its lower part.~~
- ~~—(g) "Vines" means plants whose stems require support and which climb by tendrils or twining or creep along the ground.~~

543.02 TRIMMING/PRUNING.

- ~~—(a) The owner, occupant or person having charge or management of any lot or parcel of land situated within the corporate limits of the City adjacent to any street, roadway, avenue or public grounds, whether the same is improved or unimproved, vacant or occupied, within 72 hours of written notice to do so by the Director of Public Service of the City, shall trim or prune, or cause to be trimmed or pruned, any trees, shrub or hedge, or shall cause the removal of any dangerous tree. All such growth shall be trimmed or pruned so as to have a ten-foot clearance above the surface of sidewalks and a fourteen-foot clearance above the surface of any street, alley, avenue, roadway or public grounds, or a lesser clearance above the surfaces of sidewalks or any street, alley, avenue, roadway or public grounds.~~

~~—(b) The branches of all trees, shrubs or hedges in front and along lots or lands near which public streetlights are placed shall be trimmed or pruned so as not to obstruct the free passage of light from the lights to the streets, roadways, alleys, sidewalks or public grounds.~~

~~—(c) Notice shall be deemed served by placing said notice of the violation in question on a conspicuous location on the property notifying the owner or person having charge of the violation.~~

~~—(d) If the owner, occupant or person having charge or management of any such lot or parcel of land fails or refuses to comply with the written notice to trim or prune, such notice to be made in the manner prescribed herein, the Service Director of the City shall cause the same to be done at the expense of the owner of the lot or parcel of land, which expense shall be assessed against the property and certified and collected in the same manner as other assessment and taxes are certified and collected, as provided in Sections 543.08 and 543.09. If the Service Director of the city or their designee determines, after an inspection, that the lot or parcel of land is vacant or abandoned, the written notice required by divisions (a) and (c) of this section shall not be required, and the Service Director of the city shall be entitled to immediately cause the trees, shrubs, or hedges to be trimmed or pruned, or the dangerous trees to be removed, at the expense of the owner of the lot or parcel of land.~~

543.03 REMOVAL OF DANGEROUS TREES.

~~—The Director of Public Service is hereby authorized to remove trees within the limits of the City streets that have been deemed dangerous to the public.~~

543.04 NOXIOUS VEGETATION TO BE REMOVED OR DESTROYED.

~~—(a) The Service Director of the City or their designee, is authorized to determine upon what lots or parcels of land within the corporate limits of the City there is growing noxious vegetation. After a determination has been made that such noxious vegetation constitutes a public nuisance or endangers the public health, it shall be the duty of the Service Director of the City, or their designee, to see that the noxious vegetation is removed or destroyed, or the public nuisance abated in seven (7) days.~~

~~—(b) The provisions of this chapter shall not apply to rural agricultural lots.~~

~~—(c) Notice shall be deemed served by placing said notice of the violation in question on a conspicuous location on the property notifying the owner or person having charge of the violation.~~

~~—(d) If the owner, occupant or person having charge or management of any such lot or parcel of land fails or refuses to comply with the written notice to trim or prune, such notice to be made in the manner prescribed herein, the Director of Public Service of the City shall cause the same to be done at the expense of the owner of the lot or parcel of land, which expense shall be assessed against the property and certified and collected in the same manner as other assessment and taxes are certified and collected, as provided in Sections 543.09. If the Service Director of the city or their designee determines, after an inspection, that the lot or parcel of land is vacant or abandoned, the written notice required by divisions (a) and (c) of this section shall not be~~

required, and the Service Director of the city shall be entitled to immediately cause the noxious vegetation to be trimmed or pruned at the expense of the owner of the lot or parcel of land.

~~543.05 NOTICE TO CUT, DESTROY OR REMOVE. (REPEALED)~~

—(EDITOR’S NOTE: Section 543.05 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)

~~543.06 EFFECT OF FAILURE TO CUT, DESTROY OR REMOVE.~~

—Upon failure of any owner, occupant or person having charge or management of any lot or parcel of land referred to in Sections 543.02 and 543.04 to comply with the notice within the period of set forth therein, the Director of Public Service, or their designee, shall cause such noxious vegetation to be cut or destroyed or dangerous tree removed by the direct employment of labor or authorize some person to cut or destroy

~~543.07 COSTS TO BE PAID IN FIFTEEN DAYS.~~

—Upon the performance of the labor under the provisions of Section 543.06, the Service Director of the City shall report the cost thereof to the owner or person having charge or management of each lot or parcel of land, who shall have fifteen days in which to pay the City for such labor plus the costs of investigation, handling of the complaint, service and notification (costs shall be based on the following: labor and material for trimming, removal or cutting; mailing fees; administrative duties of the Service Director and staff, with costs being adjusted to current wages).

~~543.08 UNPAID COSTS REPORTED TO COUNCIL.~~

—If the costs enumerated in Section 543.07 are not paid, the Director of Public Service shall report to Council the cost thereof with respect to each lot or parcel of land, including the cost of investigation, handling of weed complaints and the costs of service and notification.

~~543.09 UNPAID COST CERTIFIED TO COUNTY AUDITOR.~~

—Upon receipt of the report, under the provisions of Section 543.08 and approval thereof by Council, the City Clerk of Council shall make a return in writing to the County Auditor of such charges which shall be entered upon the tax duplicate of the County, in accordance with Ohio R.C. 731.54.

~~543.10 REYNOLDSBURG TREE COMMISSION; COMPOSITION; TERM. (REPEALED)~~

—(EDITOR’S NOTE: Section 543.10 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)

~~543.11 TREE COMMISSION ORGANIZATION; BYLAWS AND RULES. (REPEALED)~~

—(EDITOR’S NOTE: Section 543.11 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)

~~543.12 TREE COMMISSION DUTIES. (REPEALED)~~

~~—(EDITOR’S NOTE: Section 543.12 was repealed as part of the 2007 revision of these Codified Ordinances as directed by Ord. 90-06, passed 12-18-06.)~~

~~543.99 PENALTY.~~

~~—(a) Whoever violates any provision of this chapter is guilty of a minor misdemeanor for the first offense and a misdemeanor of the fourth degree for any subsequent offense.~~

~~—(b) These penalty provisions are in addition to the civil reimbursement process set forth in Section 543.07, above. Each calendar day for which the violation persists constitutes a separate offense.~~

CHAPTER 919 - Trees

919.01 PURPOSE.

This chapter establishes minimum standards and responsibilities for the planting, pruning and removal of trees that are within or adjacent to public rights of way. The purpose of this chapter is to maintain the beauty of public trees, as well as protect persons, property and public improvements from damage.

919.02 PLANTING OF TREES AND SHRUBS REGULATED.

No person, group of persons, firm or corporation shall plant or cause to be planted any tree or shrub in or upon the streets, alleys, rights of way or any other public lands owned by the City except in accordance with a planting plan placed on file with and approved by the Director of Public Service and in accordance with the provisions of Chapter 1180.08 of the Zoning Code.

919.03 MAINTENANCE OF PUBLIC TREES AND SHRUBS.

(a) The City, shall have the power to plant, prune, maintain and remove trees, plants and shrubs within established right-of-way lines of all public streets, highways, and alleys as may be necessary to insure public safety, enhance the symmetry and beauty of such public grounds, or remove such trees as may be injurious to sewers, electric power lines, gas lines, water lines or other public improvements.

(b) No person shall, as a normal practice, top any tree within the public right of way. "Topping" means the severe cutting back of limbs within the tree's crown to such a degree so as to remove the normal canopy or disfigure the tree.

(c) Tree limbs extending over a public sidewalk shall be trimmed to such an extent that no portion of the tree limbs shall be less than seven feet (7FT) above the sidewalk. Tree limbs extending over streets shall be trimmed so that no portion the limb or foliage shall interfere with the normal flow of traffic.

(d) Trees within the limits of public parks shall be subject to the provisions of Chapter 971. Trees within the limits of public parks that have limbs extending over a public street, roadway, avenue or public sidewalk adjacent to a public street, roadway, avenue, shall be maintained in accordance with the standards of this chapter.

(e) The Director of Public Service, Director of Public Safety and Director of Parks and Recreation shall have the power to take any other action to properly maintain a public tree upon the advice of a horticulturalist or arborist.

919.04 DEFINITIONS.

(a) "Dangerous tree" means any tree on any lot or parcel of land situated within the City adjacent to any street, roadway, avenue, waterway, utility or public ground:

- (1) Which is dead or diseased;
- (2) Which obstructs the free passage of light from public street lights to the streets, roadways, alleys, sidewalks or public grounds;
- (3) Which, due to its growth pattern or foliage, obstructs visibility relative to pedestrian or vehicular traffic; or
- (4) Which, due to its fallen condition, blocks the normal flow in any creek or waterway.

919.05 TRIMMING/PRUNING OF PRIVATLY OWNED TREES.

(a) The owner, occupant or person having charge or management of any lot or parcel of land adjacent to any street, roadway, avenue or public grounds , shall trim or prune, or cause to be trimmed or pruned, any trees, shrub or hedge, or shall cause the removal of any dangerous tree upon notice by the Director. All such growth shall be trimmed or pruned so as to have a seven foot (7FT) clearance above the surface of sidewalks and a fourteen foot (14FT) clearance above the surface of any street, alley, avenue, roadway or public grounds.

(b) The branches of all trees, shrubs or hedges in front and along lots or lands near which public streetlights are placed shall be trimmed or pruned so as not to obstruct the free passage of light from the lights to the streets, roadways, alleys, sidewalks or public grounds.

(c) Notice shall be deemed served by placing said notice of the violation in question on a conspicuous location on the property notifying the owner or person having charge of the violation.

(d) If the owner, occupant or person having charge or management of any such lot or parcel of land fails or refuses to comply with the written notice to trim or prune, such notice to be made in the manner prescribed herein, the Director shall cause the same to be done at the expense of the owner of the lot or parcel of land, which expense shall be assessed against the property and certified and collected in the same manner as other assessment and taxes are certified and collected, as provided in Sections 919.07 and 919.08. If the Director determines after an inspection, that the lot or parcel of land is vacant or abandoned, the written notice required by divisions (a) and (c) of this section shall not be required, and the Director shall immediately cause the trees, shrubs, or hedges to be trimmed or pruned, or the dangerous trees to be removed, at the expense of the owner of the lot or parcel of land.

919.06 COSTS TO BE PAID.

Upon the performance of the labor under the provisions of Section 919.05, the Director shall report the cost thereof to the owner or person having charge or management of each lot or parcel of land, who shall have fourteen (14) days in which to pay the City for such labor plus the costs of investigation, handling of the complaint, service and notification. Cost assessments shall be based on the following: labor and material for trimming, removal or cutting; mailing fees; administrative duties of the Director and City staff, with costs being adjusted to current wages.

919.07 UNPAID COSTS REPORTED TO COUNCIL.

If the costs enumerated in Section 919.06 are not paid, the Director shall report to Council the cost thereof with respect to each lot or parcel of land, including the cost of investigation, handling of weed complaints and the costs of service and notification.

919.08 UNPAID COST CERTIFIED TO COUNTY AUDITOR.

Upon receipt of the report, under the provisions of Section 919.07 and approval thereof by Council, the Clerk of Council shall make a return in writing to the County Auditor of such charges which shall be entered upon the tax duplicate of the County, in accordance with Ohio R.C. 731.54.

919.99 PENALTY.

(a) Whoever violates any provision of this chapter is guilty of a minor misdemeanor for the first offense and a misdemeanor of the fourth degree for any subsequent offense.

(b) These penalty provisions are in addition to the civil reimbursement process set forth in this Chapter. Each calendar day for which the violation persists constitutes a separate offense.

1180.08 STREET TREE REQUIREMENTS.

(a) It shall be required in all zoning districts that subdividers or developers plant trees along public streets of their development. Trees shall be planted in such manner, type, quantity and locations as approved by the Planning Commission, as defined by the following conditions, and that any undeveloped street or existing street with undeveloped frontage shall conform to these requirements at the time of the development.

(1) Trees planted shall be on the list of approved street trees maintained by the City of Reynoldsburg (see Appendix A).

(2) The minimum spacing between this and other trees shall be 35 feet for large trees (mature height of 50 feet or more), 25 feet for medium trees (mature height of between 30 and 50 feet) and 15 feet for small trees (range from 10 to 30 feet at maturity).

(3) The maximum spacing between trees shall be 45 feet for large trees, 35 feet for medium trees, and 25 feet for small trees.

(4) The minimum distance between the tree and the edge of the street shall be 2 1/2 feet for a large tree, two feet for medium tree and 1 1/2 feet for a small tree. In areas where a sidewalk exists or is proposed, the minimum distance between the tree trunk and both the edge of the street and the sidewalks shall be two feet for a large tree, two feet for a medium tree and 1 1/2 feet for a small tree, as defined in approved street tree list.

(5) Trees shall be located so that a twenty (20) foot sight triangle is maintained at street intersections, as defined in Section 1180.06.

(6) A small tree shall be used when planting under or within ten lateral feet of overhead utility wires. A small or medium tree shall be used when planting within ten to 20 lateral feet of overhead utility wires.

(7) At the time of platting, the developer shall develop a street tree plan that establishes the species and size of trees to be planted along the streets of the proposed subdivision.

(8) The developers shall be required to maintain all trees for a period of one (1) year after any installation and replace any tree which fails to survive or does not exhibit normal growth characteristics of health and vigor within such one (1) year period. Upon completion of a street tree planting, the landscape contractor shall contact the Department of Development for a preliminary inspection. The one-year guarantee period shall begin after the approval of the Department of Development. A final inspection shall be made at the end of the guarantee period. All trees not exhibiting a healthy, vigorous growing condition, as determined by the city's inspection, shall be promptly replaced at the expense of the developer. Upon replacement the one-year guarantee period shall recommence for those materials having been replaced.

(9) All street trees along any one street shall be of the same species and variety to promote a continuous landscape treatment. A change in variety will only be permitted at intersections and other logical beginning and ending points.

(10) The minimum trunk caliper measured one foot above the ground for all street trees shall be no less than 2".

~~(11) No person shall, as a normal practice, top any tree within the public right of way. "Topping" means the severe cutting back of limbs within the tree's crown to such a degree so as to remove the normal canopy or disfigure the tree.~~

~~—(b) Tree limbs extending over a sidewalk shall be trimmed to such an extent that no portion of the same shall be less than seven (7) feet above the sidewalk. Tree limbs extending over streets shall be trimmed so that no portion of same shall interfere with the normal flow of traffic.~~

~~—(c) The Municipality of Reynoldsburg, or any licensed utility, shall have the right to plant, prune, maintain and remove trees, plants and shrubs within established right of way lines of all streets, highways, and alleys as may be necessary to insure public safety, enhance the symmetry and beauty of such public grounds, or remove such trees as may be injurious to sewers, electric power lines, gas lines, water lines or other public improvements.~~

~~—(d) No person shall by any type of construction reduce the area of a tree lawn within the street right of way.~~

CHAPTER 1367—Abandoned or Inoperable Service Stations

1367.01 ~~ABANDONED SERVICE STATION AS NUISANCE; DEFINITION.~~

~~Whenever any gasoline service station becomes abandoned, such station shall be presumed to be a nuisance affecting or endangering surrounding property values and to be detrimental to the public health, safety, convenience, comfort, property or general welfare of the community and shall be abated. "Abandoned" for the purpose of this chapter, means failure to operate any gasoline service station for at least three consecutive months.~~

1367.02 ~~ABATEMENT OF NUISANCE.~~

~~Whenever the Building Inspector Official finds any gasoline service station to be abandoned, he shall give notice in the same manner as the service of summons in civil cases, or by certified mail addressed to the owner of record of the premises at his last known address or to the address where tax bills are sent, or by any combination of the foregoing methods, to abate such abandoned condition within sixty days either by:~~

- ~~—(a) Placing such service station in operation in accordance with the provisions of the City's ordinances;~~
- ~~—(b) Adapting and using the building for another business use permitted under the Zoning Code, provided the service station pumps and signs are removed; or~~
- ~~—(c) Razing the service station structure and removing the pumps and signs. Underground service station storage tanks shall either be abandoned in place or removed at the option of the Building Official and Fire Chief who shall make the determination based upon the proposed use of the site and whether the tanks can be properly safeguarded and conditioned if abandoned in place. The abandonment in place or removal of underground tanks shall be performed in accordance with accepted safe practice as prescribed in Appendix C to the National Fire Protection Association Pamphlet No. 30 and under the supervision of the Bureau of Fire Prevention of the City. As a condition precedent to the abandonment of storage tanks in place, the City shall require that the current or subsequent owners of the premises post insurance in an amount the Fire Chief and Building Inspector Official believe necessary to protect against injury or damage. It shall be the duty of the current owner to apprise any potential successor in title of the fact that underground storage tanks are abandoned in place and that the City shall at all times require insurance to be maintained by the owner. Failure to notify the next successor in title shall be a misdemeanor punishable as provided by Section 1367.99 and will not relieve any innocent successor in title, who obtains title without knowledge of the abandoned tanks, from the requirement that insurance be maintained. In no event shall any structure be erected above any abandoned underground tank. If tanks are removed, the Building Inspector Official shall supervise the necessary filling and grading of the area.~~

~~However, if the station is in operation at the time notice is given and remains in operation for ninety consecutive days thereafter, the provisions of this section shall not apply. If a national emergency is declared which would curtail the operation of motor vehicles or if Council should~~

determine that there exists a state of general economic depression, the provisions of this section shall not apply.

Upon the failure, neglect or refusal of any owner to comply with the notice to abate such abandonment, the Building Inspector Official shall take such action as may be necessary to abate such nuisance.

1367.03 INOPERATIVE SERVICE STATIONS.

Inoperative gasoline service stations, which do not come within the definition of "abandoned" as defined herein, shall be maintained in accordance with the provisions of the City's ordinances and the owner shall cut all grass and remove all rubbish and weeds from the premises. The parking of motor vehicles upon the premises shall be prohibited and the owner shall place a sign of at least ten square feet in area in the window of such service station notifying the public of this fact. If the Building Official finds that such notice is not complied with by the public, he may order the owner of the premises on which any station is inoperative for more than six months to install fencing or barricades approved by the Building Official which will be sufficient to block motor vehicle access to such property.

1367.99 PENALTY.

Whoever violates any provision of this chapter is guilty of a minor misdemeanor.

CHAPTER 1369—Nuisance Abatement

1369.01 DEFINITION

For purposes of this chapter, the following definitions shall apply:

~~—(a) "Public nuisance." Any garage, shed, barn, house, building or structure or part thereof shall be deemed to be a public nuisance if by reason of the condition in which it is permitted to be or remain, it shall or may endanger the health, life, limb or property of any person or persons, or cause any hurt, harm, damage, injury or loss to any persons in any one or more of the following ways, means or particulars:~~

~~(1) By reason of being dilapidated, decayed, unsafe or unsanitary, it is detrimental to health, morals, safety, public welfare and the well-being of the community, endangers life or property, or is conducive to ill health, delinquency and crime.~~

~~—(2) By reason of being a fire hazard.~~

~~(3) By reason that the conditions of the public nuisance and its surrounding grounds are not reasonably or adequately maintained thereby causing deterioration and creating a blighting influence or condition on nearby properties and thereby depreciating the value, use and enjoyment of such properties to such an extent that it is harmful to the public health, welfare, morals, safety and the economic stability of the area, community or neighborhood in which such a public nuisance is located.~~

~~—(b) "Owner" means the owner or owners of record on the tax records of the County Auditor's office and shall also include any purchaser or purchasers who are buying under a land contract which is recorded in either the miscellaneous records or the mortgage records of Franklin, Licking or Fairfield Counties.~~

1369.02 PROCEDURE FOR FINDING A PUBLIC NUISANCE.

~~—(a) Whenever the Director of Public Service suspects the existence of a public nuisance as defined by Section 1369.01 hereof, in the City, he shall promptly cause such suspected public nuisance to be inspected by the Chief Building Inspector Official and shall request an inspection and report from the fire district and the County Board of Health having jurisdiction over such property. He shall also cause photographs to be taken of the subject property to depict the property condition. Following these inspections and the receipt of any reports by the inspecting entities within twenty-eight days of the initial request for such inspections, should the Director determine that there are reasonable grounds to believe that a public nuisance exists, he shall notify the chairman of the Board of Nuisance Abatement, who shall cause a hearing to be held by the Board of Nuisance Abatement on the question of the existence of a public nuisance. All reports of inspections, made at the request and/or direction of the Director, the inspection report of the Chief Building Inspector Official and the photographs of the property shall be made available to the Board of Nuisance Abatement at the subject hearing.~~

~~—(b) The owner of the property in question or his duly authorized representative or agent shall be notified of the date, time and place of such hearing in accordance with the provisions of~~

Section 1369.03 and shall be given an opportunity of appearing, in person or through a duly authorized representative or agent or legal counsel, at such hearing and of presenting evidence as may be pertinent to the question of the possible existence of the public nuisance.

—(c) The Board of Nuisance Abatement shall be selected from a list which includes all members of the Board of Zoning Appeals and all members of the Planning Commission excluding the Director of Public Service. The chairman of the Board of Nuisance Abatement shall be appointed by the Mayor from this list for a two one year term within ninety days of January 1, 1988 and each two years thereafter.

—Upon appointment, the chairman shall then select four members from the list, two each from the Board of Zoning Appeals and the Planning Commission, excluding the Director of Public Service, for a two one year term on the Board.

—(d) It shall be necessary to have a concurring vote of at least three members of the Board for a finding that a public nuisance, as defined in Section 1369.01, does exist.

—(e) The Board of Nuisance Abatement, following the hearing, shall cause a written order to be served on the owner of the subject property, in accordance with the provisions of Section 1369.03, stating the findings of such Board with respect to the existence of a public nuisance and the manner in which abatement is to be accomplished. If the Board finds that a public nuisance does exist, the order shall include: where abatement of the nuisance can be accomplished through repair or rehabilitation, a list of repair or rehabilitation specifications required to abate the public nuisance; where the abatement of the nuisance cannot, in the finding of the Board be accomplished through repair and rehabilitation, an order that the nuisance be abated by demolition and removal of the structure; and shall state that unless the owner of subject property causes the abatement of the public nuisance by repair, rehabilitation or demolition, the same shall be abated by the City at the expense of the owner. Such abatement by the owner shall start within fifteen days after receipt of the order and shall be completed within forty five days or where abatement is to be accomplished through repair or rehabilitation, such additional time as the Director may deem necessary to complete the abatement of the public nuisance.

1369.03 SERVICE OF NOTICE.

The notice of hearing required under Section 1369.02 shall be served by mailing a copy to the owner, as defined in Section 1369.01 by U.S. certified mail with return receipt requested, or by personally serving such owner with a copy of such notice.

If the service of the notice of the hearing provided for in Section 1369.02 is not perfected by either of the hereinbefore described methods, then the Board of Nuisance Abatement shall cause such notice to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County, once each week for two consecutive weeks prior to the date of such hearing. Service of the order of the Board provided for in Section 1369.02 shall be in the manner provided herein. If service of the order provided for in Section 1369.02 is not perfected

by certified mail or personal service, as hereinbefore described than the Board shall cause such order to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County once each week for two consecutive weeks. However, such a published order shall not include a list of the repair or rehabilitation specifications mentioned in Section 1369.02. Service of the notice or the order pursuant to this section shall be considered complete upon the receipt of certified mail or upon personal service, or seven days after the date of the last publication of such notice or order.

1369.04 RIGHT TO MAKE IMMEDIATE REPAIRS.

Upon being served the order as provided for in Section 1369.02 and Section 1369.03 the owner may make immediate application in writing or in person to the Building Department Division for a special building permit to undertake the repairs or replacement of the items, as described in the list of rehabilitation specifications found to constitute the public nuisance.

1369.05 APPEAL.

—(a) The Owner may make a demand in writing to the chairman of the Nuisance Abatement Board for an appeal to Council on the question of whether a public nuisance does exist within ten days after the completion of service of the order of the findings of the Board. The Board shall, within ten days after receiving a written request for an appeal, forward all inspection reports, photographs and any other materials submitted into evidence, together with the written order issued by the Board to Council.

—(b) The owner of the property in question, or his duly authorized representative or agent shall be notified of the date, time and place of the appeal hearing before Council in accordance with the provisions of Section 1369.03 and shall be given an opportunity of appearing in person or through a duly authorized representative or agent, at such hearing and of presenting such evidence as may be pertinent to the question of the existence of the public nuisance.

—(c) The appeal shall be heard by Council within not less than ten days nor more than sixty days after the receipt of the written demand for an appeal provided for in subsection (a) hereof.

—(d) Four members of Council, after reviewing the material from the Board and any pertinent evidence presented by the owner or his duly authorized representative or agent, shall concur that a public nuisance as defined by Section 1369.01(a), does exist before enforcement of the abatement provisions of this chapter is carried out. A copy of the decision affirming, reversing or modifying the findings and order of the Board shall be served upon the owner in the manner provided for in Section 1369.03.

1369.06 APPEAL TO COURT.

The owner may appeal the decision and findings of Council to a Court of appropriate jurisdiction. The decision of Council affirming, reversing or modifying the findings and order of

the Board of Nuisance Abatement is to be served on the owner in the manner provided for in Section ~~1369.03~~. The appeal is to be filed within ten (10) business days after service of the decision of Council on the owner. After an appeal has been filed the Board of Nuisance Abatement and Council shall jointly certify and forward to the Court as required by the Ohio Revised Code, a copy of the order of the Board of Nuisance Abatement and decision of Council, minutes and records of meetings, hearings, inspection reports, photographs and materials relied upon by the Board of Nuisance Abatement and Council in determination of the afore-stated order and decision.

~~1369.07 ABATEMENT OF A PUBLIC NUISANCE BY THE BOARD OF NUISANCE ABATEMENT.~~

~~—(a) Upon failure of the property owner to abate a nuisance:~~

~~——(1) Upon the expiration time of the special permit; or~~

~~(2) If no special building permit was issued within forty-five days of completion of service of the written order of the Board of Nuisance Abatement; or~~

~~(3) Within twenty days of the expiration of the right to appeal by the owner pursuant to Section 1369.05hereof or the Ohio Revised Code;~~

The Director of Public Service is hereby authorized to cause entry upon such premises, and the owner shall permit such entry, to abate the nuisance by demolition and removal of the structure, or by boarding all windows, exterior doors and other openings to secure the structure and by removal of litter and cutting of rank growth that may be present.

~~—(b) In abating such nuisances the Director shall obtain the abatement thereof as provided by the Charter and Codified Ordinances relating to construction, and the cost of such contract shall be paid for from City funds except that in the case of boarding to abate the nuisance as provided for in this section, the City may elect to do so by using its own employees and materials the costs of such abatement shall be recovered from the owner in the following manner:~~

~~(1) The owner shall be billed for the cost of the abatement by mailing such bill to the owner by U.S. Certified mail with return receipt requested, or by personally serving the owner with a copy of such bill. If service of such bill is not perfected by either of the hereinbefore described methods, then the billing notice shall be published in a newspaper of general circulation in the City and a newspaper of general circulation in the County for two consecutive weeks.~~

~~(2) If the owner fails to pay for the cost of such abatement within thirty days after receipt of the bill, or after the publication of the second notice in the aforesaid newspaper, the Director shall cause the cost of the abatement to be either certified to the County Treasurer and levied as a special assessment against the property which was the subject of the abatement action, and recovered in the manner provided for the recovery of special assessments; or shall be collectible, together with any interest thereon, by suit, as other debts of like amounts are collectible.~~

CHAPTER 1389—International Property Maintenance Code**1389.01 ADOPTION.**

~~There is hereby adopted, and incorporated by reference as if set out at length herein, for the purpose of establishing rules and regulations for the maintenance, regulations, provisions, penalties, conditions and terms of the 2003 International Property Maintenance Code with the additions, insertions, deletions and changes prescribed in this chapter. Copies are available from the Building Department and Clerk of Council's office. The Director shall publicly notice which edition shall be enforced and file a copy with the Clerk of Council.~~

Part 17 – Nuisance and Property Maintenance Code

TITLE 1 – PUBLIC NUISANCES

CHAPTER 1701 – GENERAL PROVISIONS

1701.01 DEFINITIONS.

For purposes of this Code, the following definitions shall apply:

(a) "Public nuisance." Any lot, parcel, garage, shed, barn, house, building or structure or part thereof shall be deemed to be a public nuisance if by reason of the condition in which it is permitted to be or remain, it shall or may endanger the health, life, limb or property of any person or persons, or cause any hurt, harm, damage, injury or loss to any persons in any one or more of the following ways, means or particulars:

(1) By reason of being dilapidated, decayed, unsafe or unsanitary, it is detrimental to health, morals, safety, public welfare and the well-being of the community, endangers life or property, or is conducive to ill health, delinquency and crime.

(2) By reason of being a fire hazard.

(3) By reason that the conditions of the public nuisance and its surrounding grounds are not reasonably or adequately maintained thereby causing deterioration and creating a blighting influence or condition on nearby properties and thereby depreciating the value, use and enjoyment of such properties to such an extent that it is harmful to the public health, welfare, morals, safety and the economic stability of the area, community or neighborhood in which such a public nuisance is located.

(b) "Owner" means the owner or owners of record on the tax records of the County Auditor's office and shall also include any purchaser or purchasers who are buying under a land contract which is recorded in either the miscellaneous records or the mortgage records of Franklin, Licking or Fairfield Counties.

(c) "Director" means the Director of Public Service of the City.

(d) "Building Official" means the Building Official, a Code Officer or other designee of the City.

1701.02 BOARD OF NUISANCE ABATEMENT.

(a) The Board of Nuisance Abatement shall be selected from a list which includes all members of the Board of Zoning Appeals and all members of the Planning Commission. The chairman of the Board of Nuisance Abatement shall be appointed by the Mayor from this list for a term of one calendar year. Upon appointment, the chairman shall then select four members from the list, two each from the Board of Zoning Appeals and the Planning Commission, for a term of one (1) calendar year on the Board.

(b) It shall be necessary to have a concurring vote of at least three members of the Board for a finding that a public nuisance exists as defined in Section 1701.01.

1701.03 PROCEDURE FOR FINDING A PUBLIC NUISANCE.

(a) Whenever the Director suspects the existence of a public nuisance as defined by Section 1701.01 hereof, in the City, they shall promptly cause such suspected public nuisance to be inspected by the Building Official and may request an inspection and report from the Fire District and the Board of Health. The Director shall also cause photographs to be taken of the subject property to depict the property condition. Following these inspections and the receipt of any reports by the inspecting entities within thirty (30) days of the initial request for such inspections, should the Director determine that there are reasonable grounds to believe that a public nuisance exists, they shall notify the chairman of the Board of Nuisance Abatement, who shall cause a hearing to be held by the Board of Nuisance Abatement on the question of the existence of a public nuisance. All reports of inspections, made at the request and/or direction of the Director, the inspection report of the Building Official and the photographs of the property shall be made available to the Board of Nuisance Abatement at the subject hearing.

(b) The owner of the property in question or their duly authorized representative or agent shall be notified of the date, time and place of such hearing in accordance with the provisions of Section 1701.04 and shall be given an opportunity of appearing, in person or through a duly authorized representative or agent or legal counsel, at such hearing and of presenting evidence as may be pertinent to the question of the possible existence of the public nuisance.

(c) The Board of Nuisance Abatement, following the hearing, shall cause a written order to be served on the owner of the subject property, in accordance with the provisions of Section 1701.04, stating the findings of such Board with respect to the existence of a public nuisance and the manner in which abatement is to be accomplished. If the Board finds that a public nuisance does exist, the order shall include: where abatement of the nuisance can be accomplished through repair or rehabilitation, a list of repair or rehabilitation specifications required to abate the public nuisance; where the abatement of the nuisance cannot, in the finding of the Board be accomplished through repair and rehabilitation, an order that the nuisance be abated by demolition and removal of the structure; and shall state that unless the owner of subject property causes the abatement of the public nuisance by repair, rehabilitation or demolition, the same shall be abated by the City at the expense of the owner. Such abatement by the owner shall start within fourteen (14) days after receipt of the order and shall be completed within sixty (60) days or where abatement is to be accomplished through repair or rehabilitation, such additional time as the Director may deem reasonable and necessary to complete the abatement of the public nuisance.

1701.04 SERVICE OF NOTICE.

The notice of hearing required under Section 1701.03 shall be served by mailing a copy to the owner, as defined in Section 1701.01 by certified U.S. mail with return receipt requested, or by personally serving such owner with a copy of such notice.

If the service of the notice of the hearing provided for in Section 1701.03 is not perfected by either of the hereinbefore described methods, then the Board of Nuisance Abatement shall cause such notice to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County once each week for two (2) consecutive weeks prior to the date of such hearing. Service of the order of the Board provided for in Section 1701.03 shall be in the

manner provided herein. If service of the order provided for in Section 1701.03 is not perfected by certified U.S. mail or personal service, as hereinbefore described then the Board shall cause such order to be published in a newspaper of general circulation in the City and in a paper of general circulation in the County once each week for two (2) consecutive weeks. However, such a published order shall not include a list of the repair or rehabilitation specifications mentioned in Section 1701.03. Service of the notice or the order pursuant to this section shall be considered complete upon the receipt of certified U.S. mail or upon personal service, or seven (7) days after the date of the last publication of such notice or order.

1701.05 RIGHT TO MAKE IMMEDIATE REPAIRS.

Upon being served the order as provided for in Section 1701.03 and Section 1701.04, the owner may make immediate application in writing or in person to the Building Division for a special building permit to undertake the repairs or replacement of the items, as described in the list of rehabilitation specifications found to constitute the public nuisance.

1701.06 APPEAL.

(a) The Owner may make a demand in writing to the chairman of the Nuisance Abatement Board for an appeal to Council on the question of whether a public nuisance does exist within thirty (30) days after the completion of service of the order of the findings of the Board. The Board shall, within fourteen (14) days after receiving a written request for an appeal, forward all inspection reports, photographs and any other materials submitted into evidence, together with the written order issued by the Board to the Clerk of Council.

(b) The owner of the property in question, or their duly authorized representative or agent shall be notified of the date, time and place of the appeal hearing before Council in accordance with the provisions of Section 1701.04 and shall be given an opportunity of appearing in person or through a duly authorized representative or agent, at such hearing and of presenting such evidence as may be pertinent to the question of the existence of the public nuisance.

(c) The appeal shall be heard by Council within not less than fourteen (14) days nor more than sixty (60) days after the receipt of the written demand for an appeal provided for in subsection (a) hereof.

(d) Four members of Council, after reviewing the material from the Board and any pertinent evidence presented by the owner or his duly authorized representative or agent, shall concur that a public nuisance as defined by Section 1701.01(a), does exist before enforcement of the abatement provisions of this chapter is carried out. A copy of the decision affirming, reversing or modifying the findings and order of the Board shall be served upon the owner in the manner provided for in Section 1701.04.

1701.07 APPEAL TO COURT.

The owner may appeal the decision and findings of Council to a Court of appropriate jurisdiction. The decision of Council affirming, reversing or modifying the findings and order of the Board of Nuisance Abatement is to be served on the owner in the manner provided for in Section 1701.04. The appeal is to be filed within fourteen (14) business days after service of the decision of Council on the owner. After an appeal has been filed the Board of Nuisance

Abatement and Council shall jointly certify and forward to the Court as required by the Ohio Revised Code, a copy of the order of the Board of Nuisance Abatement and decision of Council, minutes and records of meetings, hearings, inspection reports, photographs and materials relied upon by the Board of Nuisance Abatement and Council in determination of the afore stated order and decision.

1701.08 ABATEMENT OF A PUBLIC NUISANCE BY THE BOARD OF NUISANCE ABATEMENT.

(a) Upon failure of the property owner to abate a nuisance:

- (1) Upon the expiration time of the special permit; or
- (2) If no special building permit was issued within forty-five (45) days of completion of service of the written order of the Board of Nuisance Abatement; or
- (3) Within fourteen (14) days of the expiration of the right to appeal by the owner pursuant to Section 1701.06 hereof or the Ohio Revised Code.

The Director of Public Service is hereby authorized to cause entry upon such premises, and the owner shall permit such entry, to abate the nuisance by demolition and removal of the structure, or by boarding all windows, exterior doors and other openings to secure the structure and by removal of litter and cutting of rank growth that may be present.

(b) In abating such nuisances the Director shall obtain the abatement thereof as provided by the Charter and Codified Ordinances relating to construction, and the cost of such contract shall be paid for from City funds except that in the case of boarding to abate the nuisance as provided for in this section, the City may elect to do so by using its own employees and materials the costs of such abatement shall be recovered from the owner in the following manner:

- (1) The owner shall be billed for the cost of the abatement by mailing such bill to the owner by certified U.S. mail with return receipt requested, or by personally serving the owner with a copy of such bill. If service of such bill is not perfected by either of the hereinbefore described methods, then the billing notice shall be published in a newspaper of general circulation in the City and a newspaper of general circulation in the County for two (2) consecutive weeks.
- (2) If the owner fails to pay for the cost of such abatement within thirty (30) days after receipt of the bill, or after the publication of the second notice in the aforesaid newspaper, the Director shall cause the cost of the abatement to be either certified to the County Treasurer and levied as a special assessment against the property which was the subject of the abatement action, and recovered in the manner provided for the recovery of special assessments; or shall be collectible, together with any interest thereon, by suit, as other debts of like amounts are collectible.

CHAPTER 1703 – ABANDONED OR INOPERABLE GASOLINE STATIONS.

1703.01 ABANDONED GASOLINE STATIONS AS NUISANCE; DEFINITION

Whenever any gasoline station becomes abandoned, such station shall be presumed to be a nuisance affecting or endangering surrounding property values and to be detrimental to the public health, safety, convenience, comfort, property or general welfare of the community and shall be abated. "Abandoned" for the purpose of this chapter, means failure to operate any gasoline service station for at least three (3) consecutive months.

1703.02 ABATEMENT OF NUISANCE.

Whenever the Building Official finds any gasoline service station to be abandoned, they shall give notice in the same manner as the service of summons in civil cases, or by certified U.S. mail addressed to the owner of record of the premises at their last known address or to the address where tax bills are sent, or by any combination of the foregoing methods, to abate such abandoned condition within sixty (60) days either by:

- (a) Placing such service station in operation in accordance with the provisions of the City's ordinances;
- (b) Adapting and using the building for another business use permitted under the Zoning Code, provided the service station pumps and signs are removed; or
- (c) Razing the service station structure and removing the pumps and signs. Underground service station storage tanks shall either be abandoned in place or removed at the option of the Building Official and Fire Chief who shall make the determination based upon the proposed use of the site and whether the tanks can be properly safeguarded and conditioned if abandoned in place. The abandonment in place or removal of underground tanks shall be performed in accordance with accepted safe practice as prescribed in Appendix C to the National Fire Protection Association Pamphlet No. 30 and under the supervision of the Bureau of Fire Prevention of the City. As a condition precedent to the abandonment of storage tanks in place, the City shall require that the current or subsequent owners of the premises post insurance in an amount the Fire Chief and Building Official believe necessary to protect against injury or damage. It shall be the duty of the current owner to apprise any potential successor in title of the fact that underground storage tanks are abandoned in place and that the City shall at all times require insurance to be maintained by the owner. Failure to notify the next successor in title shall be a misdemeanor punishable as provided by Section 1703.99 and will not relieve any innocent successor in title, who obtains title without knowledge of the abandoned tanks, from the requirement that insurance be maintained. In no event shall any structure be erected above any abandoned underground tank. If tanks are removed, the Building Official shall supervise the necessary filling and grading of the area.

However, if the station is in operation at the time notice is given and remains in operation for ninety (90) consecutive days thereafter, the provisions of this section shall not apply. If a national emergency is declared which would curtail the operation of motor vehicles or if Council

should determine that there exists a state of general economic depression, the provisions of this section shall not apply.

Upon the failure, neglect or refusal of any owner to comply with the notice to abate such abandonment, the Building Official shall take such action as may be necessary to abate such nuisance in accordance with the provisions of Section 1701.07.

1703.03 INOPERATIVE GASOLINE STATIONS.

Inoperative gasoline stations, which do not come within the definition of "abandoned" as defined herein, shall be maintained in accordance with the provisions of the City's ordinances and the owner shall cut all grass and remove all rubbish and weeds from the premises. The parking of motor vehicles upon the premises shall be prohibited and the owner shall place a sign of at least ten square feet (10SF) in area in the window of such service station notifying the public of this fact. If the Building Official finds that such notice is not complied with by the public, he may order the owner of the premises on which any station is inoperative for more than six (6) months to install fencing or barricades approved by the Building Official which will be sufficient to block motor vehicle access to such property.

1703.99 PENALTY.

Whoever violates any provision of this chapter is guilty of a minor misdemeanor.

TITLE 3 - PROPERTY MAINTENANCE CODE

CHAPTER 1711 – GENERAL PROVISIONS

1711.01 INTERNATIONAL PROPERTY MAINTENANCE CODE.

(a) In accordance with Section 4.12(a) of the City Charter, there is hereby adopted, and incorporated by reference as if set out at length herein, for the purpose of establishing rules and regulations for the maintenance, regulations, provisions, penalties, conditions and terms of the 2012 International Property Maintenance Code with the amendments, deletions and modifications prescribed in this chapter.

(b) In accordance with Section 4.12(b) of the City Charter, the Director shall file a copy of this code with the Clerk of Council, and shall file all revised versions of this code whenever it is revised or amended.

1711.02 AMENDMENTS, DELETIONS AND MODIFICATIONS TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE

The International Property Maintenance Code is amended and revised as follows. All section numbers correspond to the International Property Maintenance Code, 2015 Edition.

Chapter 1

101.1 Title.

These regulations shall be known as the *Property Maintenance Code of the City of Reynoldsburg* hereinafter referred to as "this code."

102.3 Application of other codes.

Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the *current Building Code*. Nothing in this code shall be construed to cancel, modify or set aside any provision of the *current Planning & Zoning Code*.

SECTION 103 ~~DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION CODE~~ OFFICIAL

103.1 General.

~~The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the code official. The Director of Public Service shall be charged with enforcing this Code. All references to the Code Official shall be considered to apply to the director or their designee.~~

103.2 Appointment.

~~The code official shall be appointed by the chief appointing authority of the jurisdiction; and the code official shall not be removed from office except for cause and after full opportunity to be heard on specific and relevant charges by and before the appointing authority.~~

103.3 Deputies.

~~In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the code official shall have the authority to appoint a deputy code official, other related technical officers, inspectors and other employees.~~

103.5 Fees.

~~The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule.~~

106.5 Abatement of violation.

The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises.

Upon the performance of any labor to abate a violation under the provisions of this code, a report of the cost thereof shall be provided to the owner or person having charge or management of the premises, who shall have fourteen (14) days in which to pay the City for such labor. Cost assessments shall be based on the following: labor and material for abatement of the violation, mailing fees; inspection and administrative duties of the Code Official and City staff, with costs being adjusted to current wages.

If the costs are not paid, the Director shall report the outstanding costs to Council. Upon receipt of this report and approval thereof by Council, the Clerk of Council shall make a return in writing to the County Auditor of such charges which shall be entered upon the tax duplicate of the County, in accordance with Ohio R.C. 731.54.

111.1 Application for appeal.

Any person directly affected by a decision of the Code Official or a notice or order issued under this code or any other section of the Codified Ordinances for which no administrative appeal procedure exists, shall have the right to appeal to the Board of Zoning and Building Appeals, provided that a written application for appeal is filed within fourteen (14) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

111.2 Membership of board.

~~The board of appeals shall consist of a minimum of three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The code official shall be an ex-officio member but shall have no vote on any matter before the board. The board shall be appointed by the chief appointing authority, and shall serve staggered and overlapping terms. Membership of the Board shall be consistent with Section 7.02 of the City Charter.~~

111.2.1 Alternate members.

~~The chief appointing authority shall appoint two or more alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a~~

~~member. Alternate members shall possess the qualifications required for board membership.~~

~~111.2.2 Chairman.~~

~~The board shall annually select one of its members to serve as chairman.~~

~~111.2.3 Disqualification of member.~~

~~A member shall not hear an appeal in which that member has a personal, professional or financial interest.~~

~~111.2.4 Secretary.~~

~~The chief administrative officer shall designate a qualified person to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.~~

~~111.2.5 Compensation of members.~~

~~Compensation of members shall be determined by law.~~

111.4 Open hearing.

All hearings before the Board shall be open to the public. The appellant, the appellant's representative, the Code Official and any person whose interests are affected shall be given an opportunity to be heard. ~~A quorum shall consist of not less than two-thirds of the board membership.~~

~~111.5 Postponed hearing.~~

~~When the full board is not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.~~

~~111.7 Court review.~~

~~Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.~~

111.8 Stays of enforcement.

Appeals of notice and orders (other than Imminent Danger notices) shall stay the enforcement of the notice and order until the appeal is heard by the *Board of Zoning and Building Appeals*.

112.4 Failure to comply.

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than [AMOUNT] dollars or more than [AMOUNT] dollars subject to the general penalties of this Code.

Chapter 3

302.4 Weeds.

All premises and exterior property shall be maintained free from weeds or plant growth in excess of six inches (6IN) in height for improved lots and twelve inches (12IN) in height for unimproved lots. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. *On lots or parcels determined to be vacant or abandoned, the term shall also include shrubs and undergrowth arranged in a way that provides an unobservable location for unauthorized human habitation.*

If the Code Officer determines, after an inspection, that the lot or parcel of land is vacant or abandoned, then he shall not be required to serve the notice of violation.

Only one notice of violation per calendar year is required to be served by the Code Official for a lot or parcel. If, after one notice of violation has been served, the Code Official determines that one or more subsequent violations has occurred on that lot or parcel during that calendar year, service of an additional notice of violation shall not be required and the City may proceed to immediately abate such violations as set forth in Section 106.03.

302.8 Motor vehicles.

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

(a) No automobile, motorcycle or other motor vehicle or trailer shall be parked or remain on any non-parking or non-driveway portion of the yard of any residential or multi-family zoned lot. All motorized vehicles and or trailers shall be parked/kept only on an improved hard surface such as concrete or asphalt. Such surfaces shall encompass the entire vehicle or trailer. All vehicles or trailers parked in parking areas or driveways shall bear the current registration or license plates as required by the Ohio Revised Code.

(b) This section shall not apply during times of emergency due to acts of nature; or during the time that a resident is in the process of moving in or out of the premises.

303.2 Enclosures.

Private swimming pools, hot tubs and spas, *capable of* containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier. *Also see Section 1171.06 (b) and Chapter 1363 of the Codified Ordinances.*

Exception: Hot tubs and spas may be exempt from the fence or barrier requirements if they are secured by a fully lockable lid.

304.2 Protective treatment.

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. *Once a protective treatment has been applied to decay resistant woods it must be maintained.* All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

304.3 Premises identification.

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). *Also see Chapter 1355 of the Codified Ordinances.*

304.14 Insect screens.

~~During the period from [DATE] to [DATE],~~ every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm) and every swinging door shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed. *Screens shall not be required on residential properties between November 1st and March 25st of the following calendar year.*

307.2 Disposal of rubbish.

Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers. *Also see Chapter 975 of the Codified Ordinances.*

307.2.2 Refrigerators.

Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors. *Also see Section 521.01 of the Codified Ordinances.*

307.2.3 Interior Furniture.

Upholstered furniture, mattresses, materials and other similar products not designed, built and manufactured for outdoor use shall not be discarded, abandoned, stored or placed on a porch, balcony, roof, or in a yard unless the porch or balcony is completely enclosed.

Chapter 4

401.3 Alternative devices.

In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the current *Building Code* shall be permitted.

Chapter 5

505.1 General.

Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the *Ohio Plumbing Code*.

507.1 General.

Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance. *Also see Section 941.06 of the Codified Ordinances.*

Chapter 6

602.1 Facilities required.

Heating facilities shall be provided in structures as required by this section. *Also see Section 521.02 of the Codified Ordinances.*

602.3 Heat supply.

Every owner and operator of any building who rents, leases or lets one or more dwelling unit, rooming unit, dormitory or guestroom on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat ~~during the period from [DATE] to [DATE]~~ to maintain a temperature of not less than 68°F (20°C) in all habitable rooms, bathrooms, and toilet rooms.

604.2 Service.

The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with the *current Electrical Code*. Dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a rating of not less than 60 amperes.

Chapter 7

702.1 General.

A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the *current Building Code*.

702.2 Aisles.

The required width of aisles in accordance with the *current Building Code* shall be unobstructed.

702.3 Locked doors.

All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the *current Building Code*.

704.1 General.

All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the *current Building Code*.

704.2 Smoke alarms.

Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings not regulated in Group R occupancies, regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Single or multiple-station smoke alarms shall be installed in other groups in accordance with the *current Building Code*.

Chapter 8

City	City of Reynoldsburg 7232 E. Main Street Reynoldsburg, OH 43068	
Standard Referenced Number	Title	Referenced in Code Section Number
COR	Codified Ordinances of Reynoldsburg	102.3, 106.4, 201.3, 111.1, 111.2, 307.4

COR-PZ	Reynoldsburg Planning & Zoning Code	102.3, 201.3
OBBS	Ohio Board of Building Standards 6606 Tussing Road Reynoldsburg, Ohio 43068	
Standard Referenced Number	Title	Referenced in Code Section Number
OBC-2011	Ohio Building Code	102.3, 201.3
OFC-2011	Ohio Fire Code	102.3, 201.3
OMC-2011	Ohio Mechanical Code	102.3, 201.3
OPC-2011	Ohio Plumbing Code	102.3, 201.3
ORC-1999	Ohio Residential Code for One, Two & Three Family Dwellings	102.3, 201.3
NFPA	National Fire Protection Association One Batterymarch Park Quincy, Massachusetts 02269	
Standard Referenced Number	Title	Referenced in Code Section Number
NEC	National Electric Code	102.3, 201.3

1711.99 PENALTY.

In addition to any other civil penalties provided for by this Code, anyone who violates any provision of this Chapter is guilty of a minor misdemeanor. For any second or subsequent offense within a year of a prior offense, any violator is guilty of a misdemeanor of the fourth degree.

909.02 ~~SIDEWALK MATERIAL; WIDTH AND LOCATION~~ REQUIREMENTS.

(a) All sidewalks hereafter constructed in any of the streets of the City shall be of material known as portland cement concrete; the sidewalks shall be of the uniform width of four feet (4FT) along all non-arterial streets. The widths of sidewalks along arterial streets shall be and shall be located as directed by the City Engineer and/or the Director of Public Service.

(b) In addition to the requirements of Chapter 1127 of the Subdivision Regulations, sidewalks shall be required for all new development activity requiring major site plan review or residential site plan review along an existing public street that lacks sidewalks. Alternatively, the City Engineer and/or Director of Public Service may require a multi-use trail in such locations that have been designated for a multi-use trail by a land use plan, comprehensive plan or thoroughfare plan.

(c) These provisions may be waived by the City Engineer and/or Director of Public Service upon finding that construction of such sidewalks is not in the best interest of the City. The Planning Administrator and Planning Commission shall assist with review of these provisions in accordance with the site plan review process of Chapter 1143.

CHAPTER 1111 - General Provisions

1111.03 APPROVAL OF SUBDIVISION WITHOUT PLAT.

Notwithstanding any other provisions of the Subdivision Regulations, a proposed division of a parcel of land along an existing public street, whether the parcel to be divided fronts on the street or has access to it by private right of way or private driveway, not involving more than five lots after the original tract has been completely subdivided, may be submitted to the Planning Commission for approval without plat. If the Planning Administrator, acting on behalf of the Commission,~~Commission, acting through a properly designated representative thereof,~~ is satisfied that the proposed subdivision is not contrary to~~subdivision is~~ complies with all applicable platting, subdividing or zoning regulations, ~~it shall, within seven working days after submission, they shall~~ approve the proposed subdivision and, on presentation of a conveyance of the parcel, shall stamp the same "approved by the Planning Commission; no plat required," ~~and have it signed by its clerk, secretary or other official as may be designated by it.~~ The Planning ~~Commission~~Administrator may require the submission of a sketch and such other information as is pertinent ~~to its determination hereunder~~ to determining compliance with this section.

CHAPTER 1115 - Preliminary Plat

1115.02 ~~SIX~~ COPIES OF PRELIMINARY PLAT TO BE SUBMITTED.

The owner of land who desires to subdivide it shall submit six (6) copies of a preliminary plat along with six (6) copies of a general layout of all site improvements to be installed on the entire tract of land to be developed even if the owner or developer only intends to initially develop only a part of the tract, to ~~the Mayor~~ for the Planning Commission twenty-one (21) days prior to a regular meeting of the Commission. A copy of the general layout of all site improvements attached to a copy of the plat shall be in the possession of each member of the Commission for a minimum period of ~~five~~ seven (7) days before consideration for approval.

1115.03 FEES.

A fee shall be paid at the time of submission of the preliminary plat as stated in Section 1155. ~~The sum deposited with the City shall be two hundred fifty dollars (\$250.00) per plat plus ten dollars (\$10.00) per lot included within this plat, which shall not be refundable.~~

1115.05 APPROVAL OF PRELIMINARY PLAT.

When a plat is filed with the ~~Mayor~~ Planning Commission, the ~~Mayor~~ Planning Administrator shall examine it to determine whether or not it complies with the requirements of Section 1115.02 through 1115.04. The ~~Mayor~~ Planning Administrator shall then ~~refer the examination of the plat to the Director of Engineering City Engineer~~. If the plat does not meet the requirements, the ~~Mayor~~ Planning Administrator shall return it to the owner who shall revise and refile it, and additional fees may apply. If the plat meets the requirements, the ~~Mayor~~ Planning Administrator shall lay it before the Planning Commission at its next meeting. The Commission shall thereupon examine it and approve it or conditionally approve it within thirty (30) days if it is satisfied that it complies, or will comply after minor changes, in all respects with this chapter. The approval or the conditions of approval of the Planning Commission will be indicated in writing on two (2) copies of the preliminary plat which will be returned to the owner and surveyor. The remaining four (4) copies bearing the notation of approval shall remain on file ~~in the office of the Mayor~~, available to the public. The approval of a preliminary plat shall be effective for a maximum period of twelve (12) months, unless extended by the Planning Commission.

CHAPTER 1119 - Final Plat

1119.01 SUBMISSION PROCEDURE; CONTENTS; FEES.

(a) The owner shall submit a final plat of a subdivision mylar not less than twenty-two inches ~~(22IN)~~ by thirty-four inches ~~(34IN)~~. The scale shall be not less than one inch ~~(1IN)~~ to equal one hundred feet ~~(100FT)~~. Multiple pages may be used for plats of large areas. The final plat shall be submitted to the ~~Mayor~~ Planning Administrator for final approval by the Planning Commission and the ~~Director of Engineering~~ City Engineer. The fee for a final plat ~~shall be two hundred fifty dollars (\$250.00)~~ shall be as stated in Section 1155. Action will be taken by the Commission and by Council within sixty ~~(60)~~ days after the filing.

(b) If the plat is approved by Council, the owner shall file and record the plat with the County Recorder within six ~~(6)~~ months. If not recorded within this time, the approval of the Planning Commission and Council shall become void. The final plat shall contain all the information required for the preliminary plat, except existing topography, cultural features and utilities.

1119.02 ADDITIONAL REQUIRED INFORMATION.

(a) A final plat shall contain the following additional information, and be prepared and sealed by a licensed professional engineer in the State of Ohio:

- (1) Boundary of plat based on an accurate traverse with angular and lineal dimensions;
- (2) True angle and distance to the nearest street intersection, accurately described on the plat;
- (3) Municipal, township, county or section lines accurately tied to the lines of all chord dimensions;
- (4) Radii, internal angles, points of curvature, tangent bearings and lengths of all chord dimensions;
- (5) All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in degrees and minutes;
- (6) Accurate location of all monuments, which shall be composed and/or located as follows:
 - A. Be composed of a durable material;
 - B. Be a minimum length of thirty inches ~~(30IN)~~;
 - C. Of a minimum cross-section area of material of ~~0.2~~ two tenths square inches ~~(one inch (1"IN) in diameter)~~;
 - D. Be identified with a durable marker bearing the Surveyor's Ohio Registration number and/or name or company name;
 - E. Be detectable with conventional instruments for finding ferrous or magnetic objects;
 - F. Placed with the top at the existing grade elevation.

One such monument shall be placed at each extreme corner of the subdivision. All lots must be marked with steel pins, and such pins must be in place after a building is completed. The Building Inspector shall confirm that lot pins are in place on the final occupancy permit.

- (7) Exact location, width and name of all streets or other public ways; and
- (8) Known easements, accurately located and stating the purpose for which they are intended. Easements may be added or revised on the final plat after final plat approval. Easements added to the final plat or revised on the final plat require the approval of the ~~Director of Engineering~~ City Engineer and the Director of Public Service and said approvals are to be entered on the final plat. The owner or developer shall offer an easement for television cable and television cable equipment within the easement(s) shown on the final plat. The

easement shall be granted at no expense to the television cable owner/operator, if the cable operator installs the necessary television cable and television cable equipment in the utility trench during the time the trench is open for the installation of other utilities. Otherwise, the owner, developer or City may revoke the offer of an easement.

(b) A final plat shall also contain:

- (1) A certificate by a registered professional land surveyor that the plat represents a completed survey ~~made by him~~ and that the monuments shown exist as located or will be set following construction and that all dimensional and geodetic details are correct.
- (2) Notarized certification by the owner or owners of the adoption of the plat and the dedication by them to public use of the streets and other public areas shown on the plat. The signatures of the owner(s) are required prior to the obtaining of any City Official's signature on the plat. No property shall extend to the center of a right of way.
- (3) Proper form for the approval of the Planning Commission with space for the signature of the Chairman;
- (4) Space for approval by signature of the City Engineer and Director of Public Service ~~Director of Engineering and the Mayor~~;
- (5) Proper form for approval and acceptance by Council, showing ordinance number and provisions for signature by the Clerk of Council.
- (6) Space for approval, by signature of the ~~Director of Engineering~~ City Engineer and Director of Public Service, of easements added to or revised on the final plat.
- (7) Space for transfer by the County Auditor and recording by the County Recorder. A statement of the expiration date of the City approval shall be placed just ahead of the space provided for the County Auditor's signature.
- (8) A topographic survey prepared by an Ohio registered professional surveyor using the North American Vertical Datum (~~NAVD~~) of 1988 (NAVD88) reflecting flood-way, floodway fringe, base flood elevations and property lines of the plat under consideration for development.

1119.03 COPIES TO BE FILED WITH CLERK.

One (1) copy of the final plat showing all approvals and the date and place of recording shall be supplied by the owner to the Clerk of Council ~~as local public records~~.

1119.06 PROTECT REPRESENTATION BY ENGINEER DURING INSTALLATION OF IMPROVEMENTS.

All construction work and materials used in connection with public improvements and storm water management in the area platted shall conform to City specifications and requirements of the ~~Director of Engineering~~ City Engineer. The ~~Director of Engineering~~ City Engineer shall provide the owner or developer with project representation at the expense of the owner or developer during installation of the improvements.

1119.07 BOND, LETTER OF CREDIT FOR IMPROVEMENTS: DEPOSIT AND INSURANCE.

(a) Before approval of the final plat, the owner or developer shall agree in writing that prior to the beginning of construction of any street, private roadway, public improvement and storm water management infrastructure the owner or developer shall provide a bond, certified check or an irrevocable letter of credit from a solvent bank doing business in Franklin, Licking or Fairfield Counties, Ohio, guaranteeing the completion of said improvement(s) within one (1) year from the date of agreement or such time as may be agreed to by Council. The bond, check or irrevocable letter of

credit shall be in an amount equal to the estimated cost of constructing said improvement(s), as approved by the ~~Director of Engineering~~City Engineer. A maintenance bond, certified check or an irrevocable letter of credit in the amount of five percent (5%) of the estimated construction costs shall be provided for a maintenance period of one (1) year beginning with the date of acceptance of the said improvement(s) by the ~~Service Director~~Director of Public Service and ~~Director of Engineering~~City Engineer.

(b) The owner or developer shall prior to construction, deposit with the ~~Service Director~~of Public Service and with the approval of the ~~Director of Engineering~~City Engineer a sum of money as prescribed by the ~~Service Director~~of Public Service and the ~~Director of Engineering~~City Engineer to defray the cost of inspection and the engineering services provided and any expenses incurred by the City due to the installation of the improvements and review of the plat and plans.

Fees for the review of plats and plans shall be calculated by the owner or developer, to be verified by the City using the fee schedules as provided by the ~~Safety/Service Director~~of Public Service. These and other documents detailing the development process can be obtained from the Public Service Department. For inspections the owner or developer shall deposit with the Public Service Department a sum of money based on an approved cost of construction schedule, and be approved by the ~~Director of Engineering~~City Engineer. Should the amount of such deposit be insufficient to cover the cost thereof, the owner or developer shall immediately upon request of the City deposit a sum of money acceptable to the ~~Director of Engineering~~City Engineer and the ~~Safety/Service Director~~of Public Service. Upon completion and acceptance of the improvements, any unexpended balance shall be refunded to the owner or developer.

CHAPTER 1127 - Standards

1127.01 STREETS.

(a) Streets shall be dedicated to public use by the owner. Minor residential streets shall be so designed as to discourage their use by nonlocal traffic. Except where necessitated by local conditions, dead-end streets and cul-de-sacs will not be approved in residential districts. Dead-end alleys are prohibited in all districts. Easements for utilities must be provided along side or rear lot lines where possible. Street rights of way shall have the following minimum widths:

- (1) Major arterial, which include Federal, State and County roads which are main arteries of access to the City: one hundred~~100~~ feet (100FT); an additional width of forty-five feet (45FT) shall be provided to accommodate a service drive wherever lots are to face a primary road;
- (2) Minor arterial, which are next in importance as avenues of access between sections of the City as opposed to commercial traffic and nonlocal traffic: eighty feet (80FT);
- (3) Neighborhood collector, which are within a new subdivision: sixty feet (60FT);
- (4) Minor residential, which are completely residential in nature: fifty feet (50FT);
- (5) Alleys: twenty feet (20FT);
- (6) Easements: as required.

(b) Minimum pavement widths shall be as follows:

- (1) Major arterial: variable as conditions may require;
- (2) Minor arterial: thirty-six feet (36FT);
- (3) Neighborhood collector: thirty-two feet (32FT);
- (4) Minor residential: twenty-six feet (36FT);
- (5) Alleys: eighteen feet (18FT);
- (6) Service drives: twenty feet (20FT);
- (7) Sidewalks: ~~five~~minimum four feet minimum (4FT); ~~residential along non-arterial and minimum width in commercial districts along arterial streets~~ to be as approved by the ~~Director of Engineering~~City Engineer, in accordance with the provisions of Section 909.02.

(c) The maximum grades shall be:

- (1) Major arterial: four percent (4%);
- (2) Minor arterial: five percent (5%);
- (3) Neighborhood collector, minor residential streets and alleys: six percent (6%).

(d) The minimum grade for any street shall be one-half of one percent at the gutter, unless otherwise approved by the ~~Director of Engineering~~City Engineer. Street intersections shall be rounded by radii not less than twenty feet (20FT) at the curbline. ~~Sidewalks shall be located as approved by the Director of Engineering.~~

(e) All street construction and specifications for materials shall be in conformity with standards required by the City as published by the City Engineer.

(f) The plans must bear the approval of the ~~Director of Engineering and the Mayor~~City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire

~~Chief of the respective Division of Fire and p~~Places shall be provided for ~~such~~their signatures, including that of the Clerk of Council. The plans must be submitted to the Clerk one week in advance of a regularly scheduled Council meeting.

1127.02 PRIVATE ROADWAYS.

(a) As used in this section "private roadway" means any passageway designed for use by motor powered vehicles, upon property owned by one or more persons, firms or corporations where such passageway serves in excess of four dwelling units.

(b) All proposed private roadways and their pavement widths shall be shown on the preliminary and final plats filed in accordance with these Subdivision Regulations. In addition, a document indicating the responsible party for maintenance shall also be provided.

(c) All private roadways shall be improved with a hard surface of concrete, asphalt or other similar products or combination of products. The construction and specification for materials for private roadways shall conform with standards provided by the City standards as published by the City Engineer.

(d) The minimum pavement width for private roadways shall be twenty-six feet (26FT) and the maximum grade shall be six percent (6%), however, the minimum grade for private roadways shall be one-half of one percent at the gutter, unless otherwise approved by the ~~Director of Engineering~~City Engineer.

(e) Every private roadway ending in a dead end or at a cul-de-sac circle shall have a minimum pavement width as approved by the Planning Commission to assure access to the area for fire equipment and to facilitate the turning of vehicular traffic. In approving such minimum pavement widths the Planning Commission shall consider whether such cul-de-sac or turn-around will be used for parking vehicles.

(f) The plans must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief. Places shall be provided for their signatures.

1127.03 SANITARY SEWERS.

(a) Plans and profiles of sanitary sewers shall be submitted to the Director of Public Service. All grades, pipe sizes, manholes and other appurtenances shall be shown and installation and materials shall be in conformity with City standards as published by the City Engineer.

(b) Sanitary Sewer plans must bear the approval of the Director of Public Service and the Director of EngineeringCity Engineer and the Superintendent of Water/Wastewater. Places shall be provided for their signatures.

1127.04 WATER DISTRIBUTION.

(a) Plans of the proposed water distribution system shall be submitted to the Director of Public Service. All plans must show pipe sizes, locations of valves, fire hydrants and other appurtenances. Installation and materials shall be in conformity with City standards as published by the City Engineer, ~~which can be obtained from the Director of Engineering or City website.~~

(b) Water distribution system plans, if not incorporated as part of the street improvement plans, must bear the approval of the City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Fire Chief, ~~appropriate Fire Department Chief with jurisdictional control, and the Director of Engineering.~~ Places shall be provided for their signatures.

1127.05 STORM SEWER SYSTEM.

(a) Proposed storm sewers, including grades, pipe sizes, manholes, inlets and appurtenances may be shown on the street improvement plans. ~~The plans must be submitted to the Clerk of Council one week in advance of a regularly scheduled Council meeting.~~ Installation and materials shall be in conformity with City standards published by the City Engineer, ~~which can be obtained from the Director of Engineering or City website.~~

(b) The owner or developer shall follow the recommendations of the ~~Director of Engineering~~ City Engineer with regard to the proper method and direction of drainage and storm water following review of the proposed plan of such drainage as submitted by the subdivider or his engineer. A storm water management report shall be submitted to the City Engineer for review in conjunction with drainage plans.

(c) The storm sewer plans, if not incorporated as part of the street improvement plans, must bear the approval of the ~~Director of Engineering~~ City Engineer, Director of Public Service, Superintendent of Water/Wastewater, Superintendent of Streets, and Floodplain Administrator. Place shall be provided for ~~that~~ their signatures.

1127.06 LOTS AND BLOCKS.

(a) Every lot shall abut on a dedicated street. Double frontage lots shall be avoided. At the intersection of two streets, property line corners shall be rounded by an arc with a minimum radius of ten feet (10FT). Size, shape and orientation of residential lots shall be appropriate to the location of the proposed subdivision and for the types of development contemplated and in conformity with the Zoning Code, with proper regard given yard areas, setback lines, etc. Excessive depth in relation to length shall be avoided. A proportion of two to one depth to frontage shall be normal and depths in excess of three times the lot width are not recommended. Side lines of lots shall be approximately at right angles or radial to the street line. Corner lots shall have extra width sufficient to permit maintenance of building lines on both front and sides of lot. The maximum length of blocks may not exceed eighteen hundred feet (1,800FT) ~~feet~~ except where topographic conditions require longer blocks, nor shall they be less than four hundred feet (400FT) ~~feet~~ in length. Wherever blocks are longer than nine hundred feet (900FT) ~~feet~~, crosswalks or crosswalk easements not less than ten feet (10FT) in width may be required near the center of the block, and Council may require that a sidewalk be constructed in accordance with City standards for sidewalk construction. The width of a block shall normally be sufficient to allow two tiers of lots of appropriate depth except where double and reverse frontage lots are allowed. Where frontage on a primary street is involved, the long dimension of the block shall front thereon in order to minimize access intersections.

(b) Where either sanitary sewer or water service is not available, lots shall have a minimum frontage of seventy-five feet (75FT) and a minimum area of ten thousand square feet (10,000SF) ~~square feet~~. Where neither sanitary sewer nor water service is available, lots shall have a minimum frontage of one hundred feet (100FT) ~~feet~~ and a minimum area of twenty thousand square feet (20,000SF) ~~square feet~~.

1127.07 DRAINAGE.

(a) The Planning Commission shall not approve any subdivision having inadequate storm drainage or other physical drainage impairment as determined by the ~~Director of Engineering~~City Engineer. In areas known to be subject to periodic floods, such drainage improvements must be made as to satisfy the Director of Public Service, ~~the Director of Engineering and the Mayor~~and the City Engineer in order that the health and welfare of the people will be protected.

(b) No natural drainage course shall be altered and no fill, buildings or structures shall be placed in it unless provisions are made for the flow of water in a manner satisfactory to the ~~Director of Engineering~~City Engineer. An easement shall be provided on both sides of any existing important surface drainage course adequate for the purpose of protecting, widening, deepening, enclosing or otherwise improving such stream for drainage purposes.

(c) A master grade plan shall be prepared for all subdivisions and shall be presented to the ~~Mayor~~ for review and approval by the ~~Director of Engineering~~City Engineer. The grading plan shall show the existing topography, the proposed street grades and the proposed storm sewers with pipe sizes and grades. It shall also show the proposed elevation at each lot corner, the proposed finish grades at the house and shall delineate the method of rear yard drainage by showing proposed swales and direction of surface slope by arrows. The grading plan shall follow the standards as established for such grading by the ~~Federal Housing Administration~~City Engineer.

(d) Wherever possible, with exceptions being made where the topography of an area does not permit such grading practice, lots shall be graded from the rear lot line to the street. Where a lot abuts directly on two streets, the grade shall be from the corner of the lot which is diagonally opposite to the corner of the two streets on which the lot abuts. This section is included in order to reduce the amount of water standing in yards to a minimum. Therefore, where it is not possible to grade a lot in the prescribed manner, the owner or developer shall provide for the adequate drainage of any and all low areas and tie such drainage into and make it a part of the storm sewer system of the development and the City as directed by the ~~Director of Engineering~~City Engineer, with approval of such drainage subject to inspection by the ~~Director of Engineering~~City Engineer along with the inspection of other storm sewer installations.

(e) The Planning Commission shall not approve the final plat of any development or subdivision over which it has jurisdiction without certification from the Director of Public Service and the ~~Director of Engineering~~City Engineer that such development or subdivision has been designed to be in full compliance with the design requirements contained in ~~at the~~ "Stormwater Management Policy; and Design Manual for the City of Reynoldsburg, Ohio".

(f) There is hereby adopted, and incorporated by reference as if set out at length herein, for the purpose of establishing rules and regulations for the design, construction, or alteration, ~~that certain code known as the Stormwater Management Policy; and Design Manual as amended to the effective date of this section, or as hereafter amended in the most recent edition published by~~available from the Department of EngineeringCity Engineer.

1127.08 PUBLIC USE AREAS.

(a) Ten percent (10%) of the area of each residential subdivision, exclusive of streets, shall be allocated for recreational uses. When a proposed subdivision contains an area described as a proposed public building site, park, playground or other public area, that area shall be dedicated on the plat to the

City, another public agency, or reserved for acquisition by the City within a period of five (5) years by purchase or other means.

(b) Where required, the developer and the City shall work out an arrangement for parks and recreational facilities.

(c) Proposed large scale neighborhood unit developments and similar unusual developments may require the reservation or dedication of such additional areas or sites of a character, extent and location suitable for the needs of the community facilities created by such particular developments where deemed necessary by the Planning Commission.

(d) Natural features of beauty such as trees, brooks, topography and views shall be preserved whenever possible in designing any subdivision.

1127.09 UNDERGROUND ELECTRIC AND TELEPHONE LINES.

(a) The term "subdivision" as used in this section refers only to residential subdivisions of more than eleven (11) lots platted subsequent to July 1, 1967.

(b) Unless the subdivision has been exempted from the requirements of this section, as provided in subsection (e) hereof, all telephone and electric distribution wires, conduits, and cables therein shall be installed underground, except as necessary to bring service to the subdivision, and except for existing overhead facilities and any rearrangement, improvement or addition thereto.

(c) The preliminary plan with respect to the subdivision shall be submitted to the Director of Engineering and to the electric and telephone utility companies which will provide service to the subdivision for their recommendations with respect to the width and location of easements for electric and telephone distribution cables and related facilities. The recommendations of the ~~Director of Engineering~~ City Engineer and such utility companies shall be submitted to the Planning Commission by the owner of the subdivision together with the plat of the subdivision. Prior to signing the plat of the subdivision, the Planning Commission shall determine that adequate easements are provided for all utility services, including underground electric and telephone distribution wires, conduits, cables, gas pipelines, sewer and water lines. The owner of the subdivision shall, at the time the plat of the subdivision is submitted for approval, present such evidence as the Planning Commission deems necessary to ensure that the owner shall makes or has made provision for all utility services, including underground electric and telephone distribution wires, conduits, cables, gas pipelines, sewer and water lines in accordance with this section, adequate for the anticipated needs of the subdivision.

(d) The construction of all underground facilities shall meet the minimum requirements of any code approved by the Public Utilities Commission of Ohio ~~or any code approved or adopted by the Public Utilities Commission of Ohio.~~

(e) If, in the opinion of the owner of any subdivision or a portion thereof, or any interested utility company, the installation of underground facilities is economically or physically unfeasible, such owner or utility company may apply to the Planning Commission for exemption of the subdivision or portion thereof from the requirements of this section, stating in the application for exemption the reasons thereof or, and submitting therewith such exhibits, documents and data as may be necessary to substantiate the request. The Planning Commission shall hold a hearing, at ~~which~~ with which the applicant and any other interested person may appear, at its regularly scheduled meeting, after the submission of

an application for exemption. Notice of the hearing shall be given by certified mail by the applicant, at the applicant's expense, to each interested utility and owner no less than seven (7) days prior to such hearing. If the Planning Commission denies the application following the notice and hearing, the applicant may file a written appeal therefrom with the Clerk of Council, stating the reasons therefor, within thirty (30) days following the announcement of such decision by the Planning Commission. Such appeal shall be placed on the agenda for the next regularly scheduled meeting of Council following the filing thereof with the Clerk and shall be heard at such meeting. Council may, by resolution, reverse or affirm, wholly or in part, or may modify the decision of the Planning Commission.

1127.10 SEPARABILITY.

If any court of competent jurisdiction determines that any clause, section or portion of Section 1127.09 is invalid or unconstitutional, such finding shall in no way affect the validity of unconstitutionality of the balance of Section 1127.09.

1127.11 EROSION AND SEDIMENT CONTROL PLAN.

(a) An erosion and sediment control plan shall be prepared for all developments covered by this regulation which disturb one or more acres of land.

- (1) The erosion and sediment control plan shall conform to any and all standards defined in the Ohio Environmental Protection Agency authorization for storm water discharges associated with construction activity under the current National Pollutant Discharge Elimination System (NPDES) permit, and all revisions and amendments thereto. The Notice of Intent (NOI), as well as a copy of the Storm Water Pollution Prevention plan (SWP3) shall be provided to the city as part of the erosion and sediment control plan submittal.
- (2) The SWP3 shall be prepared by a professional experienced in the design and implementation of erosion and sedimentation controls and shall address all phases of construction. The SWP3 shall incorporate, at a minimum, all of "Part III, Section G" SWP3 requirements of the current NPDES permit, and all revisions and amendments thereto.

(b) Changes to SWP3, per the current NPDES permit, Section III D, shall be submitted to the city concurrent with the submittal to OEPA.

(c) The Notice of Termination (NOT), required per the current NPDES permit, Part IV, shall be submitted to the City concurrent with the submittal to OEPA.

1127.12 UTILITY AND TRAFFIC STUDIES

Utility and traffic studies may be required by the City Engineer to facilitate proper master or large scale planning of the City's infrastructure prior to the submission of public or private construction plans. Fees for review of such traffic or utility studies shall be in accordance with Section 1155 of the Zoning Code.

1355.01 ~~COLUMBUS GRID ADDRESS SYSTEM.~~

~~The Columbus grid system of house numbers, as delineated upon the plat of Columbus on file in the City Building, which plat is incorporated herein and made a part hereof, is hereby adopted as the official house numbering system of the City. The grid address system of Columbus and Franklin County is hereby adopted as the official addressing system of the portion of the City with Franklin County. Portions of the City that extend Fairfield or Licking Counties shall be numbered according the address systems in those counties.~~

1355.02 ENGINEER TO ASSIGN HOUSE NUMBERS.

The City Engineer is hereby authorized and directed to assign ~~house~~address numbers in the City. Fees for the service shall be in accordance with Section 1155 of the Zoning Code.

~~1355.03 ADDRESS POSTING REQUIRED.~~

- ~~(a) No owner or occupant of a single family residence shall fail to post, in no less than four inch Arabic numbers, the numerical address on that residence. The numbers shall be placed on the residence within five feet of the front door, on a street facing side of the home, in a contrasting color to the house. Where the residence is setback from the roadway so such numbers would not be visible from the road, the numbers shall be displayed on the mailbox or other method so as to identify the residence.~~
- ~~(b) No owner of a multiple family residence shall fail to post, in no less than four inch Arabic numbers the numerical address on the multiple family dwelling. The numbers shall be placed on the building on a wall facing the street and where the dwelling is setback from the roadway so such numbers are not visible from the road, the numbers shall be displayed on a mailbox or other method so as to identify the residence.~~
- ~~(c) No owner or occupant of a commercial establishment shall fail to post, above the main door in no less than four inch Arabic numbers, the address of that commercial establishment.~~
- ~~(d) Whoever violates this section is guilty of a minor misdemeanor. Each day such violation occurs or continues shall constitute a separate offense.~~

Planning Commission**Eric Snowden****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST**

DATE: **March 14, 2016****TO:** **Service Committee****RE:** ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE
CITY OF REYNOLDSBURG, OHIO: Amending Chapter 1103 Design
Review Board; Chapter 1139 Board of Zoning and Building Appeals;
Chapter 1147 Variances; Chapter 1193 "HD" Historic Overlay District
and Repealing Chapter 163 Village Commission; and Chapter 1194
Historic Commercial Overlay.

See the attached materials for details.

-Staff Reports

- Proposed Amendments

CHAPTER 1103 - Design Review Board

1103.01 ESTABLISHMENT.

There is hereby established a Design Review Board whose responsibility is to discharge the design review procedures defined subsequent herein. Such Board shall be composed of seven members, consisting of the following:

- (a) A member of the Planning Commission.
- (b) ~~City~~ Service Director.
- (c) Three ~~resident freeholders~~ residents of the City.
- (d) Two ~~additional members shall be~~ design professionals selected from the following disciplines:
 - (1) An architect, registered to practice in the State.
 - (2) A professional engineer, licensed to practice in the State.
 - (3) A landscape architect, registered to practice in the State.
 - (4) A graphic designer, experienced in exterior graphic design and/or signage.

1103.02 APPOINTMENT OF MEMBERS.

The ~~at-large~~ resident members shall be appointed by City Council. Design professionals shall be appointed by the Mayor. Nothing shall prevent an individual who is qualified as a design professional from serving on the Design Review Board as an ~~at-large~~ resident member.

1103.03 TERM OF OFFICE.

The term of all members of the Design Review Board shall be three years except that for the first Board, the term of one at-large member shall be one year, the term of one at-large member and one design professional shall be two years, and the term of one at-large member and one design professional shall be three years. Following expiration of original terms, successors to members originally appointed shall thereafter be appointed for terms of three years. Appointed members are eligible for reappointment at the discretion of the appointing authority.

~~1103.04 COMPENSATION.~~

~~Members of the Design Review Board shall receive no compensation. (Ord. 96-94. Passed 7-25-94.)~~

1103.04 SUBJECT LOTS AND SITES.

The design review districts shall consist of lots and sites in the following location:

- (a) The HD – Historic Overlay District, as defined by Chapter 1193 of the Zoning Code.
- (b) The Community Commercial Overlay, as defined by Section 1196.03 of the Zoning Code.
- (c) All other parcels in the City designated as commercial or industrial districts as defined by the Official Zoning Map.

1103.05 DUTIES AND RESPONSIBILITIES.

(a) It shall be the responsibility of the Design Review Board to evaluate the design and planning, including signage, for each new, renovated or expanded ~~commercial or industrial structure or overall development proposed for a site located within the Reynoldsburg Design Review Districts, defined as all current industrial and commercial zones as shown on the official Zoning Map within the design review districts.~~ In reviewing such plans, the Board shall examine:

- (1) Building design to include building massing and general architectural character, exterior surface treatments, fenestration, composition of all building elevations and the overall building color scheme.
- (2) Site development to include arrangement of buildings and structures on the site, use of signage, means of integrating parking and drives, points of access to public streets, internal access drive patterns and placement, variety, quantity and size of landscape materials.
- (3) Overall impact of the proposed project or development on the surrounding properties to determine the effect the project or development will have upon the appearance and environment of the district.

(b) In evaluating the design and planning for each new, renovated or expanded structure or development, the Board shall endeavor to assure that exterior appearance and environment of such buildings, structures and spaces shall:

- (1) Enhance the attractiveness and desirability of the district.
- (2) Encourage the orderly and harmonious development in a manner in keeping with the overall character of the district.
- (3) Improve residential amenities in any adjoining residential neighborhood.
- (4) Enhance and protect the public and private investment in the value of all land and improvements within the district.

(c) The ~~Design Review~~ Board may develop and implement design review standards and propose changes to those standards subject to the approval of Council.

1103.06 OPERATION.

The Design Review Board shall choose its own officers, adopt its own rules and/or regulations and maintain a record of its proceedings and actions. A quorum shall be considered as a majority of the authorized members of the Board for the purpose of transacting the business of the Board.

1103.07 REVIEW OF BOARD ACTIONS.

The City Council is hereby designated to hear all appeals of individuals who are directly affected by a decision of the Design Review Board when such appeal is properly and timely filed as required by ~~City ordinance~~ this Chapter.

1103.08 CERTIFICATE OF APPROPRIATENESS; APPLICATION.

Written application for a certificate of appropriateness shall be submitted to the ~~Chief Zoning Officer~~ Planning Administrator, who shall review ~~such~~ the application for proper form and content, and process it for review by the Board. ~~Upon acceptance of the application, the Zoning Officer shall process the application in accordance with the provisions of this chapter.~~

1103.09 FEE.

Application fee for a certificate of appropriateness shall be in accordance with the fee schedule provided by City Council in Section 1155 of the Zoning Code. ~~twenty-five dollars (\$25.00) for the basic review fee plus ten dollars (\$10.00) for each 1,000 square feet or fraction thereof of gross floor area contained within the proposed structure. No floor area fee shall be~~

~~charged for applications which do not involve new or additional gross floor area.~~

1103.10 CERTIFICATE REQUIRED.

(a) A certificate of appropriateness must be obtained prior to commencing new construction or any exterior remodeling, reconstruction or other exterior building modifications which would come within the jurisdiction of the Design Review Board, of structures within the design review districts. The Planning Administrator shall not issue a zoning certificate prior to the Board's review and approval of a certificate of appropriateness in accordance with the provisions of this chapter. Such certificate

(b) A certificate of appropriateness shall not be required in the case of normal and customary building maintenance activities that do not make changes to building material types or exterior colors.

(c) A certificate of appropriateness may not be required for projects in the design review districts that involve no changes to structures and qualify for minor site plan review under Section 1143. Projects of this type must not add any additional building material types or exterior colors.

(d) Signs on parcels within the design review districts shall be subject to the certificate of appropriateness requirements of Section 1181 of the Zoning Code.

1103.11 DESIGN REVIEW BOARD ACTION.

(a) The responsibility of review and approval or denial of the application for a certificate of appropriateness shall rest with the Design Review Board. All applications for a certificate of appropriateness shall be made to the Zoning Officer by the third Friday of every month. Planning Administrator at least 30 (days) prior to a regularly scheduled meeting of the Board. The applicant shall submit with his an application form, drawings, materials, sketches and proposed exterior of any new or existing building or structure within the District City limits. renderings as required by the Planning Administrator or the Board.

(b) The Design Review Board shall review each application and approve, approve with modifications or conditions or disapprove such application within forty-five days of the meeting. The Board shall render a decision on all applications within sixty (60) days from the original hearing of the Board unless additional time is requested by the applicant. Upon approval by the Board, the Zoning Officer/Planning Administrator shall issue a certificate of appropriateness to the applicant. within fifteen days thereafter. Upon disapproval by the Board, the Zoning Officer shall not issue a certificate of zoning compliance for such project.

1103.12 STANDARDS FOR DESIGN REVIEW.

(a) The Design Review Board shall review an application for a certificate of appropriateness to determine if proposed new construction or alteration to an existing commercial or industrial structure promotes, preserves and enhances the overall architectural character and integrity of the Design Review District in which the structure is proposed to be located and to endeavor to assure that the proposed structure or alteration would not be at variance with existing commercial or industrial structures within the Design Review District.

(b) In conducting this review, the Board shall examine and consider the design elements of the proposed structure including but not limited to the following:

- (1) Building height.
- (2) Building massing or the relationship of the building width to its height and depth and its relationship to the viewer's and pedestrian's visual perspective.
- (3) Fenestration to include the size, shape and materials of individual windows or door units and the overall harmonious relationship of window, door or other openings within the building facade.
- (4) Exterior detail and relationships which shall include all projecting and receding elements of the building exterior including but not limited to the horizontal or vertical expression and composition which is conveyed by these elements.
- (5) Roof shape which shall include form and material.
- (6) Exterior materials which shall include consideration of material compatibility among various elements of the structure, the texture and color of each material and the visual impact that the materials, when considered as a whole, will have upon the viewer's visual perspective.
- (7) Landscape design and plant materials which shall include the site lighting and use of landscaping features such as plant material, mounding, fencing or other details to highlight architectural features or screen and soften undesirable views.
- (8) Pedestrian environment which shall include the provision of features which enhance pedestrian movement and environment and which relate to the pedestrian's visual perspective.
- (9) Vehicle environment which shall include those provisions which enhance vehicle movement onto, within and off the site and which serve to separate vehicular and pedestrian movement.
- (10) Signage and graphics to include building and site graphic displays.

1103.13 VARIANCES AND SITE PLAN REVIEW REQUIRED.

(a) An application for a certificate of appropriateness in which the design under consideration would require a variance granted by the Board of Zoning and Building Appeals or a site plan review by the Planning Commission prior to construction shall not be considered until a final determination has been made on all required ~~or requested~~ variances or site plan reviews. If during the course of a review, the Board determines that a zoning variance will be required in order to implement the proposal under consideration, it shall suspend further action on the application until such time as the variance has been approved by the Board of Zoning and Building Appeals or the application has been amended to eliminate the need for the variance.

(b) The Design Review Board shall not have the authority or power to grant a variance to any zoning regulation of the City ~~nor shall the Board have the power or authority to grant an exception to any section of the Ohio Basic Building Code~~ during the course of any review conducted under the provisions of this chapter.

1103.14 ACTION ON APPLICATIONS TO BE RECORDED.

The Design Review Board shall maintain a record of all applications for a certificate of appropriateness including all action taken on each application.

1103.15 APPEAL OF DENIED APPLICATIONS.

~~— In the event an application for a certificate of appropriateness is denied by the Design Review Board, the applicant may, within twenty calendar days of the date of denial, file a written appeal with the Clerk of the City Council.~~

(a) Council shall have the power to hear and determine an appeal from the refusal by the Design Review Board to issue a certificate of appropriateness.

(b) An applicant refused such certificate shall appeal in writing to Council within thirty (30) days of the date of refusal by the Board. The Council shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. An ordinance stating the decision shall be introduced and passed at the next regular meeting following the hearing.

1103.99 PENALTY.

Any person, firm, partnership, corporation or ~~syndicate organization~~ in violation of this chapter ~~may be fined not more than fifty dollars (\$50.00)-~~ shall be subject to the penalties provided in Section 1155.99 of the Zoning Code. Each day the violation ~~continues or occurs~~ occurs or continues to occur may be considered a separate and new offense.

CHAPTER 1139 - Board of Zoning and Building Appeals

1139.01 MEETINGS.

Meetings of the Board of Zoning and Building Appeals shall be held as provided by the Charter and at such other times as the Board may determine. Each meeting of the Board shall be open to the public.

1139.02 QUORUM; VOTING.

(a) Three members present shall constitute a quorum of the Board of Zoning and Building Appeals.

(b) All action taken by the Board shall be initiated by motion and shall be recorded in the minutes. The Board shall keep minutes of its proceedings showing the vote of each member upon each question, or, if a member is absent or fails to vote, the minutes shall indicate such fact, and all minutes shall be a public record.

(c) Three affirmative votes shall be required for the passage of any motion, which:

- ~~(1) Approves or denies a site plan;~~
- ~~(2) Grants a variance or exception to the provisions of this Zoning Code;~~
- ~~(3) Establishes conditions precedent to the approval of a site plan, for the granting of a variance or exception to the provisions of this Zoning Code, or for approval of a special exception;~~
- ~~(4) Sets forth an interpretation of a provision of this Zoning Code or of the Zoning Map;~~
- ~~(5) Grants or denies a zoning certificate referred to it by the Zoning Officer or brought forth on appeal from an applicant;~~
- ~~(6) Overrules or amends any official action of the Zoning Officer;~~
- ~~(7) Recommends amendment of this Zoning Code;~~
- ~~(8) Takes any other official action consistent with the powers, duties, or authorities of the Board as set forth by the provisions of the Charter and of this Zoning Code.~~

1139.03 POWERS AND DUTIES.

The powers and duties of the Board of Zoning and Building Appeals shall be as follows:

~~—(a) To review and approve or deny approval of a site plan, as provided in Chapter 1143;~~

~~—(b)~~ (a) To permit exceptions to and variances from the provisions of this Zoning Code, as provided in Chapter 1147;

~~—(c)~~ (b) To authorize or deny a special exception, including the determination of similar uses, as provided in Chapter 1145;

~~—(d)~~ (c) To establish such reasonable conditions, regulations, and standards in the approval of a site plan, special exception, variance or exception, or other official action as necessary to ensure that the design, construction, and operation of the use or structures subject to such

approval are carried out consistent with the purpose and intent of this Zoning Code and of the ordinances of the city;

—~~(e)~~ (d) To make interpretations, upon request of the ~~Zoning Officer-Planning Administrator~~ or upon appeal from any property owner of the city, of the meaning and application of the provisions and illustrations of this Zoning Code and of the Zoning Map of the city including:

- (1) Determination of the exact boundary lines of districts (*See 1161.06*);
- (2) Determination of the meanings of the permitted uses and special exceptions as listed in the districts;
- (3) Determination of the rules applicable to the filing of applications, review procedures, and permit issuances; except that the Board shall not make such interpretations as the City Attorney may determine should be a matter of legislative action by City Council;

—~~(f)~~ (e) To grant or deny a zoning certificate when the question of the issuance of such certificate is referred to it by the ~~Zoning Officer-Planning Administrator~~, or when the provisions of this Zoning Code indicate that the Board shall consider such question;

—~~(g)~~ (f) To overrule or amend any official action of the ~~Zoning Officer-Planning Administrator~~ when an applicant makes an appeal for such relief and when the Board determines that such action has been contrary to the intent and spirit of this Zoning Code. For such purpose, the Board may make null and void any zoning certificate issued or any action taken by the ~~Zoning Officer-Planning Administrator~~ by notifying the ~~Zoning Officer-Planning Administrator~~ and the principal interested party or parties in writing;

—~~(h)~~ To recommend to City Council amendment of the Zoning Code or of the Zoning Map;~~(g)~~ To hear appeals from the Property Maintenance Code as provided for in that code; and

—~~(i)~~ (h) Such other official action consistent with the powers, duties, or authorities of the Board as set forth by the provisions of the Charter ~~and of this Zoning Code~~ or assigned by City Council.

1139.04 POWER OF COUNCIL ON APPEALS.

(a) Council shall have the power to hear and determine an appeal from the refusal by the Board of Zoning and Building Appeals to issue a ~~site plan approval~~, zoning certificate, variances or exception, or a special exception.

(b) An applicant refused such approval, exception, certificate or variance shall appeal in writing to Council within thirty (30) days of the date of refusal by the Board ~~of Zoning and Building Appeals~~. The ~~President of Council~~ shall set a date for a hearing on the appeal and ~~Council shall~~ render a decision on the appeal within thirty (30) days of the receipt of such written request. An ordinance stating the decision shall be introduced and passed at the next regular meeting following the hearing.

1139.05 ~~CONCURRENT APPLICATIONS~~APPLICATION PROCEDURES.

- (a) The application deadline for appeals of denied zoning certificates or administrative appeals shall be ten (10) days prior to each regularly scheduled meeting of the Board.
- (b) Unless otherwise stated by this Code, the deadlines for all other applications to the Board of Zoning and Building Appeals will be thirty (30) prior to each regularly scheduled meeting of the Board.
- (c) In the interest of timely and efficient administration of the provisions of this Code, applicants may submit, and the Board may take action upon, concurrent applications for special exceptions, ~~site plans~~, variances, and other matters on which the Board is granted authority by this Code. All such concurrent applications shall be submitted in conformance with the applicable provisions of this Code. The Board shall not take such concurrent action if it determines that such concurrent action is not in the best interest of the city.
- (d) Unless otherwise prescribed by this code or requested by the applicant, the Board shall render a decision on all applications within sixty (60) days from the original hearing.

1147.01 AUTHORITY OF THE BOARD.

The Board of Zoning and Building Appeals may vary the strict application of the provisions of this Zoning Code where, owing to special characteristics of a property, a literal enforcement of the provisions would result in unnecessary hardship or practical difficulty, and where such variance will be in harmony with the general purpose and intent of this Code and in accordance with the specific rules contained in this chapter.

1147.02 REQUEST FOR VARIANCE.

A property owner seeking a variance shall submit a written request for variance on forms provided by the ~~Zoning Officer~~Planning Administrator. Such request shall include the following:

- (a) Name, address, and telephone number of the property owner(s) and owner's agent(s);
- (b) Legal description, address, tax district and parcel number of the property;
- (c) Description of the nature of the variance requested and a statement demonstrating the extent to which the requested variance conforms to the standards for variance in this Code;
- (d) Statement of the hardship;
- (e) Such other information and exhibits as may be appropriate to establish the facts of the appeal and the grounds for relief;
- (f) A fee as required by this Code.

1147.04 ACTION BY BOARD.

~~Within sixty (60) days after the public hearing, the Board of Zoning and Building Appeals shall either approve or disapprove the request for a variance.~~ If the Board determines to approve the requested variance, it shall, after specifying such conditions as it deems necessary, direct the ~~Zoning Officer~~Planning Administrator to issue a zoning certificate describing the variance and the conditions, subject to all other applicable provisions of this Code.

1147.08 ~~RENEWAL OF APPEAL~~REAPPLICATION.

~~The Board shall not, within six (6) months of its decision to deny a request, accept the same request for variance for reconsideration.~~

The Board shall not accept a new application for a variance that has been previously denied within twelve (12) months of denial.

~~163.01 ESTABLISHED; POWERS AND DUTIES.~~

- ~~—(a) The Reynoldsburg Village Commission is hereby established. The Commission shall consist of three individuals, recommended by the Reynoldsburg Truro Historical Society and appointed by the Mayor. The Mayor shall serve as ex officio member of the Commission. Each term of service shall be one year beginning on January 15 and ending on January 14. The Commission shall determine its own organization, bylaws and rules and shall comply with the City Charter and where applicable, the laws of the State.~~
- ~~—(b) Structures which are eligible to participate in the Commission's preservation program are located in Old Reynoldsburg Village, the perimeters of which shall be more fully described by the Commission; also included, are other historically significant properties located within and adjacent to the boundaries of the City.~~
- ~~—(c) The Commission will attempt to make known its voluntary guidelines for participation of structures in Reynoldsburg and adjacent areas and solicit owners to preserve and maintain their structures in accordance with architectural styles and exterior colors recommended by the Commission.~~
- ~~—(d) The Commission shall keep a record book of structures participating in the preservation program and record items of historical significance on each of the structures, if known. The record book shall be kept at the Reynoldsburg Truro Historical Society Museum and shall be open for public inspection during the open hours of the Museum.~~

CHAPTER 1193—"HD" Historic Overlay District

1193.01 DISTRICT ESTABLISHED.

There is hereby established a "Reynoldsburg Historic District" having boundaries as described in Exhibit "A" of Ordinance 87-96 (Passed June 24, 1996) and as shown on the Zoning Map.

1193.02 PURPOSE.

The purposes of the Historic District shall be: to retain the Historic District scale and character; to provide guidelines for the consistent development for all new and existing uses; to improve the physical appearance of streets, public right-of-way areas and buildings; to preserve, protect and retain the historical and architectural heritage of the City; to maintain single-family dwellings of different sizes, but similar in appearance; to encourage the development of dwellings and offices over street level shops and offices within the commercial land use overlay; and to provide for a mixture of residential, commercial, retail uses along with small office and professional service establishments.

1193.03 PERMITTED USES.

The following uses shall be permitted uses in the HD Historic Overlay District:

(a) Any use legally existing on the effective date of Ordinance 87-96 on a site within the boundaries of the Historic Overlay District as established by Ordinance 87-96;

(b) Within the area(s) of the Historic Overlay District designated on the Zoning Map for Residential Use:

- (1) Multiple family dwellings;
- (2) Public parks or playgrounds;
- (3) Public and/or private schools;
- (4) Single family dwellings.

(c) Within the area(s) of the Historic Overlay District designated on the Zoning Map for Commercial Use:

- (1) Residential uses if not at the street level on Main Street.
- (2) General merchandise, consisting of:
 - A. Specialty shops;
 - B. Dry goods and general merchandise; and
 - C. Miscellaneous apparel and accessory stores.
- (3) Food sales, consisting of:
 - A. Specialty food stores;
 - B. Dairy or bakery products;
 - C. Miscellaneous food stores; and
 - D. Grocery, meat, fish, fruit and vegetable sales.
- (4) Home Furnishings, consisting of:
 - A. Paint and wallpaper sales;
 - B. Radio, television and music stores;
 - C. Interior decorating and upholstery shops; and
 - D. Furniture, home furnishings and equipment stores.
- (5) Personal Services, consisting of:
 - A. Barber and beauty shops;
 - B. Shoe and garment repair;

- ~~C. Public and private parking lots and spaces;~~
- ~~D. Radio, television or small appliance repair;~~
- ~~E. Banks, savings and loans, and credit agencies;~~
- ~~F. On-premises duplicating and reproduction services;~~
- ~~G. Eating and drinking establishments, but not including restaurants with drive-thru facilities;~~
- ~~H. Eating establishments which include outdoor dining areas (not within the public right-of-way) shall be encouraged; and~~
- ~~I. Offices for professional services such as architects, consultants, dentists, engineers, insurance agents, landscape architects, lawyers, physicians and real estate agents.~~
- ~~(6) Retail Sales, consisting of:~~
 - ~~A. Jewelry;~~
 - ~~B. Florists;~~
 - ~~C. Drug stores;~~
 - ~~D. Optical goods;~~
 - ~~E. Sporting goods;~~
 - ~~F. Hardware stores;~~
 - ~~G. Automobile parts;~~
 - ~~H. Books and newspapers;~~
 - ~~I. Gift or antique stores; and~~
 - ~~J. Other retail stores which conform to the purpose and intent of the District.~~
- ~~(7) Similar uses as special exceptions, determined in conformance with the provisions of this Code.~~

1193.04 PARKING PROVISIONS.

~~Parking facilities shall be provided for uses established in the Historic District consistent with the requirements of Chapter 1179: Parking and Loading, except that the parking facilities required for any use in the HD Historic District may be supplied by on- or off-street facilities provided for any other business use, as long as the conditions set forth below are met:~~

- ~~(a) The majority (over 50%) of the parking shall be off-street.~~
- ~~(b) The building or use for which the application is being made to utilize the on- or off-street parking facilities provided by another building or use shall be located within seven hundred feet (700') of such parking facilities.~~
- ~~(c) The applicant shall substantiate that there is not significant conflict in the principal hours of parking demand of the two (2) buildings or uses for which joint uses of on- or off-street parking is proposed. Such calculations shall be performed according to procedures specified by the Zoning Officer.~~
- ~~(d) A properly drawn and executed legal instrument for joint use; including a site plan, of on- or off-street parking facilities, shall be filed with the Zoning Officer. Joint use parking privilege shall continue in effect only so long as such an instrument, binding on all parties, remains in force. If such instrument becomes legally ineffective, then off-street parking must be provided as otherwise required by the City.~~

1193.05 REVIEWS REQUIRED, STANDARDS FOR REVIEW.

~~The following procedures and development standards shall be required in order to guide property~~

and business owners, as well as the City, in the preservation and enhancement of the unique architectural and landscape architectural character of the HD Historic Overlay District.

(a) ~~Activities Subject to Review.~~ The following changes within the Historic District shall be subject to the certificate of appropriateness application and review procedures and standards of this Chapter:

- ~~(1) Change in use;~~
- ~~(2) Demolition or removal or addition to any existing structure;~~
- ~~(3) Any exterior work requiring a building permit;~~
- ~~(4) Landscape architectural changes including:~~
 - ~~A. Exterior lighting;~~
 - ~~B. Outdoor storage/service areas;~~
 - ~~C. Landscaping and site maintenance;~~
 - ~~D. Exterior walks, patios and terraces; and~~
 - ~~E. Parking lot or parking space development including interior and perimeter landscaping.~~
- ~~(5) Exterior architectural changes including:~~
 - ~~A. Building lighting;~~
 - ~~B. Architectural awnings;~~
 - ~~C. Demolition of a structure;~~
 - ~~D. Construction of a new structure, including an accessory structure;~~
 - ~~E. Addition to an existing structure;~~
 - ~~F. Any change in building materials or building color; and~~
 - ~~G. Any change in building doors or windows, including storm doors or windows.~~

(b) ~~Standards for Review.~~ The following standards shall be applied in reviewing an application for a certificate of appropriateness:

- ~~(1) Revitalization Plan.~~ All reviews shall be based on the guidelines established in the Olde Reynoldsburg Main Street Revitalization Plan as adopted by Resolution No. 48-96.
- ~~(2) Demolition or Removal.~~ In reviewing an application for demolition or removal of a structure, the Board shall issue a certificate when at least one of the following conditions prevails:
 - ~~A. The structure contains no features of architectural or historic significance to the character of the area within which it is located.~~
 - ~~B. Deterioration has progressed to the point where it is not economically feasible to restore the structure and there exists no reasonable economic use for the structure as it exists or as it might be restored, and that there exists no feasible and prudent alternative to demolition.~~
- ~~(3) New Uses and New Construction.~~ Properties being developed for new uses shall meet the guidelines of permitted uses as outlined in 1193.03, in both Residential and Commercial overlays. Construction and design should be consistent with the character of the surrounding area and be consistent with the objectives of the Historic District.
- ~~(4) Exterior Changes.~~ Whenever feasible, historic features shall be repaired rather than replaced. When severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

~~1193.06 APPLICATION AND REVIEW PROCEDURES.~~

(a) ~~Application and Certificate Required.~~ Before making any changes which are subject to the

provisions of this Chapter, the owner of a lot within the Historic District shall submit to the Zoning Officer an application for a certificate of appropriateness. The application shall be on a form provided by the Zoning Officer. The owner is encouraged to meet with the Zoning Officer to review the proposed work and the requirements of this Code prior to submitting the application.

(b) ~~Review of Application.~~ The Reynoldsburg Design Review Board shall review all applications for certificates of appropriateness. The application shall be reviewed in a public meeting, with advertisement in a newspaper of local circulation and notice to the applicant at least ten (10) days prior to the meeting. The applicant (or agent) and any other person having interest in the application shall have opportunity to give testimony to the Design Review Board. The Design Review Board shall vote to approve, approve with modifications or disapprove the application.

(c) ~~Issuance of Certificate.~~ Subsequent to approval by the Design Review Board, the Zoning Officer shall issue a Certificate of Appropriateness. No building permit shall be issued prior to approval of a certificate of appropriateness. Any certificate of appropriateness which approves new construction, demolition, or alteration of an existing structure shall become void if the work which is the subject of the approval is not commenced within nine (9) months after the approval. An extension may be requested by the applicant and granted by the Reynoldsburg Design Review Board.

(d) ~~Appeal of Denial.~~ An applicant denied a certificate of appropriateness by the Reynoldsburg Design Review Board may appeal to City Council by filing a written appeal with the Clerk of Council within ten (10) days of denial by the Design Review Board. Council shall hear and decide the appeal within thirty (30) days after the written appeal is filed.

CHAPTER 1194
Historic Commercial Overlay

1194.01 INTRODUCTION.

(a) In the mid 1990's the historic area of Olde Reynoldsburg was becoming increasingly threatened by suburban style, strip development that had taken place along East Main Street since the 1950's. This led to the City funding and subsequently adopting the Olde Reynoldsburg Main Street Revitalization Plan and Chapter 1193 "HD" Historic Overlay District of the Reynoldsburg Code of Ordinances in 1996 (Ord. 87-96). This plan and zoning overlay set a path to protect the historic, pedestrian friendly character of the area, and encourage high quality development and redevelopment that complimented the unique historic character of the area.

(b) New development has not occurred at a significant rate, and the commercial economy of Olde Reynoldsburg is not currently in a state of highest and best use for the area. One of the discouraging factors that has steered away new investment in the area is the current zoning code. The code does not accommodate or encourage the unique architectural character typical of older, commercial centers. Therefore a Commercial Design Guidelines Committee was established to develop an overlay for Olde Reynoldsburg that would impose alternative urban development standards – the Historic Commercial Overlay (HCO).

(c) The purpose of the Historic Commercial Overlay (HCO) is to regulate development in order to protect, reestablish and retain the unique architectural and aesthetic characteristics of an older, historic commercial corridor while accommodating new investment in the area. This corridor is characterized by pedestrian oriented architecture, building setbacks ranging from zero to fifteen feet, rear parking lots, commercial land uses with a variety of lot sizes, supported by a grid street system with alleyways. The provisions of the HCO are intended to encourage pedestrian oriented development featuring retail display windows, reduced building setbacks, rear parking lots, and other pedestrian oriented site design elements.

1194.02 DEFINITIONS.

This section contains many commonly used terms found within this chapter of the code. In addition to the definitions listed herein, all definitions from Chapter 1131 shall also apply.

Building Frontage. The side, or facade, of a building closest to and most nearly parallel to an abutting street.

Build to Line. The point from a primary or secondary street at where the front of the building is to be located.

Building Frontage, Primary. A building frontage that abuts a street listed as a primary street.

Building Frontage, Secondary. A building frontage that abuts an alley or a street not listed as a primary street.

Building, Rear. The wall or plane opposite the primary building frontage. For a building on a

corner lot, the building rear is the wall or plane opposite the wall or plane containing the principal building entrance.

Facade. A side of the exterior of a building, especially the front, but also sometimes the sides and rear.

Footcandles. A unit of light intensity that is equal to the amount of light falling on one square foot area from a one candela light source at a distance of one foot.

Gable. The triangular section of a wall at the end of a pitched roof, occupying the space between the two slopes of the roof, or the whole end wall of a building or wing having a pitched roof.

Parapet Wall. A low wall barrier at the edge of a roof or structure which may serve to prevent falls over the edge or serve as a stylistic feature.

Primary Street. A primary street as referred to in this section includes Main Street, Graham Road, Waggoner Road, and Lancaster Avenue.

Pedestrian Zone. An area between a main building and a public street utilized for pedestrian access and amenities.

Pedestrian Amenity. Elements of individual developments that directly affect the quality and character of the public domain.

Redevelopment. The reconstruction of any developed property or building gross floor area, or combination thereof by more than fifty percent (50%) over a seven year period.

Routine Maintenance. Work that is planned and performed on a routine basis to maintain and preserve the condition of the building or site including but not limited to painting, addition of awnings, roof repair, parking rehabilitation, and window replacement and treatment.

Stacking Space. Area where cars are permitted to wait in a resting state to access a use, or at a traffic signal or sign.

Traditional and Natural Materials. Consists of clay bricks (full or thin set, if thin set corners must have full brick appearance), stone, cultured stone (samples must be provided), wood or fiber-cement board siding.

Tree Lawn. A small area, often planted with trees and grass, between a street and the sidewalk of that street.

1194.03 OVERLAY AREAS.

The Reynoldsburg Historic Commercial Overlay (HCO) shall apply to all commercially zoned properties within the Historic District, as established in Ordinance 87-96 (passed June 24, 1996).

1194.04 PERMITTED USES.

The following uses shall be permitted in the Historic Commercial Overlay.

(a) Within the area(s) of the HCO designated on the zoning map for residential use:

- ~~(1) Single family dwellings;~~
- ~~(2) Public parks and playgrounds;~~
- ~~(3) Public and or private schools;~~
- ~~(4) Semi-public uses;~~
- ~~(5) Public parking lots owned and operated by the municipality; and~~
- ~~(6) Multiple family dwellings as a planned development.~~
- ~~(b) Within the area(s) of the HCO designated on the zoning map for commercial use:~~
 - ~~(1) Retail stores;~~
 - ~~(2) Administrative and business offices;~~
 - ~~(3) Business services;~~
 - ~~(4) Professional activities;~~
 - ~~(5) Personal services;~~
 - ~~(6) Mortuaries;~~
 - ~~(7) Eating and drinking establishments;~~
 - ~~(8) Public and semi-public uses;~~
 - ~~(9) Items displayed for sale outdoors within five feet of the primary building frontage;~~
 - ~~—(10) Organizations and associations; and~~
 - ~~—(11) Residential uses not at the street level.~~
- ~~(c) Special exceptions which have a special exception permit.~~

~~1194.05 APPLICABILITY AND EXTENT.~~

~~The standards contained in the HCO are in addition to the regulations of the underlying zoning districts. Where the provisions of this chapter conflict with those of the underlying zoning district or other provisions of this Zoning Code, the most restrictive provision applies. The standards and requirements of the HCO apply as follows:~~

- ~~(a) On a commercially-zoned or commercially-used property within the HCO:~~
 - ~~(1) The placement, construction, or reconstruction of a principal building is subject to all standard requirements of this Overlay;~~
 - ~~(2) The expansion or redevelopment of a building's gross floor area by more than fifty percent (50%) over a seven year period shall subject the entire building/site to the provisions herein;~~
 - ~~(3) The extension or expansion of a building towards a public street is subject to all the provisions herein; and~~
 - ~~(4) Exterior alteration of a primary or secondary building frontage is subject to all provisions herein;~~
- ~~(b) The construction or installation of parking lots, fences and other accessory structures on commercially-zoned or commercially-used properties shall comply with Sections 1194.06, 1194.07, 1194.08;~~
- ~~(c) The installation of new on-site lighting must comply with Section 1194.09;~~
- ~~(d) Routine maintenance and in-kind replacement of materials are exempt from the standards and requirements of this chapter; and~~
- ~~(e) The HCO shall be exempt from the Stream Corridor Protection Zone as long as best management practices are used to maintain the quality of the surrounding watersheds.~~

~~1194.06 SITE ORIENTATION.~~

~~(a) The build to line is ten feet. A minimum of fifty percent (50%) of the building must be sited at the build to line. Other portions of a building beyond the fifty percent (50%) may be set back farther than the build to line; or in advance of the build to line up to five feet.~~

(b) ~~The minimum setback for parking lots on a primary street is ten feet.~~

(c) ~~Parking lots and accessory buildings shall be located at the rear of the main building. Where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening.~~

(d) ~~A rear yard setback shall not be required for parcels adjacent to an alley or street containing a rear access agreement with adjacent parcels, a minimum twenty rear setback shall apply to other parcels. There shall be no required side yard setback.~~

1194.07 DESIGN STANDARDS.

(a) ~~A primary building frontage shall incorporate at least one main entrance door. At a building corner where two primary building frontages meet, one main entrance door may be located so as to meet the requirement for the entrance on both building frontages.~~

(b) ~~A building frontage that exceeds a width of fifty feet shall include vertical piers or other vertical visual elements to break the plane of the building frontage. The vertical piers or vertical elements shall be spaced at intervals of fifteen feet to thirty five feet along the entire building frontage.~~

(c) ~~For each primary building frontage, at least fifty percent (50%) of the building materials on the facade excluding window glass shall consist of traditional and natural materials.~~

(d) ~~For each primary building frontage, at least sixty percent (60%) of the area between the height of two and ten feet above the nearest sidewalk grade shall be clear/non-tinted window glass permitting a view of the building's interior to a minimum depth of four feet. For a secondary building frontage, the pattern of window glass shall continue from the primary frontage a minimum distance of ten feet (Low-E is an acceptable glass material).~~

(e) ~~Upper story windows (any story above ground) create a repeated pattern for unity and are an integral part of the building design. Upper story windows should be smaller than storefront windows at street level, should be spaced at regular intervals, and give scale and texture to the street edge formed by building facades.~~

(f) ~~For any new installation or replacement of upper story windows, the new/replacement windows must be clear/non-tinted glass.~~

(g) ~~Windows must not be blocked, boarded, or reduced in size, unless otherwise required for securing a vacant structure.~~

(h) ~~At least twenty five percent (25%) of the second and third floor building frontages (as measured from floor to ceiling) must be window glass. This requirement may be waived if historic documentation (e.g. historic photos) from when the building was first constructed can be provided that shows a different percentage of window glass was used on the second and third floor building frontages. In such cases, the historic percentage must be maintained.~~

(i) ~~All roof mounted mechanical equipment shall be screened to the height of the equipment. The design, colors and materials used shall be architecturally compatible with the rooftop and the aesthetic~~

character of the building.

~~(j) Dumpsters and all ground-mounted mechanical equipment shall be screened from public view to the height of the dumpster/equipment.~~

~~(k) Fences, with or without masonry piers, shall be decorative and constructed of ornamental metal tubes or solid metal bars. Fences may not exceed a height of four feet. Chain-link fences are not permitted.~~

~~(l) Roof materials shall be of traditional appearance, any shingle roofing shall be decorative (at minimum dimensional shingling shall be used).~~

~~(m) When a property is redeveloped all overhead utilities shall be placed underground.~~

~~(n) Masonry or stone walls may be used for screening, sitting, or used as independent architectural elements. Walls may not exceed a height of four feet, and shall not exceed two feet in pedestrian zone.~~

1194.08 PARKING AND CIRCULATION STANDARDS.

~~(a) Parking, stacking and circulation aisles are not permitted between a public street right-of-way line and a principal building.~~

~~(b) A parking lot shall be located at the rear of the main building; however, where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening consisting of a decorative, masonry wall or fence (excluding chain link), or a continuous row of shrubs no less than three feet in height at the time of establishment.~~

~~(c) Parking requirements set forth in Chapter 1179 may be reduced by up to fifty percent (50%) if the additional required parking is available on street or in public lots, or through shared parking agreements with adjacent properties if the property is within 750 feet of the primary structure.~~

~~(d) Parking should be consolidated into shared or public parking lots (behind buildings). Parking lots should be interconnected to encourage traffic flow among buildings and to reduce the overall paved area. Written shared access agreements with adjoining lots will be required at the time of development or expansion of any parking lot within the HCO if a reduction in parking requirements is sought.~~

~~(e) Bicycle parking is required for all commercial uses at a rate of one bicycle parking space per ten parking spaces. A bicycle parking space shall be an area not less than two by six feet, and have a secured locking post or mechanism as approved by the Planning Administrator.~~

~~(f) Residential dwellings shall not be required to have enclosed parking, but all other parking provisions shall apply.~~

~~(g) The Board of Zoning and Building Appeals may reduce or eliminate the required number of loading spaces in conjunction with a major site plan approval after giving due consideration to the following factors:~~

- ~~(1) Frequency and time of deliveries;~~
- ~~(2) Necessary size and nature of delivery vehicles;~~

- ~~(3) Impact on adjoining streets or alleys; and~~
 - ~~(4) Neighborhood character.~~
- ~~(Ord. 80-08. Passed 12-8-08.)~~

~~1194.09 PEDESTRIAN AMENITIES.~~

~~Pedestrian amenities serve as informal gathering places for socializing, resting and outdoor enjoyment of Olde Reynoldsburg. Any new improvement to a commercial property as outlined in Section 1194.05 must provide pedestrian amenities as outlined below.~~

- ~~(a) One pedestrian amenity must be provided for every 2,000 square feet of gross floor area that is new or improved.~~
 - ~~(b) No less than one pedestrian amenity shall be required for any improvements over 1,000 square feet.~~
 - ~~(c) The pedestrian amenity must be installed or constructed within the pedestrian zone.~~
 - ~~(d) The following are an approved list of pedestrian amenities to be installed:~~
 - ~~(1) A plaza or courtyard that is accessible and designed for public use with a minimum area of 250 square feet;~~
 - ~~(2) Sitting space (e.g. dining area, benches, or ledges). Recommended dimensions for sitting areas are a minimum of sixteen inches in height and forty eight inches in width;~~
 - ~~(3) Public art;~~
 - ~~(4) Permanent planters;~~
 - ~~(5) Permanent fountains or other water features;~~
 - ~~(6) Decorative waste receptacles; and~~
 - ~~(7) Decorative pedestrian lighting.~~
- ~~(Ord. 80-08. Passed 12-8-08.)~~

~~1194.10 LIGHTING.~~

~~Exterior lighting must be designed, located, constructed, and maintained to minimize light trespass and spill over off the subject property. To achieve this objective, the following are mandatory site-lighting requirements:~~

- ~~(a) Area lighting fixtures must be decorative low light fixtures;~~
- ~~(b) The height of any parking lot light pole/fixture must not exceed eighteen feet above grade;~~
- ~~(c) Exterior building light fixtures must not generate excessive light levels, cause glare, or direct light beyond the facade onto neighboring property, streets, or the night sky. Strobe or flashing lights are not permitted; and~~
- ~~(d) Security lighting must be from full cut-off type fixtures, shielded and aimed so that the light is directed to the area that is being protected by light.~~

~~1194.11 DRIVE THRU USES AND STANDARDS.~~

~~(a) Drive thru pickup windows and coverings are prohibited on primary and secondary frontages and shall be attached to the rear or side of the principal building.~~

~~(b) Drive thru windows shall be designed as an integral part of the structure they serve and building materials including canopies, awnings, support posts, etc. shall match the materials and color scheme of the building they are serving.~~

~~1194.12 GRAPHICS.~~

~~Next to the streetscape development guidelines, business identification signage can be the singular most effective element that visually contributes or detracts from the overall image of the district. The~~

quality of a business sign is most often indicative of the character of a business. The following are general requirements for all businesses in the HCO:

(a) ~~General Standards:~~

- (1) ~~All signs shall be on the premises of a business they identify.~~
- (2) ~~The following sign types are appropriate for the identification of businesses in the HCO:~~
 - A. ~~Ground signs;~~
 - B. ~~Projecting signs; and~~
 - C. ~~Wall signs (which may include letters on an awning).~~
- (3) ~~Wall signs consisting of individual letters shall not be permitted.~~
- (4) ~~All signs shall be of a professional character. No homemade lettered signs shall be permitted.~~
- (5) ~~Where businesses occur behind other businesses off of a primary street a sign shall be permitted for direction to that business.~~
- (6) ~~Businesses shall be permitted one wall or awning sign, as well as one ground or projecting sign.~~
- (7) ~~Directional signs which may include the words "entrance"/"exit", "in/out" shall be permitted if they are not over two square feet in area and do not constitute a traffic hazard. Such signs shall not be illuminated.~~
- (8) ~~Certain signs are not permitted because they involve materials, colors and designs that would not have been used historically in the area. Such signs include:~~
 - A. ~~Billboards;~~
 - B. ~~Plastic or vinyl signs;~~
 - C. ~~Marquee signs;~~
 - D. ~~Off premise graphic;~~
 - E. ~~Mobile or portable signs with the exception of sandwich boards not to exceed ten square feet;~~
 - F. ~~Interior illuminated signs;~~
 - G. ~~Blinking, flashing, moving, or vibrating signs;~~
 - H. ~~No sign colors of fluorescent or "day glow" orange;~~
 - I. ~~Signs mounted on the top of building or on the roof; and~~
 - J. ~~Signs extending above the wall of any structure to which they are attached.~~
- (9) ~~Face changes in existing cabinet style signs are required to be approved by the DRB.~~

(b) ~~Building Unit Number:~~

- (1) ~~Street numbers shall be required for all buildings and/or uses. When an applicant applies for a sign permit they shall demonstrate that the site should be identified by a street address number on either the building or on a permitted sign.~~
- (2) ~~Business address numbers shall be a minimum of four inches.~~
- (3) ~~Where possible building/business address numbers shall be integrated into the building/business identification sign.~~
- (4) ~~If incorporated into the sign the area for the building or business number should not be counted as a part of the sign area.~~

(c) ~~Sign Types and Sizes.~~ The following maximum areas of business identification signs are permitted:

- (1) ~~Ground signs up to eighteen square feet;~~
- (2) ~~Projecting signs up to eighteen square feet;~~
- (3) ~~Wall signs up to twenty square feet;~~
- (4) ~~A wall sign should project no more than one foot from the face of the building;~~
- (5) ~~The maximum height for all free standing and signs should be six feet;~~

- ~~(6) A window sign consisting of individual letters shall occupy no more than twenty five percent (25%) of the total window area; and~~
- ~~(7) Lettering on an awning for business identification shall be permitted and shall be no larger than eight inches.~~
- ~~(d) Sign Locations. The following standards are made for the location of signs in the HCO:~~
 - ~~(1) No signs shall be mounted on the top of a building or roof;~~
 - ~~(2) No sign shall conceal any windows, doors, transoms or other architectural features;~~
 - ~~(3) All business identification signs shall be located near the building/business entrance they identify;~~
 - ~~(4) All signs other than wall signs shall be perpendicular to the street; and~~
 - ~~(5) Signs for storefront type buildings shall be permitted within the right-of-way, only if they are wall hung and/or projecting signs and the bottom of the sign is no lower than eight feet, and do not impede pedestrian or vehicular flow of traffic.~~
- ~~(e) Sign Materials.~~
 - ~~(1) All signs shall be constructed of natural materials.~~
 - ~~(2) Sign materials should complement the primary structure.~~

CHAPTER 1193 - HD - Historic Overlay District

1193.01 INTRODUCTION.

The purpose of the Historic Overlay District (HD) is to regulate development in order to protect, reestablish and retain the unique architectural and aesthetic characteristics of Olde Reynoldsburg while accommodating new investment in the area. This corridor is characterized by pedestrian-oriented architecture, a mixture of residential, commercial, retail uses along with small office and professional service establishments, building setbacks ranging from zero (0') to fifteen (15') feet, rear parking lots, and a variety of lot sizes supported by a grid street system with alleyways. The provisions of the HD District are intended to encourage pedestrian-oriented development featuring retail display windows, reduced building setbacks, rear parking lots, and other pedestrian-oriented site design elements and to protect the character of Olde Reynoldsburg from the degradation caused by suburban style development.

1193.02 DEFINITIONS.

This section contains many commonly used terms found within this chapter. In addition to the definitions listed herein, all definitions from Chapter 1131 shall also apply.

Building Frontage. The side, or facade, of a building closest to and most nearly parallel to an abutting street.

Build-to-Line. The point from a primary or secondary street at where the front of the building is to be located.

Building Frontage, Primary. A building frontage that abuts a street listed as a primary street.

Building Frontage, Secondary. A building frontage that abuts an alley or a street not listed as a primary street.

Building, Rear. The wall or plane opposite the primary building frontage. For a building on a corner lot, the building rear is the wall or plane opposite the wall or plane containing the principal building entrance.

Facade. A side of the exterior of a building, especially the front, but also sometimes the sides and rear.

Footcandles. A unit of light intensity that is equal to the amount of light falling on one square foot area from a one candela light source at a distance of one foot.

Gable. The triangular section of a wall at the end of a pitched roof, occupying the space between the two slopes of the roof, or the whole end wall of a building or wing having a pitched roof.

Parapet Wall. A low wall barrier at the edge of a roof or structure which may serve to prevent falls over the edge or serve as a stylistic feature.

Primary Street. A primary street as referred to in this section includes Main Street, Graham Road, Waggoner Road, and Lancaster Avenue.

Pedestrian Zone. An area between a main building and a public street utilized for pedestrian access and amenities.

Pedestrian Amenity. Elements of individual developments that directly affect the quality and character of the public domain.

Redevelopment. The reconstruction of any developed property or building gross floor area, or combination thereof by more than fifty percent (50%) over a seven (7) year period.

Routine Maintenance. Work that is planned and performed on a routine basis to maintain and preserve the condition of the building or site including but not limited to painting, addition of awnings, roof repair, parking rehabilitation, and window replacement and treatment.

Stacking Space. Area where cars are permitted to wait in a resting state to access a use, or at a traffic signal or sign.

Traditional and Natural Materials. Consists of clay bricks (full or thin set, if thin set corners must have full brick appearance), stone, cultured stone (samples must be provided), wood or fiber cement board siding.

Tree Lawn. A small area, often planted with trees and grass, between a street and the sidewalk of that street.

1193.03 OVERLAY SUB-AREAS.

The Historic Overlay District shall have the boundaries established by Ordinance 87-96 (passed June 24, 1996). There shall be two sub-areas: the Historic Commercial Overlay Subarea (HCO), which shall consist of all lots with the base zoning district of CC – Community Commerce or CS – Community Services and the Historic Neighborhood Overlay Subarea (HNO) which shall consists of all other lots with the boundaries established by Ordinance 87-96.

1193.04 APPLICABILITY AND EXTENT.

The standards contained in the Historic Overlay District are in addition to the regulations of the underlying zoning districts. Where the provisions of this chapter conflict with those of the underlying zoning district or other provisions of this Zoning Code, the most restrictive provision applies. The standards and requirements of the HD District apply as follows:

(a) Routine maintenance and in-kind replacement of materials are exempt from the standards and requirements of this chapter.

(b) Activities Subject to Review. The following changes within the Historic Overlay District shall be subject to a certificate of appropriateness:

- (1) Demolition, removal or addition to any existing structure;
- (2) Any exterior work requiring a building permit;
- (3) Landscape architectural changes including:
 - A. Exterior lighting;
 - B. Outdoor storage/service areas;
 - C. Landscaping and site maintenance;
 - D. Exterior walks, patios and terraces; and
 - E. Parking lot or parking space development including interior and perimeter landscaping.
- (4) Exterior architectural changes including:
 - A. Building lighting;
 - B. Architectural awnings;
 - C. Demolition of a structure;
 - D. Construction of a new structure, including an accessory structure;
 - E. Addition to an existing structure;
 - F. Any change in building materials or building color; and
 - G. Any change in building doors or windows, including storm doors or windows.

(c) Within in the Historic Commercial Overlay (HCO):

- (1) The placement, construction, or reconstruction of a principal building is subject to all standard requirements of this Overlay;
- (2) The expansion or redevelopment of a building's gross floor area by more than fifty percent (50%) over a seven (7) year period shall subject the entire building/site to the provisions herein;

- (3) The extension or expansion of a building towards a public street is subject to all the provisions herein; and
- (4) Exterior alteration of a primary or secondary building frontage is subject to all provisions herein.
- (d) The construction or installation of parking lots, fences and other accessory structures shall comply with Sections 1193.06, 1193.07, 1193.08.
- (e) The installation of new on-site lighting must comply with Section 1193.10.
- (f) The HCO shall be exempt from the Stream Corridor Protection Zone as long as best management practices are used to maintain the quality of the surrounding watersheds.

1193.05 PERMITTED USES.

The following uses shall be permitted in the Historic Overlay District (HD). Uses listed under this Section as permitted shall otherwise exempt from the special exception review process.

- (a) Within the Historic Neighborhood Overlay (HNO):
 - (1) Single family-dwellings;
 - (2) Public and Semi-public uses;
 - (3) Multiple family dwellings as a planned development.
- (b) Within the Historic Commercial Overlay (HCO):
 - (1) Retail stores;
 - (2) Administrative and business offices;
 - (3) Business services;
 - (4) Professional activities;
 - (5) Personal services;
 - (6) Mortuaries;
 - (7) Eating and drinking establishments;
 - (8) Public and semi-public uses;
 - (9) Items displayed for sale outdoors within five feet of the primary building frontage;
 - (10) Organizations and associations;
 - (11) Residential uses not at the street level; and
 - (12) Similar uses as special exceptions, determined according to the provisions of this Code.

1193.06 SITE ORIENTATION.

(a) The build-to-line is ten (10') feet. A minimum of fifty percent (50%) of the building must be sited at the build to line. Other portions of a building beyond the fifty percent (50%) may be set back farther than the build-to line; or in advance of the build to line up to five (5') feet.

(b) The minimum setback for parking lots on a primary street is ten (10') feet.

(c) Parking lots and accessory buildings shall be located at the rear of the main building. Where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening.

(d) A rear yard setback shall not be required for parcels adjacent to an alley or street containing a rear access agreement with adjacent parcels, a minimum twenty (20') foot rear setback shall apply to other parcels. There shall be no required side yard setback.

1193.07 DESIGN STANDARDS.

(a) A primary building frontage shall incorporate at least one main entrance door. At a building corner where two primary building frontages meet, one main entrance door may be located so as to meet the requirement for the entrance on both building frontages.

(b) A building frontage that exceeds a width of fifty (50') feet shall include vertical piers or other vertical visual elements to break the plane of the building frontage. The vertical piers or vertical elements shall be spaced at intervals of fifteen (15') feet to thirty-five (35') feet along the entire building frontage.

(c) For each primary building frontage, at least fifty percent (50%) of the building materials on the facade excluding window glass shall consist of traditional and natural materials.

(d) For each primary building frontage on a structure in the Historic Commercial Overlay (HCO), at least sixty percent (60%) of the area between the height of two (2') feet and ten (10') feet above the nearest sidewalk grade shall be clear/non-tinted window glass permitting a view of the building's interior to a minimum depth of four feet. For a secondary building frontage, the pattern of window glass shall continue from the primary frontage a minimum distance of ten feet (Low E is an acceptable glass material).

(e) Upper story windows (any story above ground) create a repeated pattern for unity and are an integral part of the building design. Upper story windows should be smaller than storefront windows at street level, should be spaced at regular intervals, and give scale and texture to the street edge formed by building facades.

(f) For any new installation or replacement of upper story windows, the new/replacement windows must be clear/non-tinted glass.

(g) Windows must not be blocked, boarded, or reduced in size, unless otherwise required for securing a vacant structure.

(h) At least twenty-five percent (25%) of the second and third floor building frontages (as measured from floor to ceiling) must be window glass. This requirement may be waived if historic documentation (e.g. historic photos) from when the building was first constructed can be provided that shows a different percentage of window glass was used on the second and third floor building frontages. In such cases, the historic percentage must be maintained.

(i) All roof-mounted mechanical equipment shall be screened to the height of the equipment. The design, colors and materials used shall be architecturally compatible with the rooftop and the aesthetic character of the building.

(j) Fences, with or without masonry piers, shall be decorative and constructed of ornamental metal tubes or solid metal bars. Fences may not exceed a height of four (4') feet. Chain-link fences are not permitted.

(k) Roof materials shall be of traditional appearance, any shingle roofing shall be decorative (at minimum dimensional shingling shall be used).

(l) When a property is redeveloped all overhead utilities shall be placed underground.

(m) Masonry or stone walls may be used for screening, sitting, or used as independent architectural elements. Walls may not exceed a height of four (4') feet, and shall not exceed two (2') feet when adjacent to pedestrian walkways.

1193.08 PARKING AND CIRCULATION STANDARDS.

(a) Parking, stacking and circulation aisles are not permitted between a public street right-of-way line and a principal building.

(b) A parking lot shall be located at the rear of the main building; however, where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening consisting of a decorative, masonry wall or fence (excluding

chain link), or a continuous row of shrubs no less than three feet in height at the time of establishment.

(c) Parking requirements set forth in Chapter 1179 may be reduced by up to fifty percent (50%) if the additional required parking is available on-street or in public lots, or through shared parking agreements with adjacent properties if the property is within seven hundred fifty (750') feet of the primary structure.

(d) Parking should be consolidated into shared or public parking lots (behind buildings). Parking lots should be interconnected to encourage traffic flow among buildings and to reduce the overall paved area. Written shared access agreements with adjoining lots will be required at the time of development or expansion of any parking lot within the Historic Commercial Overlay (HCO) if a reduction in parking requirements is sought.

(e) Bicycle parking is required for all commercial uses at a rate of one bicycle parking space per ten parking spaces. A bicycle parking space shall be an area not less than two (2') feet by six (6') feet, and have a secured locking post or mechanism as approved by the Planning Administrator.

(f) Residential dwellings shall not be required to have enclosed parking, but all other parking provisions shall apply.

(g) The Planning Commission may reduce or eliminate the required number of loading spaces in conjunction with a major site plan approval after giving due consideration to the following factors:

- (1) Frequency and time of deliveries;
- (2) Necessary size and nature of delivery vehicles;
- (3) Impact on adjoining streets or alleys; and
- (4) Neighborhood character.

1193.09 PEDESTRIAN AMENITIES.

Pedestrian amenities serve as informal gathering places for socializing, resting and outdoor enjoyment of Olde Reynoldsburg. Any new improvement to a property other than a single family dwelling must provide pedestrian amenities as outlined below.

(a) One pedestrian amenity must be provided for every two thousand (2,000sf) square feet of gross floor area that is new or improved.

(b) No less than one pedestrian amenity shall be required for any improvements over one thousand (1,000sf) square feet.

(c) The pedestrian amenity must be installed or constructed within the pedestrian zone.

(d) The following are an approved list of pedestrian amenities to be installed:

- (1) A plaza or courtyard that is accessible and designed for public use with a minimum area of two hundred fifty (250sf) square feet;
- (2) Sitting space (e.g. dining area, benches, or ledges). Recommended dimensions for sitting areas are a minimum of sixteen (16") inches in height and forty-eight (48") inches in width;
- (3) Public art;
- (4) Permanent planters;
- (5) Permanent fountains or other water features;
- (6) Decorative waste receptacles; and
- (7) Decorative pedestrian lighting.

1193.10 LIGHTING.

Exterior lighting must be designed, located, constructed, and maintained to minimize light trespass and spill over off the subject property. To achieve this objective, the following are mandatory site lighting requirements:

(a) Area lighting fixtures must be decorative low-light fixtures;

- (b) The height of any parking lot light pole/fixture must not exceed eighteen (18') feet above grade;
- (c) Exterior building light fixtures must not generate excessive light levels, cause glare, or direct light beyond the facade onto neighboring property, streets, or the night sky. Strobe or flashing lights are not permitted; and
- (d) Security lighting must be from full cut-off type fixtures, shielded and aimed so that the light is directed to the area that is being protected by light.

1193.11 DRIVE-THRU USES AND STANDARDS.

(a) Drive-thru pickup windows and coverings are prohibited on primary and secondary frontages and shall be attached to the rear or side of the principal building.

(b) Drive-thru windows shall be designed as an integral part of the structure they serve and building materials including canopies, awnings, support posts, etc. shall match the materials and color scheme of the building they are serving.

1193.12 GRAPHICS.

Next to the streetscape development guidelines, business identification signage can be the singular most effective element that visually contributes or detracts from the overall image of the district. The quality of a business sign is most often indicative of the character of a business. The following are general requirements for all businesses in the Historic Commercial Overlay (HCO).

(a) General Standards.

- (1) All signs shall be on the premises of a business they identify.
- (2) The following sign types are appropriate for the identification of businesses in the HCO:
 - A. Ground signs;
 - B. Projecting signs; and
 - C. Wall signs (which may include letters on an awning).
- (3) Wall signs consisting of individual letters shall not be permitted.
- (4) All signs shall be of a professional character. No homemade lettered signs shall be permitted.
- (5) Where businesses occur behind other businesses off of a primary street a sign shall be permitted for direction to that business.
- (6) Businesses shall be permitted one wall or awning sign, as well as one ground or projecting sign.
- (7) Directional signs which may include the words "entrance"/"exit", "in/out" shall be permitted if they are not over two square feet in area and do not constitute a traffic hazard. Such signs shall not be illuminated.
- (8) Certain signs are not permitted because they involve materials, colors and designs that would not have been used historically in the area. Such signs include:
 - A. Billboards;
 - B. Plastic or vinyl signs;
 - C. Marquee signs;
 - D. Off premise graphic;
 - E. Mobile or portable signs with the exception of sandwich boards not to exceed ten square feet;
 - F. Internally-illuminated signs;
 - G. Blinking, flashing, moving, or vibrating signs;
 - H. No sign colors of fluorescent or "day glow" orange;
 - I. Signs mounted on the top of building or on the roof; and
 - J. Signs extending above the wall of any structure to which they are attached.
- (9) A certificate of appropriateness will be required for all refaced cabinet style signage.

(b) Building Unit Number.

- (1) Street numbers shall be required for all buildings and/or uses. When an applicant applies for a sign permit they shall demonstrate that the site should be identified by a street address number on either

- the building or on a permitted sign.
- (2) Business address numbers shall be a minimum of four (4') inches.
 - (3) Where possible building/business address numbers shall be integrated into the building/business identification sign.
 - (4) If incorporated into the sign the area for the building or business number should not be counted as a part of the sign area.
- (c) Sign Types and Sizes. The following maximum areas of business identification signs are permitted:
- (1) Ground signs up to eighteen (18sf) square feet;
 - (2) Projecting signs up to eighteen (18sf) square feet;
 - (3) Wall signs up to twenty (20sf) square feet;
 - (4) A wall sign should project no more than one (1') foot from the face of the building;
 - (5) The maximum height for all free standing and signs should be six (6') feet;
 - (6) A window sign consisting of individual letters shall occupy no more than twenty-five percent (25%) of the total window area; and
 - (7) Lettering on an awning for business identification shall be permitted and shall be no larger than eight (8") inches.
- (d) Sign Locations. The following standards are made for the location of signs in the HCO:
- (1) No signs shall be mounted on the top of a building or roof;
 - (2) No sign shall conceal any windows, doors, transoms or other architectural features;
 - (3) All business identification signs shall be located near the building/business entrance they identify;
 - (4) All signs other than wall signs shall be perpendicular to the street; and
 - (5) Signs for storefront type buildings shall be permitted within the right-of-way, only if they are wall hung and/or projecting signs and the bottom of the sign is no lower than eight feet, and do not impede pedestrian or vehicular flow of traffic.
- (e) Sign Materials.
- (1) All signs shall be constructed of traditional and natural materials.
 - (2) Sign materials should complement the primary structure.

1193.13 APPLICATION AND REVIEW PROCEDURES.

(a) Application and Certificate Required. Before making any changes which are subject to the provisions of this chapter, the owner of a lot within the Historic District shall submit to the Planning Administrator an application for a certificate of appropriateness.

(b) Review of Application. The Design Review Board shall review all applications for certificates of appropriateness in accordance with the provisions of this chapter and Chapter 1103.

1193.14 STANDARDS FOR DESIGN REVIEW.

The following review standards shall apply in order to guide property and business owners, as well as the City, in the preservation and enhancement of the unique historical and architectural character of the Historic Overlay District.

(a) Standards for Review. In addition to the standards of Chapter 1103, the following standards shall be applied in reviewing an application for a certificate of appropriateness in the Historic Overlay District:

- (1) Demolition or Removal. In reviewing an application for demolition or removal of a structure, the Board shall issue a certificate when at least one of the following conditions prevails:
 - A. The structure contains no features of architectural or historic significance to the character of the area within which it is located.
 - B. Deterioration has progressed to the point where it is not economically feasible to restore the structure and there exists no reasonable economic use for the structure as it exists or as it might be restored, and that there exists no feasible and prudent alternative to demolition.
- (2) New Uses and New Construction. Properties being developed for new uses shall be consistent

with the character of the surrounding area and be consistent with the objectives of the Historic District.

- (3) Exterior Changes. Whenever feasible, historic features shall be repaired rather than replaced. When severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

3 & 4

ORDINANCE NO. _____

PASSED: _____

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Chapter 1103 Design Review Board; Chapter 1139 Board of Zoning and Building Appeals; Chapter 1147 Variances; Chapter 1193 “HD” Historic Overlay District and Repealing Chapter 163 Village Commission; and Chapter 1194 Historic Commercial Overlay.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That Chapter 1103 Design Review Board; Chapter 1139 Board of Zoning and Building Appeals; Chapter 1147 Variances; Chapter 1193 “HD” Historic Overlay District of the Code of Ordinances of the City of Reynoldsburg be and are hereby amended to read as follows:

See Exhibit “A” attached hereto and incorporated herein.

SECTION 2. That existing Chapters 1103; 1139; 1147; and 1193 be and are hereby repealed and replaced.

SECTION 3. That Chapter 163 Village Commission; and Chapter 1194 Historic Commercial Overlay; are hereby repealed.

SECTION 4. That upon adoption by Council this ordinance shall be in effect thirty days following signature by the Mayor.

Doug Joseph, President of Council

ATTEST: _____
April L. Beggerow, Clerk of Council

APPROVED: _____ DATE _____
Bradley L. McCloud, Mayor

CERTIFICATE

I, April L. Beggerow, Clerk of Council, City of Reynoldsburg, Ohio do hereby certify the foregoing to be a true and correct copy of Ordinance No. ____ as passed by Council of said City on the ____ day of ____ and as recorded in the Record of Proceedings of said Council.

Filed with Mayor: _____

April L. Beggerow, Clerk of Council
Published: _____

Attachment: Amend Zoning Codes part 3 & 4 (1259 : Amendments to the Zoning Code)

~~163.01 ESTABLISHED; POWERS AND DUTIES.~~

- ~~—(a) The Reynoldsburg Village Commission is hereby established. The Commission shall consist of three individuals, recommended by the Reynoldsburg Truro Historical Society and appointed by the Mayor. The Mayor shall serve as ex officio member of the Commission. Each term of service shall be one year beginning on January 15 and ending on January 14. The Commission shall determine its own organization, bylaws and rules and shall comply with the City Charter and where applicable, the laws of the State.~~
- ~~—(b) Structures which are eligible to participate in the Commission's preservation program are located in Old Reynoldsburg Village, the perimeters of which shall be more fully described by the Commission; also included, are other historically significant properties located within and adjacent to the boundaries of the City.~~
- ~~—(c) The Commission will attempt to make known its voluntary guidelines for participation of structures in Reynoldsburg and adjacent areas and solicit owners to preserve and maintain their structures in accordance with architectural styles and exterior colors recommended by the Commission.~~
- ~~—(d) The Commission shall keep a record book of structures participating in the preservation program and record items of historical significance on each of the structures, if known. The record book shall be kept at the Reynoldsburg Truro Historical Society Museum and shall be open for public inspection during the open hours of the Museum.~~

CHAPTER 1193—"HD" Historic Overlay District

1193.01 DISTRICT ESTABLISHED.

There is hereby established a "Reynoldsburg Historic District" having boundaries as described in Exhibit "A" of Ordinance 87-96 (Passed June 24, 1996) and as shown on the Zoning Map.

1193.02 PURPOSE.

The purposes of the Historic District shall be: to retain the Historic District scale and character; to provide guidelines for the consistent development for all new and existing uses; to improve the physical appearance of streets, public right-of-way areas and buildings; to preserve, protect and retain the historical and architectural heritage of the City; to maintain single-family dwellings of different sizes, but similar in appearance; to encourage the development of dwellings and offices over street level shops and offices within the commercial land use overlay; and to provide for a mixture of residential, commercial, retail uses along with small office and professional service establishments.

1193.03 PERMITTED USES.

The following uses shall be permitted uses in the HD Historic Overlay District:

(a) Any use legally existing on the effective date of Ordinance 87-96 on a site within the boundaries of the Historic Overlay District as established by Ordinance 87-96;

(b) Within the area(s) of the Historic Overlay District designated on the Zoning Map for Residential Use:

- (1) Multiple family dwellings;
- (2) Public parks or playgrounds;
- (3) Public and/or private schools;
- (4) Single family dwellings.

(c) Within the area(s) of the Historic Overlay District designated on the Zoning Map for Commercial Use:

- (1) Residential uses if not at the street level on Main Street.
- (2) General merchandise, consisting of:
 - A. Specialty shops;
 - B. Dry goods and general merchandise; and
 - C. Miscellaneous apparel and accessory stores.
- (3) Food sales, consisting of:
 - A. Specialty food stores;
 - B. Dairy or bakery products;
 - C. Miscellaneous food stores; and
 - D. Grocery, meat, fish, fruit and vegetable sales.
- (4) Home Furnishings, consisting of:
 - A. Paint and wallpaper sales;
 - B. Radio, television and music stores;
 - C. Interior decorating and upholstery shops; and
 - D. Furniture, home furnishings and equipment stores.
- (5) Personal Services, consisting of:
 - A. Barber and beauty shops;
 - B. Shoe and garment repair;

- ~~C. Public and private parking lots and spaces;~~
- ~~D. Radio, television or small appliance repair;~~
- ~~E. Banks, savings and loans, and credit agencies;~~
- ~~F. On-premises duplicating and reproduction services;~~
- ~~G. Eating and drinking establishments, but not including restaurants with drive-thru facilities;~~
- ~~H. Eating establishments which include outdoor dining areas (not within the public right-of-way) shall be encouraged; and~~
- ~~I. Offices for professional services such as architects, consultants, dentists, engineers, insurance agents, landscape architects, lawyers, physicians and real estate agents.~~
- ~~(6) Retail Sales, consisting of:~~
 - ~~A. Jewelry;~~
 - ~~B. Florists;~~
 - ~~C. Drug stores;~~
 - ~~D. Optical goods;~~
 - ~~E. Sporting goods;~~
 - ~~F. Hardware stores;~~
 - ~~G. Automobile parts;~~
 - ~~H. Books and newspapers;~~
 - ~~I. Gift or antique stores; and~~
 - ~~J. Other retail stores which conform to the purpose and intent of the District.~~
- ~~(7) Similar uses as special exceptions, determined in conformance with the provisions of this Code.~~

1193.04 PARKING PROVISIONS.

~~Parking facilities shall be provided for uses established in the Historic District consistent with the requirements of Chapter 1179: Parking and Loading, except that the parking facilities required for any use in the HD Historic District may be supplied by on- or off-street facilities provided for any other business use, as long as the conditions set forth below are met:~~

- ~~(a) The majority (over 50%) of the parking shall be off-street.~~
- ~~(b) The building or use for which the application is being made to utilize the on- or off-street parking facilities provided by another building or use shall be located within seven hundred feet (700') of such parking facilities.~~
- ~~(c) The applicant shall substantiate that there is not significant conflict in the principal hours of parking demand of the two (2) buildings or uses for which joint uses of on- or off-street parking is proposed. Such calculations shall be performed according to procedures specified by the Zoning Officer.~~
- ~~(d) A properly drawn and executed legal instrument for joint use; including a site plan, of on- or off-street parking facilities, shall be filed with the Zoning Officer. Joint use parking privilege shall continue in effect only so long as such an instrument, binding on all parties, remains in force. If such instrument becomes legally ineffective, then off-street parking must be provided as otherwise required by the City.~~

1193.05 REVIEWS REQUIRED, STANDARDS FOR REVIEW.

~~The following procedures and development standards shall be required in order to guide property~~

and business owners, as well as the City, in the preservation and enhancement of the unique architectural and landscape architectural character of the HD Historic Overlay District.

(a) ~~Activities Subject to Review.~~ The following changes within the Historic District shall be subject to the certificate of appropriateness application and review procedures and standards of this Chapter:

- ~~(1) Change in use;~~
- ~~(2) Demolition or removal or addition to any existing structure;~~
- ~~(3) Any exterior work requiring a building permit;~~
- ~~(4) Landscape architectural changes including:~~
 - ~~A. Exterior lighting;~~
 - ~~B. Outdoor storage/service areas;~~
 - ~~C. Landscaping and site maintenance;~~
 - ~~D. Exterior walks, patios and terraces; and~~
 - ~~E. Parking lot or parking space development including interior and perimeter landscaping.~~
- ~~(5) Exterior architectural changes including:~~
 - ~~A. Building lighting;~~
 - ~~B. Architectural awnings;~~
 - ~~C. Demolition of a structure;~~
 - ~~D. Construction of a new structure, including an accessory structure;~~
 - ~~E. Addition to an existing structure;~~
 - ~~F. Any change in building materials or building color; and~~
 - ~~G. Any change in building doors or windows, including storm doors or windows.~~

(b) ~~Standards for Review.~~ The following standards shall be applied in reviewing an application for a certificate of appropriateness:

- ~~(1) Revitalization Plan.~~ All reviews shall be based on the guidelines established in the Olde Reynoldsburg Main Street Revitalization Plan as adopted by Resolution. No. 48 96.
- ~~(2) Demolition or Removal.~~ In reviewing an application for demolition or removal of a structure, the Board shall issue a certificate when at least one of the following conditions prevails:
 - ~~A. The structure contains no features of architectural or historic significance to the character of the area within which it is located.~~
 - ~~B. Deterioration has progressed to the point where it is not economically feasible to restore the structure and there exists no reasonable economic use for the structure as it exists or as it might be restored, and that there exists no feasible and prudent alternative to demolition.~~
- ~~(3) New Uses and New Construction.~~ Properties being developed for new uses shall meet the guidelines of permitted uses as outlined in 1193.03, in both Residential and Commercial overlays. Construction and design should be consistent with the character of the surrounding area and be consistent with the objectives of the Historic District.
- ~~(4) Exterior Changes.~~ Whenever feasible, historic features shall be repaired rather than replaced. When severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

~~1193.06 APPLICATION AND REVIEW PROCEDURES.~~

(a) ~~Application and Certificate Required.~~ Before making any changes which are subject to the

provisions of this Chapter, the owner of a lot within the Historic District shall submit to the Zoning Officer an application for a certificate of appropriateness. The application shall be on a form provided by the Zoning Officer. The owner is encouraged to meet with the Zoning Officer to review the proposed work and the requirements of this Code prior to submitting the application.

(b) ~~Review of Application.~~ The Reynoldsburg Design Review Board shall review all applications for certificates of appropriateness. The application shall be reviewed in a public meeting, with advertisement in a newspaper of local circulation and notice to the applicant at least ten (10) days prior to the meeting. The applicant (or agent) and any other person having interest in the application shall have opportunity to give testimony to the Design Review Board. The Design Review Board shall vote to approve, approve with modifications or disapprove the application.

(c) ~~Issuance of Certificate.~~ Subsequent to approval by the Design Review Board, the Zoning Officer shall issue a Certificate of Appropriateness. No building permit shall be issued prior to approval of a certificate of appropriateness. Any certificate of appropriateness which approves new construction, demolition, or alteration of an existing structure shall become void if the work which is the subject of the approval is not commenced within nine (9) months after the approval. An extension may be requested by the applicant and granted by the Reynoldsburg Design Review Board.

(d) ~~Appeal of Denial.~~ An applicant denied a certificate of appropriateness by the Reynoldsburg Design Review Board may appeal to City Council by filing a written appeal with the Clerk of Council within ten (10) days of denial by the Design Review Board. Council shall hear and decide the appeal within thirty (30) days after the written appeal is filed.

CHAPTER 1194
Historic Commercial Overlay

1194.01 INTRODUCTION.

(a) In the mid 1990's the historic area of Olde Reynoldsburg was becoming increasingly threatened by suburban style, strip development that had taken place along East Main Street since the 1950's. This led to the City funding and subsequently adopting the Olde Reynoldsburg Main Street Revitalization Plan and Chapter 1193 "HD" Historic Overlay District of the Reynoldsburg Code of Ordinances in 1996 (Ord. 87-96). This plan and zoning overlay set a path to protect the historic, pedestrian friendly character of the area, and encourage high quality development and redevelopment that complimented the unique historic character of the area.

(b) New development has not occurred at a significant rate, and the commercial economy of Olde Reynoldsburg is not currently in a state of highest and best use for the area. One of the discouraging factors that has steered away new investment in the area is the current zoning code. The code does not accommodate or encourage the unique architectural character typical of older, commercial centers. Therefore a Commercial Design Guidelines Committee was established to develop an overlay for Olde Reynoldsburg that would impose alternative urban development standards – the Historic Commercial Overlay (HCO).

(c) The purpose of the Historic Commercial Overlay (HCO) is to regulate development in order to protect, reestablish and retain the unique architectural and aesthetic characteristics of an older, historic commercial corridor while accommodating new investment in the area. This corridor is characterized by pedestrian oriented architecture, building setbacks ranging from zero to fifteen feet, rear parking lots, commercial land uses with a variety of lot sizes, supported by a grid street system with alleyways. The provisions of the HCO are intended to encourage pedestrian oriented development featuring retail display windows, reduced building setbacks, rear parking lots, and other pedestrian oriented site design elements.

1194.02 DEFINITIONS.

This section contains many commonly used terms found within this chapter of the code. In addition to the definitions listed herein, all definitions from Chapter 1131 shall also apply.

Building Frontage. The side, or facade, of a building closest to and most nearly parallel to an abutting street.

Build to Line. The point from a primary or secondary street at where the front of the building is to be located.

Building Frontage, Primary. A building frontage that abuts a street listed as a primary street.

Building Frontage, Secondary. A building frontage that abuts an alley or a street not listed as a primary street.

Building, Rear. The wall or plane opposite the primary building frontage. For a building on a

corner lot, the building rear is the wall or plane opposite the wall or plane containing the principal building entrance.

Facade. A side of the exterior of a building, especially the front, but also sometimes the sides and rear.

Footcandles. A unit of light intensity that is equal to the amount of light falling on one square foot area from a one candela light source at a distance of one foot.

Gable. The triangular section of a wall at the end of a pitched roof, occupying the space between the two slopes of the roof, or the whole end wall of a building or wing having a pitched roof.

Parapet Wall. A low wall barrier at the edge of a roof or structure which may serve to prevent falls over the edge or serve as a stylistic feature.

Primary Street. A primary street as referred to in this section includes Main Street, Graham Road, Waggoner Road, and Lancaster Avenue.

Pedestrian Zone. An area between a main building and a public street utilized for pedestrian access and amenities.

Pedestrian Amenity. Elements of individual developments that directly affect the quality and character of the public domain.

Redevelopment. The reconstruction of any developed property or building gross floor area, or combination thereof by more than fifty percent (50%) over a seven year period.

Routine Maintenance. Work that is planned and performed on a routine basis to maintain and preserve the condition of the building or site including but not limited to painting, addition of awnings, roof repair, parking rehabilitation, and window replacement and treatment.

Stacking Space. Area where cars are permitted to wait in a resting state to access a use, or at a traffic signal or sign.

Traditional and Natural Materials. Consists of clay bricks (full or thin set, if thin set corners must have full brick appearance), stone, cultured stone (samples must be provided), wood or fiber-cement board siding.

Tree Lawn. A small area, often planted with trees and grass, between a street and the sidewalk of that street.

1194.03 OVERLAY AREAS.

The Reynoldsburg Historic Commercial Overlay (HCO) shall apply to all commercially zoned properties within the Historic District, as established in Ordinance 87-96 (passed June 24, 1996).

1194.04 PERMITTED USES.

The following uses shall be permitted in the Historic Commercial Overlay.

(a) Within the area(s) of the HCO designated on the zoning map for residential use:

- (1) ~~Single family dwellings;~~
- (2) ~~Public parks and playgrounds;~~
- (3) ~~Public and or private schools;~~
- (4) ~~Semi-public uses;~~
- (5) ~~Public parking lots owned and operated by the municipality; and~~
- (6) ~~Multiple family dwellings as a planned development.~~
- (b) ~~Within the area(s) of the HCO designated on the zoning map for commercial use:~~
 - (1) ~~Retail stores;~~
 - (2) ~~Administrative and business offices;~~
 - (3) ~~Business services;~~
 - (4) ~~Professional activities;~~
 - (5) ~~Personal services;~~
 - (6) ~~Mortuaries;~~
 - (7) ~~Eating and drinking establishments;~~
 - (8) ~~Public and semi-public uses;~~
 - (9) ~~Items displayed for sale outdoors within five feet of the primary building frontage;~~
 - ~~—(10) Organizations and associations; and~~
 - ~~—(11) Residential uses not at the street level.~~
- (c) ~~Special exceptions which have a special exception permit.~~

~~1194.05 APPLICABILITY AND EXTENT.~~

~~The standards contained in the HCO are in addition to the regulations of the underlying zoning districts. Where the provisions of this chapter conflict with those of the underlying zoning district or other provisions of this Zoning Code, the most restrictive provision applies. The standards and requirements of the HCO apply as follows:~~

- (a) ~~On a commercially-zoned or commercially-used property within the HCO:~~
 - (1) ~~The placement, construction, or reconstruction of a principal building is subject to all standard requirements of this Overlay;~~
 - (2) ~~The expansion or redevelopment of a building's gross floor area by more than fifty percent (50%) over a seven year period shall subject the entire building/site to the provisions herein;~~
 - (3) ~~The extension or expansion of a building towards a public street is subject to all the provisions herein; and~~
 - (4) ~~Exterior alteration of a primary or secondary building frontage is subject to all provisions herein;~~
- (b) ~~The construction or installation of parking lots, fences and other accessory structures on commercially-zoned or commercially-used properties shall comply with Sections 1194.06, 1194.07, 1194.08;~~
- (c) ~~The installation of new on-site lighting must comply with Section 1194.09;~~
- (d) ~~Routine maintenance and in-kind replacement of materials are exempt from the standards and requirements of this chapter; and~~
- (e) ~~The HCO shall be exempt from the Stream Corridor Protection Zone as long as best management practices are used to maintain the quality of the surrounding watersheds.~~

~~1194.06 SITE ORIENTATION.~~

~~(a) The build to line is ten feet. A minimum of fifty percent (50%) of the building must be sited at the build to line. Other portions of a building beyond the fifty percent (50%) may be set back farther than the build to line; or in advance of the build to line up to five feet.~~

(b) ~~The minimum setback for parking lots on a primary street is ten feet.~~

(c) ~~Parking lots and accessory buildings shall be located at the rear of the main building. Where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening.~~

(d) ~~A rear yard setback shall not be required for parcels adjacent to an alley or street containing a rear access agreement with adjacent parcels, a minimum twenty rear setback shall apply to other parcels. There shall be no required side yard setback.~~

1194.07 DESIGN STANDARDS.

(a) ~~A primary building frontage shall incorporate at least one main entrance door. At a building corner where two primary building frontages meet, one main entrance door may be located so as to meet the requirement for the entrance on both building frontages.~~

(b) ~~A building frontage that exceeds a width of fifty feet shall include vertical piers or other vertical visual elements to break the plane of the building frontage. The vertical piers or vertical elements shall be spaced at intervals of fifteen feet to thirty five feet along the entire building frontage.~~

(c) ~~For each primary building frontage, at least fifty percent (50%) of the building materials on the facade excluding window glass shall consist of traditional and natural materials.~~

(d) ~~For each primary building frontage, at least sixty percent (60%) of the area between the height of two and ten feet above the nearest sidewalk grade shall be clear/non-tinted window glass permitting a view of the building's interior to a minimum depth of four feet. For a secondary building frontage, the pattern of window glass shall continue from the primary frontage a minimum distance of ten feet (Low-E is an acceptable glass material).~~

(e) ~~Upper story windows (any story above ground) create a repeated pattern for unity and are an integral part of the building design. Upper story windows should be smaller than storefront windows at street level, should be spaced at regular intervals, and give scale and texture to the street edge formed by building facades.~~

(f) ~~For any new installation or replacement of upper story windows, the new/replacement windows must be clear/non-tinted glass.~~

(g) ~~Windows must not be blocked, boarded, or reduced in size, unless otherwise required for securing a vacant structure.~~

(h) ~~At least twenty five percent (25%) of the second and third floor building frontages (as measured from floor to ceiling) must be window glass. This requirement may be waived if historic documentation (e.g. historic photos) from when the building was first constructed can be provided that shows a different percentage of window glass was used on the second and third floor building frontages. In such cases, the historic percentage must be maintained.~~

(i) ~~All roof mounted mechanical equipment shall be screened to the height of the equipment. The design, colors and materials used shall be architecturally compatible with the rooftop and the aesthetic~~

character of the building.

(j) ~~Dumpsters and all ground-mounted mechanical equipment shall be screened from public view to the height of the dumpster/equipment.~~

(k) ~~Fences, with or without masonry piers, shall be decorative and constructed of ornamental metal tubes or solid metal bars. Fences may not exceed a height of four feet. Chain-link fences are not permitted.~~

(l) ~~Roof materials shall be of traditional appearance, any shingle roofing shall be decorative (at minimum dimensional shingling shall be used).~~

(m) ~~When a property is redeveloped all overhead utilities shall be placed underground.~~

(n) ~~Masonry or stone walls may be used for screening, sitting, or used as independent architectural elements. Walls may not exceed a height of four feet, and shall not exceed two feet in pedestrian zone.~~

1194.08 PARKING AND CIRCULATION STANDARDS.

(a) ~~Parking, stacking and circulation aisles are not permitted between a public street right-of-way line and a principal building.~~

(b) ~~A parking lot shall be located at the rear of the main building; however, where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening consisting of a decorative, masonry wall or fence (excluding chain link), or a continuous row of shrubs no less than three feet in height at the time of establishment.~~

(c) ~~Parking requirements set forth in Chapter 1179 may be reduced by up to fifty percent (50%) if the additional required parking is available on street or in public lots, or through shared parking agreements with adjacent properties if the property is within 750 feet of the primary structure.~~

(d) ~~Parking should be consolidated into shared or public parking lots (behind buildings). Parking lots should be interconnected to encourage traffic flow among buildings and to reduce the overall paved area. Written shared access agreements with adjoining lots will be required at the time of development or expansion of any parking lot within the HCO if a reduction in parking requirements is sought.~~

(e) ~~Bicycle parking is required for all commercial uses at a rate of one bicycle parking space per ten parking spaces. A bicycle parking space shall be an area not less than two by six feet, and have a secured locking post or mechanism as approved by the Planning Administrator.~~

(f) ~~Residential dwellings shall not be required to have enclosed parking, but all other parking provisions shall apply.~~

(g) ~~The Board of Zoning and Building Appeals may reduce or eliminate the required number of loading spaces in conjunction with a major site plan approval after giving due consideration to the following factors:~~

- ~~(1) Frequency and time of deliveries;~~
- ~~(2) Necessary size and nature of delivery vehicles;~~

- ~~(3) Impact on adjoining streets or alleys; and~~
 - ~~(4) Neighborhood character.~~
- ~~(Ord. 80-08. Passed 12-8-08.)~~

~~1194.09 PEDESTRIAN AMENITIES.~~

~~Pedestrian amenities serve as informal gathering places for socializing, resting and outdoor enjoyment of Olde Reynoldsburg. Any new improvement to a commercial property as outlined in Section 1194.05 must provide pedestrian amenities as outlined below.~~

- ~~(a) One pedestrian amenity must be provided for every 2,000 square feet of gross floor area that is new or improved.~~
 - ~~(b) No less than one pedestrian amenity shall be required for any improvements over 1,000 square feet.~~
 - ~~(c) The pedestrian amenity must be installed or constructed within the pedestrian zone.~~
 - ~~(d) The following are an approved list of pedestrian amenities to be installed:~~
 - ~~(1) A plaza or courtyard that is accessible and designed for public use with a minimum area of 250 square feet;~~
 - ~~(2) Sitting space (e.g. dining area, benches, or ledges). Recommended dimensions for sitting areas are a minimum of sixteen inches in height and forty eight inches in width;~~
 - ~~(3) Public art;~~
 - ~~(4) Permanent planters;~~
 - ~~(5) Permanent fountains or other water features;~~
 - ~~(6) Decorative waste receptacles; and~~
 - ~~(7) Decorative pedestrian lighting.~~
- ~~(Ord. 80-08. Passed 12-8-08.)~~

~~1194.10 LIGHTING.~~

~~Exterior lighting must be designed, located, constructed, and maintained to minimize light trespass and spill over off the subject property. To achieve this objective, the following are mandatory site-lighting requirements:~~

- ~~(a) Area lighting fixtures must be decorative low light fixtures;~~
- ~~(b) The height of any parking lot light pole/fixture must not exceed eighteen feet above grade;~~
- ~~(c) Exterior building light fixtures must not generate excessive light levels, cause glare, or direct light beyond the facade onto neighboring property, streets, or the night sky. Strobe or flashing lights are not permitted; and~~
- ~~(d) Security lighting must be from full cut-off type fixtures, shielded and aimed so that the light is directed to the area that is being protected by light.~~

~~1194.11 DRIVE THRU USES AND STANDARDS.~~

~~(a) Drive thru pickup windows and coverings are prohibited on primary and secondary frontages and shall be attached to the rear or side of the principal building.~~

~~(b) Drive thru windows shall be designed as an integral part of the structure they serve and building materials including canopies, awnings, support posts, etc. shall match the materials and color scheme of the building they are serving.~~

~~1194.12 GRAPHICS.~~

~~Next to the streetscape development guidelines, business identification signage can be the singular most effective element that visually contributes or detracts from the overall image of the district. The~~

quality of a business sign is most often indicative of the character of a business. The following are general requirements for all businesses in the HCO:

(a) ~~General Standards:~~

- (1) ~~All signs shall be on the premises of a business they identify.~~
- (2) ~~The following sign types are appropriate for the identification of businesses in the HCO:~~
 - A. ~~Ground signs;~~
 - B. ~~Projecting signs; and~~
 - C. ~~Wall signs (which may include letters on an awning).~~
- (3) ~~Wall signs consisting of individual letters shall not be permitted.~~
- (4) ~~All signs shall be of a professional character. No homemade lettered signs shall be permitted.~~
- (5) ~~Where businesses occur behind other businesses off of a primary street a sign shall be permitted for direction to that business.~~
- (6) ~~Businesses shall be permitted one wall or awning sign, as well as one ground or projecting sign.~~
- (7) ~~Directional signs which may include the words "entrance"/"exit", "in/out" shall be permitted if they are not over two square feet in area and do not constitute a traffic hazard. Such signs shall not be illuminated.~~
- (8) ~~Certain signs are not permitted because they involve materials, colors and designs that would not have been used historically in the area. Such signs include:~~
 - A. ~~Billboards;~~
 - B. ~~Plastic or vinyl signs;~~
 - C. ~~Marquee signs;~~
 - D. ~~Off premise graphic;~~
 - E. ~~Mobile or portable signs with the exception of sandwich boards not to exceed ten square feet;~~
 - F. ~~Interior illuminated signs;~~
 - G. ~~Blinking, flashing, moving, or vibrating signs;~~
 - H. ~~No sign colors of fluorescent or "day glow" orange;~~
 - I. ~~Signs mounted on the top of building or on the roof; and~~
 - J. ~~Signs extending above the wall of any structure to which they are attached.~~
- (9) ~~Face changes in existing cabinet style signs are required to be approved by the DRB.~~

(b) ~~Building Unit Number:~~

- (1) ~~Street numbers shall be required for all buildings and/or uses. When an applicant applies for a sign permit they shall demonstrate that the site should be identified by a street address number on either the building or on a permitted sign.~~
- (2) ~~Business address numbers shall be a minimum of four inches.~~
- (3) ~~Where possible building/business address numbers shall be integrated into the building/business identification sign.~~
- (4) ~~If incorporated into the sign the area for the building or business number should not be counted as a part of the sign area.~~

(c) ~~Sign Types and Sizes.~~ The following maximum areas of business identification signs are permitted:

- (1) ~~Ground signs up to eighteen square feet;~~
- (2) ~~Projecting signs up to eighteen square feet;~~
- (3) ~~Wall signs up to twenty square feet;~~
- (4) ~~A wall sign should project no more than one foot from the face of the building;~~
- (5) ~~The maximum height for all free standing and signs should be six feet;~~

- ~~(6) A window sign consisting of individual letters shall occupy no more than twenty five percent (25%) of the total window area; and~~
- ~~(7) Lettering on an awning for business identification shall be permitted and shall be no larger than eight inches.~~
- ~~(d) Sign Locations. The following standards are made for the location of signs in the HCO:~~
 - ~~(1) No signs shall be mounted on the top of a building or roof;~~
 - ~~(2) No sign shall conceal any windows, doors, transoms or other architectural features;~~
 - ~~(3) All business identification signs shall be located near the building/business entrance they identify;~~
 - ~~(4) All signs other than wall signs shall be perpendicular to the street; and~~
 - ~~(5) Signs for storefront type buildings shall be permitted within the right-of-way, only if they are wall hung and/or projecting signs and the bottom of the sign is no lower than eight feet, and do not impede pedestrian or vehicular flow of traffic.~~
- ~~(e) Sign Materials.~~
 - ~~(1) All signs shall be constructed of natural materials.~~
 - ~~(2) Sign materials should complement the primary structure.~~

CHAPTER 1193 - HD - Historic Overlay District

1193.01 INTRODUCTION.

The purpose of the Historic Overlay District (HD) is to regulate development in order to protect, reestablish and retain the unique architectural and aesthetic characteristics of Olde Reynoldsburg while accommodating new investment in the area. This corridor is characterized by pedestrian-oriented architecture, a mixture of residential, commercial, retail uses along with small office and professional service establishments, building setbacks ranging from zero (0') to fifteen (15') feet, rear parking lots, and a variety of lot sizes supported by a grid street system with alleyways. The provisions of the HD District are intended to encourage pedestrian-oriented development featuring retail display windows, reduced building setbacks, rear parking lots, and other pedestrian-oriented site design elements and to protect the character of Olde Reynoldsburg from the degradation caused by suburban style development.

1193.02 DEFINITIONS.

This section contains many commonly used terms found within this chapter. In addition to the definitions listed herein, all definitions from Chapter 1131 shall also apply.

Building Frontage. The side, or facade, of a building closest to and most nearly parallel to an abutting street.

Build-to-Line. The point from a primary or secondary street at where the front of the building is to be located.

Building Frontage, Primary. A building frontage that abuts a street listed as a primary street.

Building Frontage, Secondary. A building frontage that abuts an alley or a street not listed as a primary street.

Building, Rear. The wall or plane opposite the primary building frontage. For a building on a corner lot, the building rear is the wall or plane opposite the wall or plane containing the principal building entrance.

Facade. A side of the exterior of a building, especially the front, but also sometimes the sides and rear.

Footcandles. A unit of light intensity that is equal to the amount of light falling on one square foot area from a one candela light source at a distance of one foot.

Gable. The triangular section of a wall at the end of a pitched roof, occupying the space between the two slopes of the roof, or the whole end wall of a building or wing having a pitched roof.

Parapet Wall. A low wall barrier at the edge of a roof or structure which may serve to prevent falls over the edge or serve as a stylistic feature.

Primary Street. A primary street as referred to in this section includes Main Street, Graham Road, Waggoner Road, and Lancaster Avenue.

Pedestrian Zone. An area between a main building and a public street utilized for pedestrian access and amenities.

Pedestrian Amenity. Elements of individual developments that directly affect the quality and character of the public domain.

Redevelopment. The reconstruction of any developed property or building gross floor area, or combination thereof by more than fifty percent (50%) over a seven (7) year period.

Routine Maintenance. Work that is planned and performed on a routine basis to maintain and preserve the condition of the building or site including but not limited to painting, addition of awnings, roof repair, parking rehabilitation, and window replacement and treatment.

Stacking Space. Area where cars are permitted to wait in a resting state to access a use, or at a traffic signal or sign.

Traditional and Natural Materials. Consists of clay bricks (full or thin set, if thin set corners must have full brick appearance), stone, cultured stone (samples must be provided), wood or fiber cement board siding.

Tree Lawn. A small area, often planted with trees and grass, between a street and the sidewalk of that street.

1193.03 OVERLAY SUB-AREAS.

The Historic Overlay District shall have the boundaries established by Ordinance 87-96 (passed June 24, 1996). There shall be two sub-areas: the Historic Commercial Overlay Subarea (HCO), which shall consist of all lots with the base zoning district of CC – Community Commerce or CS – Community Services and the Historic Neighborhood Overlay Subarea (HNO) which shall consists of all other lots with the boundaries established by Ordinance 87-96.

1193.04 APPLICABILITY AND EXTENT.

The standards contained in the Historic Overlay District are in addition to the regulations of the underlying zoning districts. Where the provisions of this chapter conflict with those of the underlying zoning district or other provisions of this Zoning Code, the most restrictive provision applies. The standards and requirements of the HD District apply as follows:

- (a) Routine maintenance and in-kind replacement of materials are exempt from the standards and requirements of this chapter.
- (b) Activities Subject to Review. The following changes within the Historic Overlay District shall be subject to a certificate of appropriateness:
 - (1) Demolition, removal or addition to any existing structure;
 - (2) Any exterior work requiring a building permit;
 - (3) Landscape architectural changes including:
 - A. Exterior lighting;
 - B. Outdoor storage/service areas;
 - C. Landscaping and site maintenance;
 - D. Exterior walks, patios and terraces; and
 - E. Parking lot or parking space development including interior and perimeter

landscaping.

(4) Exterior architectural changes including:

- A. Building lighting;
- B. Architectural awnings;
- C. Demolition of a structure;
- D. Construction of a new structure, including an accessory structure;
- E. Addition to an existing structure;
- F. Any change in building materials or building color; and
- G. Any change in building doors or windows, including storm doors or windows.

(c) Within in the Historic Commercial Overlay (HCO):

- (1) The placement, construction, or reconstruction of a principal building is subject to all standard requirements of this Overlay;
- (2) The expansion or redevelopment of a building's gross floor area by more than fifty percent (50%) over a seven (7) year period shall subject the entire building/site to the provisions herein;
- (3) The extension or expansion of a building towards a public street is subject to all the provisions herein; and
- (4) Exterior alteration of a primary or secondary building frontage is subject to all provisions herein.

(d) The construction or installation of parking lots, fences and other accessory structures shall comply with Sections 1193.06, 1193.07, 1193.08.

(e) The installation of new on-site lighting must comply with Section 1193.10.

(f) The HCO shall be exempt from the Stream Corridor Protection Zone as long as best management practices are used to maintain the quality of the surrounding watersheds.

1193.05 PERMITTED USES.

The following uses shall be permitted in the Historic Overlay District (HD). Uses listed under this Section as permitted shall otherwise exempt from the special exception review process.

(a) Within the Historic Neighborhood Overlay (HNO):

- (1) Single family-dwelling;
- (2) Public and Semi-public use;
- (3) Multiple family dwelling as a planned development.

(b) Within the Historic Commercial Overlay (HCO):

- (1) Retail store;
- (2) Administrative and business office;
- (3) Business service;
- (4) Professional activities/office;
- (5) Personal service;
- (6) Mortuary;
- (7) Eating and drinking establishment;
- (8) Public and semi-public use;
- (9) Items displayed for sale outdoors within five feet of the primary building frontage;
- (10) Organizations and associations;
- (11) Residential uses not at the street level; and

(12) Similar uses as special exceptions, determined according to the provisions of this Code.

1193.06 SITE ORIENTATION.

(a) The build-to-line is ten (10') feet. A minimum of fifty percent (50%) of the building must be sited at the build to line. Other portions of a building beyond the fifty percent (50%) may be set back farther than the build-to line; or in advance of the build to line up to five (5') feet.

(b) The minimum setback for parking lots on a primary street is ten (10') feet.

(c) Parking lots and accessory buildings shall be located at the rear of the main building. Where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening.

(d) A rear yard setback shall not be required for parcels adjacent to an alley or street containing a rear access agreement with adjacent parcels, a minimum twenty (20') foot rear setback shall apply to other parcels. There shall be no required side yard setback.

1193.07 DESIGN STANDARDS.

(a) A primary building frontage shall incorporate at least one main entrance door. At a building corner where two primary building frontages meet, one main entrance door may be located so as to meet the requirement for the entrance on both building frontages.

(b) A building frontage that exceeds a width of fifty (50') feet shall include vertical piers or other vertical visual elements to break the plane of the building frontage. The vertical piers or vertical elements shall be spaced at intervals of fifteen (15') feet to thirty-five (35') feet along the entire building frontage.

(c) For each primary building frontage, at least fifty percent (50%) of the building materials on the facade excluding window glass shall consist of traditional and natural materials.

(d) For each primary building frontage on a structure in the Historic Commercial Overlay (HCO), at least sixty percent (60%) of the area between the height of two (2') feet and ten (10') feet above the nearest sidewalk grade shall be clear/non-tinted window glass permitting a view of the building's interior to a minimum depth of four feet. For a secondary building frontage, the pattern of window glass shall continue from the primary frontage a minimum distance of ten feet (Low E is an acceptable glass material).

(e) Upper story windows (any story above ground) create a repeated pattern for unity and are an integral part of the building design. Upper story windows should be smaller than storefront windows at street level, should be spaced at regular intervals, and give scale and texture to the street edge formed by building facades.

(f) For any new installation or replacement of upper story windows, the new/replacement windows must be clear/non-tinted glass.

(g) Windows must not be blocked, boarded, or reduced in size, unless otherwise required for securing a vacant structure.

(h) At least twenty-five percent (25%) of the second and third floor building frontages (as measured from floor to ceiling) must be window glass. This requirement may be waived if historic documentation (e.g. historic photos) from when the building was first constructed can be provided that shows a different percentage of window glass was used on the second and third floor building frontages. In such cases, the historic percentage must be maintained.

(i) All roof-mounted mechanical equipment shall be screened to the height of the equipment. The design, colors and materials used shall be architecturally compatible with the rooftop and the aesthetic character of the building.

(j) Fences, with or without masonry piers, shall be decorative and constructed of ornamental metal tubes or solid metal bars. Fences may not exceed a height of four (4') feet. Chain-link fences are not permitted.

(k) Roof materials shall be of traditional appearance, any shingle roofing shall be decorative (at minimum dimensional shingling shall be used).

(l) When a property is redeveloped all overhead utilities shall be placed underground.

(m) Masonry or stone walls may be used for screening, sitting, or used as independent architectural elements. Walls may not exceed a height of four (4') feet, and shall not exceed two (2') feet when adjacent to pedestrian walkways.

1193.08 PARKING AND CIRCULATION STANDARDS.

(a) Parking, stacking and circulation aisles are not permitted between a public street right-of-way line and a principal building.

(b) A parking lot shall be located at the rear of the main building; however, where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening consisting of a decorative, masonry wall or fence (excluding chain link), or a continuous row of shrubs no less than three feet in height at the time of establishment.

(c) Parking requirements set forth in Chapter 1179 may be reduced by up to fifty percent (50%) if the additional required parking is available on-street or in public lots, or through shared parking agreements with adjacent properties if the property is within seven hundred fifty (750') feet of the primary structure.

(d) Parking should be consolidated into shared or public parking lots (behind buildings). Parking lots should be interconnected to encourage traffic flow among buildings and to reduce the overall paved area. Written shared access agreements with adjoining lots will be required at the time of development or expansion of any parking lot within the Historic Commercial Overlay (HCO) if a reduction in parking requirements is sought.

(e) Bicycle parking is required for all commercial uses at a rate of one bicycle parking space per ten parking spaces. A bicycle parking space shall be an area not less than two (2') feet by six (6') feet, and have a secured locking post or mechanism as approved by the Planning Administrator.

(f) Residential dwellings shall not be required to have enclosed parking, but all other parking provisions shall apply.

(g) The Planning Commission may reduce or eliminate the required number of loading spaces in conjunction with a major site plan approval after giving due consideration to the following factors:

- (1) Frequency and time of deliveries;
- (2) Necessary size and nature of delivery vehicles;
- (3) Impact on adjoining streets or alleys; and
- (4) Neighborhood character.

1193.09 PEDESTRIAN AMENITIES.

Pedestrian amenities serve as informal gathering places for socializing, resting and outdoor enjoyment of Olde Reynoldsburg. Any new improvement to a property other than a single family dwelling must provide pedestrian amenities as outlined below.

- (a) One pedestrian amenity must be provided for every two thousand (2,000sf) square feet of gross floor area that is new or improved.
- (b) No less than one pedestrian amenity shall be required for any improvements over one thousand (1,000sf) square feet.
- (c) The pedestrian amenity must be installed or constructed within the pedestrian zone.
- (d) The following are an approved list of pedestrian amenities to be installed:
 - (1) A plaza or courtyard that is accessible and designed for public use with a minimum area of two hundred fifty (250sf) square feet;
 - (2) Sitting space (e.g. dining area, benches, or ledges). Recommended dimensions for sitting areas are a minimum of sixteen (16") inches in height and forty-eight (48") inches in width;
 - (3) Public art;
 - (4) Permanent planters;
 - (5) Permanent fountains or other water features;
 - (6) Decorative waste receptacles; and
 - (7) Decorative pedestrian lighting.

1193.10 LIGHTING.

Exterior lighting must be designed, located, constructed, and maintained to minimize light trespass and spill over off the subject property. To achieve this objective, the following are mandatory site lighting requirements:

- (a) Area lighting fixtures must be decorative low-light fixtures;
- (b) The height of any parking lot light pole/fixture must not exceed eighteen (18') feet above grade;
- (c) Exterior building light fixtures must not generate excessive light levels, cause glare, or direct light beyond the facade onto neighboring property, streets, or the night sky. Strobe or flashing lights are not permitted; and

- (d) Security lighting must be from full cut-off type fixtures, shielded and aimed so that the light is directed to the area that is being protected by light.

1193.11 DRIVE-THRU USES AND STANDARDS.

- (a) Drive-thru pickup windows and coverings are prohibited on primary and secondary frontages and shall be attached to the rear or side of the principal building.

- (b) Drive-thru windows shall be designed as an integral part of the structure they serve and building materials including canopies, awnings, support posts, etc. shall match the materials and color scheme of the building they are serving.

1193.12 GRAPHICS.

Next to the streetscape development guidelines, business identification signage can be the singular most effective element that visually contributes or detracts from the overall image of the district. The quality of a business sign is most often indicative of the character of a business. The following are general requirements for all businesses in the Historic Commercial Overlay (HCO).

(a) General Standards.

- (1) All signs shall be on the premises of a business they identify.
- (2) The following sign types are appropriate for the identification of businesses in the HCO:
 - A. Ground signs;
 - B. Projecting signs; and
 - C. Wall signs (which may include letters on an awning).
- (3) Wall signs consisting of individual letters shall not be permitted.
- (4) All signs shall be of a professional character. No homemade lettered signs shall be permitted.
- (5) Where businesses occur behind other businesses off of a primary street a sign shall be permitted for direction to that business.
- (6) Businesses shall be permitted one wall or awning sign, as well as one ground or projecting sign.
- (7) Directional signs which may include the words "entrance"/"exit", "in/out" shall be permitted if they are not over two square feet in area and do not constitute a traffic hazard. Such signs shall not be illuminated.
- (8) Certain signs are not permitted because they involve materials, colors and designs that would not have been used historically in the area. Such signs include:
 - A. Billboards;
 - B. Plastic or vinyl signs;
 - C. Marquee signs;
 - D. Off premise graphic;
 - E. Mobile or portable signs with the exception of sandwich boards not to exceed ten square feet;
 - F. Internally-illuminated signs;
 - G. Blinking, flashing, moving, or vibrating signs;
 - H. No sign colors of fluorescent or "day glow" orange;
 - I. Signs mounted on the top of building or on the roof; and
 - J. Signs extending above the wall of any structure to which they are attached.
- (9) A certificate of appropriateness will be required for all refaced cabinet style signage.

- (b) Building Unit Number.

- (1) Street numbers shall be required for all buildings and/or uses. When an applicant applies for a sign permit they shall demonstrate that the site should be identified by a street address number on either the building or on a permitted sign.
- (2) Business address numbers shall be a minimum of four (4') inches.
- (3) Where possible building/business address numbers shall be integrated into the building/business identification sign.
- (4) If incorporated into the sign the area for the building or business number should not be counted as a part of the sign area.

(c) Sign Types and Sizes. The following maximum areas of business identification signs are permitted:

- (1) Ground signs up to eighteen (18sf) square feet;
- (2) Projecting signs up to eighteen (18sf) square feet;
- (3) Wall signs up to twenty (20sf) square feet;
- (4) A wall sign should project no more than one (1') foot from the face of the building;
- (5) The maximum height for all free standing and signs should be six (6') feet;
- (6) A window sign consisting of individual letters shall occupy no more than twenty-five percent (25%) of the total window area; and
- (7) Lettering on an awning for business identification shall be permitted and shall be no larger than eight (8") inches.

(d) Sign Locations. The following standards are made for the location of signs in the HCO:

- (1) No signs shall be mounted on the top of a building or roof;
- (2) No sign shall conceal any windows, doors, transoms or other architectural features;
- (3) All business identification signs shall be located near the building/business entrance they identify;
- (4) All signs other than wall signs shall be perpendicular to the street; and
- (5) Signs for storefront type buildings shall be permitted within the right-of-way, only if they are wall hung and/or projecting signs and the bottom of the sign is no lower than eight feet, and do not impede pedestrian or vehicular flow of traffic.

(e) Sign Materials.

- (1) All signs shall be constructed of traditional and natural materials.
- (2) Sign materials should complement the primary structure.

1193.13 APPLICATION AND REVIEW PROCEDURES.

(a) Application and Certificate Required. Before making any changes which are subject to the provisions of this chapter, the owner of a lot within the Historic District shall submit to the Planning Administrator an application for a certificate of appropriateness.

(b) Review of Application. The Design Review Board shall review all applications for certificates of appropriateness in accordance with the provisions of this chapter and Chapter 1103.

1193.14 STANDARDS FOR DESIGN REVIEW.

The following review standards shall apply in order to guide property and business owners, as well as the City, in the preservation and enhancement of the unique historical and architectural character of the Historic Overlay District.

(a) Standards for Review. In addition to the standards of Chapter 1103, the following standards

shall be applied in reviewing an application for a certificate of appropriateness in the Historic Overlay District:

- (1) Demolition or Removal. In reviewing an application for demolition or removal of a structure, the Board shall issue a certificate when at least one of the following conditions prevails:
 - A. The structure contains no features of architectural or historic significance to the character of the area within which it is located.
 - B. Deterioration has progressed to the point where it is not economically feasible to restore the structure and there exists no reasonable economic use for the structure as it exists or as it might be restored, and that there exists no feasible and prudent alternative to demolition.
- (2) New Uses and New Construction. Properties being developed for new uses shall be consistent with the character of the surrounding area and be consistent with the objectives of the Historic District.
- (3) Exterior Changes. Whenever feasible, historic features shall be repaired rather than replaced. When severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

CHAPTER 1103 - Design Review Board

1103.01 ESTABLISHMENT.

There is hereby established a Design Review Board whose responsibility is to discharge the design review procedures defined subsequent herein. Such Board shall be composed of seven members, consisting of the following:

- (a) A member of the Planning Commission.
- (b) ~~City~~ Service Director.
- (c) Three ~~resident freeholders~~ residents of the City.
- (d) Two ~~additional members shall be~~ design professionals selected from the following disciplines:
 - (1) An architect, registered to practice in the State.
 - (2) A professional engineer, licensed to practice in the State.
 - (3) A landscape architect, registered to practice in the State.
 - (4) A graphic designer, experienced in exterior graphic design and/or signage.

1103.02 APPOINTMENT OF MEMBERS.

The ~~at-large~~ resident members shall be appointed by City Council. Design professionals shall be appointed by the Mayor. Nothing shall prevent an individual who is qualified as a design professional from serving on the Design Review Board as an ~~at-large~~ resident member.

1103.03 TERM OF OFFICE.

The term of all members of the Design Review Board shall be three years except that for the first Board, the term of one at-large member shall be one year, the term of one at-large member and one design professional shall be two years, and the term of one at-large member and one design professional shall be three years. Following expiration of original terms, successors to members originally appointed shall thereafter be appointed for terms of three years. Appointed members are eligible for reappointment at the discretion of the appointing authority.

~~1103.04 COMPENSATION.~~

~~Members of the Design Review Board shall receive no compensation. (Ord. 96-94. Passed 7-25-94.)~~

1103.04 SUBJECT LOTS AND SITES.

The design review districts shall consist of lots and sites in the following location:

- (a) The HD – Historic Overlay District, as defined by Chapter 1193 of the Zoning Code.
- (b) The Community Commercial Overlay, as defined by Section 1196.03 of the Zoning Code.
- (c) All other parcels in the City designated as commercial or industrial districts as defined by the Official Zoning Map.

1103.05 DUTIES AND RESPONSIBILITIES.

(a) It shall be the responsibility of the Design Review Board to evaluate the design and planning, including signage, for each new, renovated or expanded ~~commercial or industrial structure or overall development proposed for a site located within the Reynoldsburg Design Review Districts, defined as all current industrial and commercial zones as shown on the official Zoning Map within the design review districts.~~ In reviewing such plans, the Board shall examine:

- (1) Building design to include building massing and general architectural character, exterior surface treatments, fenestration, composition of all building elevations and the overall building color scheme.
- (2) Site development to include arrangement of buildings and structures on the site, use of signage, means of integrating parking and drives, points of access to public streets, internal access drive patterns and placement, variety, quantity and size of landscape materials.
- (3) Overall impact of the proposed project or development on the surrounding properties to determine the effect the project or development will have upon the appearance and environment of the district.

(b) In evaluating the design and planning for each new, renovated or expanded structure or development, the Board shall endeavor to assure that exterior appearance and environment of such buildings, structures and spaces shall:

- (1) Enhance the attractiveness and desirability of the district.
- (2) Encourage the orderly and harmonious development in a manner in keeping with the overall character of the district.
- (3) Improve residential amenities in any adjoining residential neighborhood.
- (4) Enhance and protect the public and private investment in the value of all land and improvements within the district.

(c) The ~~Design Review~~ Board may develop and implement design review standards and propose changes to those standards subject to the approval of Council.

1103.06 OPERATION.

The Design Review Board shall choose its own officers, adopt its own rules and/or regulations and maintain a record of its proceedings and actions. A quorum shall be considered as a majority of the authorized members of the Board for the purpose of transacting the business of the Board.

1103.07 REVIEW OF BOARD ACTIONS.

The City Council is hereby designated to hear all appeals of individuals who are directly affected by a decision of the Design Review Board when such appeal is properly and timely filed as required by ~~City ordinance~~ this Chapter.

1103.08 CERTIFICATE OF APPROPRIATENESS; APPLICATION.

~~Written~~ An application for a certificate of appropriateness shall be submitted to the ~~Chief Zoning Officer~~ Planning Administrator, who shall review ~~such~~ the application for proper form and content, and process it for review by the Board. ~~Upon acceptance of the application, the Zoning Officer shall process the application in accordance with the provisions of this chapter.~~

1103.09 FEE.

Application fee for a certificate of appropriateness shall be in accordance with the fee schedule provided by City Council in Section 1155 of the Zoning Code. ~~twenty-five dollars (\$25.00) for the basic review fee plus ten dollars (\$10.00) for each 1,000 square feet or fraction thereof of gross floor area contained within the proposed structure. No floor area fee shall be~~

~~charged for applications which do not involve new or additional gross floor area.~~

1103.10 CERTIFICATE REQUIRED.

(a) A certificate of appropriateness must be obtained prior to commencing new construction or any exterior remodeling, reconstruction or other exterior building modifications which would come within the jurisdiction of the Design Review Board, of structures within the design review districts. The Planning Administrator shall not issue a zoning certificate prior to the Board's review and approval of a certificate of appropriateness in accordance with the provisions of this chapter. Such certificate

(b) A certificate of appropriateness shall not be required in the case of normal and customary building maintenance activities that do not make changes to building material types or exterior colors.

(c) A certificate of appropriateness may not be required for projects in the design review districts that involve no changes to structures and qualify for minor site plan review under Section 1143. Projects of this type must not add any additional building material types or exterior colors.

(d) Signs on parcels within the design review districts shall be subject to the certificate of appropriateness requirements of Section 1181 of the Zoning Code.

1103.11 DESIGN REVIEW BOARD ACTION.

(a) The responsibility of review and approval or denial of the application for a certificate of appropriateness shall rest with the Design Review Board. All applications for a certificate of appropriateness shall be made to the Zoning Officer by the third Friday of every month. Planning Administrator at least 30 (days) prior to a regularly scheduled meeting of the Board. The applicant shall submit with his an application form, drawings, materials, sketches and proposed exterior of any new or existing building or structure within the District City limits. renderings as required by the Planning Administrator or the Board.

(b) The Design Review Board shall review each application and approve, approve with modifications or conditions or disapprove such application within forty-five days of the meeting. The Board shall render a decision on all applications within sixty (60) days from the original hearing of the Board unless additional time is requested by the applicant. Upon approval by the Board, the Zoning Officer/Planning Administrator shall issue a certificate of appropriateness to the applicant. within fifteen days thereafter. Upon disapproval by the Board, the Zoning Officer shall not issue a certificate of zoning compliance for such project.

1103.12 STANDARDS FOR DESIGN REVIEW.

(a) The Design Review Board shall review an application for a certificate of appropriateness to determine if proposed new construction or alteration to an existing commercial or industrial structure promotes, preserves and enhances the overall architectural character and integrity of the Design Review District in which the structure is proposed to be located and to endeavor to assure that the proposed structure or alteration would not be at variance with existing commercial or industrial structures within the Design Review District.

(b) In conducting this review, the Board shall examine and consider the design elements of the proposed structure including but not limited to the following:

- (1) Building height.
- (2) Building massing or the relationship of the building width to its height and depth and its relationship to the viewer's and pedestrian's visual perspective.
- (3) Fenestration to include the size, shape and materials of individual windows or door units and the overall harmonious relationship of window, door or other openings within the building facade.
- (4) Exterior detail and relationships which shall include all projecting and receding elements of the building exterior including but not limited to the horizontal or vertical expression and composition which is conveyed by these elements.
- (5) Roof shape which shall include form and material.
- (6) Exterior materials which shall include consideration of material compatibility among various elements of the structure, the texture and color of each material and the visual impact that the materials, when considered as a whole, will have upon the viewer's visual perspective.
- (7) Landscape design and plant materials which shall include the site lighting and use of landscaping features such as plant material, mounding, fencing or other details to highlight architectural features or screen and soften undesirable views.
- (8) Pedestrian environment which shall include the provision of features which enhance pedestrian movement and environment and which relate to the pedestrian's visual perspective.
- (9) Vehicle environment which shall include those provisions which enhance vehicle movement onto, within and off the site and which serve to separate vehicular and pedestrian movement.
- (10) Signage and graphics to include building and site graphic displays.

1103.13 VARIANCES AND SITE PLAN REVIEW REQUIRED.

(a) An application for a certificate of appropriateness in which the design under consideration would require a variance granted by the Board of Zoning and Building Appeals or a site plan review by the Planning Commission prior to construction shall not be considered until a final determination has been made on all required ~~or requested~~ variances or site plan reviews. If during the course of a review, the Board determines that a zoning variance will be required in order to implement the proposal under consideration, it shall suspend further action on the application until such time as the variance has been approved by the Board of Zoning and Building Appeals or the application has been amended to eliminate the need for the variance.

(b) The Design Review Board shall not have the authority or power to grant a variance to any zoning regulation of the City ~~nor shall the Board have the power or authority to grant an exception to any section of the Ohio Basic Building Code~~ during the course of any review conducted under the provisions of this chapter.

1103.14 ACTION ON APPLICATIONS TO BE RECORDED.

The Design Review Board shall maintain a record of all applications for a certificate of appropriateness including all action taken on each application.

1103.15 APPEAL OF DENIED APPLICATIONS.

~~— In the event an application for a certificate of appropriateness is denied by the Design Review Board, the applicant may, within twenty calendar days of the date of denial, file a written appeal with the Clerk of the City Council.~~

(a) Council shall have the power to hear and determine an appeal from the refusal by the Design Review Board to issue a certificate of appropriateness.

(b) An applicant refused such certificate shall appeal in writing to Council within thirty (30) days of the date of refusal by the Board. The Council shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of Council shall be introduced and passed at the next regular meeting following the hearing.

1103.99 PENALTY.

Any person, firm, partnership, corporation or ~~syndicate organization~~ in violation of this chapter ~~may be fined not more than fifty dollars (\$50.00)-shall be subject to the penalties provided in Section 1155.99 of the Zoning Code.~~ Each day the violation ~~continues or occurs~~occurs or continues to occur may be considered a separate and new offense.

CHAPTER 1139 - Board of Zoning and Building Appeals

1139.01 MEETINGS.

Meetings of the Board of Zoning and Building Appeals shall be held as provided by the Charter and at such other times as the Board may determine. Each meeting of the Board shall be open to the public.

1139.02 QUORUM; VOTING.

(a) Three members present shall constitute a quorum of the Board of Zoning and Building Appeals.

(b) All action taken by the Board shall be initiated by motion and shall be recorded in the minutes. The Board shall keep minutes of its proceedings showing the vote of each member upon each question, or, if a member is absent or fails to vote, the minutes shall indicate such fact, and all minutes shall be a public record.

(c) Three affirmative votes shall be required for the passage of any motion, which:

- ~~(1) Approves or denies a site plan;~~
- ~~(2) Grants a variance or exception to the provisions of this Zoning Code;~~
- ~~(3) Establishes conditions precedent to the approval of a site plan, for the granting of a variance or exception to the provisions of this Zoning Code, or for approval of a special exception;~~
- ~~(4) Sets forth an interpretation of a provision of this Zoning Code or of the Zoning Map;~~
- ~~(5) Grants or denies a zoning certificate referred to it by the Zoning Officer or brought forth on appeal from an applicant;~~
- ~~(6) Overrules or amends any official action of the Zoning Officer;~~
- ~~(7) Recommends amendment of this Zoning Code;~~
- ~~(8) Takes any other official action consistent with the powers, duties, or authorities of the Board as set forth by the provisions of the Charter and of this Zoning Code.~~

1139.03 POWERS AND DUTIES.

The powers and duties of the Board of Zoning and Building Appeals shall be as follows:

—~~(a) To review and approve or deny approval of a site plan, as provided in Chapter 1143;~~

—~~(b)~~ (a) To permit exceptions to and variances from the provisions of this Zoning Code, as provided in Chapter 1147;

—~~(c)~~ (b) To authorize or deny a special exception, including the determination of similar uses, as provided in Chapter 1145;

—~~(d)~~ (c) To establish such reasonable conditions, regulations, and standards in the approval of a ~~site plan~~, special exception, variance or exception, or other official action as necessary to ensure that the design, construction, and operation of the use or structures subject to such

approval are carried out consistent with the purpose and intent of this Zoning Code and of the ordinances of the city;

—~~(e)~~ (d) To make interpretations, upon request of the ~~Zoning Officer-Planning Administrator~~ or upon appeal from any property owner of the city, of the meaning and application of the provisions and illustrations of this Zoning Code and of the Zoning Map of the city including:

- (1) Determination of the exact boundary lines of districts (*See 1161.06*);
- (2) Determination of the meanings of the permitted uses and special exceptions as listed in the districts;
- (3) Determination of the rules applicable to the filing of applications, review procedures, and permit issuances; except that the Board shall not make such interpretations as the City Attorney may determine should be a matter of legislative action by City Council;

—~~(f)~~ (e) To grant or deny a zoning certificate when the question of the issuance of such certificate is referred to it by the ~~Zoning Officer-Planning Administrator~~, or when the provisions of this Zoning Code indicate that the Board shall consider such question;

—~~(g)~~ (f) To overrule or amend any official action of the ~~Zoning Officer-Planning Administrator~~ when an applicant makes an appeal for such relief and when the Board determines that such action has been contrary to the intent and spirit of this Zoning Code. For such purpose, the Board may make null and void any zoning certificate issued or any action taken by the ~~Zoning Officer-Planning Administrator~~ by notifying the ~~Zoning Officer-Planning Administrator~~ and the principal interested party or parties in writing;

—~~(h)~~ To recommend to City Council amendment of the Zoning Code or of the Zoning Map;~~(g)~~ To hear appeals from the Property Maintenance Code as provided for in that code; and

—~~(i)~~ (h) Such other official action consistent with the powers, duties, or authorities of the Board as set forth by the provisions of the Charter ~~and of this Zoning Code~~ or assigned by City Council.

1139.04 POWER OF COUNCIL ON APPEALS.

(a) Council shall have the power to hear and determine an appeal from the refusal by the Board of Zoning and Building Appeals to issue a ~~site plan approval~~, zoning certificate, variances or exception, or a special exception.

(b) An applicant refused such approval, exception, certificate or variance shall appeal in writing to Council within thirty (30) days of the date of refusal by the Board ~~of Zoning and Building Appeals~~. The ~~President of~~ Council shall set a date for a hearing on the appeal and ~~Council shall~~ render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of Council shall be introduced and passed at the next regular meeting following the hearing.

1139.05 ~~CONCURRENT APPLICATIONS~~APPLICATION PROCEDURES.

- (a) The application deadline for appeals of denied zoning certificates or administrative appeals shall be ten (10) days prior to each regularly scheduled meeting of the Board.
- (b) Unless otherwise stated by this Code, the deadlines for all other applications to the Board of Zoning and Building Appeals will be thirty (30) prior to each regularly scheduled meeting of the Board.
- (c) In the interest of timely and efficient administration of the provisions of this Code, applicants may submit, and the Board may take action upon, concurrent applications for special exceptions, ~~site plans~~, variances, and other matters on which the Board is granted authority by this Code. All such concurrent applications shall be submitted in conformance with the applicable provisions of this Code. The Board shall not take such concurrent action if it determines that such concurrent action is not in the best interest of the city.
- (d) Unless otherwise prescribed by this code or requested by the applicant, the Board shall render a decision on all applications within sixty (60) days from the original hearing.

1147.01 AUTHORITY OF THE BOARD.

The Board of Zoning and Building Appeals may vary the strict application of the provisions of this Zoning Code where, owing to special characteristics of a property, a literal enforcement of the provisions would result in unnecessary hardship or practical difficulty, and where such variance will be in harmony with the general purpose and intent of this Code and in accordance with the specific rules contained in this chapter.

1147.02 REQUEST FOR VARIANCE.

A property owner seeking a variance shall submit a written request for variance on forms provided by the ~~Zoning Officer~~Planning Administrator. Such request shall include the following:

- (a) Name, address, and telephone number of the property owner(s) and owner's agent(s);
- (b) Legal description, address, tax district and parcel number of the property;
- (c) Description of the nature of the variance requested and a statement demonstrating the extent to which the requested variance conforms to the standards for variance in this Code;
- (d) Statement of the hardship;
- (e) Such other information and exhibits as may be appropriate to establish the facts of the appeal and the grounds for relief;
- (f) A fee as required by this Code.

1147.04 ACTION BY BOARD.

~~Within sixty (60) days after the public hearing, the Board of Zoning and Building Appeals shall either approve or disapprove the request for a variance.~~ If the Board determines to approve the requested variance, it shall, after specifying such conditions as it deems necessary, direct the ~~Zoning Officer~~Planning Administrator to issue a zoning certificate describing the variance and the conditions, subject to all other applicable provisions of this Code.

1147.08 ~~RENEWAL OF APPEAL~~REAPPLICATION.

~~The Board shall not, within six (6) months of its decision to deny a request, accept the same request for variance for reconsideration.~~

The Board shall not accept a new application for a variance that has been previously denied within twelve (12) months of denial.

CHAPTER 1103 - Design Review Board

1103.01 ESTABLISHMENT.

There is hereby established a Design Review Board whose responsibility is to discharge the design review procedures defined subsequent herein. Such Board shall be composed of seven members, consisting of the following:

- (a) A member of the Planning Commission.
- (b) ~~City Service Director of Public Service.~~
- (c) Three ~~resident freeholders~~residents of the City.
- (d) Two ~~additional members shall be~~ design professionals selected from the following disciplines:
 - (1) An architect, registered to practice in the State.
 - (2) A professional engineer, licensed to practice in the State.
 - (3) A landscape architect, registered to practice in the State.
 - (4) A graphic designer, experienced in exterior graphic design and/or signage.

1103.02 APPOINTMENT OF MEMBERS.

The ~~at-large~~resident members shall be appointed by City Council. Design professionals shall be appointed by the Mayor. Nothing shall prevent an individual who is qualified as a design professional from serving on the Design Review Board as an ~~at-large~~resident member.

1103.03 TERM OF OFFICE.

The term of all members of the Design Review Board shall be three (3) years except that for the first Board, the term of one ~~at-large~~resident member shall be one (1) year, the term of one ~~at-large~~resident member and one design professional shall be two (2) years, and the term of one ~~at-large~~resident member and one design professional shall be three (3) years. Following expiration of original terms, successors to members originally appointed shall thereafter be appointed for terms of three (3) years. Appointed members are eligible for reappointment at the discretion of the appointing authority.

~~1103.04 COMPENSATION.~~

~~Members of the Design Review Board shall receive no compensation. (Ord. 96-94. Passed 7-25-94.)~~

1103.04 SUBJECT LOTS AND SITES.

The design review districts shall consist of lots and sites in the following location:

- (a) The HD – Historic Overlay District, as defined by Chapter 1193 of the Zoning Code.
- (b) The Community Commercial Overlay, as defined by Section 1196.03 of the Zoning Code.
- (c) All other parcels in the City designated as commercial or industrial districts as defined by the Official Zoning Map.

1103.05 DUTIES AND RESPONSIBILITIES.

(a) It shall be the responsibility of the Design Review Board to evaluate the design and planning, including signage, for each new, renovated or expanded ~~commercial or industrial structure or overall development proposed for a site located within the Reynoldsburg Design Review Districts, defined as all current industrial and commercial zones as shown on the official~~

~~Zoning Map~~ within the design review districts. In reviewing such plans, the Board shall examine:

- (1) Building design to include building massing and general architectural character, exterior surface treatments, fenestration, composition of all building elevations and the overall building color scheme.
- (2) Site development to include arrangement of buildings and structures on the site, use of signage, means of integrating parking and drives, points of access to public streets, internal access drive patterns and placement, variety, quantity and size of landscape materials.
- (3) Overall impact of the proposed project or development on the surrounding properties to determine the effect the project or development will have upon the appearance and environment of the district.

(b) In evaluating the design and planning for each new, renovated or expanded structure or development, the Board shall endeavor to assure that exterior appearance and environment of such buildings, structures and spaces shall:

- (1) Enhance the attractiveness and desirability of the district.
- (2) Encourage the orderly and harmonious development in a manner in keeping with the overall character of the district.
- (3) Improve residential amenities in any adjoining residential neighborhood.
- (4) Enhance and protect the public and private investment in the value of all land and improvements within the district.

(c) The ~~Design Review~~ Board may develop and implement design review standards and propose changes to those standards subject to the approval of Council.

1103.06 OPERATION.

The Design Review Board shall choose its own officers, adopt its own rules and/or regulations and maintain a record of its proceedings and actions. A quorum shall be considered as a majority of the authorized members of the Board for the purpose of transacting the business of the Board.

1103.07 REVIEW OF BOARD ACTIONS.

The City Council is hereby designated to hear all appeals of individuals who are directly affected by a decision of the Design Review Board when such appeal is properly and timely filed as required by ~~City ordinance~~ this Chapter.

1103.08 CERTIFICATE OF APPROPRIATENESS; APPLICATION.

~~Written~~ An application for a certificate of appropriateness shall be submitted to the ~~Chief Zoning Officer~~ Planning Administrator, who shall review ~~such~~ the application for proper form and content, and process it for review by the Board. ~~Upon acceptance of the application, the Zoning Officer shall process the application in accordance with the provisions of this chapter.~~

1103.09 FEE.

Application fee for a certificate of appropriateness shall be in accordance with the fee schedule provided by City Council in Section 1155 of the Zoning Code. ~~twenty five dollars (\$25.00) for the basic review fee plus ten dollars (\$10.00) for each 1,000 square feet or fraction~~

~~thereof of gross floor area contained within the proposed structure. No floor area fee shall be charged for applications which do not involve new or additional gross floor area.~~

1103.10 CERTIFICATE REQUIRED.

(a) A certificate of appropriateness must be obtained prior to commencing new construction or any exterior remodeling, reconstruction or other exterior building modifications which would come within the jurisdiction of the Design Review Board of structures within the design review districts. The Planning Administrator shall not issue a zoning certificate prior to the Board's review and approval of a certificate of appropriateness in accordance with the provisions of this chapter. Such certificate

(b) A certificate of appropriateness shall not be required in the case of normal and customary building maintenance activities that do not make changes to building material types or exterior colors.

(c) A certificate of appropriateness may not be required for projects in the design review districts that involve no changes to structures and qualify for minor site plan review under Section 1143. Projects of this type must not add any additional building material types or exterior colors.

(d) Signs on parcels within the design review districts shall be subject to the certificate of appropriateness requirements of Section 1181 of the Zoning Code.

1103.11 DESIGN REVIEW BOARD ACTION.

(a) The responsibility of review and approval or denial of the application for a certificate of appropriateness shall rest with the Design Review Board. All applications for a certificate of appropriateness shall be made to the Zoning Officer by the third Friday of every month Planning Administrator at least thirty (30) days prior to a regularly scheduled meeting of the Board. The applicant shall submit with his an application form, drawings, materials, sketches and proposed exterior of any new or existing building or structure within the District City limits. renderings as required by the Planning Administrator or the Board.

(b) The Design Review Board shall review each application and approve, approve with modifications or conditions or disapprove such application within forty five days of the meeting. The Board shall render a decision on all applications within sixty (60) days from the original hearing of the Board unless additional time is requested by the applicant. Upon approval by the Board, the Zoning Officer Planning Administrator shall issue a certificate of appropriateness to the applicant. within fifteen days thereafter. Upon disapproval by the Board, the Zoning Officer shall not issue a certificate of zoning compliance for such project.

1103.12 STANDARDS FOR DESIGN REVIEW.

(a) The Design Review Board shall review an application for a certificate of appropriateness to determine if proposed new construction or alteration to an existing commercial or industrial structure promotes, preserves and enhances the overall architectural character and integrity of the Design Review District in which the structure is proposed to be located and to endeavor to assure that the proposed structure or alteration would not be at

variance with existing commercial or industrial structures within the Design Review District.

(b) In conducting this review, the Board shall examine and consider the design elements of the proposed structure including but not limited to the following:

- (1) Building height.
- (2) Building massing or the relationship of the building width to its height and depth and its relationship to the viewer's and pedestrian's visual perspective.
- (3) Fenestration to include the size, shape and materials of individual windows or door units and the overall harmonious relationship of window, door or other openings within the building facade.
- (4) Exterior detail and relationships which shall include all projecting and receding elements of the building exterior including but not limited to the horizontal or vertical expression and composition which is conveyed by these elements.
- (5) Roof shape which shall include form and material.
- (6) Exterior materials which shall include consideration of material compatibility among various elements of the structure, the texture and color of each material and the visual impact that the materials, when considered as a whole, will have upon the viewer's visual perspective.
- (7) Landscape design and plant materials which shall include the site lighting and use of landscaping features such as plant material, mounding, fencing or other details to highlight architectural features or screen and soften undesirable views.
- (8) Pedestrian environment which shall include the provision of features which enhance pedestrian movement and environment and which relate to the pedestrian's visual perspective.
- (9) Vehicle environment which shall include those provisions which enhance vehicle movement onto, within and off the site and which serve to separate vehicular and pedestrian movement.
- (10) Signage and graphics to include building and site graphic displays.

1103.13 VARIANCES AND SITE PLAN REVIEW REQUIRED.

(a) An application for a certificate of appropriateness in which the design under consideration would require a variance granted by the Board of Zoning and Building Appeals or a site plan review by the Planning Commission prior to construction shall not be considered until a final determination has been made on all required ~~or requested~~ variances or site plan reviews. If during the course of a review, the Board determines that a zoning variance will be required in order to implement the proposal under consideration, it shall suspend further action on the application until such time as the variance has been approved by the Board of Zoning and Building Appeals or the application has been amended to eliminate the need for the variance.

(b) The Design Review Board shall not have the authority or power to grant a variance to any zoning regulation of the City ~~nor shall the Board have the power or authority to grant an exception to any section of the Ohio Basic Building Code~~ during the course of any review conducted under the provisions of this chapter.

1103.14 ACTION ON APPLICATIONS TO BE RECORDED.

The Design Review Board shall maintain a record of all applications for a certificate of

appropriateness including all action taken on each application.

1103.15 APPEAL OF DENIED APPLICATIONS.

~~— In the event an application for a certificate of appropriateness is denied by the Design Review Board, the applicant may, within twenty calendar days of the date of denial, file a written appeal with the Clerk of the City Council.~~

(a) Council shall have the power to hear and determine an appeal from the refusal by the Design Review Board to issue a certificate of appropriateness.

(b) An applicant refused such certificate shall appeal in writing to Council within thirty (30) days of the date of refusal by the Board. The Council shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of Council shall be introduced and passed at the next regular meeting following the hearing.

1103.99 PENALTY.

Any person, firm, partnership, corporation or ~~syndicate~~organization in violation of this chapter ~~may be fined not more than fifty dollars (\$50.00).~~shall be subject to the penalties provided in Section 1155.99 of the Zoning Code. Each day the violation ~~continues or occurs~~occurs or continues to occur may be considered a separate and new offense.

CHAPTER 1139 - Board of Zoning and Building Appeals

1139.01 MEETINGS.

Meetings of the Board of Zoning and Building Appeals shall be held as provided by the Charter and at such other times as the Board may determine. Each meeting of the Board shall be open to the public.

1139.02 QUORUM; VOTING.

(a) Three members present shall constitute a quorum of the Board of Zoning and Building Appeals.

(b) All action taken by the Board shall be initiated by motion and shall be recorded in the minutes. The Board shall keep minutes of its proceedings showing the vote of each member upon each question, or, if a member is absent or fails to vote, the minutes shall indicate such fact, ~~and all minutes shall be a public record.~~

(c) Three affirmative votes shall be required for the passage of any motion, ~~which:~~

- ~~(1) Approves or denies a site plan;~~
- ~~(2) Grants a variance or exception to the provisions of this Zoning Code;~~
- ~~(3) Establishes conditions precedent to the approval of a site plan, for the granting of a variance or exception to the provisions of this Zoning Code, or for approval of a special exception;~~
- ~~(4) Sets forth an interpretation of a provision of this Zoning Code or of the Zoning Map;~~
- ~~(5) Grants or denies a zoning certificate referred to it by the Zoning Officer or brought forth on appeal from an applicant;~~
- ~~(6) Overrules or amends any official action of the Zoning Officer;~~
- ~~(7) Recommends amendment of this Zoning Code;~~
- ~~(8) Takes any other official action consistent with the powers, duties, or authorities of the Board as set forth by the provisions of the Charter and of this Zoning Code.~~

1139.03 POWERS AND DUTIES.

The powers and duties of the Board of Zoning and Building Appeals shall be as follows:

~~—(a) To review and approve or deny approval of a site plan, as provided in Chapter 1143;~~

~~—(b)~~ (a) To permit exceptions to and variances from the provisions of this Zoning Code, as provided in Chapter 1147;

~~—(c)~~ (b) To authorize or deny a special exception, including the determination of similar uses, as provided in Chapter 1145;

~~—(d)~~ (c) To establish such reasonable conditions, regulations, and standards in the approval of a ~~site plan~~, special exception, variance or exception, or other official action as necessary to ensure that the design, construction, and operation of the use or structures subject to such

approval are carried out consistent with the purpose and intent of this Zoning Code and of the ordinances of the city;

—~~(e)~~ (d) To make interpretations, upon request of the ~~Zoning Officer-Planning Administrator~~ or upon appeal from any property owner of the city, of the meaning and application of the provisions and illustrations of this Zoning Code and of the Zoning Map of the city including:

- (1) Determination of the exact boundary lines of districts (*See 1161.06*);
- (2) Determination of the meanings of the permitted uses and special exceptions as listed in the districts;
- (3) Determination of the rules applicable to the filing of applications, review procedures, and permit issuances; except that the Board shall not make such interpretations as the City Attorney may determine should be a matter of legislative action by City Council;

—~~(f)~~ (e) To grant or deny a zoning certificate when the question of the issuance of such certificate is referred to it by the ~~Zoning Officer-Planning Administrator~~, or when the provisions of this Zoning Code indicate that the Board shall consider such question;

—~~(g)~~ (f) To overrule or amend any official action of the ~~Zoning Officer-Planning Administrator~~ when an applicant makes an appeal for such relief and when the Board determines that such action has been contrary to the intent and spirit of this Zoning Code. For such purpose, the Board may make null and void any zoning certificate issued or any action taken by the ~~Zoning Officer-Planning Administrator~~ by notifying the ~~Zoning Officer-Planning Administrator~~ and the principal interested party or parties in writing;

—~~(h)~~ To recommend to City Council amendment of the Zoning Code or of the Zoning Map;~~(g)~~ To hear appeals from the Property Maintenance Code as provided for in that code; and

—~~(i)~~ (h) Such other official action consistent with the powers, duties, or authorities of the Board as set forth by the provisions of the Charter ~~and of this Zoning Code~~ or assigned by City Council.

1139.04 POWER OF COUNCIL ON APPEALS.

(a) Council shall have the power to hear and determine an appeal from the refusal by the Board of Zoning and Building Appeals to issue a ~~site plan approval~~, zoning certificate, variances or exception, or a special exception.

(b) An applicant refused such approval, exception, certificate or variance shall appeal in writing to Council within thirty (30) days of the date of refusal by the Board ~~of Zoning and Building Appeals~~. The ~~President of~~ Council shall set a date for a hearing on the appeal and ~~Council shall~~ render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of Council shall be introduced and passed at the next regular meeting following the hearing.

1139.05 ~~CONCURRENT APPLICATIONS~~APPLICATION PROCEDURES.

- (a) The application deadline for appeals of denied zoning certificates or administrative appeals shall be ten (10) days prior to each regularly scheduled meeting of the Board.
- (b) Unless otherwise stated by this Code, the deadlines for all other applications to the Board of Zoning and Building Appeals will be thirty (30) prior to each regularly scheduled meeting of the Board.
- (c) In the interest of timely and efficient administration of the provisions of this Code, applicants may submit, and the Board may take action upon, concurrent applications for special exceptions, ~~site plans~~, variances, and other matters on which the Board is granted authority by this Code. All such concurrent applications shall be submitted in conformance with the applicable provisions of this Code. The Board shall not take such concurrent action if it determines that such concurrent action is not in the best interest of the city.
- (d) Unless otherwise prescribed by this code or requested by the applicant, the Board shall render a decision on all applications within sixty (60) days from the original hearing.

1147.01 AUTHORITY OF THE BOARD.

The Board of Zoning and Building Appeals may vary the strict application of the provisions of this Zoning Code where, owing to special characteristics of a property, a literal enforcement of the provisions would result in unnecessary hardship or practical difficulty, and where such variance will be in harmony with the general purpose and intent of this Code and in accordance with the specific rules contained in this chapter.

1147.02 REQUEST FOR VARIANCE.

A property owner seeking a variance shall submit a written request for variance on forms provided by the ~~Zoning Officer~~Planning Administrator. Such request shall include the following:

- (a) Name, address, and telephone number of the property owner(s) and owner's agent(s);
- (b) Legal description, address, tax district and parcel number of the property;
- (c) Description of the nature of the variance requested and a statement demonstrating the extent to which the requested variance conforms to the standards for variance in this Code;
- (d) Statement of the hardship;
- (e) Such other information and exhibits as may be appropriate to establish the facts of the appeal and the grounds for relief;
- (f) A fee as required by this Code.

1147.04 ACTION BY BOARD.

~~Within sixty (60) days after the public hearing, the Board of Zoning and Building Appeals shall either approve or disapprove the request for a variance.~~ If the Board determines to approve the requested variance, it shall, after specifying such conditions as it deems necessary, direct the ~~Zoning Officer~~Planning Administrator to issue a zoning certificate describing the variance and the conditions, subject to all other applicable provisions of this Code.

1147.08 ~~RENEWAL OF APPEAL~~REAPPLICATION.

~~The Board shall not, within six (6) months of its decision to deny a request, accept the same request for variance for reconsideration.~~

The Board shall not accept a new application for a variance that has been previously denied within twelve (12) months of denial.

~~163.01 ESTABLISHED; POWERS AND DUTIES.~~

- ~~—(a) The Reynoldsburg Village Commission is hereby established. The Commission shall consist of three individuals, recommended by the Reynoldsburg-Truro Historical Society and appointed by the Mayor. The Mayor shall serve as ex-officio member of the Commission. Each term of service shall be one year beginning on January 15 and ending on January 14. The Commission shall determine its own organization, bylaws and rules and shall comply with the City Charter and where applicable, the laws of the State.~~
- ~~—(b) Structures which are eligible to participate in the Commission's preservation program are located in Old Reynoldsburg Village, the perimeters of which shall be more fully described by the Commission; also included, are other historically significant properties located within and adjacent to the boundaries of the City.~~
- ~~—(c) The Commission will attempt to make known its voluntary guidelines for participation of structures in Reynoldsburg and adjacent areas and solicit owners to preserve and maintain their structures in accordance with architectural styles and exterior colors recommended by the Commission.~~
- ~~—(d) The Commission shall keep a record book of structures participating in the preservation program and record items of historical significance on each of the structures, if known. The record book shall be kept at the Reynoldsburg-Truro Historical Society Museum and shall be open for public inspection during the open hours of the Museum.~~

~~CHAPTER 1193 -- "HD" Historic Overlay District~~

~~1193.01 DISTRICT ESTABLISHED.~~

~~There is hereby established a "Reynoldsburg Historic District" having boundaries as described in Exhibit "A" of Ordinance 87-96 (Passed June 24, 1996) and as shown on the Zoning Map.~~

~~1193.02 PURPOSE.~~

~~The purposes of the Historic District shall be: to retain the Historic District scale and character; to provide guidelines for the consistent development for all new and existing uses; to improve the physical appearance of streets, public right-of-way areas and buildings; to preserve, protect and retain the historical and architectural heritage of the City; to maintain single-family dwellings of different sizes, but similar in appearance; to encourage the development of dwellings and offices over street-level shops and offices within the commercial land use overlay; and to provide for a mixture of residential, commercial, retail uses along with small office and professional service establishments.~~

~~1193.03 PERMITTED USES.~~

~~The following uses shall be permitted uses in the HD Historic Overlay District:~~

~~(a) Any use legally existing on the effective date of Ordinance 87-96 on a site within the boundaries of the Historic Overlay District as established by Ordinance 87-96;~~

~~(b) Within the area(s) of the Historic Overlay District designated on the Zoning Map for Residential Use:~~

- ~~(1) Multiple family dwellings;~~
- ~~(2) Public parks or playgrounds;~~
- ~~(3) Public and/or private schools;~~
- ~~(4) Single family dwellings.~~

~~(c) Within the area(s) of the Historic Overlay District designated on the Zoning Map for Commercial Use:~~

- ~~(1) Residential uses if not at the street level on Main Street.~~
- ~~(2) General merchandise, consisting of:~~
 - ~~A. Specialty shops;~~
 - ~~B. Dry goods and general merchandise; and~~
 - ~~C. Miscellaneous apparel and accessory stores.~~
- ~~(3) Food sales, consisting of:~~
 - ~~A. Specialty food stores;~~
 - ~~B. Dairy or bakery products;~~
 - ~~C. Miscellaneous food stores; and~~
 - ~~D. Grocery, meat, fish, fruit and vegetable sales.~~
- ~~(4) Home Furnishings, consisting of:~~
 - ~~A. Paint and wallpaper sales;~~
 - ~~B. Radio, television and music stores;~~
 - ~~C. Interior decorating and upholstery shops; and~~
 - ~~D. Furniture, home furnishings and equipment stores.~~
- ~~(5) Personal Services, consisting of:~~
 - ~~A. Barber and beauty shops;~~
 - ~~B. Shoe and garment repair;~~
 - ~~C. Public and private parking lots and spaces;~~

- ~~D. Radio, television or small appliance repair;~~
- ~~E. Banks, savings and loans, and credit agencies;~~
- ~~F. On-premises duplicating and reproduction services;~~
- ~~G. Eating and drinking establishments, but not including restaurants with drive-thru facilities;~~
- ~~H. Eating establishments which include outdoor dining areas (not within the public right-of-way) shall be encouraged; and~~
- ~~I. Offices for professional services such as architects, consultants, dentists, engineers, insurance agents, landscape architects, lawyers, physicians and real estate agents.~~
- ~~(6) Retail Sales, consisting of:~~
 - ~~A. Jewelry;~~
 - ~~B. Florists;~~
 - ~~C. Drug stores;~~
 - ~~D. Optical goods;~~
 - ~~E. Sporting goods;~~
 - ~~F. Hardware stores;~~
 - ~~G. Automobile parts;~~
 - ~~H. Books and newspapers;~~
 - ~~I. Gift or antique stores; and~~
 - ~~J. Other retail stores which conform to the purpose and intent of the District.~~
- ~~(7) Similar uses as special exceptions, determined in conformance with the provisions of this Code.~~

~~1193.04 PARKING PROVISIONS.~~

~~Parking facilities shall be provided for uses established in the Historic District consistent with the requirements of Chapter 1179: Parking and Loading, except that the parking facilities required for any use in the HD Historic District may be supplied by on- or off-street facilities provided for any other business use, as long as the conditions set forth below are met:—~~

- ~~(a) The majority (over 50%) of the parking shall be off-street.~~
- ~~(b) The building or use for which the application is being made to utilize the on- or off-street parking facilities provided by another building or use shall be located within seven hundred feet (700') of such parking facilities.~~
- ~~(c) The applicant shall substantiate that there is not significant conflict in the principal hours of parking demand of the two (2) buildings or uses for which joint uses of on- or off-street parking is proposed. Such calculations shall be performed according to procedures specified by the Zoning Officer.~~
- ~~(d) A properly drawn and executed legal instrument for joint use; including a site plan, of on- or off-street parking facilities, shall be filed with the Zoning Officer. Joint use parking privilege shall continue in effect only so long as such an instrument, binding on all parties, remains in force. If such instrument becomes legally ineffective, then off-street parking must be provided as otherwise required by the City.~~

~~1193.05 REVIEWS REQUIRED, STANDARDS FOR REVIEW.~~

~~The following procedures and development standards shall be required in order to guide property and business owners, as well as the City, in the preservation and enhancement of the unique architectural and landscape architectural character of the HD Historic Overlay District.~~

~~(a) Activities Subject to Review. The following changes within the Historic District shall be subject to the certificate of appropriateness application and review procedures and standards of this Chapter:~~

- ~~(1) Change in use;~~
- ~~(2) Demolition or removal or addition to any existing structure;~~
- ~~(3) Any exterior work requiring a building permit;~~
- ~~(4) Landscape architectural changes including:~~
 - ~~A. Exterior lighting;~~
 - ~~B. Outdoor storage/service areas;~~
 - ~~C. Landscaping and site maintenance;~~
 - ~~D. Exterior walks, patios and terraces; and~~
 - ~~E. Parking lot or parking space development including interior and perimeter landscaping.~~
- ~~(5) Exterior architectural changes including:~~
 - ~~A. Building lighting;~~
 - ~~B. Architectural awnings;~~
 - ~~C. Demolition of a structure;~~
 - ~~D. Construction of a new structure, including an accessory structure;~~
 - ~~E. Addition to an existing structure;~~
 - ~~F. Any change in building materials or building color; and~~
 - ~~G. Any change in building doors or windows, including storm doors or windows.~~

~~(b) Standards for Review. The following standards shall be applied in reviewing an application for a certificate of appropriateness:~~

- ~~(1) Revitalization Plan. All reviews shall be based on the guidelines established in the Olde Reynoldsburg Main Street Revitalization Plan as adopted by Resolution No. 48-96.~~
- ~~(2) Demolition or Removal. In reviewing an application for demolition or removal of a structure, the Board shall issue a certificate when at least one of the following conditions prevails:~~
 - ~~A. The structure contains no features of architectural or historic significance to the character of the area within which it is located.~~
 - ~~B. Deterioration has progressed to the point where it is not economically feasible to restore the structure and there exists no reasonable economic use for the structure as it exists or as it might be restored, and that there exists no feasible and prudent alternative to demolition.~~
- ~~(3) New Uses and New Construction. Properties being developed for new uses shall meet the guidelines of permitted uses as outlined in 1193.03, in both Residential and Commercial overlays. Construction and design should be consistent with the character of the surrounding area and be consistent with the objectives of the Historic District.~~
- ~~(4) Exterior Changes. Whenever feasible, historic features shall be repaired rather than replaced. When severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.~~

~~1193.06 APPLICATION AND REVIEW PROCEDURES.~~

~~(a) Application and Certificate Required. Before making any changes which are subject to the provisions of this Chapter, the owner of a lot within the Historic District shall submit to the Zoning Officer an application for a certificate of appropriateness. The application shall be on a form provided by the Zoning Officer. The owner is encouraged to meet with the Zoning Officer to review the~~

proposed work and the requirements of this Code prior to submitting the application.

~~(b) Review of Application. The Reynoldsburg Design Review Board shall review all applications for certificates of appropriateness. The application shall be reviewed in a public meeting, with advertisement in a newspaper of local circulation and notice to the applicant at least ten (10) days prior to the meeting. The applicant (or agent) and any other person having interest in the application shall have opportunity to give testimony to the Design Review Board. The Design Review Board shall vote to approve, approve with modifications or disapprove the application.~~

~~(c) Issuance of Certificate. Subsequent to approval by the Design Review Board, the Zoning Officer shall issue a Certificate of Appropriateness. No building permit shall be issued prior to approval of a certificate of appropriateness. Any certificate of appropriateness which approves new construction, demolition, or alteration of an existing structure shall become void if the work which is the subject of the approval is not commenced within nine (9) months after the approval. An extension may be requested by the applicant and granted by the Reynoldsburg Design Review Board.~~

~~(d) Appeal of Denial. An applicant denied a certificate of appropriateness by the Reynoldsburg Design Review Board may appeal to City Council by filing a written appeal with the Clerk of Council within ten (10) days of denial by the Design Review Board. Council shall hear and decide the appeal within thirty (30) days after the written appeal is filed.~~

CHAPTER 1194
Historic Commercial Overlay

1194.01 INTRODUCTION.

(a) In the mid 1990's the historic area of Olde Reynoldsburg was becoming increasingly threatened by suburban style, strip development that had taken place along East Main Street since the 1950's. This led to the City funding and subsequently adopting the Olde Reynoldsburg Main Street Revitalization Plan and Chapter 1193 "HD" Historic Overlay District of the Reynoldsburg Code of Ordinances in 1996 (Ord. 87-96). This plan and zoning overlay set a path to protect the historic, pedestrian friendly character of the area, and encourage high quality development and redevelopment that complimented the unique historic character of the area.

(b) New development has not occurred at a significant rate, and the commercial economy of Olde Reynoldsburg is not currently in a state of highest and best use for the area. One of the discouraging factors that has steered away new investment in the area is the current zoning code. The code does not accommodate or encourage the unique architectural character typical of older, commercial centers. Therefore a Commercial Design Guidelines Committee was established to develop an overlay for Olde Reynoldsburg that would impose alternative urban development standards—the Historic Commercial Overlay (HCO).

(c) The purpose of the Historic Commercial Overlay (HCO) is to regulate development in order to protect, reestablish and retain the unique architectural and aesthetic characteristics of an older, historic commercial corridor while accommodating new investment in the area. This corridor is characterized by pedestrian-oriented architecture, building setbacks ranging from zero to fifteen feet, rear parking lots, commercial land uses with a variety of lot sizes, supported by a grid street system with alleyways. The provisions of the HCO are intended to encourage pedestrian-oriented development featuring retail display windows, reduced building setbacks, rear parking lots, and other pedestrian-oriented site design elements.

1194.02 DEFINITIONS.

This section contains many commonly used terms found within this chapter of the code. In addition to the definitions listed herein, all definitions from Chapter 1131 shall also apply.

Building Frontage. The side, or facade, of a building closest to and most nearly parallel to an abutting street.

Build to Line. The point from a primary or secondary street at where the front of the building is to be located.

Building Frontage, Primary. A building frontage that abuts a street listed as a primary street.

Building Frontage, Secondary. A building frontage that abuts an alley or a street not listed as a primary street.

Building, Rear. The wall or plane opposite the primary building frontage. For a building on a corner lot, the building rear is the wall or plane opposite the wall or plane containing the principal

~~building entrance.~~

Facade. ~~A side of the exterior of a building, especially the front, but also sometimes the sides and rear.~~

Footcandles. ~~A unit of light intensity that is equal to the amount of light falling on one square foot area from a one candela light source at a distance of one foot.~~

Gable. ~~The triangular section of a wall at the end of a pitched roof, occupying the space between the two slopes of the roof, or the whole end wall of a building or wing having a pitched roof.~~

Parapet Wall. ~~A low wall barrier at the edge of a roof or structure which may serve to prevent falls over the edge or serve as a stylistic feature.~~

Primary Street. ~~A primary street as referred to in this section includes Main Street, Graham Road, Waggoner Road, and Lancaster Avenue.~~

Pedestrian Zone. ~~An area between a main building and a public street utilized for pedestrian access and amenities.~~

Pedestrian Amenity. ~~Elements of individual developments that directly affect the quality and character of the public domain.~~

Redevelopment. ~~The reconstruction of any developed property or building gross floor area, or combination thereof by more than fifty percent (50%) over a seven year period.~~

Routine Maintenance. ~~Work that is planned and performed on a routine basis to maintain and preserve the condition of the building or site including but not limited to painting, addition of awnings, roof repair, parking rehabilitation, and window replacement and treatment.~~

Stacking Space. ~~Area where cars are permitted to wait in a resting state to access a use, or at a traffic signal or sign.~~

Traditional and Natural Materials. ~~Consists of clay bricks (full or thin set, if thin set corners must have full brick appearance), stone, cultured stone (samples must be provided), wood or fiber-cement board siding.~~

Tree Lawn. ~~A small area, often planted with trees and grass, between a street and the sidewalk of that street.~~

1194.03 OVERLAY AREAS.

The Reynoldsburg Historic Commercial Overlay (HCO) shall apply to all commercially zoned properties within the Historic District, as established in Ordinance 87-96 (passed June 24, 1996).

1194.04 PERMITTED USES.

The following uses shall be permitted in the Historic Commercial Overlay.

(a) ~~Within the area(s) of the HCO designated on the zoning map for residential use:~~

- ~~(1) Single family dwellings;~~
- ~~(2) Public parks and playgrounds;~~

- ~~(3) Public and or private schools;~~
- ~~(4) Semi-public uses;~~
- ~~(5) Public parking lots owned and operated by the municipality; and~~
- ~~(6) Multiple family dwellings as a planned development.~~
- ~~(b) Within the area(s) of the HCO designated on the zoning map for commercial use:~~
 - ~~(1) Retail stores;~~
 - ~~(2) Administrative and business offices;~~
 - ~~(3) Business services;~~
 - ~~(4) Professional activities;~~
 - ~~(5) Personal services;~~
 - ~~(6) Mortuaries;~~
 - ~~(7) Eating and drinking establishments;~~
 - ~~(8) Public and semi-public uses;~~
 - ~~(9) Items displayed for sale outdoors within five feet of the primary building frontage;~~
 - ~~—(10) Organizations and associations; and~~
 - ~~—(11) Residential uses not at the street level.~~

~~(c) Special exceptions which have a special exception permit.~~

~~1194.05 APPLICABILITY AND EXTENT.~~

~~The standards contained in the HCO are in addition to the regulations of the underlying zoning districts. Where the provisions of this chapter conflict with those of the underlying zoning district or other provisions of this Zoning Code, the most restrictive provision applies. The standards and requirements of the HCO apply as follows:~~

- ~~(a) On a commercially-zoned or commercially-used property within the HCO:~~
 - ~~(1) The placement, construction, or reconstruction of a principal building is subject to all standard requirements of this Overlay;~~
 - ~~(2) The expansion or redevelopment of a building's gross floor area by more than fifty percent (50%) over a seven-year period shall subject the entire building/site to the provisions herein;~~
 - ~~(3) The extension or expansion of a building towards a public street is subject to all the provisions herein; and~~
 - ~~(4) Exterior alteration of a primary or secondary building frontage is subject to all provisions herein;~~
- ~~(b) The construction or installation of parking lots, fences and other accessory structures on commercially-zoned or commercially-used properties shall comply with Sections 1194.06, 1194.07, 1194.08;~~
- ~~(c) The installation of new on-site lighting must comply with Section 1194.09;~~
- ~~(d) Routine maintenance and in-kind replacement of materials are exempt from the standards and requirements of this chapter; and~~
- ~~(e) The HCO shall be exempt from the Stream Corridor Protection Zone as long as best management practices are used to maintain the quality of the surrounding watersheds.~~

~~1194.06 SITE ORIENTATION.~~

~~(a) The build to line is ten feet. A minimum of fifty percent (50%) of the building must be sited at the build to line. Other portions of a building beyond the fifty percent (50%) may be set back farther than the build to line; or in advance of the build to line up to five feet.~~

- ~~(b) The minimum setback for parking lots on a primary street is ten feet.~~

(c) ~~Parking lots and accessory buildings shall be located at the rear of the main building. Where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening.~~

(d) ~~A rear yard setback shall not be required for parcels adjacent to an alley or street containing a rear access agreement with adjacent parcels, a minimum twenty rear setback shall apply to other parcels. There shall be no required side yard setback.~~

1194.07 DESIGN STANDARDS.

(a) ~~A primary building frontage shall incorporate at least one main entrance door. At a building corner where two primary building frontages meet, one main entrance door may be located so as to meet the requirement for the entrance on both building frontages.~~

(b) ~~A building frontage that exceeds a width of fifty feet shall include vertical piers or other vertical visual elements to break the plane of the building frontage. The vertical piers or vertical elements shall be spaced at intervals of fifteen feet to thirty five feet along the entire building frontage.~~

(c) ~~For each primary building frontage, at least fifty percent (50%) of the building materials on the facade excluding window glass shall consist of traditional and natural materials.~~

(d) ~~For each primary building frontage, at least sixty percent (60%) of the area between the height of two and ten feet above the nearest sidewalk grade shall be clear/non-tinted window glass permitting a view of the building's interior to a minimum depth of four feet. For a secondary building frontage, the pattern of window glass shall continue from the primary frontage a minimum distance of ten feet (Low E is an acceptable glass material).~~

(e) ~~Upper story windows (any story above ground) create a repeated pattern for unity and are an integral part of the building design. Upper story windows should be smaller than storefront windows at street level, should be spaced at regular intervals, and give scale and texture to the street edge formed by building facades.~~

(f) ~~For any new installation or replacement of upper story windows, the new/replacement windows must be clear/non-tinted glass.~~

(g) ~~Windows must not be blocked, boarded, or reduced in size, unless otherwise required for securing a vacant structure.~~

(h) ~~At least twenty five percent (25%) of the second and third floor building frontages (as measured from floor to ceiling) must be window glass. This requirement may be waived if historic documentation (e.g. historic photos) from when the building was first constructed can be provided that shows a different percentage of window glass was used on the second and third floor building frontages. In such cases, the historic percentage must be maintained.~~

(i) ~~All roof-mounted mechanical equipment shall be screened to the height of the equipment. The design, colors and materials used shall be architecturally compatible with the rooftop and the aesthetic character of the building.~~

(j) ~~Dumpsters and all ground-mounted mechanical equipment shall be screened from public view to the height of the dumpster/equipment.~~

(k) ~~Fences, with or without masonry piers, shall be decorative and constructed of ornamental metal tubes or solid metal bars. Fences may not exceed a height of four feet. Chain link fences are not permitted.~~

(l) ~~Roof materials shall be of traditional appearance, any shingle roofing shall be decorative (at minimum dimensional shingling shall be used).~~

(m) ~~When a property is redeveloped all overhead utilities shall be placed underground.~~

(n) ~~Masonry or stone walls may be used for screening, sitting, or used as independent architectural elements. Walls may not exceed a height of four feet, and shall not exceed two feet in pedestrian zone.~~

~~1194.08 PARKING AND CIRCULATION STANDARDS.~~

(a) ~~Parking, stacking and circulation aisles are not permitted between a public street right of way line and a principal building.~~

(b) ~~A parking lot shall be located at the rear of the main building; however, where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening consisting of a decorative, masonry wall or fence (excluding chain link), or a continuous row of shrubs no less than three feet in height at the time of establishment.~~

(c) ~~Parking requirements set forth in Chapter 1179 may be reduced by up to fifty percent (50%) if the additional required parking is available on street or in public lots, or through shared parking agreements with adjacent properties if the property is within 750 feet of the primary structure.~~

(d) ~~Parking should be consolidated into shared or public parking lots (behind buildings). Parking lots should be interconnected to encourage traffic flow among buildings and to reduce the overall paved area. Written shared access agreements with adjoining lots will be required at the time of development or expansion of any parking lot within the HCO if a reduction in parking requirements is sought.~~

(e) ~~Bicycle parking is required for all commercial uses at a rate of one bicycle parking space per ten parking spaces. A bicycle parking space shall be an area not less than two by six feet, and have a secured locking post or mechanism as approved by the Planning Administrator.~~

(f) ~~Residential dwellings shall not be required to have enclosed parking, but all other parking provisions shall apply.~~

(g) ~~The Board of Zoning and Building Appeals may reduce or eliminate the required number of loading spaces in conjunction with a major site plan approval after giving due consideration to the following factors:~~

- ~~(1) Frequency and time of deliveries;~~
- ~~(2) Necessary size and nature of delivery vehicles;~~
- ~~(3) Impact on adjoining streets or alleys; and~~
- ~~(4) Neighborhood character.~~

~~(Ord. 80-08. Passed 12-8-08.)~~

~~1194.09 PEDESTRIAN AMENITIES.~~

~~Pedestrian amenities serve as informal gathering places for socializing, resting and outdoor enjoyment of Olde Reynoldsburg. Any new improvement to a commercial property as outlined in Section 1194.05 must provide pedestrian amenities as outlined below.~~

- ~~(a) One pedestrian amenity must be provided for every 2,000 square feet of gross floor area that is new or improved.~~
 - ~~(b) No less than one pedestrian amenity shall be required for any improvements over 1,000 square feet.~~
 - ~~(c) The pedestrian amenity must be installed or constructed within the pedestrian zone.~~
 - ~~(d) The following are an approved list of pedestrian amenities to be installed:~~
 - ~~(1) A plaza or courtyard that is accessible and designed for public use with a minimum area of 250 square feet;~~
 - ~~(2) Sitting space (e.g. dining area, benches, or ledges). Recommended dimensions for sitting areas are a minimum of sixteen inches in height and forty eight inches in width;~~
 - ~~(3) Public art;~~
 - ~~(4) Permanent planters;~~
 - ~~(5) Permanent fountains or other water features;~~
 - ~~(6) Decorative waste receptacles; and~~
 - ~~(7) Decorative pedestrian lighting.~~
- ~~(Ord. 80-08. Passed 12-8-08.)~~

~~1194.10 LIGHTING.~~

~~Exterior lighting must be designed, located, constructed, and maintained to minimize light trespass and spill over off the subject property. To achieve this objective, the following are mandatory site lighting requirements:~~

- ~~(a) Area lighting fixtures must be decorative low light fixtures;~~
- ~~(b) The height of any parking lot light pole/fixture must not exceed eighteen feet above grade;~~
- ~~(c) Exterior building light fixtures must not generate excessive light levels, cause glare, or direct light beyond the facade onto neighboring property, streets, or the night sky. Strobe or flashing lights are not permitted; and~~
- ~~(d) Security lighting must be from full cut-off type fixtures, shielded and aimed so that the light is directed to the area that is being protected by light.~~

~~1194.11 DRIVE THRU USES AND STANDARDS.~~

~~(a) Drive thru pickup windows and coverings are prohibited on primary and secondary frontages and shall be attached to the rear or side of the principal building.~~

~~(b) Drive thru windows shall be designed as an integral part of the structure they serve and building materials including canopies, awnings, support posts, etc. shall match the materials and color scheme of the building they are serving.~~

~~1194.12 GRAPHICS.~~

~~Next to the streetscape development guidelines, business identification signage can be the singular most effective element that visually contributes or detracts from the overall image of the district. The quality of a business sign is most often indicative of the character of a business. The following are general requirements for all businesses in the HCO.~~

- ~~(a) General Standards.~~
 - ~~(1) All signs shall be on the premises of a business they identify.~~

- (2) ~~The following sign types are appropriate for the identification of businesses in the HCO:~~
 - A. ~~Ground signs;~~
 - B. ~~Projecting signs; and~~
 - C. ~~Wall signs (which may include letters on an awning).~~
- (3) ~~Wall signs consisting of individual letters shall not be permitted.~~
- (4) ~~All signs shall be of a professional character. No homemade lettered signs shall be permitted.~~
- (5) ~~Where businesses occur behind other businesses off of a primary street a sign shall be permitted for direction to that business.~~
- (6) ~~Businesses shall be permitted one wall or awning sign, as well as one ground or projecting sign.~~
- (7) ~~Directional signs which may include the words "entrance"/"exit", "in/out" shall be permitted if they are not over two square feet in area and do not constitute a traffic hazard. Such signs shall not be illuminated.~~
- (8) ~~Certain signs are not permitted because they involve materials, colors and designs that would not have been used historically in the area. Such signs include:~~
 - A. ~~Billboards;~~
 - B. ~~Plastic or vinyl signs;~~
 - C. ~~Marquee signs;~~
 - D. ~~Off premise graphic;~~
 - E. ~~Mobile or portable signs with the exception of sandwich boards not to exceed ten square feet;~~
 - F. ~~Interior illuminated signs;~~
 - G. ~~Blinking, flashing, moving, or vibrating signs;~~
 - H. ~~No sign colors of fluorescent or "day glow" orange;~~
 - I. ~~Signs mounted on the top of building or on the roof; and~~
 - J. ~~Signs extending above the wall of any structure to which they are attached.~~
- (9) ~~Face changes in existing cabinet style signs are required to be approved by the DRB.~~
- (b) Building Unit Number.
 - (1) ~~Street numbers shall be required for all buildings and/or uses. When an applicant applies for a sign permit they shall demonstrate that the site should be identified by a street address number on either the building or on a permitted sign.~~
 - (2) ~~Business address numbers shall be a minimum of four inches.~~
 - (3) ~~Where possible building/business address numbers shall be integrated into the building/business identification sign.~~
 - (4) ~~If incorporated into the sign the area for the building or business number should not be counted as a part of the sign area.~~
- (c) Sign Types and Sizes. ~~The following maximum areas of business identification signs are permitted:~~
 - (1) ~~Ground signs up to eighteen square feet;~~
 - (2) ~~Projecting signs up to eighteen square feet;~~
 - (3) ~~Wall signs up to twenty square feet;~~
 - (4) ~~A wall sign should project no more than one foot from the face of the building;~~
 - (5) ~~The maximum height for all free standing and signs should be six feet;~~
 - (6) ~~A window sign consisting of individual letters shall occupy no more than twenty five percent (25%) of the total window area; and~~
 - (7) ~~Lettering on an awning for business identification shall be permitted and shall be no larger than eight inches.~~
- (d) Sign Locations. ~~The following standards are made for the location of signs in the HCO:~~

- ~~(1) No signs shall be mounted on the top of a building or roof;~~
 - ~~(2) No sign shall conceal any windows, doors, transoms or other architectural features;~~
 - ~~(3) All business identification signs shall be located near the building/business entrance they identify;~~
 - ~~(4) All signs other than wall signs shall be perpendicular to the street; and~~
 - ~~(5) Signs for storefront type buildings shall be permitted within the right-of-way, only if they are wall hung and/or projecting signs and the bottom of the sign is no lower than eight feet, and do not impede pedestrian or vehicular flow of traffic.~~
- ~~(e) Sign Materials.~~
- ~~(1) All signs shall be constructed of natural materials.~~
 - ~~(2) Sign materials should complement the primary structure.~~

CHAPTER 1193 - HD - Historic Overlay District

1193.01 INTRODUCTION.

The purpose of the Historic Overlay District (HD) is to regulate development in order to protect, reestablish and retain the unique architectural and aesthetic characteristics of Olde Reynoldsburg while accommodating new investment in the area. This corridor is characterized by pedestrian-oriented architecture, a mixture of residential, commercial, retail uses along with small office and professional service establishments, building setbacks ranging from zero feet (0FT) to fifteen feet (15FT), rear parking lots, and a variety of lot sizes supported by a grid street system with alleyways. The provisions of the district are intended to encourage pedestrian-oriented development featuring retail display windows, reduced building setbacks, rear parking lots, and other pedestrian-oriented site design elements and to protect the character of Olde Reynoldsburg from the degradation caused by suburban style development.

1193.02 DEFINITIONS.

This section contains many commonly used terms found within this chapter. In addition to the definitions listed herein, all definitions from Chapter 1131 shall also apply.

Building Frontage. The side, or facade, of a building closest to and most nearly parallel to an abutting street.

Build-to-Line. The point from a primary or secondary street at where the front of the building is to be located.

Building Frontage, Primary. A building frontage that abuts a street listed as a primary street.

Building Frontage, Secondary. A building frontage that abuts an alley or a street not listed as a primary street.

Building, Rear. The wall or plane opposite the primary building frontage. For a building on a corner lot, the building rear is the wall or plane opposite the wall or plane containing the principal building entrance.

Facade. A side of the exterior of a building, especially the front, but also sometimes the sides and rear.

Footcandles. A unit of light intensity that is equal to the amount of light falling on one square foot (1SF) area from a one candela light source at a distance of one foot (1FT).

Gable. The triangular section of a wall at the end of a pitched roof, occupying the space between the two slopes of the roof, or the whole end wall of a building or wing having a pitched roof.

Parapet Wall. A low wall barrier at the edge of a roof or structure which may serve to prevent falls over the edge or serve as a stylistic feature.

Primary Street. A primary street as referred to in this section includes Main Street, Graham Road, Waggoner Road, and Lancaster Avenue.

Pedestrian Zone. An area between a main building and a public street utilized for pedestrian

access and amenities.

Pedestrian Amenity. Elements of individual developments that directly affect the quality and character of the public domain.

Redevelopment. The reconstruction of any developed property or building gross floor area, or combination thereof by more than fifty percent (50%) over a seven (7) year period.

Routine Maintenance. Work that is planned and performed on a routine basis to maintain and preserve the condition of the building or site including but not limited to painting, addition of awnings, roof repair, parking rehabilitation, and window replacement and treatment.

Stacking Space. Area where cars are permitted to wait in a resting state to access a use, or at a traffic signal or sign.

Traditional and Natural Materials. Consists of clay bricks (full or thin set, if thin set corners must have full brick appearance), stone, cultured stone (samples must be provided), wood or fiber cement board siding.

Tree Lawn. A small area, often planted with trees and grass, between a street and the sidewalk of that street.

1193.03 OVERLAY SUB-AREAS.

The Historic Overlay District (HD) shall have the boundaries established by Ordinance 87-96 (passed June 24, 1996). There shall be two sub-areas: the Historic Commercial Overlay Subarea (HCO), which shall consist of all lots with the base zoning district of CC – Community Commerce or CS – Community Services and the Historic Neighborhood Overlay Subarea (HNO) which shall consists of all other lots with the boundaries established by Ordinance 87-96.

1193.04 APPLICABILITY AND EXTENT.

The standards contained in the Historic Overlay District (HD) are in addition to the regulations of the underlying zoning districts. Where the provisions of this chapter conflict with those of the underlying zoning district or other provisions of this Zoning Code, the most restrictive provision applies. The standards and requirements of the district apply as follows:

(a) Routine maintenance and in-kind replacement of materials are exempt from the standards and requirements of this chapter.

(b) Activities Subject to Review. The following changes within the Historic Overlay District (HD) shall be subject to a certificate of appropriateness:

- (1) Demolition, removal or addition to any existing structure;
- (2) Any exterior work requiring a building permit;
- (3) Landscape architectural changes including:

A. Exterior lighting;

B. Outdoor storage/service areas;

C. Landscaping and site maintenance;

D. Exterior walks, patios and terraces; and

E. Parking lot or parking space development including interior and perimeter landscaping.

- (4) Exterior architectural changes including:

- A. Building lighting;
- B. Architectural awnings;
- C. Demolition of a structure;
- D. Construction of a new structure, including an accessory structure;
- E. Addition to an existing structure;
- F. Any change in building materials or building color; and
- G. Any change in building doors or windows, including storm doors or windows.

(c) Within in the Historic Commercial Overlay (HCO):

- (1) The placement, construction, or reconstruction of a principal building is subject to all standard requirements of this Overlay;
- (2) The expansion or redevelopment of a building's gross floor area by more than fifty percent (50%) over a seven (7) year period shall subject the entire building/site to the provisions herein;
- (3) The extension or expansion of a building towards a public street is subject to all the provisions herein; and
- (4) Exterior alteration of a primary or secondary building frontage is subject to all provisions herein.

(d) The construction or installation of parking lots, fences and other accessory structures shall comply with Sections 1193.06, 1193.07, 1193.08.

(e) The installation of new on-site lighting must comply with Section 1193.10.

(f) The HCO shall be exempt from the Stream Corridor Protection Zone as long as best management practices are used to maintain the quality of the surrounding watersheds.

1193.05 PERMITTED USES.

The following uses shall be permitted in the Historic Overlay District (HD). Uses listed under this Section as permitted shall otherwise be exempt from the special exception review process.

(a) Within the Historic Neighborhood Overlay (HNO):

- (1) Single family-dwelling;
- (2) Public and Semi-public use;
- (3) Multiple family dwelling as a planned development.

(b) Within the Historic Commercial Overlay (HCO):

- (1) Retail store;
- (2) Administrative and business office;
- (3) Business service;
- (4) Professional activities/office;
- (5) Personal service;
- (6) Mortuary;
- (7) Eating and drinking establishment;
- (8) Public and semi-public use;
- (9) Items displayed for sale outdoors within five feet (5FT) of the primary building frontage;
- (10) Organizations and associations;
- (11) Residential uses not at the street level; and
- (12) Similar uses as special exceptions, determined according to the provisions of this Code.

1193.06 SITE ORIENTATION.

(a) The build-to-line is ten feet (10FT). A minimum of fifty percent (50%) of the building must be sited at the build to line. Other portions of a building beyond the fifty percent (50%) may be set back farther than the build-to line; or in advance of the build to line up to five feet (5FT).

(b) The minimum setback for parking lots on a primary street is ten feet (10FT).

(c) Parking lots and accessory buildings shall be located at the rear of the main building. Where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening.

(d) A rear yard setback shall not be required for parcels adjacent to an alley or street containing a rear access agreement with adjacent parcels, a minimum twenty foot (20FT) rear setback shall apply to other parcels. There shall be no required side yard setback.

1193.07 DESIGN STANDARDS.

(a) A primary building frontage shall incorporate at least one main entrance door. At a building corner where two primary building frontages meet, one main entrance door may be located so as to meet the requirement for the entrance on both building frontages.

(b) A building frontage that exceeds a width of fifty feet (50FT) shall include vertical piers or other vertical visual elements to break the plane of the building frontage. The vertical piers or vertical elements shall be spaced at intervals of fifteen feet (15FT) to thirty-five feet (35FT) along the entire building frontage.

(c) For each primary building frontage, at least fifty percent (50%) of the building materials on the facade excluding window glass shall consist of traditional and natural materials.

(d) For each primary building frontage on a structure in the Historic Commercial Overlay (HCO), at least sixty percent (60%) of the area between the height of two feet (2FT) and ten feet (10FT) above the nearest sidewalk grade shall be clear/non-tinted window glass permitting a view of the building's interior to a minimum depth of four feet (4FT). For a secondary building frontage, the pattern of window glass shall continue from the primary frontage a minimum distance of ten feet (10FT). Low E is an acceptable glass material.

(e) Upper story windows (any story above ground) create a repeated pattern for unity and are an integral part of the building design. Upper story windows should be smaller than storefront windows at street level, should be spaced at regular intervals, and give scale and texture to the street edge formed by building facades.

(f) For any new installation or replacement of upper story windows, the new/replacement windows must be clear/non-tinted glass.

(g) Windows must not be blocked, boarded, or reduced in size, unless otherwise required for securing a vacant structure.

(h) At least twenty-five percent (25%) of the second and third floor building frontages (as measured from floor to ceiling) must be window glass. This requirement may be waived if historic documentation (e.g. historic photos) from when the building was first constructed can be provided that shows a different percentage of window glass was used on the second and third floor building

frontages. In such cases, the historic percentage must be maintained.

(i) All roof-mounted mechanical equipment shall be screened to the height of the equipment. The design, colors and materials used shall be architecturally compatible with the rooftop and the aesthetic character of the building.

(j) Fences, with or without masonry piers, shall be decorative and constructed of ornamental metal tubes or solid metal bars. Fences may not exceed a height of four feet (4FT). Chain-link fences are not permitted.

(k) Roof materials shall be of traditional appearance, any shingle roofing shall be decorative (at minimum dimensional shingling shall be used).

(l) When a property is redeveloped all overhead utilities shall be placed underground.

(m) Masonry or stone walls may be used for screening, sitting, or used as independent architectural elements. Walls may not exceed a height of four feet (4FT), and shall not exceed two feet (2FT) when adjacent to pedestrian walkways.

1193.08 PARKING AND CIRCULATION STANDARDS.

(a) Parking, stacking and circulation aisles are not permitted between a public street right-of-way line and a principal building.

(b) A parking lot shall be located at the rear of the main building; however, where access to the rear of the property is not possible from a public alley or street, up to fifty percent (50%) of the parking may be located at the side of the main building, with proper screening consisting of a decorative, masonry wall or fence (excluding chain link), or a continuous row of shrubs no less than three feet (3FT) in height at the time of establishment.

(c) Parking requirements set forth in Chapter 1179 may be reduced by up to fifty percent (50%) if the additional required parking is available on-street or in public lots, or through shared parking agreements with adjacent properties if the property is within seven hundred fifty feet (750FT) of the primary structure.

(d) Parking should be consolidated into shared or public parking lots (behind buildings). Parking lots should be interconnected to encourage traffic flow among buildings and to reduce the overall paved area. Written shared access agreements with adjoining lots will be required at the time of development or expansion of any parking lot within the Historic Commercial Overlay (HCO) if a reduction in parking requirements is sought.

(e) Bicycle parking is required for all commercial uses at a rate of one bicycle parking space per ten parking spaces. A bicycle parking space shall be an area not less than two feet (2FT) by six feet (6FT), and have a secured locking post or mechanism as approved by the Planning Administrator.

(f) Residential dwellings shall not be required to have enclosed parking, but all other parking provisions shall apply.

(g) The Planning Commission may reduce or eliminate the required number of loading spaces in

conjunction with a major site plan approval after giving due consideration to the following factors:

- (1) Frequency and time of deliveries;
- (2) Necessary size and nature of delivery vehicles;
- (3) Impact on adjoining streets or alleys; and
- (4) Neighborhood character.

1193.09 PEDESTRIAN AMENITIES.

Pedestrian amenities serve as informal gathering places for socializing, resting and outdoor enjoyment of Olde Reynoldsburg. Any new improvement to a property other than a single family dwelling must provide pedestrian amenities as outlined below.

- (a) One pedestrian amenity must be provided for every two thousand square feet (2,000SF) of gross floor area that is new or improved.
- (b) No less than one pedestrian amenity shall be required for any improvements over one thousand square feet (1,000SF).
- (c) The pedestrian amenity must be installed or constructed within the pedestrian zone.
- (d) The following are an approved list of pedestrian amenities to be installed:
 - (1) A plaza or courtyard that is accessible and designed for public use with a minimum area of two hundred fifty square feet (250SF);
 - (2) Sitting space (e.g. dining area, benches, or ledges). Recommended dimensions for sitting areas are a minimum of sixteen inches (16IN) in height and forty-eight inches (48IN) in width;
 - (3) Public art;
 - (4) Permanent planters;
 - (5) Permanent fountains or other water features;
 - (6) Decorative waste receptacles; and
 - (7) Decorative pedestrian lighting.

1193.10 LIGHTING.

Exterior lighting must be designed, located, constructed, and maintained to minimize light trespass and spill over off the subject property. To achieve this objective, the following are mandatory site lighting requirements:

- (a) Area lighting fixtures must be decorative low-light fixtures;
- (b) The height of any parking lot light pole/fixture must not exceed eighteen feet (18FT) above grade;
- (c) Exterior building light fixtures must not generate excessive light levels, cause glare, or direct light beyond the facade onto neighboring property, streets, or the night sky. Strobe or flashing lights are not permitted; and
- (d) Security lighting must be from full cut-off type fixtures, shielded and aimed so that the light is directed to the area that is being protected by light.

1193.11 DRIVE-THRU USES AND STANDARDS.

(a) Drive-thru pickup windows and coverings are prohibited on primary and secondary frontages and shall be attached to the rear or side of the principal building.

(b) Drive-thru windows shall be designed as an integral part of the structure they serve and building materials including canopies, awnings, support posts, etc. shall match the materials and color scheme of the building they are serving.

1193.12 GRAPHICS.

Next to the streetscape development guidelines, business identification signage can be the singular most effective element that visually contributes or detracts from the overall image of the district. The quality of a business sign is most often indicative of the character of a business. The following are general requirements for all businesses in the Historic Commercial Overlay (HCO).

(a) General Standards.

- (1) All signs shall be on the premises of a business they identify.
- (2) The following sign types are appropriate for the identification of businesses in the HCO:
 - A. Ground signs;
 - B. Projecting signs; and
 - C. Wall signs (which may include letters on an awning).
- (3) Wall signs consisting of individual letters shall not be permitted.
- (4) All signs shall be of a professional character. No homemade lettered signs shall be permitted.
- (5) Where businesses occur behind other businesses off of a primary street a sign shall be permitted for direction to that business.
- (6) Businesses shall be permitted one wall or awning sign, as well as one ground or projecting sign.
- (7) Directional signs which may include the words "entrance"/"exit", "in/out" shall be permitted if they are not over two square feet (2SF) in area and do not constitute a traffic hazard. Such signs shall not be illuminated.
- (8) Certain signs are not permitted because they involve materials, colors and designs that would not have been used historically in the area. Such signs include:
 - A. Billboards;
 - B. Plastic or vinyl signs;
 - C. Marquee signs;
 - D. Off premise graphic;
 - E. Mobile or portable signs with the exception of sandwich boards not to exceed ten square feet (10SF);
 - F. Internally-illuminated signs;
 - G. Blinking, flashing, moving, or vibrating signs;
 - H. No sign colors of fluorescent or "day glow" orange;
 - I. Signs mounted on the top of building or on the roof; and
 - J. Signs extending above the wall of any structure to which they are attached.
- (9) A certificate of appropriateness will be required for all refaced cabinet style signage.

(b) Building Unit Number.

- (1) Street numbers shall be required for all buildings and/or uses. When an applicant applies for a sign permit they shall demonstrate that the site should be identified by a street address number on either the building or on a permitted sign.
- (2) Business address numbers shall be a minimum of four inches (4IN).
- (3) Where possible building/business address numbers shall be integrated into the building/business identification sign.
- (4) If incorporated into the sign the area for the building or business number should not be

counted as a part of the sign area.

(c) Sign Types and Sizes. The following maximum areas of business identification signs are permitted:

- (1) Ground signs up to eighteen square feet (18SF);
- (2) Projecting signs up to eighteen square feet (18SF);
- (3) Wall signs up to twenty square feet (20SF);
- (4) A wall sign should project no more than one foot (1FT) from the face of the building;
- (5) The maximum height for all free standing and signs should be six feet (6FT);
- (6) A window sign consisting of individual letters shall occupy no more than twenty-five percent (25%) of the total window area; and
- (7) Lettering on an awning for business identification shall be permitted and shall be no larger than eight inches (8IN).

(d) Sign Locations. The following standards are made for the location of signs in the HCO:

- (1) No signs shall be mounted on the top of a building or roof;
- (2) No sign shall conceal any windows, doors, transoms or other architectural features;
- (3) All business identification signs shall be located near the building/business entrance they identify;
- (4) All signs other than wall signs shall be perpendicular to the street; and
- (5) Signs for storefront type buildings shall be permitted within the right-of-way, only if they are wall hung and/or projecting signs and the bottom of the sign is no lower than eight feet (8FT), and do not impede pedestrian or vehicular flow of traffic.

(e) Sign Materials.

- (1) All signs shall be constructed of traditional and natural materials.
- (2) Sign materials should complement the primary structure.

1193.13 APPLICATION AND REVIEW PROCEDURES.

(a) Application and Certificate Required. Before making any changes which are subject to the provisions of this chapter, the owner of a lot within the Historic District shall submit to the Planning Administrator an application for a certificate of appropriateness.

(b) Review of Application. The Design Review Board shall review all applications for certificates of appropriateness in accordance with the provisions of this chapter and Chapter 1103.

1193.14 STANDARDS FOR DESIGN REVIEW.

The following review standards shall apply in order to guide property and business owners, as well as the City, in the preservation and enhancement of the unique historical and architectural character of the Historic Overlay District (HD).

(a) Standards for Review. In addition to the standards of Chapter 1103, the following standards shall be applied in reviewing an application for a certificate of appropriateness in the Historic Overlay District:

- (1) Demolition or Removal. In reviewing an application for demolition or removal of a structure, the Board shall issue a certificate when at least one of the following conditions prevails:
 - A. The structure contains no features of architectural or historic significance to the character of the area within which it is located.
 - B. Deterioration has progressed to the point where it is not economically feasible to

restore the structure and there exists no reasonable economic use for the structure as it exists or as it might be restored, and that there exists no feasible and prudent alternative to demolition.

- (2) New Uses and New Construction. Properties being developed for new uses shall be consistent with the character of the surrounding area and be consistent with the objectives of the Historic District.
- (3) Exterior Changes. Whenever feasible, historic features shall be repaired rather than replaced. When severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Planning Commission**Eric Snowden****7232 E. Main Street****Reynoldsburg OH 43068****Phone****ORDINANCE REQUEST**

DATE: March 14, 2016**TO: Service Committee****RE:** ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Chapter 1131 Definitions; Chapter 1143 Zoning Certificates; Site Plan; Plot-Grade-Utility Plan; Chapter 1155 Enforcement; Penalty; Chapter 1161 Zoning Districts; Chapter 1171 General Regulations for Lots and Yards; and Enacting Chapter 1159 Nonconforming Uses & Structures; and Repealing Chapter 1195 Nonconforming Uses.

See the attached materials for details.

-Staff Reports

- Proposed Amendments

CHAPTER 1143 – Zoning Certificates; Site Plan; Plot-Grade-Utility Plan

1143.01 PURPOSE.

Zoning certificates, site plans, and plot-grade-utility plans (also referred to as construction plans) provide a uniform system of application, review, and approval or denial for proposed uses and structures to ensure conformance with this Zoning Code and to document the conditions under which such uses and structure are approved. ~~All plot, grade, utility plans shall be signed and sealed by a licensed professional engineer in the State of Ohio. Guidelines for the submittal and approval process for plot-grade-utility plans are outlined in the City of Reynoldsburg Development Handbook. All requirements and documents included in the Handbook need also be followed and completed.~~

1143.02 ZONING CERTIFICATE.

No use of land, building or structure and no construction or alteration of an existing use, building, or structure shall commence until a zoning certificate is issued by the ~~Zoning Officer~~Planning Administrator certifying that the intended use of the premises has been documented, reviewed, and approved in conformance with the provisions of this Zoning Code. A zoning certificate shall only be issued by the ~~Zoning Officer~~Planning Administrator subsequent to completion of all procedures and approvals required by this Code. No zoning certificate shall be issued to permit any use or construction contrary to the provisions of this Zoning Code, unless in compliance with a duly approved variance.

- (a) Zoning Certificate Required. Unless ~~excepted~~exempted by this Code, a zoning certificate shall be required before:
 - (1) Locating, erecting, constructing, reconstructing, altering, or moving any building or structure, including an accessory building or structure such as a sign or fence;
 - (2) Occupying or using land or a building, or changing the use of land or of a building, in whole or in part, for a different use;
 - (3) Changing a nonconforming use to a different use or extending or expanding a nonconforming use or structure.
- (b) Application for Zoning Certificate. ~~An written~~ application for a zoning certificate shall be submitted to the ~~Zoning Officer~~Planning Administrator ~~on forms provided~~ and shall include:
 - (1) A plan or plans drawn to scale showing:
 - A. The dimensions and the shape of the lot to be used or built upon;
 - B. The sizes and locations of existing structures and uses on the lot;
 - C. The dimensions and locations of proposed structures and uses;
 - D. The heights of existing and proposed structures;
 - (2) A statement ~~signed by the applicant ensuring conformance with all provisions of the Zoning Code; detailing the proposed use, which shall be signed by the applicant;~~
 - ~~— (3) If applicable, application for a site plan, special exception, sign permit, or other application required by this Code;—~~
 - (4) Such other documentation as may be necessary to determine conformance with the provisions of this Code; and

(54) Any fees ~~and deposits~~ as required by this Code;

- (c) ~~Appeal Denial.~~ When the ~~Zoning Officer~~ Planning Administrator determines that an application for a zoning certificate ~~is in conflict with or~~ does not comply with the provisions or intent of this Code, ~~or that an application does not otherwise comply with the requirements of this Code,~~ then the ~~Zoning Officer~~ Planning Administrator shall deny the application and shall not issue a zoning certificate. issuance of the zoning certificate. The Planning Administrator may refer zoning certificates to the Board of Zoning and Building appeals in conjunction with the provisions of Section 1139.

- (d) ~~Appeal.~~ If requested by the applicant, ~~the denial shall be issued in writing.~~ Within ten (10) days of ~~either verbal or written~~ denial, the applicant ~~shall~~ may submit ~~an~~ written appeal to the Board of Zoning and Building Appeals. Any applicant who does not present an appeal within ten (10) days of the date of denial by the ~~Zoning Officer~~ Planning Administrator shall have waived the right to appeal.

1143.03 SITE PLAN.

(a) Site Plans Required. Site plan review is required prior to the issuance of a zoning certificate for projects and developments that meet the following criteria. Application for a site plan review shall be required in addition to the application for a zoning certificate. Site plans shall be submitted and reviewed as follows:

- (1) Major Site Plan. An application for a major site plan shall be submitted for review ~~and approval by the Board of Zoning and Building Appeals~~ by the Planning Commission prior to issuance of a zoning certificate. ~~The application and review shall conform to the provisions of 1143.03(c).~~ A mMajor site plan review shall be required if a development meets any of the follow criteria: the development meets more than one of the following definitions:
 - A. A development involving any new ~~construction~~ structures other than a one or two-family residential structure, fence or accessory structure under two hundred (200 sf) square feet;
 - B. A development, ~~or a structure or site which involves more than~~ five thousand (5,000sf) square feet of new impervious surface;
 - C. A development impacting or adjacent to an environmentally sensitive feature;
 - D. A development which conflicts with an adopted City plan;
 - E. A development which generates more than fifty (50) peak hour trips ~~(see also the Facility Demand Worksheet in the City of Reynoldsburg Development Handbook);~~ or
 - F. Other unusual or unique impacts which, in the professional opinion of the Planning Administrator, warrant public review.
- (2) Minor Site Plan. An application for a minor site plan review shall be submitted for review by the Planning Administrator and other City staff prior to issuance of a zoning certificate. Minor site plan review shall be required for a development, building addition, or site improvement, ~~which does not qualify as a major site plan~~ other than a single or two-family dwelling, fence or accessory structure under

~~two hundred (200) sf, that does not qualify for major site plan review, in a commercial or industrial zoned district, or if in the professional opinion of the Planning Administrator the project warrants review. Fences and accessory structures less than 200 square feet do not require a minor site plan.~~

- (3) Residential Site Plan. An application for residential site plan review shall be submitted for review by the Planning Administrator and other City staff prior to issuance of a zoning certificate. Residential site plan review shall be required for a single family dwelling, a two-family dwelling, and any dwelling within a PD - Planned Development District. The application and review shall conform to the provisions of 1143.03(d).

~~— (b) Site Plans Exempted. The Zoning Officer may issue a zoning certificate without site plan review by the Board for any use and any site provided that the zoning certificate application proposes: a change of use conforming to all requirements of this Zoning Code; and no alterations or only interior alterations to a structure; and no exterior changes or additions to structures or the site. The Zoning Officer may require site plan review by the Board of Zoning and Building Appeals for any zoning certificate application deemed to have potential changes or impacts which may require special consideration or conditions.~~

(b) The Planning Administrator shall not issue a zoning certificate for any development requiring site plan review prior to the completion and approval of a site plan.

(c) Major Site Plan. An written application for a major site plan review shall be submitted to the Zoning Officer on forms provided Planning Administrator and shall include the following information:

- ~~— (1) General Requirements.~~
- ~~— A. Completed major site plan application.~~
 - ~~— B. Six copies of the major site plan submitted on 22" x 34" paper, and three copies submitted on 11" x 17".~~
 - ~~— C. Professional engineer, architect, or landscape architect registered with the State of Ohio must sign and seal all plans.~~
 - ~~— D. The current zoning of the property. In addition, current zoning of adjacent parcels.~~
 - ~~— E. Vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.~~
 - ~~— F. Property lines, parcel dimensions and adjoining rights-of-way.~~
 - ~~— G. The names and addresses of all adjoining property within 150 feet of the proposed development.~~
 - ~~— H. Title block for each sheet.~~
 - ~~— I. Location of proposed buildings and structures.~~
 - ~~— J. Wetland limits and size clearly shown, regardless of size.~~
 - ~~— K. One hundred-year flood elevation to be clearly indicated.~~
 - ~~— L. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within 150 feet of the proposed development.~~
 - ~~— M. The location, width, names, and classification of existing and proposed streets, rights-of-way, and easements, and where pertinent, their designated use within~~

- 250 feet of the proposed subdivision.
- ~~N. Approximate location of all existing buildings within 150 feet of the proposed development.~~
 - ~~O. The approximate location, dimensions, and area of all property proposed to be set aside for parks and open space, and other public or private reservation, with designation of the purpose and proposed ownership thereof.~~
 - ~~P. Topography with a maximum contour interval of two feet.~~
 - ~~Q. Preliminary proposals for connection to existing water supply and sanitary sewer systems and for the collection and discharge of surface water drainage including the location and size of existing and proposed water mains, sanitary sewers and drainage facilities.~~
 - ~~R. Show all existing conditions, including but not limited to: ditches, culverts, waterways, utilities, sidewalks, power poles, easements, building footprint and finish grade, finish grade of adjacent buildings, wetlands and woodlands, etc.~~
 - ~~S. Show existing adjacent roads with rights of way.~~
 - ~~T. Complete facility demand worksheets as provided by the Planning Administrator.~~
 - ~~U. All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.~~
 - ~~V. Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall also be made available for inspection.~~
 - ~~W. Fees as required by Chapter 1155.~~
 - ~~(2) Zoning Standards and Requirements.~~
 - ~~A. Setbacks and building separations shall be noted in accordance with zoning requirements.~~
 - ~~B. Striping for parking lot shall be indicated directly on the plans, and include the spaces required vs. spaces provided.~~
 - ~~C. Loading spaces indicated.~~
 - ~~D. Plantings shown in accordance with zoning requirements. All utilities shall be shown on all planting plans.~~
 - ~~E. Completed zoning certificate and fee.~~

(1) General Requirements.

- ~~A. Completed application form.~~
- ~~B. All plans shall be signed and sealed by a professional engineer, architect, or landscape architect registered with the State of Ohio.~~
- ~~C. Each sheet shall contain a title block.~~
- ~~D. A vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.~~

(2) Site Plan. A site plan indicating the following:

- ~~1. The dimensions of property lines, parcel dimensions and adjoining rights-of-way.~~
- ~~2. The names and addresses of all adjoining property within one hundred fifty (150') feet of the proposed development.~~

3. The current zoning of the parcel and all adjacent parcels.
4. The location of proposed buildings and structures.
5. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty (150') feet of the proposed development.
6. Setbacks and building separations shall be noted in accordance with zoning requirements.

(3) Environmental/Landscape Plan. An environmental plan that indicates the following.

1. Topography with a maximum contour interval of two (2') feet.
2. The location of all proposed and existing structures with one hundred fifty (150') feet of parcel.
2. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty (150') feet of the proposed development.
3. The limits of all wetlands and of the one hundred (100) year flood plain.
4. The approximate location, dimensions, and area of all property proposed to be set aside for parks, open space, and other public or private reservation, with designation of the purpose and proposed ownership thereof.
5. The location of all new landscape material and plantings. Utilities shall be shown on all landscape plans.

(4) Utilities Plan. A basic utilities plan that indicates the following:

1. All existing conditions, including but not limited to: ditches, culverts, waterways, utilities, sidewalks, power poles, easements, building footprint and finish grade, finish grade of adjacent buildings, wetlands and woodlands, etc.
2. Preliminary proposals for connection to existing water supply and sanitary sewer systems and for the collection and discharge of surface water drainage including the location and size of existing and proposed water mains, sanitary sewers and drainage facilities.

(5) Parking/Transportation Plan. A transportation/parking plan that indicates the following:

1. The location, width, names, and classification of existing and proposed streets, rights-of-way, and easements, and where pertinent, their designated use within one hundred fifty (150') feet of the proposed development.
2. Complete facility demand worksheets.
3. The location, typical dimensions, and number of all parking and loading spaces and the number of spaces required by Chapter 1179.
4. The location of all proposed walkways and pedestrian accesses within or to the site.

(6) Lighting Plan. A lighting plan that indicates the following:

1. All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.

2. The styles and method of illumination of all heads and colors of all poles shall be indicated.
- (7) Architectural Plan. An architectural plan that indicates the following:
 1. Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall be made available for inspection.
 2. The location of all service areas or structures and all fences.
- (8) A completed zoning certificate application and fees as required by Chapter 1155.
- (9) Such other information as the Planning Administrator or Planning Commission may require so as to carry out the full intent of the Zoning Code.

~~The Zoning Officer shall distribute copies of the major site plan application to the Service Director and to the Director of Engineering for review and comment and shall schedule the application for review by the Board of Zoning and Building Appeals.~~

~~— Provided that the complete application has been submitted at least twenty-five (25) days earlier, the Board shall review the application at its next regularly scheduled meeting.~~

Any applicant requesting review of a major site plan shall submit to the Planning Administrator an application form and as many copies of the required materials as may be required by the Planning Administrator or the Planning Commission. The Commission shall take action on a site plan application within sixty (60) days unless a continuance of approval is requested by the applicant. The Commission shall act upon the application for major site plan review based upon the adopted regulations, standards, design guidelines of the City.

~~Approval of a major site plan shall expire twelve (12) months from the date of approval unless building permits have been obtained for construction. A single extension, not to exceed six (6) months may be granted by the Commission upon receipt of a written request from the applicant.~~

(d) Minor Site Plan. An application for a minor site plan review shall be submitted for a development, building addition, or site improvement which does not qualify as a major site plan in a commercial or industrial zoned district, or if in the professional opinion of the Planning Administrator the project warrants review. Fences and accessory structures less than 200 square feet do not require a minor site plan. A written application for a minor site plan shall be submitted to the Planning Administrator on forms provided and shall include the following information:

- (1) A sketch plan showing boundary information, existing and proposed development, existing and proposed easements, rights-of-way, and utilities, including storm water drainage;
- (2) The sketch plan shall indicate buildings, service areas, parking, fencing, landscaping, and all required setbacks;
- (3) All parking and loading areas shall be shown, including typical dimensions of parking stalls, aisles and loading spaces;
- (4) All driveways and curb cuts shall be indicated, including major aisle ways and service routes. Pedestrian circulation shall also be indicated;
- (5) Handling of all waste and refuse materials shall be indicated;

- (6) Proposed landscaping shall be shown, as per the zZoning eCode;
- (7) Signage may be required to be shown, as per the zZoning eCode; and
- (8) All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.
- (9) Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall also be made available upon request.
- (10) Such other information as the Planning Administrator may require so as to carry out the full intent of the Zoning Code.

Any applicant requesting ~~approval~~ review of a minor site plan as defined herein shall submit ~~to the Planning Administrator five copies of the application, including the items specified in this division (d).~~ to the Planning Administrator an application form and as many copies of the required materials as he may require. Within thirty (30) days of filing a complete application, the Planning Administrator shall act upon the application for minor site plan review based upon the adopted regulations and standards, design guidelines contained in the Reynoldsburg Code of Ordinances of the City. If the plan is approved, the Planning Administrator shall issue a zoning certificate. ~~The zoning certificate shall be valid for twelve months from the date it is issued. Authority to proceed pursuant to a zoning certificate shall lapse unless the action authorized by the zoning certificate is commenced within twelve months, or if building permits have been obtained for construction. A single extension, not to exceed six months may be granted by the Planning Administrator upon receipt of a written request from the applicant. No more than one application for minor site plan review shall be accepted and approved within a twelve (12) month period. Additional applications for minor site plan review within this period shall require major site plan review.~~

(e) ~~Residential Site Plan – Application and Review.~~ An application for a residential site plan review shall be submitted to the Planning Administrator and include the following information:

- _____ (1) Locations of all streets, easements, and existing and proposed structures;
- _____ (2) Finished floor elevations for first floor, garage floor, and basement; floor area of all floors;
- _____ (3) Finished ground elevations at all corners of structures, at midpoints of the walls of structures, at corners of the lot, and at midpoints of the lot lines;
- _____ (4) Setbacks;
- _____ (5) Drainage features and improvements sufficient to demonstrate positive drainage, including the locations of swales, sump pumps, and yard drains; data describing any special flood hazard areas on the lot;
- _____ (6) Existing or proposed sidewalk in the public right of way;
- _____ (7) Scale and north arrow;
- _____ (8) Identification of the subplot, subdivision, tax parcel number, and address;
- _____ (9) Surveyed dimensions and orientations of all lot lines; total area of the lot; seal and signature of the professional surveyor or engineer who prepared the drawing;
- _____ (10) Such other information as the Zoning Officer deems necessary to determine compliance of the proposed site with the provisions of applicable city ordinances;
- _____ (11) Signature block for approval and date by the Zoning Officer.

~~—A residential site plan shall be reviewed and approved or denied by the Zoning Officer in coordination with other city officials prior to the issuance of a zoning certificate.~~

~~—Approval of a residential site plan shall expire twelve (12) months from the date of approval unless building permits have been obtained for construction. A single extension, not to exceed six (6) months may be granted by the Zoning Officer upon receipt of a written request from the applicant.~~

- (1) Surveyed dimensions and orientations of all lot lines; total area of the lot; seal and signature of the professional surveyor or engineer who prepared the drawing;
- (2) Identification of the, subdivision, lot number, tax parcel number, and address;
- (3) Dimensions indicating compliance with all setbacks;
- (4) Locations of all streets, easements, and existing and proposed structures;
- (5) Location of existing or proposed sidewalks in the public right-of-way;
- (6) Finished floor elevations for first floor, garage floor, and basement; floor area of all floors;
- (7) Finished ground elevations at all corners of structures, at midpoints of the walls of structures, at corners of the lot, and at midpoints of the lot lines;
- (8) Drainage features and improvements sufficient to demonstrate positive drainage, including the locations of swales, sump pumps, and yard drains; data describing any special flood hazard areas on the lot;
- (9) A landscape plan indicating the size and types of landscape materials and the location of all street trees; and
- (10) Such other information as the Planning Administrator may require so as to carry out the full intent of the Zoning Code.

Any applicant requesting review of a residential site plan shall submit to the Planning Administrator an application form and as many copies of the required materials as he may require. Within thirty (30) days of filing a complete application, the Planning Administrator shall act upon the application for site plan review based upon the adopted regulations, standards, design guidelines of the City.

(f) Final Grade and Drainage Certification. Before a certificate of occupancy is issued, a final grade and drainage certificate shall be required for a single-family dwelling, a two-family dwelling, and any dwelling within a PD - Planned Development District.

1143.04 PLOT-GRADE-UTILITY PLAN.

(a) A ~~detailed~~ plot-grade-utility plan shall be submitted to the ~~Safety/Service~~ Director for review and approval ~~at any time~~ prior to issuance of a zoning certificate for any development that qualifies for site plan review other than a single-family single-family dwelling, two-family dwelling, or development within a PD - Planned Development District with a previously approved plot-grade-utility plan on file. A plot-grade-utility plan shall only be approved subsequent to and in conformance with ~~a site plan approved by the Board of Zoning and Building Appeals~~ an approved site plan.

(b) A plot-grade-utility plan shall be prepared and certified by an engineer duly certified by the State of Ohio. A plot-grade-utility plan shall include at least the following:

- (1) Signature and date blocks for the Service Director, ~~Director of Engineering~~ City Engineer, Water/Waste Water Superintendent, Street Superintendent, Fire Chief, Planning Administrator, Floodplain Administrator;
- (2) Drawings of the proposed elevations of the structure;
- (3) Floor elevations and floor areas of all floors including basements;
- (4) Existing contours;
- (5) Finished grades;
- (6) Existing and proposed drainage features and improvements, including the extent of the property within any designated special flood hazard area;
- (7) Existing and proposed utilities;
- (8) Parking;
- (9) Ingress and egress;
- (10) Public improvements and adjacent rights of way;
- (11) Special flood hazard classification of all parts of the property;
- (12) Special flood hazard limits or restrictions;
- (13) Fees as required by Chapter 1155; ~~and~~
- (14) Calculation of Equivalent Residential Units (ERU) for stormwater utility; and
- (15) Any additional requirements detailed in the City of Reynoldsburg Development Handbook which the Service Director, Director of Engineering, and/or Planning Administrator deem necessary to carry out the full intent of this Code. items that may be required by the Service Director, City Engineer or Planning Administrator in order to carry out the full intent of the Zoning Code.

The applicant shall submit one (1) mylar original and as many additional copies as are required by the Service Director. ~~six (6) copies of the plot grade utility plan.~~

CHAPTER 1155 – Administration; Enforcement; Penalty

1155.04 EXPIRATION OF CERTIFICATES AND PERMITS.

(a) Unless otherwise stated by this Code, all zoning certificates, permits or other approvals granted by the Planning Administrator, Planning Commission, Design Review Board or Board of Zoning and Building Appeals, shall be valid for a period of one (1) year from date of approval by the Board or date of issue by the Planning Administrator.

____ (b) Within that period, that applicant must complete the following for the proposed improvement:

____ (1) if required, submit a subsequent zoning application;

____ (2) if required, secure a building permit; and

____ (3) if no other permits are required, construct the proposed improvement.

____ (c) Once a building permit is secured, a zoning certificate, permit or other approval shall be considered to expire when that building permit expires.

____ (d) Any application that is incomplete or otherwise unissued by the Planning Administration shall expire one (1) year from the date of application.

____ (e) One additional period of six (6) months may be granted by the Planning Administrator upon finding that unique circumstances warrant the additional time and that the conditions upon which approval was granted have not changed.

1155.05 ADMINISTRATIVE PROCEDURES; DEVELOPMENT HANDBOOK.

The Planning Administrator, in consultation with the Service Director, City Engineer, Planning Commission, Board of Zoning and Building Appeals, Building Official or any additional City staff shall publish application procedures and additional requirements in a document to be known as the Development Handbook, which shall be incorporated here by reference. The Planning Administrator shall make the most current version of this document available to the public in a manner that is easily accessible.

1131 DEFINITIONS.

Community Activity. An activity that is open to the general public and sponsored by a public, private, nonprofit or religious organization that is educational, cultural, or recreational in nature.

Development Director. The Development Director of the City of Reynoldsburg. All references to the Development Director may be construed as referring to the Development Director or his/her designee.

Fence. A hedge, wall, structure, or partition, whether wood, metal, or of other construction, erected for the purpose of enclosing a piece of land, or to divide a piece of land from adjoining lands or streets, or for privacy screening or decorative purposes. ~~"Fence" includes a~~ Natural growth which forms a contiguous line of foliage from one plant to another for a length in excess of sixteen (16') feet high shall be termed a fence when more than two (2') feet in height. ~~A hedge or other natural growth of two feet or less in height shall not be considered a fence within the meaning of this section.~~ Natural foliage or decorative garden edging under two (2') feet in height shall not be termed a fence.

Patio. A patio is defined as a paved, permanent, impervious surface which is greater than twenty (20sf) square feet and not designed for vehicle access.

Planning Administrator. The public official of the City of Reynoldsburg designated to administer and enforce this Zoning Code. All references to the Zoning Officer and Planning Administrator may be construed as referring to the Development Director or his/her designee

Portable Temporary Storage Units. A transportable unit, ~~of whatever type construction or material,~~ designed and used for the temporary storage of building materials, ~~(before they are utilized for building purposes);~~ household goods; and, waste, or other such materials ~~for use on a limited basis.~~

Residence. *(See "Dwellings")*

Special Event. A temporary outdoor use of land for the purposes of a gathering, including but not limited to a fair, festival, celebration, or fundraiser.

Zoning Officer. ~~The public official of the City of Reynoldsburg, charged and authorized to administer and enforce the Zoning Code.~~ *(See "Planning Administrator")*

1155.02 ~~ZONING OFFICER~~PLANNING ADMINISTRATOR TO ENFORCE CODE.

It shall be the duty of the ~~Zoning Officer~~Planning Administrator to enforce the provisions of this Zoning Code.

Chapter 1159 - Nonconforming Uses & Structures

1159.01 INTENT OF REGULATIONS FOR EXISTING NONCONFORMING USES.

Within the districts established by this Zoning Code or amendments that may later be adopted, there exist lots, structures, uses of land and structures and characteristics of use which were lawful before this Zoning Code was passed or amended, but which would be prohibited, regulated or restricted under the terms of this Zoning Code or future amendment. It is the intent of this Zoning Code to permit these nonconformities to continue until they are removed, but not to encourage their survival. It is further the intent of this Zoning Code that nonconformities shall not be enlarged upon, expanded or extended, nor be used as grounds for adding other structures or uses not permitted elsewhere in the same district.

1159.02 INCOMPATIBILITY OF NONCONFORMING USES.

Nonconforming uses are declared by this Zoning Code to be incompatible with permitted uses in the districts involved. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of structure and land in combination, shall not be extended or enlarged after passage of this Zoning Code by attachment on a building or premises of additional signs intended to be seen from off the premises, or by the addition of other uses, of a nature which would not be permitted generally in the district involved.

1159.03 EXISTING NONCONFORMANCE.

To avoid undue hardship, nothing in this Zoning Code shall be deemed to require a change in the plans, construction or designated use of any building on which actual construction was lawfully begun prior to the effective date of adoption or amendment of this Zoning Code and upon which actual building construction has been carried on diligently. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner. Where excavation or demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that work is carried on diligently.

1159.04 NONCONFORMING LOTS OF RECORD.

In any district in which single-family dwellings are permitted, a single-family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of this Zoning Code notwithstanding limitations imposed by other provisions of this Zoning Code. Such lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area or width, or both, of the lot shall conform to the regulations for the district in which such lot is located, except that the minimum side yards may be reduced ten percent (10%) of the width of the lot, provided that no side yard shall be less than three (3') feet. Variance of yard requirements shall be obtained only through action of the Board of Zoning

1159.05 NONCONFORMING LOTS OF RECORD IN COMBINATION.

If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of this Zoning Code, and if

all or part of the lots do not meet the requirements established for lot width and area, the lands involved shall be considered to be an undivided parcel for the purpose of this Zoning Code, and no portion of such parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by this Zoning Code, nor shall any division of any parcel be made which creates a lot width or area below the requirements stated in this Zoning Code.

1159.06 CONTINUANCE OF NONCONFORMING USES OF LAND.

Where, at the time of passage of this Zoning Code, lawful use of land exists which would not be permitted by the regulations imposed by this Zoning Code, the use may be continued so long as it remains otherwise lawful; provided:

- (a) No such nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this Zoning Code.
- (b) No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of adoption or amendment of this Zoning Code.
- (c) If any such nonconforming use of land ceases for any reason for a period of more than two (2) years, any subsequent use of such land shall conform to the regulations specified by this Zoning Code for the district in which such land is located.
- (d) No additional structure not conforming to the requirements of this Zoning Code shall be erected in connection with such nonconforming use of land.

1159.07 CONTINUANCE OF NONCONFORMING STRUCTURES.

Where a lawful structure exists at the effective date of adoption or amendment of Ordinance 37-69 (passed May 12, 1969) that could not be built under the terms of this Zoning Code by reason of restrictions on area, lot coverage, height, yards, its location on the lot or other requirements concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (a) No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.
- (b) When such nonconforming structure or nonconforming portion of the structure is destroyed by any means to an extent of more than sixty percent (60%) of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this Zoning Code.
- (c) When such structure is moved for any reason, it shall conform to the regulations for the district in which it is located after it is moved.

1159.08 CONTINUANCE OF NONCONFORMING USES OF STRUCTURES OR OF STRUCTURES AND PREMISES IN COMBINATION.

If lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Zoning Code that would not be allowed in the district under the terms of this Zoning Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (a) No existing structure devoted to a use not permitted by this Zoning Code in the district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the district in which it is located.
- (b) Any nonconforming use may be extended throughout any of the parts of a building which were manifestly arranged or designated for such use at the time of adoption or amendment of this Zoning Code, but no such use shall be extended to occupy any land outside such building.
- (c) If no structural alterations are made, any nonconforming use of a structure, or structure and premises, may, be approved as a special exception for change to another nonconforming use by the Board of Zoning and Building Appeals, provided the Board, either by general rule or by making findings in the specific case finds that the proposed use is equally appropriate or more appropriate to the district than the existing nonconforming use. In permitting such change, the Board may require appropriate conditions and safeguards in accordance with the provisions of this Zoning Code.
- (d) Any structure, or structure and land in combination, in or on which a nonconforming use is superseded by a permitted use, shall thereafter conform to the regulations for the district, and the nonconforming use may not thereafter be resumed.
- (e) When a nonconforming use of a structure, or of a structure and premises in combination, is discontinued or abandoned for twenty-four (24) consecutive months except when government action impedes access to the premises, the structure, or structure and premises in combination, shall not thereafter be used except in conformity with the regulations of the district in which it is located.
- (f) Where nonconforming use status applies to a structure and premises in combination, removal or destruction of the structure shall eliminate the nonconforming status of the land. Destruction for the purpose of this subsection is defined as damage to an extent of more than sixty percent (60%) of the replacement cost at the time of destruction.

1159.09 RESTORATION; REPAIRS AND MAINTENANCE.

Nothing in this Zoning Code shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official.

1159.10 SPECIAL EXCEPTIONS NOT NONCONFORMING.

Any use which is permitted as a special exception in a district under the terms of this Zoning Code, other than a change through the Board of Zoning and Building Appeal's action from a nonconforming use to another use not generally permitted in the district, shall not be deemed a

nonconforming use in such district, but shall, without further action, be considered a conforming use. (Ord. 37-69. Passed 5-12-69.)

1159.11 CERTIFICATE REQUIRED FOR NONCONFORMING USE.

(a) Section 1195 of Ordinance 37-69 (passed May 12, 1969) established requirements for certificates for those lawful nonconforming uses which were established prior to the effective date of that ordinance. The adoption of this Zoning Code shall not repeal or diminish those requirements or rights which were applicable to the lawful nonconforming uses which were subject to Ordinance 37-69.

(b) Uses and structures established subsequent to the effective date of Ordinance 37-69 shall have been established in conformance with the provisions of that ordinance and its subsequent amendments in order to be deemed lawful.

(c) Any lawfully existing use or structure existing on the effective date of this Zoning Code, which use or structure does not conform with one or more of the provisions of this Zoning Code, shall be deemed a nonconforming use or structure under the provisions of this Zoning Code. Provided that such nonconforming use or structure was established in conformance with the zoning provisions in effect prior to adoption of this Zoning Code, and provided that such use or structure was established under authorization of and in conformance with a permit or other authorization issued by the City, then such use or structure shall be a lawful nonconforming use or structure and shall be permitted to continue under the provisions of this Zoning Code.

1161.06 INTERPRETATION OF BOUNDARY LINES ON THE MAP.

(i) All zoning designations applied to lots adjacent to streets, alleys or other public ways shall be interpreted as extending to the centerline of that street, alley or other public way. Whenever any street, alley or other public way is vacated by official action of Council, the zoning district adjoining each side of such street, alley or public way shall be automatically extended to the centerline of such vacation, and all area included in the vacation shall then and hence forth be subject to all appropriate regulations of the extended district or districts.

1161.07 ANNEXED LANDS.

- (a) When a lot developed with an agricultural use or one (1) single family dwelling is attached to City via annexation, it shall be classified as R-1 Single Family Residence District upon passage of the ordinance accepting the annexation.
- (b) When a lot developed with a use other than agriculture or one (1) single family dwelling is attached to the city via annexation, the applicant may file for a district amendment within one (1) year from the date of the passage of the accepting ordinance without assessment of a fee. The applicant may request the zoning classification be changed to the zoning district that most closely matches the property's current use as determined by the Planning Commission. Otherwise, the lot shall be classified as R-1 Single Family Residence District upon adoption of the ordinance accepting the annexation.
- (c) When a lot owned by any public authority is attached to City via annexation, it shall be classified as S-1 Special District upon adoption of the ordinance accepting the annexation.
- (d) Any land within the City not designated or otherwise included within another zoning district shall be included in the R-1 Single Family Residence District.

1171.04 GENERAL REGULATIONS FOR LOTS AND YARDS .

(h) Patios shall be subject to the same rear and side yard setback requirements as accessory structures and subject to maximum lot coverage requirements applicable to structures. Walkways with a width of four (4') feet or less and pervious surfaces are exempt from lot coverage requirements but shall be subject to side and rear yard setbacks.

1171.06 ACCESSORY USE, ACCESSORY STRUCTURE.

(a) General.

(1) An accessory use or accessory structure shall be permitted in any district provided that:

- A. It is incidental to and customarily found in connection with the main use or main building permitted in the district;
- B. It is subordinate to and serves the main use or building;
- C. It is subordinate to the main use or building in ground area, floor area, extent, and purpose;
- D. It is located on the same lot as the main building or main use which it serves; and
- E. It contributes to the comfort, convenience, or necessity of occupants, business, or industry of the main use or main building served.

(2) Except as otherwise provided by this Zoning Code, a use or structure which is interpreted by the ~~Zoning Official~~ Planning Administrator or by the Board of Zoning and Building Appeals to be an accessory use or accessory structure may only be established or constructed on a lot having a legally existing main use or main building.

(3) Except as otherwise provided in this Zoning Code, an accessory structure:

- A. Shall not be located closer to any public right-of-way than the main building and shall not be located in the required front yard;
- B. Shall not be located closer than six feet (6') to any rear lot line and not closer than three feet (3') to any side lot line;
- C. Shall not be located closer than ten feet (10') ~~fifteen feet (15')~~ to a main building;
- D. Shall not occupy more than twenty percent (20%) of the required rear yard;
- E. ~~If located on a lot with a dwelling, shall not have a floor area greater than the combined cover fifty percent (50%) of the residential floor area of the dwelling;~~ In residential districts, the lot coverage of accessory structures shall not be more than fifty percent (50%) of the main structure unless the lot has an approved agricultural use;
- F. Shall not contain facilities for dwelling purposes;
- G. Shall not exceed fifteen feet (15') in height.

(4) For the purposes of this section, a storage building equal to or less than one hundred (100sf) square feet in area not permanently attached to the ground, is not considered a structure. Only one such storage building equal to or less than one hundred (100sf) square feet may be placed on the lot without a zoning certificate. Any additional buildings shall be considered accessory structures as defined by this code and subject to the provisions of this section. Storage buildings equal to or under one hundred (100sf) square feet shall be located behind the main structure.

(c) Fences. Fences shall be permitted as accessory structures in all districts subject to the following requirements:

- ~~(1) No fence shall be erected closer to a right-of-way line of any street than the setback~~

for buildings and accessory buildings established in Section 1175.06, except that a decorative fence, no higher than thirty-six inches (36") and no longer than thirty-six feet (36'), may be installed no closer than five feet (5') to a right-of-way. A decorative fence shall be of open design, not solid, as approved by the Zoning Officer.

- ~~———— (2) A chain link fence shall not be permitted closer than the front setback abutting any street in any district. Guard rails shall not be installed as fences. Fences which are electrically charged or which include barbed wire or other potentially hazardous material or construction shall not be permitted.~~
- ~~———— (3) Fences in rear yards and side yards not abutting streets shall not exceed six feet (6') in height in residential districts or eight feet (8') in height in commercial and industrial districts.~~
- ~~———— (4) No fence shall be installed in a manner or location which obstructs or alters the drainage of the lot on which it is located or of the abutting lot.~~
- ~~———— (5) No fence shall be erected, constructed, altered, relocated, or rebuilt until an application has been filed with the Building Department and the permit approved by the Zoning Officer.~~
- ~~———— (6) A fence shall only be erected or installed subsequent to and in conformance with the provisions of a fence permit issued by the Zoning Officer. For the purposes of approving a fence in conformance with this Code, a fence permit shall have the same effect as a zoning certificate.~~
- ~~———— (7) Fees for fence permits shall be as established in Chapter 1155 of this Code.~~
- ~~———— (8) Fences shall be inspected by the Zoning Officer for compliance with the provisions of this Zoning Code. If any fence is installed, erected, constructed or maintained in violation of any of the terms of this chapter, the Zoning Inspector shall notify the owner or lessee thereof in writing to alter such fence so as to comply with this chapter or to remove it.~~
- ~~———— (9) The applicant shall submit drawings and specifications indicating the location, materials, full dimensions, manner of support, and manner of fastening of the fence. The applicant shall also complete an application form, provided by the Zoning Officer, signed by the owner or tenant of the lot on which the fence will be installed, and by the contractor who will erect the fence. Sufficient information shall be provided to enable the Zoning Officer and the Building Inspector to determine compliance with all applicable regulations.~~

(1) Rear Fences.

- A. A rear fence is defined as a fence constructed between the front facade of the main structure and the rear lot line of a parcel.
- B. Rear fences shall be no higher than six (6') feet in residential districts and eight (8') feet in commercial and industrial districts.
- C. Corner lot setback lines established in section 1175.06(e) shall also apply to fences.

(2) Front Fences.

- A. A front fence is defined as a fence constructed between the front facade of the main structure and the right-of-way.
- B. Between the front facade of the main structure and the setback line for

structures established in section 1175.06, front fences shall be no higher than four (4') feet.

- C. Between the setback line for structures established in section 1175.06 and the right-of-way line, front fences shall be no higher than three (3') feet and shall not be longer than fifty (50') feet in residential districts. Fences of longer distances may be permitted if approved as part of major or minor site plans subject to the reviews of Section 1143.
- D. Front fences shall be no closer to the right-of-way than five (5') feet.
- E. Front fences shall be constructed of an open design, which is defined as at least fifty percent (50%) open. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.

(3) Fence Materials.

- A. Fences shall be constructed of materials that match or compliment any existing structures on a lot. This includes but is not limited to, painted or treated lumber, vinyl, wrought iron, painted aluminum, brick, and stone. All lumber fences shall be constructed so that the finished boards hide the vertical and horizontal posts when viewed from adjacent lots unless the fence is constructed in such a manner that the finished look of both sides of the fence is the same.
- B. No fence shall be constructed of materials such as highway guardrails, corrugated metal, metal wire or plastic mesh, or other such materials that are not designed for use as fencing material or are not sufficiently weather resistant and durable.
- C. No fence shall be constructed which is electrically charged, includes any material which is potentially hazardous such as spikes or barbed wire, or is otherwise designed to injure except as provided for in this chapter.
- D. Chain link fences shall only be permitted as rear fences. All chain link fences will include a horizontal rail between each set of vertical posts. Chain link fences in commercial districts must have a painted black, brown, or green finish unless another treatment is approved as part of a site plan review.
- E. Chain link fences may not be utilized as a means of support for wooden privacy fences.

(4) Special Provisions for Agricultural Uses.

- A. Fences containing barbs or charged with electricity may be erected to enclose areas used to contain domestic livestock in association with an approved agricultural use.
- B. The Planning Administrator shall only grant a fence permit for a fence of this type after determining that the nature and location of the fence is not a danger to the public or intended to injury persons engaged in lawful activity.

(5) Special Provisions for Industrial Districts.

- A. Fences containing barbs may be erected as rear fences to secure properties in industrial districts. The Planning Administrator shall only grant a fence permit for a fence of this type after determining that the nature and location of the fence is not a danger to the public or intended to injury persons engaged in lawful activity.

(6) Temporary Fences.

- A. Temporary fences may be constructed without a permit for the following reasons:
 - i. As required due to an unsafe building, right-of-way or utility maintenance emergency.
 - ii. A construction fence in conjunction with a site that has active building permits.
 - iii. In conjunction with an approved temporary special land use permit or any special event approved through the Parks and Recreation Department. Temporary fences of this nature may only be maintained for the length of the approved permit or through the duration of the special event.
 - iv. Temporary horticultural fences are permitted as temporary fences within the area designated for rear fences. Temporary horticultural fences shall be of an open design, shall not exceed four (4') ft in height, and not enclose an area larger than five hundred (500sf) square feet.
- B. Temporary fences may be constructed of materials or in a manner not consistent with the provisions of this chapter.
- C. In the event a temporary fence exists for a period of thirty (30) days or more, and the Planning Administrator determines that it is a hazard to public safety, the Planning Administrator may require a fence permit or that the fence comply with any provision of this chapter.

(7) Fence Regulations.

- A. All fences, unless specifically exempt by this chapter, shall require a fence permit from the Planning Administrator. No fence shall be erected, constructed, altered, relocated or rebuilt prior to obtaining a fence permit. An existing fence that requires new vertical posts to be set shall be considered an altered fence, and subject to a new permit. For the purposes of this chapter, a fence permit shall have the same effect as a zoning certificate in proving conformance with the Zoning Code.
- B. Fences shall only be constructed in conformance with the provisions of this chapter and of the fence permit issued by the Planning Administrator.
- C. No fence shall be installed in a manner or location which obstructs or alters the drainage of the lot on which it is located or of any abutting lot. All fences that are constructed abutting or across drainage easements shall be subject to the following additional regulations:
 - i. Shadow box fences and fences of an open design, which is defined as at least fifty percent (50%) open will be the preferred fence styles. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.
 - ii. Privacy fences shall provide a gap between the vertical boards and the ground of no less than two (2") inches.
- D. Lots in the S-1 Special district or lots with approved recreation facility uses may be permitted to be construct chain link fences no higher than twenty (20') feet high that do not enclose an area greater than thirty-five thousand

- (35,000sf) square feet and are customarily associated with athletic facilities.
- E. Fences may be inspected for compliance with the provisions of this Zoning Code. If any fence is installed, erected, constructed or maintained in violation of any of the provisions of this chapter, the Planning Administrator may notify the owner or lessee of the fence in question to repair or replace the fence so as to comply with this chapter or to remove it.

1171.07 TEMPORARY SPECIAL LAND USE PERMITS.

(a) ~~The Zoning Official, or his designee,~~Planning Administrator shall have the power to grant permits authorizing temporary special land uses for the following types of temporary sales: Tent sales, sidewalk sales, or seasonal sales of produce, plants, firewood, or Christmas trees. ~~will be permitted under the following conditions:~~

- (1) Zoning districts where permitted. Temporary special land uses ~~for tent sales, sidewalk sales, or seasonal sales of produce, firewood or Christmas trees~~ tent sales, sidewalk sales, or seasonal sales of produce, plants, firewood, or Christmas trees shall only be permitted in the Community Commerce District (CC) and the Community Services District (CS).
- (2) Application and fee; ~~submission of plot plan.~~ Every person, firm or corporation desiring to obtain a temporary special land use permit, as required by this section, shall file ~~a written~~ an application with the ~~City of Reynoldsburg Zoning Department~~Planning Administrator on a designated form provided by the Department, together with an application fee as specified in Table 1155.

(b) The application for a temporary special land use permit shall be accompanied by plans and specifications, ~~including a plot plan (in duplicate), drawn to scale, showing the following as required by the Planning Administrator.~~ This includes but is not limited to, plans that show the following:

- (1) The shape, location, and dimensions of the lot, including the shape, size, location, and use of all buildings or other structures already on the lot, and the off-street parking layout.
- (2) The materials to be utilized in and the shape, size, and location of all buildings and structures to be erected or moved onto the lot, including all tents, tables, stands or display racks.
- (3) The anticipated automobile traffic flow to and from the lot and any adjacent thoroughfares, loss of off-street parking space, if any, as well as the anticipated flow of pedestrian traffic upon lot sidewalks.

(c) Time limitations.

- (1) A temporary special use permit for a tent or sidewalk sale shall ~~by its terms~~ be effective for no longer than seven (7) days. No more than three (3) temporary special land use permits for tent sales or sidewalk sales shall be issued for a given location within a single calendar year. Temporary special use permits for tent sales or sidewalk sales shall not be issued for any given location for consecutive time periods except in the HD - Historic Commercial Overlay District. ~~Historic Overlay District (see Chapter 1193).~~
- (2) A temporary special land use permit for the sale of Christmas trees shall ~~be its~~

~~terms~~ be effective for no longer than thirty (30) days. No more than one (1) temporary special land use permit for the sale of Christmas trees shall be issued for any given location within a single calendar year.

- (3) A temporary special use permit for ~~a vegetable, fruit, or produce stand, or for the sale of firewood, shall by its terms, be effective for no longer than two (2) months.~~ seasonal sales of produce, plants, or firewood shall be effective for a period no longer than ninety (90) days. No more than one (1) temporary special land use permit for ~~a vegetable, fruit or produce stand, or for the sale of firewood~~ seasonal sales of produce, plants, or firewood shall be issued for any given location within a single calendar year.

- (4) The Board of Zoning and Building appeals shall have the power to vary these periods and add other conditions to an approved permit as deemed necessary by the Planning Administrator or the Board in order to further the goals and principles of the Zoning Code.

(d) Regulations.

- (1) A temporary special use permit shall only be granted if the ~~Zoning Official, or his designee,~~ Planning Administrator determines that the proposed use, including the erection of any temporary building or structure, will:
- Provide adequate light and ventilation between buildings and structures.
 - Provide adequate automobile and pedestrian traffic flow.
 - Provide adequate off-street parking.
 - Will meet the intent of ~~this zoning ordinance~~ the Zoning Code or otherwise not interfere with the protection of public health, safety, and general welfare.
 - Not be incompatible with, or otherwise adversely affect, the physical character of the community and, in particular, the surrounding area within a distance of one thousand (1,000) feet.
 - No temporary special use shall be permitted if it reduces the parking on a lot by greater than twenty-five percent (25%).
- (2) When the proposed temporary special use is to be conducted on an otherwise vacant or unused lot, the use shall comply with all applicable zoning regulations for the district ~~in which the temporary special use is to be located, including all requirements pertaining to lot size, height, setback, maximum percentage of covered lot area, and off-street parking.~~
- (3) ~~No temporary special use shall be permitted if it reduces the parking by greater than twenty-five percent (25%).~~ Tents and other temporary structures are subject to building permits and other regulation by the Building Division.
- (4) ~~A building permit is obtained from the City of Reynoldsburg Building Department.~~
- (4) The Board of Zoning and Building appeals shall have the power to vary the time periods of and add other conditions to an approved permit as deemed necessary by the Planning Administrator or the Board in order to further the intent of the Zoning Code or otherwise protect the public health, safety, and general welfare.

(e) Special Events and Community Activities.

- (1) A temporary special land use permit shall not be required for special event or community activity permitted or organized through the Parks and Recreation

Department or Public Safety Department.

(2) A temporary special land use permit shall not be required for a special event or community activity associated with a permitted semi-public use in the S-1 Special district provided that the special event or festival meets the following conditions:

A. The special event or festival takes place entirely on the lot or parcel associated with the existing approved semi-public use.

B. The special event or festival is no longer than three (3) consecutive days and that there are no more than two (2) such events or festivals at a given location within a calendar year.

(3) A temporary special land use permit shall not be required for a special event or community activity conducted on a commercial parcel that is organized by a by non-profit or charitable organization. No more than two (2) such events shall be conducted by the same organization at the same location within a calendar year.

(4) The Planning Administrator may require temporary special land use permit for any other type of special event.

(5) Tents and other temporary structures for festivals and special events are subject to building permits and other regulation by the Building Division.

CHAPTER 1195—Nonconforming Uses

~~1195.01 INTENT OF REGULATIONS FOR EXISTING NONCONFORMING USES.~~

~~Within the districts established by this Zoning Code or amendments that may later be adopted, there exist lots, structures, uses of land and structures and characteristics of use which were lawful before this Zoning Code was passed or amended, but which would be prohibited, regulated or restricted under the terms of this Zoning Code or future amendment. It is the intent of this Zoning Code to permit these nonconformities to continue until they are removed, but not to encourage their survival. It is further the intent of this Zoning Code that nonconformities shall not be enlarged upon, expanded or extended, nor be used as grounds for adding other structures or uses not permitted elsewhere in the same district.~~

~~1195.02 INCOMPATIBILITY OF NONCONFORMING USES.~~

~~Nonconforming uses are declared by this Zoning Code to be incompatible with permitted uses in the districts involved. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of structure and land in combination, shall not be extended or enlarged after passage of this Zoning Code by attachment on a building or premises of additional signs intended to be seen from off the premises, or by the addition of other uses, of a nature which would not be permitted generally in the district involved.~~

~~1195.03 EXISTING NONCONFORMANCE.~~

~~To avoid undue hardship, nothing in this Zoning Code shall be deemed to require a change in the plans, construction or designated use of any building on which actual construction was lawfully begun prior to the effective date of adoption or amendment of this Zoning Code and upon which actual building construction has been carried on diligently. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner. Where excavation or demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that work is carried on diligently.~~

~~1195.04 NONCONFORMING LOTS OF RECORD.~~

~~In any district in which single family dwellings are permitted, a single family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of this Zoning Code notwithstanding limitations imposed by other provisions of this Zoning Code. Such lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area or width, or both, of the lot shall conform to the regulations for the district in which such lot is located, except that the minimum side yards may be reduced ten percent of the width of the lot, provided that no side yard shall be less than three feet. Variance of yard requirements shall be obtained only through action of the Board of Zoning.~~

~~1195.05 NONCONFORMING LOTS OF RECORD IN COMBINATION.~~

If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of this Zoning Code), and if all or part of the lots do not meet the requirements established for lot width and area, the lands involved shall be considered to be an undivided parcel for the purpose of this Zoning Code, and no portion of such parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by this Zoning Code, nor shall any division of any parcel be made which creates a lot width or area below the requirements stated in this Zoning Code.

~~1195.06 CONTINUANCE OF NONCONFORMING USES OF LAND.~~

~~Where, at the time of passage of this Zoning Code, lawful use of land exists which would not be permitted by the regulations imposed by this Zoning Code, the use may be continued so long as it remains otherwise lawful; provided:~~

- ~~(a) No such nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this Zoning Code.~~
- ~~(b) No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of adoption or amendment of this Zoning Code.~~
- ~~(c) If any such nonconforming use of land ceases for any reason for a period of more than two (2) years, any subsequent use of such land shall conform to the regulations specified by this Zoning Code for the district in which such land is located.~~
- ~~—(d) No additional structure not conforming to the requirements of this Zoning Code shall be erected in connection with such nonconforming use of land.~~

~~1195.07 CONTINUANCE OF NONCONFORMING STRUCTURES.~~

~~Where a lawful structure exists at the effective date of adoption or amendment of Ordinance 37-69 (passed May 12, 1969) that could not be built under the terms of this Zoning Code by reason of restrictions on area, lot coverage, height, yards, its location on the lot or other requirements concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:~~

- ~~(a) No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.~~
- ~~(b) When such nonconforming structure or nonconforming portion of the structure is destroyed by any means to an extent of more than sixty percent of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this Zoning Code.~~
- ~~(c) When such structure is moved for any reason, it shall conform to the regulations for the district in which it is located after it is moved.~~

~~1195.08 CONTINUANCE OF NONCONFORMING USES OF STRUCTURES OR OF STRUCTURES AND PREMISES IN COMBINATION.~~

~~If lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Zoning Code that would not be allowed in the~~

district under the terms of this Zoning Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:

- ~~(a) No existing structure devoted to a use not permitted by this Zoning Code in the district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the district in which it is located.~~
- ~~(b) Any nonconforming use may be extended throughout any of the parts of a building which were manifestly arranged or designated for such use at the time of adoption or amendment of this Zoning Code, but no such use shall be extended to occupy any land outside such building.~~
- ~~(c) If no structural alterations are made, any nonconforming use of a structure, or structure and premises, may, be approved as a special exception for change to another nonconforming use by the Board of Zoning and Building Appeals, provided the Board, either by general rule or by making findings in the specific case finds that the proposed use is equally appropriate or more appropriate to the district than the existing nonconforming use. In permitting such change, the Board may require appropriate conditions and safeguards in accordance with the provisions of this Zoning Code.~~
- ~~(d) Any structure, or structure and land in combination, in or on which a nonconforming use is superseded by a permitted use, shall thereafter conform to the regulations for the district, and the nonconforming use may not thereafter be resumed.~~
- ~~(e) When a nonconforming use of a structure, or of a structure and premises in combination, is discontinued or abandoned for twenty-four consecutive months except when government action impedes access to the premises, the structure, or structure and premises in combination, shall not thereafter be used except in conformity with the regulations of the district in which it is located.~~
- ~~(f) Where nonconforming use status applies to a structure and premises in combination, removal or destruction of the structure shall eliminate the nonconforming status of the land. Destruction for the purpose of this subsection is defined as damage to an extent of more than sixty percent of the replacement cost at the time of destruction.~~

~~1195.09 RESTORATION; REPAIRS AND MAINTENANCE.~~

~~Nothing in this Zoning Code shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official.~~

~~1195.10 SPECIAL EXCEPTIONS NOT NONCONFORMING.~~

~~Any use which is permitted as a special exception in a district under the terms of this Zoning Code, other than a change through the Board of Zoning and Building Appeal's action from a nonconforming use to another use not generally permitted in the district, shall not be deemed a nonconforming use in such district, but shall, without further action, be considered a conforming use.~~

~~1195.11 CERTIFICATE REQUIRED FOR NONCONFORMING USE.~~

~~(a) Section 1195 of Ordinance 37-69 (passed May 12, 1969) established requirements for certificates for those lawful nonconforming uses which were established prior to the effective date of that ordinance. The adoption of this Zoning Code shall not repeal or diminish those~~

~~requirements or rights which were applicable to the lawful nonconforming uses which were subject to Ordinance 37-69.~~

~~(b) Uses and structures established subsequent to the effective date of Ordinance 37-69 shall have been established in conformance with the provisions of that ordinance and its subsequent amendments in order to be deemed lawful.~~

~~(c) Any lawfully existing use or structure existing on the effective date of this Zoning Code, which use or structure does not conform with one or more of the provisions of this Zoning Code, shall be deemed a nonconforming use or structure under the provisions of this Zoning Code. Provided that such nonconforming use or structure was established in conformance with the zoning provisions in effect prior to adoption of this Zoning Code, and provided that such use or structure was established under authorization of and in conformance with a permit or other authorization issued by the City, then such use or structure shall be a lawful nonconforming use or structure and shall be permitted to continue under the provisions of this Zoning Code.~~

1 & 2

ORDINANCE NO. _____

PASSED: _____

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Amending Chapter 1131 Definitions; Chapter 1143 Zoning Certificates; Site Plan; Plot-Grade-Utility Plan; Chapter 1155 Enforcement; Penalty; Chapter 1161 Zoning Districts; Chapter 1171 General Regulations for Lots and Yards; and Enacting Chapter 1159 Nonconforming Uses & Structures; and Repealing Chapter 1195 Nonconforming Uses.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That Chapter 1131 Definitions; Chapter 1143 Zoning Certificates; Site Plan; Plot-Grade-Utility Plan; Chapter 1155 Enforcement; Penalty; Chapter 1161 Zoning Districts; Chapter 1171 General Regulations for Lots and Yards; of the Code of Ordinances of the City of Reynoldsburg be and are hereby amended to read as follows:

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That existing Chapters 1131; 1143; 1155, 1161 and 1171 be and are hereby repealed and replaced.

SECTION 3. That Chapter 1159 Nonconforming Uses & Structures of the Codified Ordinances be and is hereby enacted to read as set forth in Exhibit A attached hereto and incorporated herein.

SECTION 4. That Chapter 1195 Nonconforming Uses; is hereby repealed.

SECTION 5. That upon adoption by Council this ordinance shall be in effect thirty days following signature by the Mayor.

Doug Joseph, President of Council

ATTEST: _____
April L. Beggerow, Clerk of Council

APPROVED: _____ DATE _____
Bradley L. McCloud, Mayor

CERTIFICATE

I, April L. Beggerow, Clerk of Council, City of Reynoldsburg, Ohio do hereby certify the foregoing to be a true and correct copy of Ordinance No. ____ as passed by Council of said City on the ____ day of ____ and as recorded in the Record of Proceedings of said Council.

April L. Beggerow, Clerk of Council
Filed with Mayor: _____ Published: _____

Attachment: Amend Zoning Codes part 1 & 2 (1258 : Amendments to the Zoning Code)

1131 DEFINITIONS.

Community Activity. An activity that is open to the general public and sponsored by a public, private, nonprofit or religious organization that is educational, cultural, or recreational in nature.

Development Director. The Development Director of the City of Reynoldsburg. All references to the Development Director may be construed as referring to the Development Director or his/her designee.

Fence. A hedge, wall, structure, or partition, whether wood, metal, or of other construction, erected for the purpose of enclosing a piece of land, or to divide a piece of land from adjoining lands or streets, or for privacy screening or decorative purposes. ~~"Fence" includes a~~ Natural growth which forms a contiguous line of foliage from one plant to another for a length in excess of sixteen (16') feet high shall be termed a fence when more than two feet (2') in height. ~~A hedge or other natural growth of two feet or less in height shall not be considered a fence within the meaning of this section.~~ Natural foliage or decorative garden edging under two feet (2') in height shall not be termed a fence.

Patio. A patio is defined as a paved, permanent, impervious surface which is greater than twenty (20sf) square feet and not designed for vehicle access.

Planning Administrator. The public official of the City of Reynoldsburg designated to administer and enforce this Zoning Code. All references to the Zoning Officer and Planning Administrator may be construed as referring to the Development Director or his/her designee

Portable Temporary Storage Units. A transportable unit, ~~of whatever type construction or material,~~ designed and used for the temporary storage of building materials, ~~(before they are utilized for building purposes);~~ household goods; and, waste, or other such materials ~~for use on a limited basis.~~

Residence. *(See "Dwellings")*

Special Event. A temporary outdoor use of land for the purposes of a gathering, including but not limited to a fair, festival, celebration, or fundraiser.

Zoning Officer. ~~The public official of the City of Reynoldsburg, charged and authorized to administer and enforce the Zoning Code.~~ *(See "Planning Administrator")*

1155.02 ~~ZONING OFFICER~~PLANNING ADMINISTRATOR TO ENFORCE CODE.

It shall be the duty of the ~~Zoning Officer~~Planning Administrator to enforce the provisions of this Zoning Code.

Chapter 1159 - Nonconforming Uses & Structures

1159.01 INTENT OF REGULATIONS FOR EXISTING NONCONFORMING USES.

Within the districts established by this Zoning Code or amendments that may later be adopted, there exist lots, structures, uses of land and structures and characteristics of use which were lawful before this Zoning Code was passed or amended, but which would be prohibited, regulated or restricted under the terms of this Zoning Code or future amendment. It is the intent of this Zoning Code to permit these nonconformities to continue until they are removed, but not to encourage their survival. It is further the intent of this Zoning Code that nonconformities shall not be enlarged upon, expanded or extended, nor be used as grounds for adding other structures or uses not permitted elsewhere in the same district.

1159.02 INCOMPATIBILITY OF NONCONFORMING USES.

Nonconforming uses are declared by this Zoning Code to be incompatible with permitted uses in the districts involved. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of structure and land in combination, shall not be extended or enlarged after passage of this Zoning Code by attachment on a building or premises of additional signs intended to be seen from off the premises, or by the addition of other uses, of a nature which would not be permitted generally in the district involved.

1159.03 EXISTING NONCONFORMANCE.

To avoid undue hardship, nothing in this Zoning Code shall be deemed to require a change in the plans, construction or designated use of any building on which actual construction was lawfully begun prior to the effective date of adoption or amendment of this Zoning Code and upon which actual building construction has been carried on diligently. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner. Where excavation or demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that work is carried on diligently.

1159.04 NONCONFORMING LOTS OF RECORD.

In any district in which single-family dwellings are permitted, a single-family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of this Zoning Code notwithstanding limitations imposed by other provisions of this Zoning Code. Such lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area or width, or both, of the lot shall conform to the regulations for the district in which such lot is located, except that the minimum side yards may be reduced ten percent (10%) of the width of the lot, provided that no side yard shall be less than three feet (3'). Variance of yard requirements shall be obtained only through action of the Board of Zoning

1159.05 NONCONFORMING LOTS OF RECORD IN COMBINATION.

If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of this Zoning Code, and if

all or part of the lots do not meet the requirements established for lot width and area, the lands involved shall be considered to be an undivided parcel for the purpose of this Zoning Code, and no portion of such parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by this Zoning Code, nor shall any division of any parcel be made which creates a lot width or area below the requirements stated in this Zoning Code.

1159.06 CONTINUANCE OF NONCONFORMING USES OF LAND.

Where, at the time of passage of this Zoning Code, lawful use of land exists which would not be permitted by the regulations imposed by this Zoning Code, the use may be continued so long as it remains otherwise lawful; provided:

- (a) No such nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this Zoning Code.
- (b) No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of adoption or amendment of this Zoning Code.
- (c) If any such nonconforming use of land ceases for any reason for a period of more than two (2) years, any subsequent use of such land shall conform to the regulations specified by this Zoning Code for the district in which such land is located.
- (d) No additional structure not conforming to the requirements of this Zoning Code shall be erected in connection with such nonconforming use of land.

1159.07 CONTINUANCE OF NONCONFORMING STRUCTURES.

Where a lawful structure exists at the effective date of adoption or amendment of Ordinance 37-69 (passed May 12, 1969) that could not be built under the terms of this Zoning Code by reason of restrictions on area, lot coverage, height, yards, its location on the lot or other requirements concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (a) No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.
- (b) When such nonconforming structure or nonconforming portion of the structure is destroyed by any means to an extent of more than sixty percent (60%) of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this Zoning Code.
- (c) When such structure is moved for any reason, it shall conform to the regulations for the district in which it is located after it is moved.

1159.08 CONTINUANCE OF NONCONFORMING USES OF STRUCTURES OR OF STRUCTURES AND PREMISES IN COMBINATION.

If lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Zoning Code that would not be allowed in the district under the terms of this Zoning Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (a) No existing structure devoted to a use not permitted by this Zoning Code in the district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the district in which it is located.
- (b) Any nonconforming use may be extended throughout any of the parts of a building which were manifestly arranged or designated for such use at the time of adoption or amendment of this Zoning Code, but no such use shall be extended to occupy any land outside such building.
- (c) If no structural alterations are made, any nonconforming use of a structure, or structure and premises, may, be approved as a special exception for change to another nonconforming use by the Board of Zoning and Building Appeals, provided the Board, either by general rule or by making findings in the specific case finds that the proposed use is equally appropriate or more appropriate to the district than the existing nonconforming use. In permitting such change, the Board may require appropriate conditions and safeguards in accordance with the provisions of this Zoning Code.
- (d) Any structure, or structure and land in combination, in or on which a nonconforming use is superseded by a permitted use, shall thereafter conform to the regulations for the district, and the nonconforming use may not thereafter be resumed.
- (e) When a nonconforming use of a structure, or of a structure and premises in combination, is discontinued or abandoned for twenty-four (24) consecutive months except when government action impedes access to the premises, the structure, or structure and premises in combination, shall not thereafter be used except in conformity with the regulations of the district in which it is located.
- (f) Where nonconforming use status applies to a structure and premises in combination, removal or destruction of the structure shall eliminate the nonconforming status of the land. Destruction for the purpose of this subsection is defined as damage to an extent of more than sixty percent (60%) of the replacement cost at the time of destruction.

1159.09 RESTORATION; REPAIRS AND MAINTENANCE.

Nothing in this Zoning Code shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official.

1159.10 SPECIAL EXCEPTIONS NOT NONCONFORMING.

Any use which is permitted as a special exception in a district under the terms of this Zoning Code, other than a change through the Board of Zoning and Building Appeal's action from a nonconforming use to another use not generally permitted in the district, shall not be deemed a

nonconforming use in such district, but shall, without further action, be considered a conforming use. (Ord. 37-69. Passed 5-12-69.)

1159.11 CERTIFICATE REQUIRED FOR NONCONFORMING USE.

(a) Section 1195 of Ordinance 37-69 (passed May 12, 1969) established requirements for certificates for those lawful nonconforming uses which were established prior to the effective date of that ordinance. The adoption of this Zoning Code shall not repeal or diminish those requirements or rights which were applicable to the lawful nonconforming uses which were subject to Ordinance 37-69.

(b) Uses and structures established subsequent to the effective date of Ordinance 37-69 shall have been established in conformance with the provisions of that ordinance and its subsequent amendments in order to be deemed lawful.

(c) Any lawfully existing use or structure existing on the effective date of this Zoning Code, which use or structure does not conform with one or more of the provisions of this Zoning Code, shall be deemed a nonconforming use or structure under the provisions of this Zoning Code. Provided that such nonconforming use or structure was established in conformance with the zoning provisions in effect prior to adoption of this Zoning Code, and provided that such use or structure was established under authorization of and in conformance with a permit or other authorization issued by the City, then such use or structure shall be a lawful nonconforming use or structure and shall be permitted to continue under the provisions of this Zoning Code.

1161.06 INTERPRETATION OF BOUNDRY LINES ON THE MAP.

(i) All zoning designations applied to lots adjacent to streets, alleys or other public ways shall be interpreted as extending to the centerline of that street, alley or other public way. Whenever any street, alley or other public way is vacated by official action of Council, the zoning district adjoining each side of such street, alley or public way shall be automatically extended to the centerline of such vacation, and all area included in the vacation shall then and hence forth be subject to all appropriate regulations of the extended district or districts.

1161.07 ANNEXED LANDS.

- (a) When a lot developed with an agricultural use or one (1) single family dwelling is attached to City via annexation, it shall be classified as R-1 Single Family Residence District upon passage of the ordinance accepting the annexation.
- (b) When a lot developed with a use other than agriculture or one (1) single family dwelling is attached to the city via annexation, the applicant may file for a district amendment within one (1) year from the date of the passage of the accepting ordinance without assessment of a fee. The applicant may request the zoning classification be changed to the zoning district that most closely matches the property's current use as determined by the Planning Commission. Otherwise, the lot shall be classified as R-1 Single Family Residence District upon adoption of the ordinance accepting the annexation.
- (c) When a lot owned by any public authority is attached to City via annexation, it shall be classified as S-1 Special District upon adoption of the ordinance accepting the annexation.
- (d) Any land within the City not designated or otherwise included within another zoning district shall be included in the R-1 Single Family Residence District.

1171.04 GENERAL REGULATIONS FOR LOTS AND YARDS .

(h) Patios shall be subject to the same rear and side yard setback requirements as accessory structures and subject to maximum lot coverage requirements applicable to structures. Walkways with a width of four feet (4') or less and pervious surfaces are exempt from lot coverage requirements but shall be subject to side and rear yard setbacks.

1171.06 ACCESSORY USE, ACCESSORY STRUCTURE.

(a) General.

(1) An accessory use or accessory structure shall be permitted in any district provided that:

- A. It is incidental to and customarily found in connection with the main use or main building permitted in the district;
- B. It is subordinate to and serves the main use or building;
- C. It is subordinate to the main use or building in ground area, floor area, extent, and purpose;
- D. It is located on the same lot as the main building or main use which it serves; and
- E. It contributes to the comfort, convenience, or necessity of occupants, business, or industry of the main use or main building served.

(2) Except as otherwise provided by this Zoning Code, a use or structure which is interpreted by the Zoning Official Planning Administrator or by the Board of Zoning and Building Appeals to be an accessory use or accessory structure may only be established or constructed on a lot having a legally existing main use or main building.

(3) Except as otherwise provided in this Zoning Code, an accessory structure:

- A. Shall not be located closer to any public right-of-way than the main building and shall not be located in the required front yard;
- B. Shall not be located closer than six feet (6') to any rear lot line and not closer than three feet (3') to any side lot line;
- C. Shall not be located closer than ten feet (10') ~~fifteen feet (15')~~ to a main building;
- D. Shall not occupy more than twenty percent (20%) of the required rear yard;
- E. ~~If located on a lot with a dwelling, shall not have a floor area greater than the combined cover fifty percent (50%) of the residential floor area of the dwelling; In residential districts, the lot coverage of accessory structures shall not be more than fifty percent (50%) of the main structure unless the lot has an approved agricultural use;~~
- F. Shall not contain facilities for dwelling purposes;
- G. Shall not exceed fifteen feet (15') in height.

(4) For the purposes of this section, a storage building equal to or less than one hundred (100sf) square feet in area not permanently attached to the ground, is not considered a structure. Only one such storage building equal to or less than one hundred square feet (100sf) may be placed on the lot without a zoning certificate. Any additional buildings shall be considered accessory structures as defined by this code and subject to the provisions of this section. Storage buildings equal to or under one hundred square feet (100sf) shall be located behind the main structure.

(c) Fences. Fences shall be permitted as accessory structures in all districts subject to the following requirements:

- ~~(1) No fence shall be erected closer to a right-of-way line of any street than the setback~~

for buildings and accessory buildings established in Section 1175.06, except that a decorative fence, no higher than thirty-six inches (36") and no longer than thirty-six feet (36'), may be installed no closer than five feet (5') to a right-of-way. A decorative fence shall be of open design, not solid, as approved by the Zoning Officer.

- ~~(2) A chain link fence shall not be permitted closer than the front setback abutting any street in any district. Guard rails shall not be installed as fences. Fences which are electrically charged or which include barbed wire or other potentially hazardous material or construction shall not be permitted.~~
- ~~(3) Fences in rear yards and side yards not abutting streets shall not exceed six feet (6') in height in residential districts or eight feet (8') in height in commercial and industrial districts.~~
- ~~(4) No fence shall be installed in a manner or location which obstructs or alters the drainage of the lot on which it is located or of the abutting lot.~~
- ~~(5) No fence shall be erected, constructed, altered, relocated, or rebuilt until an application has been filed with the Building Department and the permit approved by the Zoning Officer.~~
- ~~(6) A fence shall only be erected or installed subsequent to and in conformance with the provisions of a fence permit issued by the Zoning Officer. For the purposes of approving a fence in conformance with this Code, a fence permit shall have the same effect as a zoning certificate.~~
- ~~(7) Fees for fence permits shall be as established in Chapter 1155 of this Code.~~
- ~~(8) Fences shall be inspected by the Zoning Officer for compliance with the provisions of this Zoning Code. If any fence is installed, erected, constructed or maintained in violation of any of the terms of this chapter, the Zoning Inspector shall notify the owner or lessee thereof in writing to alter such fence so as to comply with this chapter or to remove it.~~
- ~~(9) The applicant shall submit drawings and specifications indicating the location, materials, full dimensions, manner of support, and manner of fastening of the fence. The applicant shall also complete an application form, provided by the Zoning Officer, signed by the owner or tenant of the lot on which the fence will be installed, and by the contractor who will erect the fence. Sufficient information shall be provided to enable the Zoning Officer and the Building Inspector to determine compliance with all applicable regulations.~~

(1) Rear Fences.

- A. A rear fence is defined as a fence constructed between the front facade of the main structure and the rear lot line of a parcel.
- B. Rear fences shall be no higher than six feet (6') in residential districts and eight feet (8') in commercial and industrial districts.

(2) Front Fences.

- A. A front fence is defined as a fence constructed between the front facade of the main structure and the right-of-way.
- B. Between the front setback line for structures and the front facade of the main structure, front fences shall be no higher than four feet (4').
- C. Between the front setback line and the right-of-way line, front fences shall

be no higher than three feet (3') and shall not be longer than fifty feet (50') in residential districts. Fences of longer distances may be permitted if approved as part of major or minor site plans subject to the reviews of Section 1143.

D. Front fences shall be no closer to the right-of-way than five feet (5').

E. Front fences shall be constructed of an open design, which is defined as at least fifty percent (50%) open. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.

(3) Fence Materials.

A. Fences shall be constructed of materials that match or compliment any existing structures on a lot. This includes but is not limited to, painted or treated lumber, vinyl, wrought iron, painted aluminum, brick, and stone. All lumber fences shall be constructed so that the finished boards hide the vertical and horizontal posts when viewed from adjacent lots unless the fence is constructed in such a manner that the finished look of both sides of the fence is the same.

B. No fence shall be constructed of materials such as highway guardrails, corrugated metal, metal wire or plastic mesh, or other such materials that are not designed for use as fencing material or are not sufficiently weather resistant and durable.

C. No fence shall be constructed which is electrically charged, includes any material which is potentially hazardous such as spikes or barbed wire, or is otherwise designed to injure except as provided for in this chapter.

D. Chain link fences shall only be permitted as rear fences. All chain link fences will include a horizontal rail between each set of vertical posts. Chain link fences in commercial districts must have a painted black, brown, or green finish unless another treatment is approved as part of a site plan review.

E. Chain link fences may not be utilized as a means of support for wooden privacy fences.

(4) Special Provisions for Agricultural Uses.

A. Fences containing barbs or charged with electricity may be erected to enclose areas used to contain domestic livestock in association with an approved agricultural use.

B. The Planning Administrator shall only grant a fence permit for a fence of this type after determining that the nature and location of the fence is not a danger to the public or intended to injury persons engaged in lawful activity.

(5) Special Provisions for Industrial Districts.

A. Fences containing barbs may be erected as rear fences to secure properties in industrial districts. The Planning Administrator shall only grant a fence permit for a fence of this type after determining that the nature and location of the fence is not a danger to the public or intended to injury persons engaged in lawful activity.

(6) Temporary Fences.

A. Temporary fences may be constructed without a permit for the following reasons:

- i. As required due to an unsafe building, right-of-way or utility maintenance emergency.
 - ii. A construction fence in conjunction with a site that has active building permits.
 - iii. In conjunction with an approved temporary special land use permit or any special event approved through the Parks and Recreation Department. Temporary fences of this nature may only be maintained for the length of the approved permit or through the duration of the special event.
 - iv. Temporary horticultural fences are permitted as temporary fences within the area designated for rear fences. Temporary horticultural fences shall be of an open design, shall not exceed four (4') ft in height, and not enclose an area larger than five hundred (500sf) square feet.
 - B. Temporary fences may be constructed of materials or in a manner not consistent with the provisions of this chapter.
 - C. In the event a temporary fence exists for a period of thirty (30) days or more, and the Planning Administrator determines that it is a hazard to public safety, the Planning Administrator may require a fence permit or that the fence comply with any provision of this chapter.
- (7) Fence Regulations.
- A. All fences, unless specifically exempt by this chapter, shall require a fence permit from the Planning Administrator. No fence shall be erected, constructed, altered, relocated or rebuilt prior to obtaining a fence permit. An existing fence that requires new vertical posts to be set shall be considered an altered fence, and subject to a new permit. For the purposes of this chapter, a fence permit shall have the same effect as a zoning certificate in proving conformance with the Zoning Code.
 - B. Fences shall only be constructed in conformance with the provisions of this chapter and of the fence permit issued by the Planning Administrator.
 - C. No fence shall be installed in a manner or location which obstructs or alters the drainage of the lot on which it is located or of any abutting lot. All fences that are constructed abutting or across drainage easements shall be subject to the following additional regulations:
 - i. Shadow box fences and fences of an open design, which is defined as at least fifty percent (50%) open will be the preferred fence styles. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.
 - ii. Privacy fences shall provide a gap between the vertical boards and the ground of no less than two inches (2").
 - D. Lots in the S-1 Special district or lots with approved recreation facility uses may be permitted to be construct chain link fences no higher than twenty (20') feet high that do not enclose an area greater than thirty-five thousand square feet (35,000sf) and are customarily associated with athletic facilities.
 - E. Fences may be inspected for compliance with the provisions of this Zoning Code. If any fence is installed, erected, constructed or maintained in

violation of any of the provisions of this chapter, the Planning Administrator may notify the owner or lessee of the fence in question to repair or replace the fence so as to comply with this chapter or to remove it.

1171.07 TEMPORARY SPECIAL LAND USE PERMITS.

(a) ~~The Zoning Official, or his designee,~~Planning Administrator shall have the power to grant permits authorizing temporary special land uses for the following types of temporary sales: ~~Tent~~ sales, sidewalk sales, or seasonal sales of produce, plants, firewood, or Christmas trees. ~~will be permitted under the following conditions:~~

- (1) ~~Zoning districts where permitted.~~ Temporary special land uses for ~~tent sales, sidewalk sales, or seasonal sales of produce, firewood or Christmas trees~~ tent sales, sidewalk sales, or seasonal sales of produce, plants, firewood, or Christmas trees shall only be permitted in the Community Commerce District (CC) and the Community Services District (CS).
- (2) Application and fee; submission of plot plan. Every person, firm or corporation desiring to obtain a temporary special land use permit, as required by this section, shall file a ~~written~~ an application with the ~~City of Reynoldsburg Zoning Department~~Planning Administrator ~~on a designated form provided by the Department,~~ together with an application fee as specified in Table 1155.

(b) The application for a temporary special land use permit shall be accompanied by plans and specifications, ~~including a plot plan (in duplicate), drawn to scale, showing the following as required by the Planning Administrator. This includes but is not limited to, plans that show the following:~~

- (1) The shape, location, and dimensions of the lot, including the shape, size, location, and use of all buildings or other structures already on the lot, and the off-street parking layout.
- (2) The materials to be utilized in and the shape, size, and location of all buildings and structures to be erected or moved onto the lot, including all tents, tables, stands or display racks.
- (3) The anticipated automobile traffic flow to and from the lot and any adjacent thoroughfares, loss of off-street parking space, if any, as well as the anticipated flow of pedestrian traffic upon lot sidewalks.

(c) Time limitations.

- (1) A temporary special use permit for a tent or sidewalk sale shall ~~by its terms~~ be effective for no longer than seven (7) days. No more than three (3) temporary special land use permits for tent sales or sidewalk sales shall be issued for a given location within a single calendar year. Temporary special use permits for tent sales or sidewalk sales shall not be issued for any given location for consecutive time periods except in the HD - Historic Commercial Overlay District. ~~Historic Overlay District (see Chapter 1193).~~
- (2) A temporary special land use permit for the sale of Christmas trees shall ~~be its terms~~ be effective for no longer than thirty (30) days. No more than one (1) temporary special land use permit for the sale of Christmas trees shall be issued for any given location within a single calendar year.

- (3) ~~A temporary special use permit for a vegetable, fruit, or produce stand, or for the sale of firewood, shall by its terms, be effective for no longer than two (2) months.~~ seasonal sales of produce, plants, or firewood shall be effective for a period no longer than ninety (90) days. No more than one (1) temporary special land use permit for ~~a vegetable, fruit or produce stand, or for the sale of firewood~~ seasonal sales of produce, plants, or firewood shall be issued for any given location within a single calendar year.
- (4) The Board of Zoning and Building appeals shall have the power to vary these periods and add other conditions to an approved permit as deemed necessary by the Planning Administrator or the Board in order to further the goals and principles of the Zoning Code.

(d) Regulations.

- (1) A temporary special use permit shall only be granted if the ~~Zoning Official, or his designee,~~ Planning Administrator determines that the proposed use, including the erection of any temporary building or structure, will:
- Provide adequate light and ventilation between buildings and structures.
 - Provide adequate automobile and pedestrian traffic flow.
 - Provide adequate off-street parking.
 - Will meet the intent of ~~this zoning ordinance~~ the Zoning Code or otherwise not interfere with the protection of public health, safety, and general welfare.
 - Not be incompatible with, or otherwise adversely affect, the physical character of the community and, in particular, the surrounding area within a distance of one thousand (1,000) feet.
 - No temporary special use shall be permitted if it reduces the parking on a lot by greater than twenty-five percent (25%).
- (2) When the proposed temporary special use is to be conducted on an otherwise vacant or unused lot, the use shall comply with all applicable zoning regulations for the district ~~in which the temporary special use is to be located, including all requirements pertaining to lot size, height, setback, maximum percentage of covered lot area, and off-street parking.~~
- (3) ~~No temporary special use shall be permitted if it reduces the parking by greater than twenty-five percent (25%).~~ Tents and other temporary structures are subject to building permits and other regulation by the Building Division.
- (4) ~~A building permit is obtained from the City of Reynoldsburg Building Department.~~
- (4) The Board of Zoning and Building appeals shall have the power to vary the time periods of and add other conditions to an approved permit as deemed necessary by the Planning Administrator or the Board in order to further the intent of the Zoning Code or otherwise protect the public health, safety, and general welfare.

(e) Special Events and Community Activities.

- (1) A temporary special land use permit shall not be required for special event or community activity permitted or organized through the Parks and Recreation Department or Public Safety Department.
- (2) A temporary special land use permit shall not be required for a special event or community activity associated with a permitted semi-public use in the S-1 Special

district provided that the special event or festival meets the following conditions:

A. The special event or festival takes place entirely on the lot or parcel associated with the existing approved semi-public use.

B. The special event or festival is no longer than three (3) consecutive days and that there are no more than two (2) such events or festivals at a given location within a calendar year.

(3) A temporary special land use permit shall not be required for a special event or community activity conducted on a commercial parcel that is organized by a by non-profit or charitable organization. No more than two (2) such events shall be conducted by the same organization at the same location within a calendar year.

(4) The Planning Administrator may require temporary special land use permit for any other type of special event.

(5) Tents and other temporary structures for festivals and special events are subject to building permits and other regulation by the Building Division.

CHAPTER 1195—Nonconforming Uses

1195.01 INTENT OF REGULATIONS FOR EXISTING NONCONFORMING USES.

Within the districts established by this Zoning Code or amendments that may later be adopted, there exist lots, structures, uses of land and structures and characteristics of use which were lawful before this Zoning Code was passed or amended, but which would be prohibited, regulated or restricted under the terms of this Zoning Code or future amendment. It is the intent of this Zoning Code to permit these nonconformities to continue until they are removed, but not to encourage their survival. It is further the intent of this Zoning Code that nonconformities shall not be enlarged upon, expanded or extended, nor be used as grounds for adding other structures or uses not permitted elsewhere in the same district.

1195.02 INCOMPATIBILITY OF NONCONFORMING USES.

Nonconforming uses are declared by this Zoning Code to be incompatible with permitted uses in the districts involved. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of structure and land in combination, shall not be extended or enlarged after passage of this Zoning Code by attachment on a building or premises of additional signs intended to be seen from off the premises, or by the addition of other uses, of a nature which would not be permitted generally in the district involved.

1195.03 EXISTING NONCONFORMANCE.

To avoid undue hardship, nothing in this Zoning Code shall be deemed to require a change in the plans, construction or designated use of any building on which actual construction was lawfully begun prior to the effective date of adoption or amendment of this Zoning Code and upon which actual building construction has been carried on diligently. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner. Where excavation or demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that work is carried on diligently.

1195.04 NONCONFORMING LOTS OF RECORD.

In any district in which single-family dwellings are permitted, a single-family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of this Zoning Code notwithstanding limitations imposed by other provisions of this Zoning Code. Such lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area or width, or both, of the lot shall conform to the regulations for the district in which such lot is located, except that the minimum side yards may be reduced ten percent of the width of the lot, provided that no side yard shall be less than three feet. Variance of yard requirements shall be obtained only through action of the Board of Zoning.

1195.05 NONCONFORMING LOTS OF RECORD IN COMBINATION.

If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of this Zoning Code), and if

~~all or part of the lots do not meet the requirements established for lot width and area, the lands involved shall be considered to be an undivided parcel for the purpose of this Zoning Code, and no portion of such parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by this Zoning Code, nor shall any division of any parcel be made which creates a lot width or area below the requirements stated in this Zoning Code.~~

~~1195.06 CONTINUANCE OF NONCONFORMING USES OF LAND.~~

~~Where, at the time of passage of this Zoning Code, lawful use of land exists which would not be permitted by the regulations imposed by this Zoning Code, the use may be continued so long as it remains otherwise lawful; provided:~~

- ~~(a) No such nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this Zoning Code.~~
- ~~(b) No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of adoption or amendment of this Zoning Code.~~
- ~~(c) If any such nonconforming use of land ceases for any reason for a period of more than two (2) years, any subsequent use of such land shall conform to the regulations specified by this Zoning Code for the district in which such land is located.~~
- ~~—(d) No additional structure not conforming to the requirements of this Zoning Code shall be erected in connection with such nonconforming use of land.~~

~~1195.07 CONTINUANCE OF NONCONFORMING STRUCTURES.~~

~~Where a lawful structure exists at the effective date of adoption or amendment of Ordinance 37-69 (passed May 12, 1969) that could not be built under the terms of this Zoning Code by reason of restrictions on area, lot coverage, height, yards, its location on the lot or other requirements concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:~~

- ~~(a) No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.~~
- ~~(b) When such nonconforming structure or nonconforming portion of the structure is destroyed by any means to an extent of more than sixty percent of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this Zoning Code.~~
- ~~(c) When such structure is moved for any reason, it shall conform to the regulations for the district in which it is located after it is moved.~~

~~1195.08 CONTINUANCE OF NONCONFORMING USES OF STRUCTURES OR OF STRUCTURES AND PREMISES IN COMBINATION.~~

~~If lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Zoning Code that would not be allowed in the district under the terms of this Zoning Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:~~

- ~~(a) No existing structure devoted to a use not permitted by this Zoning Code in the district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the district in which it is located.~~
- ~~(b) Any nonconforming use may be extended throughout any of the parts of a building which were manifestly arranged or designated for such use at the time of adoption or amendment of this Zoning Code, but no such use shall be extended to occupy any land outside such building.~~
- ~~(c) If no structural alterations are made, any nonconforming use of a structure, or structure and premises, may, be approved as a special exception for change to another nonconforming use by the Board of Zoning and Building Appeals, provided the Board, either by general rule or by making findings in the specific case finds that the proposed use is equally appropriate or more appropriate to the district than the existing nonconforming use. In permitting such change, the Board may require appropriate conditions and safeguards in accordance with the provisions of this Zoning Code.~~
- ~~(d) Any structure, or structure and land in combination, in or on which a nonconforming use is superseded by a permitted use, shall thereafter conform to the regulations for the district, and the nonconforming use may not thereafter be resumed.~~
- ~~(e) When a nonconforming use of a structure, or of a structure and premises in combination, is discontinued or abandoned for twenty four consecutive months except when government action impedes access to the premises, the structure, or structure and premises in combination, shall not thereafter be used except in conformity with the regulations of the district in which it is located.~~
- ~~(f) Where nonconforming use status applies to a structure and premises in combination, removal or destruction of the structure shall eliminate the nonconforming status of the land. Destruction for the purpose of this subsection is defined as damage to an extent of more than sixty percent of the replacement cost at the time of destruction.~~

~~1195.09 RESTORATION; REPAIRS AND MAINTENANCE.~~

~~Nothing in this Zoning Code shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official.~~

~~1195.10 SPECIAL EXCEPTIONS NOT NONCONFORMING.~~

~~Any use which is permitted as a special exception in a district under the terms of this Zoning Code, other than a change through the Board of Zoning and Building Appeal's action from a nonconforming use to another use not generally permitted in the district, shall not be deemed a nonconforming use in such district, but shall, without further action, be considered a conforming use.~~

~~1195.11 CERTIFICATE REQUIRED FOR NONCONFORMING USE.~~

~~(a) Section 1195 of Ordinance 37-69 (passed May 12, 1969) established requirements for certificates for those lawful nonconforming uses which were established prior to the effective date of that ordinance. The adoption of this Zoning Code shall not repeal or diminish those requirements or rights which were applicable to the lawful nonconforming uses which were subject to Ordinance 37-69.~~

~~(b) Uses and structures established subsequent to the effective date of Ordinance 37-69 shall have been established in conformance with the provisions of that ordinance and its subsequent amendments in order to be deemed lawful.~~

~~(c) Any lawfully existing use or structure existing on the effective date of this Zoning Code, which use or structure does not conform with one or more of the provisions of this Zoning Code, shall be deemed a nonconforming use or structure under the provisions of this Zoning Code. Provided that such nonconforming use or structure was established in conformance with the zoning provisions in effect prior to adoption of this Zoning Code, and provided that such use or structure was established under authorization of and in conformance with a permit or other authorization issued by the City, then such use or structure shall be a lawful nonconforming use or structure and shall be permitted to continue under the provisions of this Zoning Code.~~

1131.02 DEFINITIONS.

Site Plan. A drawing and other documents, subject to review and approval by the City, describing the planned improvements of a lot. A site plan is one of ~~two~~ the following types:

- ~~(1) Major Site Plan (see 1143.03(a)), required for any development which is other than a single family dwelling, two-family dwelling, or a dwelling within a planned development, and which is subject to review and approval by the Board of Zoning and Building Appeals; or~~
 - ~~(2) Residential Site Plan (see 1143.03(a)), required for a single family dwelling, two-family dwelling, or a dwelling within a planned development, and which may be approved by the Zoning Officer.~~
- (a) Major Site Plan. A plan review required for any development which that meets the requirements on Section 1143.03(a)(1), and which is subject to review and approval by the Planning Commission;
 - (b) Minor Site Plan. A plan review required for any development which does not qualify for a major site plan review and consists of an improvement other than a single family dwelling, two-family dwelling, or a dwelling within a planned development, and which is subject to review and approval by the Planning Administrator and other City staff; or
 - (c) Residential Site Plan. A plan review `required for a single family dwelling, two-family dwelling, or a dwelling within a planned development, and which may be approved by the Planning Administrator. (Also see Section 1143.03(a))

CHAPTER 1143 – Zoning Certificates; Site Plan; Plot-Grade-Utility Plan

1143.01 PURPOSE.

Zoning certificates, site plans, and plot-grade-utility plans (also referred to as construction plans) provide a uniform system of application, review, and approval or denial for proposed uses and structures to ensure conformance with this Zoning Code and to document the conditions under which such uses and structure are approved. ~~All plot, grade, utility plans shall be signed and sealed by a licensed professional engineer in the State of Ohio. Guidelines for the submittal and approval process for plot grade utility plans are outlined in the City of Reynoldsburg Development Handbook. All requirements and documents included in the Handbook need also be followed and completed.~~

1143.02 ZONING CERTIFICATE.

No use of land, building or structure and no construction or alteration of an existing use, building, or structure shall commence until a zoning certificate is issued by the ~~Zoning Officer~~ Planning Administrator certifying that the intended use of the premises has been documented, reviewed, and approved in conformance with the provisions of this Zoning Code. A zoning certificate shall only be issued by the ~~Zoning Officer~~ Planning Administrator subsequent to completion of all procedures and approvals required by this Code. No zoning certificate shall be issued to permit any use or construction contrary to the provisions of this Zoning Code, unless in compliance with a duly approved variance.

- (a) Zoning Certificate Required. ~~Unless excepted~~ exempted by this Code, a zoning certificate shall be required before:
 - (1) Locating, erecting, constructing, reconstructing, altering, or moving any building or structure, including an accessory building or structure such as a sign or fence;
 - (2) Occupying or using land or a building, or changing the use of land or of a building, in whole or in part, for a different use;
 - (3) Changing a nonconforming use to a different use or extending or expanding a nonconforming use or structure.
- (b) Application for Zoning Certificate. ~~An written~~ application for a zoning certificate shall be submitted to the ~~Zoning Officer~~ Planning Adminstrator ~~on forms provided~~ and shall include:
 - (1) A plan or plans drawn to scale showing:
 - A. The dimensions and the shape of the lot to be used or built upon;
 - B. The sizes and locations of existing structures and uses on the lot;
 - C. The dimensions and locations of proposed structures and uses;
 - D. The heights of existing and proposed structures;
 - (2) A statement ~~signed by the applicant ensuring conformance with all provisions of the Zoning Code; detailing the proposed use, which shall be signed by the applicant;~~
 - ~~— (3) If applicable, application for a site plan, special exception, sign permit, or other application required by this Code;=~~
 - (43) Such other documentation as may be necessary to determine conformance with the provisions of this Code; and
 - (54) Any fees ~~and deposits~~ as required by this Code;

- (c) ~~Appeal Denial.~~ When the ~~Zoning Officer~~ Planning Administrator determines that an application for a zoning certificate ~~is in conflict with or~~ does not comply with the provisions or intent of this Code, ~~or that an application does not~~ information to determine compliance with this Code, or that an application does not otherwise comply with the requirements of this Code, then the ~~Zoning Officer~~ Planning Administrator shall deny the application and shall not issue a zoning certificate. ~~issuance of the zoning certificate.~~ The Planning Administrator may refer zoning certificates to the Board of Zoning and Building appeals in conjunction with the provisions of Section 1139.

- (d) ~~Appeal.~~ ~~If requested by the applicant, the denial shall be issued in writing.~~ Within ten ~~(10)~~ fourteen (14) days of either verbal or written denial, the applicant ~~shall~~ may submit a written appeal to the Board of Zoning and Building Appeals. Any applicant who does not present an appeal within ~~ten (10)~~ fourteen (14) days of the date of denial by the ~~Zoning Officer~~ Planning Administrator shall have waived the right to appeal.

1143.03 SITE PLAN.

(a) Site Plans Required. Site plan review is required prior to the issuance of a zoning certificate for projects and developments that meet the following criteria. ~~Application for a site plan review shall be required in addition to the application for a zoning certificate.~~ Site plans shall be submitted and reviewed as follows:

- (1) Major Site Plan. An application for a major site plan shall be submitted for review and approval by the ~~Board of Zoning and Building Appeals~~ by the Planning Commission prior to issuance of a zoning certificate. ~~The application and review shall conform to the provisions of 1143.03(c).~~ A m Major site plan review shall be required if a development meets any of the following criteria: ~~the development meets more than one of the following definitions:~~
 - A. A development involving any new ~~construction~~ structures other than a one or two-family residential structure, fence or accessory structure under two hundred (200 sf) square feet;
 - B. A development, ~~or a structure or site~~ which involves more than five thousand (5,000sf) square feet of new impervious surface;
 - C. A development impacting or adjacent to an environmentally sensitive feature;
 - D. A development which conflicts with an adopted City plan;
 - E. A development which generates more than fifty (50) peak hour trips ~~(see also the Facility Demand Worksheet in the City of Reynoldsburg Development Handbook); or~~
 - F. Other unusual or unique impacts which, in the professional opinion of the Planning Administrator, warrant public review.
- (2) Minor Site Plan. An application for a ~~minor site plan review~~ shall be submitted for review by the Planning Administrator and other City staff prior to issuance of a zoning certificate. Minor site plan review shall be required for a development, building addition, or site improvement, which does not qualify as a major site plan other than a single or two-family dwelling, fence or accessory structure under two hundred (200) sf, that does not qualify for major site plan review. in a commercial or industrial zoned district, or if in the professional opinion of the

Planning Administrator the project warrants review. Fences and accessory structures less than 200 square feet do not require a minor site plan.

- (3) Residential Site Plan. An application for residential site plan review shall be submitted for review by the Planning Administrator and other City staff prior to issuance of a zoning certificate. Residential site plan review shall be required for a single family dwelling, a two-family dwelling, and any dwelling within a PD Planned Development District. The application and review shall conform to the provisions of 1143.03(d).

~~— (b) Site Plans Exempted. The Zoning Officer may issue a zoning certificate without site plan review by the Board for any use and any site provided that the zoning certificate application proposes: a change of use conforming to all requirements of this Zoning Code; and no alterations or only interior alterations to a structure; and no exterior changes or additions to structures or the site. The Zoning Officer may require site plan review by the Board of Zoning and Building Appeals for any zoning certificate application deemed to have potential changes or impacts which may require special consideration or conditions.~~

~~— (b) The Planning Administrator shall not issue a zoning certificate for any development requiring site plan review prior to review and approval of a said site plan.~~

(c) Major Site Plan. An written application for a major site plan review shall be submitted to the Zoning Officer on forms provided Planning Administrator and shall include the following information:

- ~~— (1) General Requirements.~~
- ~~— A. Completed major site plan application.~~
 - ~~— B. Six copies of the major site plan submitted on 22" x 34" paper, and three copies submitted on 11" x 17".~~
 - ~~— C. Professional engineer, architect, or landscape architect registered with the State of Ohio must sign and seal all plans.~~
 - ~~— D. The current zoning of the property. In addition, current zoning of adjacent parcels.~~
 - ~~— E. Vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.~~
 - ~~— F. Property lines, parcel dimensions and adjoining rights of way.~~
 - ~~— G. The names and addresses of all adjoining property within 150 feet of the proposed development.~~
 - ~~— H. Title block for each sheet.~~
 - ~~— I. Location of proposed buildings and structures.~~
 - ~~— J. Wetland limits and size clearly shown, regardless of size.~~
 - ~~— K. One hundred year flood elevation to be clearly indicated.~~
 - ~~— L. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within 150 feet of the proposed development.~~
 - ~~— M. The location, width, names, and classification of existing and proposed streets, rights of way, and easements, and where pertinent, their designated use within 250 feet of the proposed subdivision.~~
 - ~~— N. Approximate location of all existing buildings within 150 feet of the proposed~~

development.

- ~~O. The approximate location, dimensions, and area of all property proposed to be set aside for parks and open space, and other public or private reservation, with designation of the purpose and proposed ownership thereof.~~
- ~~P. Topography with a maximum contour interval of two feet.~~
- ~~Q. Preliminary proposals for connection to existing water supply and sanitary sewer systems and for the collection and discharge of surface water drainage including the location and size of existing and proposed water mains, sanitary sewers and drainage facilities.~~
- ~~R. Show all existing conditions, including but not limited to: ditches, culverts, waterways, utilities, sidewalks, power poles, easements, building footprint and finish grade, finish grade of adjacent buildings, wetlands and woodlands, etc.~~
- ~~S. Show existing adjacent roads with rights-of-way.~~
- ~~T. Complete facility demand worksheets as provided by the Planning Administrator.~~
- ~~U. All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.~~
- ~~V. Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall also be made available for inspection.~~
- ~~W. Fees as required by Chapter 1155.~~
- ~~(2) Zoning Standards and Requirements.~~
 - ~~A. Setbacks and building separations shall be noted in accordance with zoning requirements.~~
 - ~~B. Striping for parking lot shall be indicated directly on the plans, and include the spaces required vs. spaces provided.~~
 - ~~C. Loading spaces indicated.~~
 - ~~D. Plantings shown in accordance with zoning requirements. All utilities shall be shown on all planting plans.~~
 - ~~E. Completed zoning certificate and fee.~~

(1) General Requirements.

- A. Completed application form.
- B. All plans shall be signed and sealed by a professional engineer, architect, or landscape architect registered with the State of Ohio.
- C. Each sheet shall contain a title block.
- D. A vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.
- (2) Site Plan. A site plan indicating the following:
 - A. The dimensions of property lines, parcel dimensions and adjoining rights-of-way.
 - B. The names and addresses of all adjoining property within one hundred fifty feet (150') of the proposed development.
 - C. The current zoning of the parcel and all adjacent parcels.
 - D. The location of proposed buildings and structures.

- E. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150') of the proposed development.
- F. Setbacks and building separations shall be noted in accordance with zoning requirements.
- (3) Environmental/Landscape Plan. An environmental plan that indicates the following:
 - A. Topography with a maximum contour interval of two feet (2').
 - B. The location of all proposed and existing structures with one hundred fifty feet (150') of parcel.
 - C. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150') of the proposed development.
 - D. The limits of all wetlands and of the one hundred (100) year flood plain.
 - E. The approximate location, dimensions, and area of all property proposed to be set aside for parks, open space, and other public or private reservation, with designation of the purpose and proposed ownership thereof.
 - E. The location of all new landscape material and plantings. Utilities shall be shown on all landscape plans.
- (4) Utility Plan. A basic utility plan that indicates the following:
 - A. All existing conditions, including but not limited to: ditches, culverts, waterways, utilities, sidewalks, power poles, easements, building footprint and finish grade, finish grade of adjacent buildings, wetlands and woodlands, etc.
 - B. Preliminary proposals for connection to existing water supply and sanitary sewer systems and for the collection and discharge of surface water drainage including the location and size of existing and proposed water mains, sanitary sewers and drainage facilities.
- (5) Parking/Transportation Plan. A transportation/parking plan that indicates the following:
 - A. The location, width, names, and classification of existing and proposed streets, rights-of-way, and easements, and where pertinent, their designated use within one hundred fifty feet (150') of the proposed development.
 - B. Complete facility demand worksheets.
 - C. The location, typical dimensions, and number of all parking and loading spaces and the number of spaces required by Chapter 1179.
 - D. The location of all proposed walkways and pedestrian accesses within or to the site.
- (6) Lighting Plan. A lighting plan that indicates the following:
 - A. All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.
 - B. The styles and method of illumination of all heads and colors of all poles shall be indicated.
- (7) Architectural Plan. An architectural plan that indicates the following:
 - A. Exterior building design and surface treatments shall be indicated, including

building material and color. Color and material samples shall be made available for inspection.

B. The location of all service areas or structures and all fences.

(8) A completed zoning certificate application and fees as required by Chapter 1155.

(9) Such other information as the Planning Administrator or Planning Commission may require so as to carry out the full intent of the Zoning Code.

~~The Zoning Officer shall distribute copies of the major site plan application to the Service Director and to the Director of Engineering for review and comment and shall schedule the application for review by the Board of Zoning and Building Appeals.~~

~~— Provided that the complete application has been submitted at least twenty-five (25) days earlier, the Board shall review the application at its next regularly scheduled meeting.~~

Any applicant requesting review of a major site plan shall submit to the Planning Administrator an application form and as many copies of the required materials as may be required by the Planning Administrator or the Planning Commission. The Commission shall take action on a site plan application within sixty (60) days unless a continuance of approval is requested by the applicant. The Commission shall act upon the application for major site plan review based upon the adopted regulations, standards, design guidelines of the City.

~~Approval of a major site plan shall expire twelve (12) months from the date of approval unless building permits have been obtained for construction. A single extension, not to exceed six (6) months may be granted by the Commission upon receipt of a written request from the applicant.~~

(d) Minor Site Plan. ~~An application for a minor site plan review shall be submitted for a development, building addition, or site improvement which does not qualify as a major site plan in a commercial or industrial zoned district, or if in the professional opinion of the Planning Administrator the project warrants review. Fences and accessory structures less than 200 square feet do not require a minor site plan. A written application for a minor site plan shall be submitted to the Planning Administrator on forms provided and shall include the following information:~~

- ~~(1) A sketch plan showing boundary information, existing and proposed development, existing and proposed easements, rights-of-way, and utilities, including storm water drainage;:~~
- ~~(2) The sketch plan shall indicate buildings, service areas, parking, fencing, landscaping, and all required setbacks;:~~
- ~~(3) All parking and loading areas shall be shown, including typical dimensions of parking stalls, aisles and loading spaces;:~~
- ~~(4) All driveways and curb cuts shall be indicated, including major aisle ways and service routes. Pedestrian circulation shall also be indicated;:~~
- ~~(5) Handling of all waste and refuse materials shall be indicated;:~~
- ~~(6) Proposed landscaping shall be shown, as per the zZoning eCode;:~~
- ~~(7) Signage may be required to be shown, as per the zZoning eCode;:~~
- ~~(8) All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated;:~~

- (9) Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall also be made available upon request; and

- (10) Such other information as the Planning Administrator may require so as to carry out the full intent of the Zoning Code.

~~Any applicant requesting approval review of a minor site plan as defined herein shall submit to the Planning Administrator five copies of the application, including the items specified in this division (d). to the Planning Administrator an application form and as many copies of the required materials as he may require. Within thirty (30) days of filing a complete application, the Planning Administrator shall act upon the application for minor site plan review based upon the adopted regulations and standards, design guidelines contained in the Reynoldsburg Code of Ordinances of the City. If the plan is approved, the Planning Administrator shall issue a zoning certificate. The zoning certificate shall be valid for twelve months from the date it is issued. Authority to proceed pursuant to a zoning certificate shall lapse unless the action authorized by the zoning certificate is commenced within twelve months, or if building permits have been obtained for construction. A single extension, not to exceed six months may be granted by the Planning Administrator upon receipt of a written request from the applicant. No more than one application for minor site plan review shall be accepted and approved within a twelve (12) month period. Additional applications for minor site plan review within this period shall require major site plan review.~~

(e) ~~Residential Site Plan – Application and Review.~~ An application for a residential site plan review shall be submitted to the Planning Administrator and include the following information:

- ~~———— (1) Locations of all streets, easements, and existing and proposed structures;~~
- ~~———— (2) Finished floor elevations for first floor, garage floor, and basement; floor area of all floors;~~
- ~~———— (3) Finished ground elevations at all corners of structures, at midpoints of the walls of structures, at corners of the lot, and at midpoints of the lot lines;~~
- ~~———— (4) Setbacks;~~
- ~~———— (5) Drainage features and improvements sufficient to demonstrate positive drainage, including the locations of swales, sump pumps, and yard drains; data describing any special flood hazard areas on the lot;~~
- ~~———— (6) Existing or proposed sidewalk in the public right of way;~~
- ~~———— (7) Scale and north arrow;~~
- ~~———— (8) Identification of the subplot, subdivision, tax parcel number, and address;~~
- ~~———— (9) Surveyed dimensions and orientations of all lot lines; total area of the lot; seal and signature of the professional surveyor or engineer who prepared the drawing;~~
- ~~———— (10) Such other information as the Zoning Officer deems necessary to determine compliance of the proposed site with the provisions of applicable city ordinances;~~
- ~~———— (11) Signature block for approval and date by the Zoning Officer.~~

~~A residential site plan shall be reviewed and approved or denied by the Zoning Officer in coordination with other city officials prior to the issuance of a zoning certificate.~~

~~Approval of a residential site plan shall expire twelve (12) months from the date of approval unless building permits have been obtained for construction. A single extension, not to exceed~~

six (6) months may be granted by the Zoning Officer upon receipt of a written request from the applicant.

- (1) Surveyed dimensions and orientations of all lot lines; total area of the lot; seal and signature of the professional surveyor or engineer who prepared the drawing;
- (2) Identification of the, subdivision, lot number, tax parcel number, and address;
- (3) Dimensions indicating compliance with all setbacks;
- (4) Locations of all streets, easements, and existing and proposed structures;
- (5) Location of existing or proposed sidewalks in the public right-of-way;
- (6) Finished floor elevations for first floor, garage floor, and basement; floor area of all floors;
- (7) Finished ground elevations at all corners of structures, at midpoints of the walls of structures, at corners of the lot, and at midpoints of the lot lines;
- (8) Drainage features and improvements sufficient to demonstrate positive drainage, including the locations of swales, sump pumps, and yard drains; data describing any special flood hazard areas on the lot;
- (9) A landscape plan indicating the size and types of landscape materials and the location of all street trees; and
- (10) Such other information as the Planning Administrator may require so as to carry out the full intent of the Zoning Code.

Any applicant requesting review of a residential site plan shall submit to the Planning Administrator an application form and as many copies of the required materials as he may require. Within thirty (30) days of filing a complete application, the Planning Administrator shall act upon the application for site plan review based upon the adopted regulations, standards, design guidelines of the City.

(f) Final Grade and Drainage Certification. Before a certificate of occupancy is issued, a final grade and drainage certificate shall be required for a single-family dwelling, a two-family dwelling, and any dwelling within a ~~PD~~-Planned Development District.

1143.04 PLOT-GRADE-UTILITY PLAN.

(a) A ~~detailed~~ plot-grade-utility plan shall be submitted to the ~~Safety~~/Service Director for review and approval ~~at any time~~ prior to issuance of a zoning certificate for any development that qualifies for site plan review other than a single-family single-family dwelling, two-family dwelling, or development within a PD-Planned Development District with a previously approved plot-grade-utility plan on file. A plot-grade-utility plan shall only be approved subsequent to and in conformance with a ~~site plan approved by the Board of Zoning and Building Appeals~~ approved site plan.

(b) A plot-grade-utility plan shall be prepared and certified by an engineer duly certified by the State of Ohio. A plot-grade-utility plan shall include at least the following:

- (1) Signature and date blocks for the Service Director, ~~Director of Engineering~~ City Engineer, Water/Waste Water Superintendent, Street Superintendent, Fire Chief, Planning Administrator, Floodplain Administrator;
- (2) Drawings of the proposed elevations of the structure;

- (3) Floor elevations and floor areas of all floors including basements;
- (4) Existing contours;
- (5) Finished grades;
- (6) Existing and proposed drainage features and improvements, including the extent of the property within any designated special flood hazard area;
- (7) Existing and proposed utilities;
- (8) Parking;
- (9) Ingress and egress;
- (10) Public improvements and adjacent rights of way;
- (11) Special flood hazard classification of all parts of the property;
- (12) Special flood hazard limits or restrictions;
- (13) Fees as required by Chapter 1155; ~~and~~
- (14) Calculation of Equivalent Residential Units (ERU) for stormwater utility; and
- (15) Any additional requirements detailed in the City of Reynoldsburg Development Handbook which the Service Director, Director of Engineering, and/or Planning Administrator deem necessary to carry out the full intent of this Code. ~~items that may be required by the Service Director, City Engineer or Planning Administrator in order to carry out the full intent of the Zoning Code.~~

The applicant shall submit one (1) mylar original and as many additional copies as are required by the Service Director. ~~six (6) copies of the plot-grade-utility plan.~~

CHAPTER 1155 – Administration; Enforcement; Penalty

1155.04 EXPIRATION OF CERTIFICATES AND PERMITS.

(a) Unless otherwise stated by this Code, all zoning certificates, permits or other approvals granted by the Planning Administrator, Planning Commission, Design Review Board or Board of Zoning and Building Appeals, shall be valid for a period of one (1) year from date of approval by the Board or date of issue by the Planning Administrator.

(b) Within that period, that applicant must complete the following for the proposed improvement:

(1) if required, submit a subsequent zoning application;

(2) if required, secure a building permit; and

(3) if no other permits are required, construct the proposed improvement.

(c) Once a building permit is secured, a zoning certificate, permit or other approval shall be considered to expire when that building permit expires.

(d) Any application that is incomplete or otherwise unissued by the Planning Administration shall expire one (1) year from the date of application.

(e) One additional period of six (6) months may be granted by the Planning Administrator upon finding that unique circumstances warrant the additional time and that the conditions upon which approval was granted have not changed.

1155.05 ADMINISTRATIVE PROCEDURES; DEVELOPMENT HANDBOOK.

The Planning Administrator, in consultation with the Service Director, City Engineer, Planning Commission, Board of Zoning and Building Appeals, Building Official or any additional City staff shall publish application procedures and additional requirements in a document to be known as the Development Handbook, which shall be incorporated here by reference. The Planning Administrator shall make the most current version of this document available to the public in a manner that is easily accessible.

1155.06 APPEAL OF ADMINISTRATIVE ACTIONS.

Any person directly affected by a decision of the Planning Administrator or a notice or order issued under this Zoning Code shall have the right to appeal to the Board of Zoning and Building Appeals, provided that a written application for appeal is filed within fourteen (14) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted or the provisions of this code do not fully apply. The Board may adopt such rules and procedures as are required to administer the appeal process that are consistent with the provisions of Chapter 1139.

1131 DEFINITIONS.

Community Activity. An activity that is open to the general public and sponsored by a public, private, nonprofit or religious organization that is educational, cultural, or recreational in nature.

Development Director. The Development Director of the City of Reynoldsburg as defined in the Administrative Code. All references to the Development Director may be construed as referring to the Development Director or his/her designee.

Fence. A hedge, wall, structure, or partition, whether wood, metal, or of other construction, erected for the purpose of enclosing a piece of land, or to divide a piece of land from adjoining lands or streets, or for privacy screening or decorative purposes. "Fence" includes a natural growth which forms a contiguous line of foliage from one plant to another for a length in excess of sixteen (16²FT) feet high shall be termed a fence when more than two feet (2FT) in height. A hedge or other natural growth of two feet or less in height shall not be considered a fence within the meaning of this section. Natural foliage or decorative garden edging under two feet (2FT) in height shall not be termed a fence.

Patio. A patio is defined as a paved, permanent, impervious surface which is greater than twenty square feet (20SF) and not designed for vehicle access.

Planning Administrator. The public official of the City of Reynoldsburg designated to administer and enforce this Zoning Code. All references to the Zoning Officer and Planning Administrator may be construed as referring to the Development Director or his/her designee

Portable Temporary Storage Units. A transportable unit, of whatever type construction or material, designed and used for the temporary storage of building materials, (before they are utilized for building purposes); household goods; and, waste, or other such materials for use on a limited basis.

Residence. (See "Dwellings")

Service Director. The Service Director of the City of Reynoldsburg, Director of Public Service of the City of Reynoldsburg, as defined by the Administrative Code or City Charter.

Special Event. A temporary outdoor use of land for the purposes of a gathering, including but not limited to a fair, festival, celebration, or fundraiser.

Zoning Officer. The public official of the City of Reynoldsburg, charged and authorized to administer and enforce the Zoning Code. (See "Planning Administrator")

1155.02 ~~ZONING OFFICER~~PLANNING ADMINISTRATOR TO ENFORCE CODE.

It shall be the duty of the ~~Zoning Officer~~Planning Administrator to enforce the provisions of this Zoning Code.

Chapter 1159 - Nonconforming Uses & Structures

1159.01 INTENT OF REGULATIONS FOR EXISTING NONCONFORMING USES.

Within the districts established by this Zoning Code or amendments that may later be adopted, there exist lots, structures, uses of land and structures and characteristics of use which were lawful before this Zoning Code was passed or amended, but which would be prohibited, regulated or restricted under the terms of this Zoning Code or future amendment. It is the intent of this Zoning Code to permit these nonconformities to continue until they are removed, but not to encourage their survival. It is further the intent of this Zoning Code that nonconformities shall not be enlarged upon, expanded or extended, nor be used as grounds for adding other structures or uses not permitted elsewhere in the same district.

1159.02 INCOMPATIBILITY OF NONCONFORMING USES.

Nonconforming uses are declared by this Zoning Code to be incompatible with permitted uses in the districts involved. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of structure and land in combination, shall not be extended or enlarged after passage of this Zoning Code by attachment on a building or premises of additional signs intended to be seen from off the premises, or by the addition of other uses, of a nature which would not be permitted generally in the district involved.

1159.03 EXISTING NONCONFORMANCE.

To avoid undue hardship, nothing in this Zoning Code shall be deemed to require a change in the plans, construction or designated use of any building on which actual construction was lawfully begun prior to the effective date of adoption or amendment of this Zoning Code and upon which actual building construction has been carried on diligently. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner. Where excavation or demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that work is carried on diligently.

1159.04 NONCONFORMING LOTS OF RECORD.

In any district in which single-family dwellings are permitted, a single-family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of this Zoning Code notwithstanding limitations imposed by other provisions of this Zoning Code. Such lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area or width, or both, of the lot shall conform to the regulations for the district in which such lot is located, except that the minimum side yards may be reduced ten percent (10%) of the width of the lot, provided that no side yard shall be less than three feet (3FT). Variance of yard requirements shall be obtained only through action of the Board of Zoning

1159.05 NONCONFORMING LOTS OF RECORD IN COMBINATION.

If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of this Zoning Code, and if

all or part of the lots do not meet the requirements established for lot width and area, the lands involved shall be considered to be an undivided parcel for the purpose of this Zoning Code, and no portion of such parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by this Zoning Code, nor shall any division of any parcel be made which creates a lot width or area below the requirements stated in this Zoning Code.

1159.06 CONTINUANCE OF NONCONFORMING USES OF LAND.

Where, at the time of passage of this Zoning Code, lawful use of land exists which would not be permitted by the regulations imposed by this Zoning Code, the use may be continued so long as it remains otherwise lawful; provided:

- (a) No such nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this Zoning Code.
- (b) No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of adoption or amendment of this Zoning Code.
- (c) If any such nonconforming use of land ceases for any reason for a period of more than two (2) years, any subsequent use of such land shall conform to the regulations specified by this Zoning Code for the district in which such land is located.
- (d) No additional structure not conforming to the requirements of this Zoning Code shall be erected in connection with such nonconforming use of land.

1159.07 CONTINUANCE OF NONCONFORMING STRUCTURES.

Where a lawful structure exists at the effective date of adoption or amendment of Ordinance 37-69 (passed May 12, 1969) that could not be built under the terms of this Zoning Code by reason of restrictions on area, lot coverage, height, yards, its location on the lot or other requirements concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (a) No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.
- (b) When such nonconforming structure or nonconforming portion of the structure is destroyed by any means to an extent of more than sixty percent (60%) of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this Zoning Code.
- (c) When such structure is moved for any reason, it shall conform to the regulations for the district in which it is located after it is moved.

1159.08 CONTINUANCE OF NONCONFORMING USES OF STRUCTURES OR OF STRUCTURES AND PREMISES IN COMBINATION.

If lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Zoning Code that would not be allowed in the district under the terms of this Zoning Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (a) No existing structure devoted to a use not permitted by this Zoning Code in the district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the district in which it is located.
- (b) Any nonconforming use may be extended throughout any of the parts of a building which were manifestly arranged or designated for such use at the time of adoption or amendment of this Zoning Code, but no such use shall be extended to occupy any land outside such building.
- (c) If no structural alterations are made, any nonconforming use of a structure, or structure and premises, may, be approved as a special exception for change to another nonconforming use by the Board of Zoning and Building Appeals, provided the Board, either by general rule or by making findings in the specific case finds that the proposed use is equally appropriate or more appropriate to the district than the existing nonconforming use. In permitting such change, the Board may require appropriate conditions and safeguards in accordance with the provisions of this Zoning Code.
- (d) Any structure, or structure and land in combination, in or on which a nonconforming use is superseded by a permitted use, shall thereafter conform to the regulations for the district, and the nonconforming use may not thereafter be resumed.
- (e) When a nonconforming use of a structure, or of a structure and premises in combination, is discontinued or abandoned for twenty-four (24) consecutive months except when government action impedes access to the premises, the structure, or structure and premises in combination, shall not thereafter be used except in conformity with the regulations of the district in which it is located.
- (f) Where nonconforming use status applies to a structure and premises in combination, removal or destruction of the structure shall eliminate the nonconforming status of the land. Destruction for the purpose of this subsection is defined as damage to an extent of more than sixty percent (60%) of the replacement cost at the time of destruction.

1159.09 RESTORATION; REPAIRS AND MAINTENANCE.

Nothing in this Zoning Code shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official.

1159.10 SPECIAL EXCEPTIONS NOT NONCONFORMING.

Any use which is permitted as a special exception in a district under the terms of this Zoning Code, other than a change through the Board of Zoning and Building Appeal's action from a nonconforming use to another use not generally permitted in the district, shall not be deemed a

nonconforming use in such district, but shall, without further action, be considered a conforming use.

1159.11 CERTIFICATE REQUIRED FOR NONCONFORMING USE.

(a) Section 1195 of Ordinance 37-69 (passed May 12, 1969) established requirements for certificates for those lawful nonconforming uses which were established prior to the effective date of that ordinance. The adoption of this Zoning Code shall not repeal or diminish those requirements or rights which were applicable to the lawful nonconforming uses which were subject to Ordinance 37-69.

(b) Uses and structures established subsequent to the effective date of Ordinance 37-69 shall have been established in conformance with the provisions of that ordinance and its subsequent amendments in order to be deemed lawful.

(c) Any lawfully existing use or structure existing on the effective date of this Zoning Code, which use or structure does not conform with one or more of the provisions of this Zoning Code, shall be deemed a nonconforming use or structure under the provisions of this Zoning Code. Provided that such nonconforming use or structure was established in conformance with the zoning provisions in effect prior to adoption of this Zoning Code, and provided that such use or structure was established under authorization of and in conformance with a permit or other authorization issued by the City, then such use or structure shall be a lawful nonconforming use or structure and shall be permitted to continue under the provisions of this Zoning Code.

1161.06 INTERPRETATION OF BOUNDRY LINES ON THE MAP.

(i) All zoning designations applied to lots adjacent to streets, alleys or other public ways shall be interpreted as extending to the centerline of that street, alley or other public way. Whenever any street, alley or other public way is vacated by official action of Council, the zoning district adjoining each side of such street, alley or public way shall be automatically extended to the centerline of such vacation, and all area included in the vacation shall then and hence forth be subject to all appropriate regulations of the extended district or districts.

1161.07 ANNEXED LANDS.

- (a) When a lot developed with an agricultural use or one (1) single family dwelling is attached to City via annexation, it shall be classified as R-1 Single Family Residence District upon passage of the ordinance accepting the annexation.
- (b) When a lot developed with a use other than agriculture or one (1) single family dwelling is attached to the city via annexation, the applicant may file for a district amendment within one (1) year from the date of the passage of the accepting ordinance without assessment of a fee. The applicant may request the zoning classification be changed to the zoning district that most closely matches the property's current use as determined by the Planning Commission. Otherwise, the lot shall be classified as R-1 Single Family Residence District upon adoption of the ordinance accepting the annexation.
- (c) When a lot owned by any public authority is attached to City via annexation, it shall be classified as S-1 Special District upon adoption of the ordinance accepting the annexation.
- (d) Any land within the City not designated or otherwise included within another zoning district shall be included in the R-1 Single Family Residence District.

1171.04 GENERAL REGULATIONS FOR LOTS AND YARDS .

(h) Patios shall be subject to the same rear and side yard setback requirements as accessory structures and subject to maximum lot coverage requirements applicable to structures. Walkways with a width of four feet (4FT) or less and pervious surfaces are exempt from lot coverage requirements but shall be subject to side and rear yard setbacks.

1171.06 ACCESSORY USE, ACCESSORY STRUCTURE.

(a) General.

(1) An accessory use or accessory structure shall be permitted in any district provided that:

- A. It is incidental to and customarily found in connection with the main use or main building permitted in the district;
- B. It is subordinate to and serves the main use or building;
- C. It is subordinate to the main use or building in ground area, floor area, extent, and purpose;
- D. It is located on the same lot as the main building or main use which it serves; and
- E. It contributes to the comfort, convenience, or necessity of occupants, business, or industry of the main use or main building served.

(2) Except as otherwise provided by this Zoning Code, a use or structure which is interpreted by the ~~Zoning Official~~ Planning Administrator or by the Board of Zoning and Building Appeals to be an accessory use or accessory structure may only be established or constructed on a lot having a legally existing main use or main building.

(3) Except as otherwise provided in this Zoning Code, an accessory structure:

- A. Shall not be located closer to any public right-of-way than the main building and shall not be located in the required front yard;
- B. Shall not be located closer than six feet (6'FT) to any rear lot line and not closer than three feet (3'FT) to any side lot line;
- C. Shall not be located closer than ten feet (10FT) ~~fifteen feet (15')~~ to a main building;
- D. Shall not occupy more than twenty percent (20%) of the required rear yard;
- E. ~~If located on a lot with a dwelling, shall not have a floor area greater than the combined cover fifty percent (50%) of the residential floor area of the dwelling;~~ In residential districts, the lot coverage of accessory structures shall not be more than fifty percent (50%) of the main structure unless the lot has an approved agricultural use;
- F. Shall not contain facilities for dwelling purposes;
- G. Shall not exceed fifteen feet (15FT) in height.

(4) For the purposes of this section, a storage building equal to or less than one hundred square feet (100SF) in area not permanently attached to the ground, is not considered a structure. Only one such storage building equal to or less than one hundred square feet (100SF) may be placed on the lot without a zoning certificate. Any additional buildings shall be considered accessory structures as defined by this code and subject to the provisions of this section. Storage buildings equal to or under one hundred square feet (100SF) shall be located behind the main structure.

(c) Fences. Fences shall be permitted as accessory structures in all districts subject to the following requirements:

- ~~(1) No fence shall be erected closer to a right-of-way line of any street than the setback for buildings and accessory buildings established in Section 1175.06, except that a decorative fence, no higher than thirty six inches (36") and no longer than thirty six feet (36'), may be installed no closer than five feet (5') to a right-of-way. A decorative fence shall be of open design, not solid, as approved by the Zoning Official.~~
 - ~~(2) A chain link fence shall not be permitted closer than the front setback abutting any street in any district. Guard rails shall not be installed as fences. Fences which are electrically charged or which include barbed wire or other potentially hazardous material or construction shall not be permitted.~~
 - ~~(3) Fences in rear yards and side yards not abutting streets shall not exceed six feet (6') in height in residential districts or eight feet (8') in height in commercial and industrial districts.~~
 - ~~(4) No fence shall be installed in a manner or location which obstructs or alters the drainage of the lot on which it is located or of the abutting lot.~~
 - ~~(5) No fence shall be erected, constructed, altered, relocated, or rebuilt until an application has been filed with the Building Department and the permit approved by the Zoning Officer.~~
 - ~~(6) A fence shall only be erected or installed subsequent to and in conformance with the provisions of a fence permit issued by the Zoning Officer. For the purposes of approving an fence in conformance with this Code, a fence permit shall have the same effect as a zoning certificate.~~
 - ~~(7) Fees for fence permits shall be as established in Chapter 1155 of this Code.~~
 - ~~(8) Fences shall be inspected by the Zoning Officer for compliance with the provisions of this Zoning Code. If any fence is installed, erected, constructed or maintained in violation of any of the terms of this chapter, the Zoning Inspector shall notify the owner or lessee thereof in writing to alter such fence so as to comply with this chapter or to remove it.~~
 - ~~(9) The applicant shall submit drawings and specifications indicating the location, materials, full dimensions, manner of support, and manner of fastening of the fence. The applicant shall also complete an application form, provided by the Zoning Officer, signed by the owner or tenant of the lot on which the fence will be installed, and by the contractor who will erect the fence. Sufficient information shall be provided to enable the Zoning Officer and the Building Inspector to determine compliance with all applicable regulations.~~
- (1) Rear Fences.
 - A. A rear fence is defined as a fence constructed between the front facade of the main structure and the rear lot line of a parcel.
 - B. Rear fences shall be no higher than six feet (6FT) in residential districts and eight feet (8FT) in commercial and industrial districts.
 - (2) Front Fences.
 - A. A front fence is defined as a fence constructed between the front facade of the main structure and the right-of-way.
 - B. Between the front setback line for structures and the front facade of the main structure, front fences shall be no higher than four feet (4FT).

- C. Between the front setback line and the right-of-way line, front fences shall be no higher than three feet (3FT) and shall not be longer than fifty feet (50FT) in residential districts. Fences of longer distances may be permitted if approved as part of major or minor site plans subject to the reviews of Section 1143.
 - D. Front fences shall be no closer to the right-of-way than five feet (5FT).
 - E. Front fences shall be constructed of an open design, which is defined as at least fifty percent (50%) open. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.
- (3) Fence Materials.
- A. Fences shall be constructed of materials that match or compliment any existing structures on a lot. This includes but is not limited to, painted or treated lumber, vinyl, wrought iron, painted aluminum, brick, and stone. All lumber fences shall be constructed so that the finished boards hide the vertical and horizontal posts when viewed from adjacent lots unless the fence is constructed in such a manner that the finished look of both sides of the fence is the same.
 - B. No fence shall be constructed of materials such as highway guardrails, corrugated metal, metal wire or plastic mesh, or other such materials that are not designed for use as fencing material or are not sufficiently weather resistant and durable.
 - C. No fence shall be constructed which is electrically charged, includes any material which is potentially hazardous such as spikes or barbed wire, or is otherwise designed to injure except as provided for in this chapter.
 - D. Chain link fences shall only be permitted as rear fences. All chain link fences will include a horizontal rail between each set of vertical posts. Chain link fences in commercial districts must have a painted black, brown, or green finish unless another treatment is approved as part of a site plan review.
 - E. Chain link fences may not be utilized as a means of support for wooden privacy fences.
- (4) Special Provisions for Agricultural Uses.
- A. Fences containing barbs or charged with electricity may be erected to enclose areas used to contain domestic livestock in association with an approved agricultural use.
 - B. The Planning Administrator shall only grant a fence permit for a fence of this type after determining that the nature and location of the fence is not a danger to the public or intended to injury persons engaged in lawful activity.
- (5) Special Provisions for Industrial Districts.
- A. Fences containing barbs may be erected as rear fences to secure properties in industrial districts. The Planning Administrator shall only grant a fence permit for a fence of this type after determining that the nature and location of the fence is not a danger to the public or intended to injury persons engaged in lawful activity.
- (6) Temporary Fences.
- A. Temporary fences may be constructed without a permit for the following

reasons:

- i. As required due to an unsafe building, right-of-way or utility maintenance emergency.
 - ii. A construction fence in conjunction with a site that has active building permits.
 - iii. In conjunction with an approved temporary special land use permit or any special event approved through the Parks and Recreation Department. Temporary fences of this nature may only be maintained for the length of the approved permit or through the duration of the special event.
 - iv. Temporary horticultural fences are permitted as temporary fences within the area designated for rear fences. Temporary horticultural fences shall be of an open design, shall not exceed four feet (4FT) in height, and not enclose an area larger than five hundred square feet (500SF).
- B. Temporary fences may be constructed of materials or in a manner not consistent with the provisions of this chapter, but shall not be constructed in a manner designed to cause a hazard to public safety.
- C. In the event a temporary fence exists for a period of thirty (30) days or more, and the Planning Administrator determines that it is a hazard to public safety, the Planning Administrator may require a fence permit or that the fence comply with any provision of this chapter.

(7) Fence Regulations.

- A. All fences, unless specifically exempt by this chapter, shall require a fence permit from the Planning Administrator. No fence shall be erected, constructed, altered, relocated or rebuilt prior to obtaining a fence permit. An existing fence that requires new vertical posts to be set shall be considered an altered fence, and subject to a new permit. For the purposes of this chapter, a fence permit shall have the same effect as a zoning certificate in proving conformance with the Zoning Code.
- B. Fences shall only be constructed in conformance with the provisions of this chapter and of the fence permit issued by the Planning Administrator.
- C. No fence shall be installed in a manner or location which obstructs or alters the drainage of the lot on which it is located or of any abutting lot. All fences that are constructed abutting or across drainage easements shall be subject to the following additional regulations:
- i. Shadow box fences and fences of an open design, which is defined as at least fifty percent (50%) open will be the preferred fence styles. For picket fences, the distance between pickets shall be no less than the width of the pickets themselves.
 - ii. Privacy fences shall provide a gap between the vertical boards and the ground of no less than two inches (2IN).
- D. Lots in the S-1 Special district or lots with approved recreation facility uses may be permitted to construct chain link fences no higher than twenty feet (20FT) high that do not enclose an area greater than thirty-five thousand square feet (35,000SF) and are customarily associated with athletic facilities.

- E. Fences may be inspected for compliance with the provisions of this Zoning Code. If any fence is installed, erected, constructed or maintained in violation of any of the provisions of this chapter, the Planning Administrator may notify the owner or lessee of the fence in question to repair or replace the fence so as to comply with this chapter or to remove it.

1171.07 TEMPORARY SPECIAL LAND USE PERMITS.

(a) ~~The Zoning Official, or his designee,~~ Planning Administrator shall have the power to grant permits authorizing temporary special land uses for the following types of temporary sales: Tent sales, sidewalk sales, or seasonal sales of produce, plants, firewood, or Christmas trees. ~~will be permitted under the following conditions:~~

- (1) Zoning districts where permitted. Temporary special land uses for ~~tent sales, sidewalk sales, or seasonal sales of produce, firewood or Christmas trees~~ tent sales, sidewalk sales, or seasonal sales of produce, plants, firewood, or Christmas trees shall only be permitted in the Community Commerce District (CC) and the Community Services District (CS).
- (2) Application and fee. ~~submission of plot plan.~~ Every person, firm or corporation desiring to obtain a temporary special land use permit, as required by this section, shall file ~~a written~~ an application with the ~~City of Reynoldsburg Zoning Department~~ Planning Administrator on a designated form provided by the Department, together with an application fee as specified in Table 1155.

(b) The application for a temporary special land use permit shall be accompanied by plans and specifications, ~~including a plot plan (in duplicate), drawn to scale, showing the following~~ as required by the Planning Administrator. This includes but is not limited to, plans that show the following:

- (1) The shape, location, and dimensions of the lot, including the shape, size, location, and use of all buildings or other structures already on the lot, and the off-street parking layout.
- (2) The materials to be utilized in and the shape, size, and location of all buildings and structures to be erected or moved onto the lot, including all tents, tables, stands or display racks.
- (3) The anticipated automobile traffic flow to and from the lot and any adjacent thoroughfares, loss of off-street parking space, if any, as well as the anticipated flow of pedestrian traffic upon lot sidewalks.

(c) Time limitations.

- (1) A temporary special use permit for a tent or sidewalk sale shall ~~by its terms~~ be effective for no longer than seven (7) days. No more than three (3) temporary special land use permits for tent sales or sidewalk sales shall be issued for a given location within a single calendar year. Temporary special use permits for tent sales or sidewalk sales shall not be issued for any given location for consecutive time periods except in the HD - Historic Commercial Overlay District. ~~Historic Overlay District (see Chapter 1193).~~
- (2) A temporary special land use permit for the sale of Christmas trees shall ~~be its terms~~ be effective for no longer than thirty (30) days. No more than one (1)

temporary special land use permit for the sale of Christmas trees shall be issued for any given location within a single calendar year.

- (3) A temporary special use permit for ~~a vegetable, fruit, or produce stand, or for the sale of firewood, shall by its terms, be effective for no longer than two (2) months.~~ seasonal sales of produce, plants, or firewood shall be effective for a period no longer than ninety (90) days. No more than one (1) temporary special land use permit for ~~a vegetable, fruit or produce stand, or for the sale of firewood~~ seasonal sales of produce, plants, or firewood shall be issued for any given location within a single calendar year.
- (4) The Board of Zoning and Building appeals shall have the power to vary these periods and add other conditions to an approved permit as deemed necessary by the Planning Administrator or the Board in order to further the goals and principles of the Zoning Code.

(d) Regulations.

- (1) A temporary special use permit shall only be granted if the ~~Zoning Official, or his designee,~~ Planning Administrator determines that the proposed use, including the erection of any temporary building or structure, will:
- A. Provide adequate light and ventilation between buildings and structures.
 - B. Provide adequate automobile and pedestrian traffic flow.
 - C. Provide adequate off-street parking.
 - D. Will meet the intent of ~~this zoning ordinance~~ the Zoning Code or otherwise not interfere with the protection of public health, safety, and general welfare.
 - E. Not be incompatible with, or otherwise adversely affect, the physical character of the community and, in particular, the surrounding area within a distance of one thousand ~~(1,000)-feet~~ (1000FT).
 - F. No temporary special use shall be permitted if it reduces the parking on a lot by greater than twenty-five percent (25%).
- (2) When the proposed temporary special use is to be conducted on an otherwise vacant or unused lot, the use shall comply with all applicable zoning regulations for the district ~~in which the temporary special use is to be located, including all requirements pertaining to lot size, height, setback, maximum percentage of covered lot area, and off-street parking.~~
- (3) ~~No temporary special use shall be permitted if it reduces the parking by greater than twenty-five percent (25%).~~ Tents and other temporary structures are subject to building permits and other regulation by the Building Division.
- (4) ~~A building permit is obtained from the City of Reynoldsburg Building Department.~~
- (4) The Board of Zoning and Building appeals shall have the power to vary the time periods of and add other conditions to an approved permit as deemed necessary by the Planning Administrator or the Board in order to further the intent of the Zoning Code or otherwise protect the public health, safety, and general welfare.

(e) Special Events and Community Activities.

- (1) A temporary special land use permit shall not be required for special event or community activity permitted or organized through the Parks and Recreation Department or Public Safety Department.

- (2) A temporary special land use permit shall not be required for a special event or community activity associated with a permitted semi-public use in the S-1 Special district provided that the special event or festival meets the following conditions:
 - A. The special event or festival takes place entirely on the lot or parcel associated with the existing approved semi-public use.
 - B. The special event or festival is no longer than three (3) consecutive days and that there are no more than two (2) such events or festivals at a given location within a calendar year.
- (3) A temporary special land use permit shall not be required for a special event or community activity conducted on a commercial parcel that is organized by a by non-profit or charitable organization. No more than two (2) such events shall be conducted by the same organization at the same location within a calendar year.
- (4) The Planning Administrator may require temporary special land use permit for any other type of special event.
- (5) Tents and other temporary structures for festivals and special events are subject to building permits and other regulation by the Building Division.

CHAPTER 1195—Nonconforming Uses

1195.01 INTENT OF REGULATIONS FOR EXISTING NONCONFORMING USES.

Within the districts established by this Zoning Code or amendments that may later be adopted, there exist lots, structures, uses of land and structures and characteristics of use which were lawful before this Zoning Code was passed or amended, but which would be prohibited, regulated or restricted under the terms of this Zoning Code or future amendment. It is the intent of this Zoning Code to permit these nonconformities to continue until they are removed, but not to encourage their survival. It is further the intent of this Zoning Code that nonconformities shall not be enlarged upon, expanded or extended, nor be used as grounds for adding other structures or uses not permitted elsewhere in the same district.

1195.02 INCOMPATIBILITY OF NONCONFORMING USES.

Nonconforming uses are declared by this Zoning Code to be incompatible with permitted uses in the districts involved. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of structure and land in combination, shall not be extended or enlarged after passage of this Zoning Code by attachment on a building or premises of additional signs intended to be seen from off the premises, or by the addition of other uses, of a nature which would not be permitted generally in the district involved.

1195.03 EXISTING NONCONFORMANCE.

To avoid undue hardship, nothing in this Zoning Code shall be deemed to require a change in the plans, construction or designated use of any building on which actual construction was lawfully begun prior to the effective date of adoption or amendment of this Zoning Code and upon which actual building construction has been carried on diligently. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner. Where excavation or demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that work is carried on diligently.

1195.04 NONCONFORMING LOTS OF RECORD.

In any district in which single-family dwellings are permitted, a single-family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of this Zoning Code notwithstanding limitations imposed by other provisions of this Zoning Code. Such lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area or width, or both, of the lot shall conform to the regulations for the district in which such lot is located, except that the minimum side yards may be reduced ten percent of the width of the lot, provided that no side yard shall be less than three feet. Variance of yard requirements shall be obtained only through action of the Board of Zoning.

1195.05 NONCONFORMING LOTS OF RECORD IN COMBINATION.

If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of this Zoning Code), and if

~~all or part of the lots do not meet the requirements established for lot width and area, the lands involved shall be considered to be an undivided parcel for the purpose of this Zoning Code, and no portion of such parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by this Zoning Code, nor shall any division of any parcel be made which creates a lot width or area below the requirements stated in this Zoning Code.~~

~~1195.06 CONTINUANCE OF NONCONFORMING USES OF LAND.~~

~~Where, at the time of passage of this Zoning Code, lawful use of land exists which would not be permitted by the regulations imposed by this Zoning Code, the use may be continued so long as it remains otherwise lawful; provided:~~

- ~~(a) No such nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this Zoning Code.~~
- ~~(b) No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of adoption or amendment of this Zoning Code.~~
- ~~(c) If any such nonconforming use of land ceases for any reason for a period of more than two (2) years, any subsequent use of such land shall conform to the regulations specified by this Zoning Code for the district in which such land is located.~~
- ~~—(d) No additional structure not conforming to the requirements of this Zoning Code shall be erected in connection with such nonconforming use of land.~~

~~1195.07 CONTINUANCE OF NONCONFORMING STRUCTURES.~~

~~Where a lawful structure exists at the effective date of adoption or amendment of Ordinance 37-69 (passed May 12, 1969) that could not be built under the terms of this Zoning Code by reason of restrictions on area, lot coverage, height, yards, its location on the lot or other requirements concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:~~

- ~~(a) No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.~~
- ~~(b) When such nonconforming structure or nonconforming portion of the structure is destroyed by any means to an extent of more than sixty percent of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this Zoning Code.~~
- ~~(c) When such structure is moved for any reason, it shall conform to the regulations for the district in which it is located after it is moved.~~

~~1195.08 CONTINUANCE OF NONCONFORMING USES OF STRUCTURES OR OF STRUCTURES AND PREMISES IN COMBINATION.~~

~~If lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Zoning Code that would not be allowed in the district under the terms of this Zoning Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:~~

- ~~(a) No existing structure devoted to a use not permitted by this Zoning Code in the district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the district in which it is located.~~
- ~~(b) Any nonconforming use may be extended throughout any of the parts of a building which were manifestly arranged or designated for such use at the time of adoption or amendment of this Zoning Code, but no such use shall be extended to occupy any land outside such building.~~
- ~~(c) If no structural alterations are made, any nonconforming use of a structure, or structure and premises, may, be approved as a special exception for change to another nonconforming use by the Board of Zoning and Building Appeals, provided the Board, either by general rule or by making findings in the specific case finds that the proposed use is equally appropriate or more appropriate to the district than the existing nonconforming use. In permitting such change, the Board may require appropriate conditions and safeguards in accordance with the provisions of this Zoning Code.~~
- ~~(d) Any structure, or structure and land in combination, in or on which a nonconforming use is superseded by a permitted use, shall thereafter conform to the regulations for the district, and the nonconforming use may not thereafter be resumed.~~
- ~~(e) When a nonconforming use of a structure, or of a structure and premises in combination, is discontinued or abandoned for twenty four consecutive months except when government action impedes access to the premises, the structure, or structure and premises in combination, shall not thereafter be used except in conformity with the regulations of the district in which it is located.~~
- ~~(f) Where nonconforming use status applies to a structure and premises in combination, removal or destruction of the structure shall eliminate the nonconforming status of the land. Destruction for the purpose of this subsection is defined as damage to an extent of more than sixty percent of the replacement cost at the time of destruction.~~

~~1195.09 RESTORATION; REPAIRS AND MAINTENANCE.~~

~~Nothing in this Zoning Code shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official.~~

~~1195.10 SPECIAL EXCEPTIONS NOT NONCONFORMING.~~

~~Any use which is permitted as a special exception in a district under the terms of this Zoning Code, other than a change through the Board of Zoning and Building Appeal's action from a nonconforming use to another use not generally permitted in the district, shall not be deemed a nonconforming use in such district, but shall, without further action, be considered a conforming use.~~

~~1195.11 CERTIFICATE REQUIRED FOR NONCONFORMING USE.~~

~~(a) Section 1195 of Ordinance 37-69 (passed May 12, 1969) established requirements for certificates for those lawful nonconforming uses which were established prior to the effective date of that ordinance. The adoption of this Zoning Code shall not repeal or diminish those requirements or rights which were applicable to the lawful nonconforming uses which were subject to Ordinance 37-69.~~

~~(b) Uses and structures established subsequent to the effective date of Ordinance 37-69 shall have been established in conformance with the provisions of that ordinance and its subsequent amendments in order to be deemed lawful.~~

~~(c) Any lawfully existing use or structure existing on the effective date of this Zoning Code, which use or structure does not conform with one or more of the provisions of this Zoning Code, shall be deemed a nonconforming use or structure under the provisions of this Zoning Code. Provided that such nonconforming use or structure was established in conformance with the zoning provisions in effect prior to adoption of this Zoning Code, and provided that such use or structure was established under authorization of and in conformance with a permit or other authorization issued by the City, then such use or structure shall be a lawful nonconforming use or structure and shall be permitted to continue under the provisions of this Zoning Code.~~

1131.02 DEFINITIONS.

Site Plan. A drawing and other documents, subject to review and approval by the City, describing the planned improvements of a lot. A site plan is one of ~~two~~ the following types:

- ~~(1) Major Site Plan (see 1143.03(a)), required for any development which is other than a single family dwelling, two-family dwelling, or a dwelling within a planned development, and which is subject to review and approval by the Board of Zoning and Building Appeals; or~~
- ~~(2) Residential Site Plan (see 1143.03(a)), required for a single family dwelling, two-family dwelling, or a dwelling within a planned development, and which may be approved by the Zoning Officer.~~
- (a) Major Site Plan. A plan review required for any development which that meets the requirements on Section 1143.03(a)(1), and which is subject to review and approval by the Planning Commission;
- (b) Minor Site Plan. A plan review required for any development which does not qualify for a major site plan review and consists of an improvement other than a single family dwelling, two-family dwelling, or a dwelling within a planned development, and which is subject to review and approval by the Planning Administrator and other City staff; or
- (c) Residential Site Plan. A plan review required for a single family dwelling, two-family dwelling, or a dwelling within a planned development, and which may be approved by the Planning Administrator. (Also see Section 1143.03(a))

CHAPTER 1143 – Zoning Certificates; Site Plan; Plot-Grade-Utility Plan

1143.01 PURPOSE.

Zoning certificates, site plans, and plot-grade-utility plans (also referred to as construction plans) provide a uniform system of application, review, and approval or denial for proposed uses and structures to ensure conformance with this Zoning Code and to document the conditions under which such uses and structure are approved. ~~All plot, grade, utility plans shall be signed and sealed by a licensed professional engineer in the State of Ohio. Guidelines for the submittal and approval process for plot grade utility plans are outlined in the City of Reynoldsburg Development Handbook. All requirements and documents included in the Handbook need also be followed and completed.~~

1143.02 ZONING CERTIFICATE.

No use of land, building or structure and no construction or alteration of an existing use, building, or structure shall commence until a zoning certificate is issued by the ~~Zoning Officer~~ Planning Administrator certifying that the intended use of the premises has been documented, reviewed, and approved in conformance with the provisions of this Zoning Code. A zoning certificate shall only be issued by the ~~Zoning Officer~~ Planning Administrator subsequent to completion of all procedures and approvals required by this Code. No zoning certificate shall be issued to permit any use or construction contrary to the provisions of this Zoning Code, unless in compliance with a duly approved variance.

- (a) Zoning Certificate Required. ~~Unless excepted~~ exempted by this Code, a zoning certificate shall be required before:
 - (1) Locating, erecting, constructing, reconstructing, altering, or moving any building or structure, including an accessory building or structure such as a sign or fence;
 - (2) Occupying or using land or a building, or changing the use of land or of a building, in whole or in part, for a different use;
 - (3) Changing a nonconforming use to a different use or extending or expanding a nonconforming use or structure.
- (b) Application for Zoning Certificate. ~~An written~~ application for a zoning certificate shall be submitted to the ~~Zoning Officer~~ Planning Administrator ~~on forms provided~~ and shall include:
 - (1) A plan or plans drawn to scale showing:
 - A. The dimensions and the shape of the lot to be used or built upon;
 - B. The sizes and locations of existing structures and uses on the lot;
 - C. The dimensions and locations of proposed structures and uses;
 - D. The heights of existing and proposed structures;
 - (2) A statement ~~signed by the applicant ensuring conformance with all provisions of the Zoning Code; detailing the proposed use, which shall be signed by the applicant;~~
 - ~~— (3) If applicable, application for a site plan, special exception, sign permit, or other application required by this Code;=~~
 - (43) Such other documentation as may be necessary to determine conformance with the provisions of this Code; and
 - (54) Any fees ~~and deposits~~ as required by this Code;.

- (c) Appeal/Denial. When the ~~Zoning Officer~~Planning Administrator determines that an application for a zoning certificate ~~is in conflict with or~~ does not comply with the provisions or intent of this Code, ~~or that an application does not~~ otherwise comply with the requirements of this Code, then the ~~Zoning Officer~~Planning Administrator shall deny the application and shall not issue a zoning certificate. ~~issuance of the zoning certificate.~~ The Planning Administrator may refer zoning certificates to the Board of Zoning and Building appeals in conjunction with the provisions of Section 1139.

- (d) Appeal. ~~If requested by the applicant, the denial shall be issued in writing.~~ Within ten ~~(10)fourteen (14)~~ days of either verbal or written denial, the applicant ~~shall~~may submit a written appeal to the Board of Zoning and Building Appeals. Any applicant who does not present an appeal within ~~ten (10)fourteen (14)~~ days of the date of denial by the ~~Zoning Officer~~Planning Administrator shall have waived the right to appeal.

1143.03 SITE PLAN.

(a) Site Plans Required. Site plan review is required prior to the issuance of a zoning certificate for projects and developments that meet the following criteria. ~~Application for a site plan review shall be required in addition to the application for a zoning certificate.~~ Site plans shall be submitted and reviewed as follows:

- (1) Major Site Plan. An application for a major site plan shall be submitted for review and approval by the ~~Board of Zoning and Building Appeals~~by the Planning Commission prior to issuance of a zoning certificate. ~~The application and review shall conform to the provisions of 1143.03(c).~~ A m~~A~~ Major site plan review shall be required if a development meets any of the following criteria: ~~the development meets more than one of the following definitions:~~
 - A. A development involving any new ~~construction~~structures other than a one or two-family residential structure, fence or accessory structure under two hundred square feet (200SF);
 - B. A development, ~~or a structure or site which involves more than (5,000sf)five thousand square feet (5000SF)~~ of new impervious surface;
 - C. A development impacting or adjacent to an environmentally sensitive feature;
 - D. A development which conflicts with an adopted City land use plan;
 - E. A development which generates more than fifty (50) peak hour trips ~~(see also the Facility Demand Worksheet in the City of Reynoldsburg Development Handbook); or~~;
 - F. ~~Other unusual or unique impacts which, in the professional opinion of the Planning Administrator, warrant public review.~~ A planned development required to have subsequent major site plan review; or
 - G. A development with other unusual or unique impacts which, in the professional opinion of the Planning Administrator, warrant public review.
- (2) Minor Site Plan. An application for a minor site plan review shall be submitted for review by the Planning Administrator and other City staff prior to issuance of a zoning certificate. Minor site plan review shall be required for a development, building addition, or site improvement, which does not qualify as a major site

~~plan other than a single or two-family dwelling, fence or accessory structure under two hundred square feet (200SF), that does not qualify for major site plan review. in a commercial or industrial zoned district, or if in the professional opinion of the Planning Administrator the project warrants review. Fences and accessory structures less than 200 square feet do not require a minor site plan.~~

- (3) Residential Site Plan. An application for residential site plan review shall be submitted for review by the Planning Administrator and other City staff prior to issuance of a zoning certificate. Residential site plan review shall be required for a single family dwelling, a two-family dwelling, and any dwelling within a PD Planned Development District. The application and review shall conform to the provisions of 1143.03(d).

~~— (b) Site Plans Exempted. The Zoning Officer may issue a zoning certificate without site plan review by the Board for any use and any site provided that the zoning certificate application proposes: a change of use conforming to all requirements of this Zoning Code; and no alterations or only interior alterations to a structure; and no exterior changes or additions to structures or the site. The Zoning Officer may require site plan review by the Board of Zoning and Building Appeals for any zoning certificate application deemed to have potential changes or impacts which may require special consideration or conditions.~~

(b) The Planning Administrator shall not issue a zoning certificate for any development requiring site plan review prior to review and approval of a said site plan.

(c) Major Site Plan. An written application for a major site plan review shall be submitted to the Zoning Officer on forms provided Planning Administrator and shall include the following information:

- ~~— (1) General Requirements.~~
- ~~— A. Completed major site plan application.~~
 - ~~— B. Six copies of the major site plan submitted on 22" x 34" paper, and three copies submitted on 11" x 17".~~
 - ~~— C. Professional engineer, architect, or landscape architect registered with the State of Ohio must sign and seal all plans.~~
 - ~~— D. The current zoning of the property. In addition, current zoning of adjacent parcels.~~
 - ~~— E. Vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.~~
 - ~~— F. Property lines, parcel dimensions and adjoining rights-of-way.~~
 - ~~— G. The names and addresses of all adjoining property within 150 feet of the proposed development.~~
 - ~~— H. Title block for each sheet.~~
 - ~~— I. Location of proposed buildings and structures.~~
 - ~~— J. Wetland limits and size clearly shown, regardless of size.~~
 - ~~— K. One hundred-year flood elevation to be clearly indicated.~~
 - ~~— L. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within 150 feet of the proposed development.~~
 - ~~— M. The location, width, names, and classification of existing and proposed streets, rights-of-way, and easements, and where pertinent, their designated use within~~

- 250 feet of the proposed subdivision.
- ~~N. Approximate location of all existing buildings within 150 feet of the proposed development.~~
- ~~O. The approximate location, dimensions, and area of all property proposed to be set aside for parks and open space, and other public or private reservation, with designation of the purpose and proposed ownership thereof.~~
- ~~P. Topography with a maximum contour interval of two feet.~~
- ~~Q. Preliminary proposals for connection to existing water supply and sanitary sewer systems and for the collection and discharge of surface water drainage including the location and size of existing and proposed water mains, sanitary sewers and drainage facilities.~~
- ~~R. Show all existing conditions, including but not limited to: ditches, culverts, waterways, utilities, sidewalks, power poles, easements, building footprint and finish grade, finish grade of adjacent buildings, wetlands and woodlands, etc.~~
- ~~S. Show existing adjacent roads with rights of way.~~
- ~~T. Complete facility demand worksheets as provided by the Planning Administrator.~~
- ~~U. All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.~~
- ~~V. Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall also be made available for inspection.~~
- ~~W. Fees as required by Chapter 1155.~~
- ~~(2) Zoning Standards and Requirements.~~
 - ~~A. Setbacks and building separations shall be noted in accordance with zoning requirements.~~
 - ~~B. Striping for parking lot shall be indicated directly on the plans, and include the spaces required vs. spaces provided.~~
 - ~~C. Loading spaces indicated.~~
 - ~~D. Plantings shown in accordance with zoning requirements. All utilities shall be shown on all planting plans.~~
 - ~~E. Completed zoning certificate and fee.~~

(1) General Requirements.

- ~~A. Completed application form.~~
- ~~B. All plans shall be signed and sealed by a professional engineer, architect, or landscape architect registered with the State of Ohio.~~
- ~~C. Each sheet shall contain a title block.~~
- ~~D. A vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.~~

(2) Site Plan. A site plan indicating the following:

- ~~A. The dimensions of property lines, parcel dimensions and adjoining rights-of-way.~~
- ~~B. The names and addresses of all adjoining property within one hundred fifty feet (150FT) of the proposed development.~~

- C. The current zoning of the parcel and all adjacent parcels.
- D. The location of proposed buildings and structures.
- E. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150FT) of the proposed development.
- F. Setbacks and building separations shall be noted in accordance with zoning requirements.
- (3) Environmental/Landscape Plan. An environmental plan that indicates the following:
 - A. Topography with a maximum contour interval of two feet (2FT).
 - B. The location of all proposed and existing structures with one hundred fifty feet (150FT) of parcel.
 - C. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150FT) of the proposed development.
 - D. The limits of all wetlands and of the one hundred (100) year flood plain.
 - E. The approximate location, dimensions, and area of all property proposed to be set aside for parks, open space, and other public or private reservation, with designation of the purpose and proposed ownership thereof.
 - F. The location of all new landscape material and plantings. Utilities shall be shown on all landscape plans.
- (4) Utility Plan. A basic utility plan that indicates the following:
 - A. All existing conditions, including but not limited to: ditches, culverts, waterways, utilities, sidewalks, power poles, easements, building footprint and finish grade, finish grade of adjacent buildings, wetlands and woodlands, etc.
 - B. Preliminary proposals for connection to existing water supply and sanitary sewer systems and for the collection and discharge of surface water drainage including the location and size of existing and proposed water mains, sanitary sewers and drainage facilities.
- (5) Parking/Transportation Plan. A transportation/parking plan that indicates the following:
 - A. The location, width, names, and classification of existing and proposed streets, rights-of-way, and easements, and where pertinent, their designated use within one hundred fifty feet (150FT) of the proposed development.
 - B. Complete facility demand worksheets.
 - C. The location, typical dimensions, and number of all parking and loading spaces and the number of spaces required by Chapter 1179.
 - D. The location of all proposed walkways and pedestrian accesses within or to the site.
- (6) Lighting Plan. A lighting plan that indicates the following:
 - A. All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.
 - B. The styles and method of illumination of all heads and colors of all poles shall be indicated.

(7) Architectural Plan. An architectural plan that indicates the following:

- A. Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall be made available for inspection.
- B. The location of all service areas or structures and all fences.

(8) A completed zoning certificate application and fees as required by Chapter 1155.

(9) Such other information as the Planning Administrator or Planning Commission may require so as to carry out the full intent of the Zoning Code.

~~The Zoning Officer shall distribute copies of the major site plan application to the Service Director and to the Director of Engineering for review and comment and shall schedule the application for review by the Board of Zoning and Building Appeals.~~

~~Provided that the complete application has been submitted at least twenty-five (25) days earlier, the Board shall review the application at its next regularly scheduled meeting.~~

Any applicant requesting review of a major site plan shall submit to the Planning Administrator an application form and as many copies of the required materials as may be required by the Planning Administrator or the Planning Commission. The Commission shall take action on a site plan application within sixty (60) days unless a continuance of approval is requested by the applicant. The Commission shall act upon the application for major site plan review based upon the adopted regulations, standards, and design guidelines of the City.

~~Approval of a major site plan shall expire twelve (12) months from the date of approval unless building permits have been obtained for construction. A single extension, not to exceed six (6) months may be granted by the Commission upon receipt of a written request from the applicant.~~

(d) Minor Site Plan. An application for a minor site plan review shall be submitted for a development, building addition, or site improvement which does not qualify as a major site plan in a commercial or industrial zoned district, or if in the professional opinion of the Planning Administrator the project warrants review. Fences and accessory structures less than 200 square feet do not require a minor site plan. A written application for a minor site plan shall be submitted to the Planning Administrator on forms provided and shall include the following information:

- (1) A sketch plan showing boundary information, existing and proposed development, existing and proposed easements, rights-of-way, and utilities, including storm water drainage;
- (2) The sketch plan shall indicate buildings, service areas, parking, fencing, landscaping, and all required setbacks;
- (3) All parking and loading areas shall be shown, including typical dimensions of parking stalls, aisles and loading spaces;
- (4) All driveways and curb cuts shall be indicated, including major aisle ways and service routes. Pedestrian circulation shall also be indicated;
- (5) Handling of all waste and refuse materials shall be indicated;
- (6) Proposed landscaping shall be shown, as per the zZoning eCode;
- (7) Signage may be required to be shown, as per the zZoning eCode;

- (8) All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated; and
- (9) Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall also be made available upon request; and
- (10) Such other information as the Planning Administrator may require so as to carry out the full intent of the Zoning Code.

Any applicant requesting ~~approval~~review of a minor site plan ~~as defined herein~~ shall submit ~~to the Planning Administrator five copies of the application, including the items specified in this division (d).~~ to the Planning Administrator an application form and as many copies of the required materials as he may require. Within thirty ~~(30)~~ days of filing a complete application, the Planning Administrator shall act upon the application for minor site plan review based upon ~~the adopted regulations and, standards, and design guidelines contained in the Reynoldsburg Code of Ordinances of the City.~~ If the plan is approved, the Planning Administrator shall issue a zoning certificate. ~~The zoning certificate shall be valid for twelve months from the date it is issued. Authority to proceed pursuant to a zoning certificate shall lapse unless the action authorized by the zoning certificate is commenced within twelve months, or if building permits have been obtained for construction. A single extension, not to exceed six months may be granted by the Planning Administrator upon receipt of a written request from the applicant. No more than one application for minor site plan review shall be accepted and approved within a twelve (12) month period. Additional applications for minor site plan review within this period shall require major site plan review.~~

(e) Residential Site Plan – Application and Review. – An application for a residential site plan review shall be submitted to the Planning Administrator and include the following information:

- ~~_____ (1) Locations of all streets, easements, and existing and proposed structures;~~
- ~~_____ (2) Finished floor elevations for first floor, garage floor, and basement; floor area of all floors;~~
- ~~_____ (3) Finished ground elevations at all corners of structures, at midpoints of the walls of structures, at corners of the lot, and at midpoints of the lot lines;~~
- ~~_____ (4) Setbacks;~~
- ~~_____ (5) Drainage features and improvements sufficient to demonstrate positive drainage, including the locations of swales, sump pumps, and yard drains; data describing any special flood hazard areas on the lot;~~
- ~~_____ (6) Existing or proposed sidewalk in the public right-of-way;~~
- ~~_____ (7) Scale and north arrow;~~
- ~~_____ (8) Identification of the subplot, subdivision, tax parcel number, and address;~~
- ~~_____ (9) Surveyed dimensions and orientations of all lot lines; total area of the lot; seal and signature of the professional surveyor or engineer who prepared the drawing;~~
- ~~_____ (10) Such other information as the Zoning Officer deems necessary to determine compliance of the proposed site with the provisions of applicable city ordinances;~~
- ~~_____ (11) Signature block for approval and date by the Zoning Officer.~~

~~_____ A residential site plan shall be reviewed and approved or denied by the Zoning Officer in coordination with other city officials prior to the issuance of a zoning certificate.~~

~~Approval of a residential site plan shall expire twelve (12) months from the date of approval unless building permits have been obtained for construction. A single extension, not to exceed six (6) months may be granted by the Zoning Officer upon receipt of a written request from the applicant.~~

- (1) Surveyed dimensions and orientations of all lot lines; total area of the lot; seal and signature of the professional land surveyor or engineer who prepared the drawing;
- (2) Identification of the, subdivision, lot number, tax parcel number, and address;
- (3) Dimensions indicating compliance with all setbacks;
- (4) Locations of all streets, easements, and existing and proposed structures;
- (5) Location of existing or proposed sidewalks in the public right-of-way;
- (6) Finished floor elevations for first floor, garage floor, and basement; floor area of all floors;
- (7) Finished ground elevations at all corners of structures, at midpoints of the walls of structures, at corners of the lot, and at midpoints of the lot lines;
- (8) Drainage features and improvements sufficient to demonstrate positive drainage, including the locations of swales, sump pumps, and yard drains; data describing any special flood hazard areas on the lot;
- (9) A landscape plan indicating the size and types of landscape materials and the location of all street trees; and
- (10) Such other information as the Planning Administrator may require so as to carry out the full intent of the Zoning Code.

Any applicant requesting review of a residential site plan shall submit to the Planning Administrator an application form and as many copies of the required materials as he may require. Within thirty (30) days of filing a complete application, the Planning Administrator shall act upon the application for residential site plan review based upon the adopted regulations, standards, and design guidelines of the City.

(f) Final Grade and Drainage Certification. Before a certificate of occupancy is issued, a final grade and drainage certificate shall be required for a single-family dwelling, a two-family dwelling, and any dwelling within a ~~PD~~-Planned Development District.

1143.04 PLOT-GRADE-UTILITY PLAN.

(a) A ~~detailed~~ plot-grade-utility plan shall be submitted to the ~~Safety~~/Service Director for review and approval ~~at any time~~ prior to issuance of a zoning certificate for any development that qualifies for site plan review other than a single-family single-family dwelling, two-family dwelling, or development within a PD-Planned Development District with a previously approved plot-grade-utility plan on file. A plot-grade-utility plan shall only be approved subsequent to and in conformance with ~~a site plan approved by the Board of Zoning and Building Appeals~~ an approved site plan.

(b) A plot-grade-utility plan shall be prepared and certified by an engineer duly certified by the State of Ohio. A plot-grade-utility plan shall include at least the following:

- (1) Signature and date blocks for the ~~Service Director~~ Director of Public Service,
~~Director of Engineering~~ City Engineer, Water/Waste Water Superintendent, Street

Superintendent, Fire Chief, Planning Administrator, Floodplain Administrator;

- (2) Drawings of the proposed elevations of the structure;
- (3) Floor elevations and floor areas of all floors including basements;
- (4) Existing contours;
- (5) Finished grades;
- (6) Existing and proposed drainage features and improvements, including the extent of the property within any designated special flood hazard area;
- (7) Existing and proposed utilities;
- (8) Parking;
- (9) Ingress and egress;
- (10) Public improvements and adjacent rights of way;
- (11) Special flood hazard classification of all parts of the property;
- (12) Special flood hazard limits or restrictions;
- (13) Fees as required by Chapter 1155; ~~and~~
- (14) Calculation of Equivalent Residential Units (ERU) for stormwater utility; and
- (15) Any additional requirements detailed in the City of Reynoldsburg Development Handbook which the Service Director, Director of Engineering, and/or Planning Administrator deem necessary to carry out the full intent of this Code. items that may be required by the Director of Public Service, City Engineer or Planning Administrator in order to carry out the full intent of the Zoning Code.

The applicant shall submit one (1) mylar original and as many additional copies as are required by the Director of Public Service. ~~six (6) copies of the plot-grade-utility plan.~~

CHAPTER 1155 – Administration; Enforcement; Penalty

1155.04 EXPIRATION OF CERTIFICATES AND PERMITS.

(a) Unless otherwise stated by this Code, all zoning certificates, permits or other approvals granted by the Planning Administrator, Planning Commission, Design Review Board or Board of Zoning and Building Appeals, shall be valid for a period of one (1) year from date of approval by the Board or date of issue by the Planning Administrator.

(b) Within that period, that applicant must complete the following for the proposed improvement:

(1) if required, submit a subsequent zoning application;

(2) if required, secure a building permit; and

(3) if no other permits are required, construct the proposed improvement.

(c) Once a building permit is secured, a zoning certificate, permit or other approval shall be considered to expire when that building permit expires.

(d) Any application that is incomplete or otherwise unissued by the Planning Administration shall expire one (1) year from the date of application.

(e) One additional period of six (6) months may be granted by the Planning Administrator upon finding that unique circumstances warrant the additional time and that the conditions upon which approval was granted have not changed.

1155.05 ADMINISTRATIVE PROCEDURES; DEVELOPMENT HANDBOOK.

The Planning Administrator, in consultation with the Director of Public Service, City Engineer, Planning Commission, Board of Zoning and Building Appeals, Building Official or any additional City staff shall publish application procedures and additional requirements in a document to be known as the Development Handbook, which shall be incorporated here by reference. The Planning Administrator shall make the most current version of this document available to the public in a manner that is easily accessible.

1155.06 APPEAL OF ADMINISTRATIVE ACTIONS.

Any person directly affected by a decision of the Planning Administrator or a notice or order issued under this Zoning Code shall have the right to appeal to the Board of Zoning and Building Appeals, provided that a written application for appeal is filed within fourteen (14) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted or the provisions of this code do not fully apply. The Board may adopt such rules and procedures as are required to administer the appeal process that are consistent with the provisions of Chapter 1139.

Service Department**Nathan Burd****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6884 Phone****ORDINANCE REQUEST**

DATE: March 14, 2016**TO: Finance Committee****RE: ORDINANCE AUTHORIZING CONTRACT FOR GIS UPGRADE
AND MIGRATION, APPROPRIATING FUNDS THEREFORE, AND
DECLARING AN EMERGENCY. (Second Reading 2/22/2016- requests
passage as an emergency upon third reading.)**

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Requesting an appropriation from the unappropriated General Fund to cover the GIS update in the following amounts:

\$5,357 to 260.268.5339 (Misc. Contract Services) - Street

\$5,357 to 740.737.5339 (Misc. Contract Services) - Stormwater

\$5,357 to 710.735.5339 (Misc. Contract Services) - Water

\$5,357 to 720.736.5339 (Misc. Contract Services) - Wastewater

\$16,072 to 110.448.5339 (Misc. Contract Services) - Service, Building, Development

Total appropriation: \$37,500



Nathan Burd
Director of Public Service
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068
(614) 322-6884
nburd@ci.reynoldsburg.oh.us

MEMORANDUM

Date: January 28, 2016
To: City Council
From: Nathan Burd, Service Director and Eric Snowden, Planning Administrator
Re: Geographic Information Systems Update & Appropriation

Please see the attached proposal from EMH&T regarding a data and technology update to our Geographic Information System (GIS). Our system is over 10 years old and can no longer be supported or maintained. Users of our system, including staff, residents, and developers, are encountering functionality problems. This update will resolve these issues and bring our GIS up to current technological standards.

The cost of the update is \$37,500 and we are requesting an appropriation in this amount from the unappropriated General Fund. This amount includes the necessary training sessions for our staff. The cost will be split among the following departments: Service, Street, Stormwater, Water, and Wastewater.

We are requesting that this pass as an emergency after two readings so that we can immediately initiate the update, which will take approximately 8 months from start to finish. We will discuss this item at 2/1 Finance committee meeting. If you have any questions in the meantime, please feel free to contact me (contact information above) or Eric at 614-322-6829. Thank you.

Attachment: GIS Memo and Proposal (1313 : GIS Update)

The Power of Mapping

A geographic information system (GIS) lets us visualize, question, analyze, and interpret data to understand relationships, patterns, and trends. GIS benefits organizations of all sizes and in almost every industry. There is a growing interest in and awareness of the economic and strategic value of GIS.

1. **Cost Savings from Greater Efficiency:** GIS is widely used to optimize maintenance schedules and daily fleet movements. Typical implementations can result in a savings of 10 to 30 percent in operational expenses through reduction in fuel use and staff time, improved customer service, and more efficient scheduling.
2. **Better Decision Making:** GIS is the go-to technology for making better decisions about location. Common examples include real estate site selection, route/corridor selection, evacuation planning, conservation, natural resource extraction, etc. Making correct decisions about location is critical to the success of an organization.
3. **Improved Communication:** GIS-based maps and visualizations greatly assist in understanding situations and in storytelling. They are a type of language that improves communication between different teams, departments, disciplines, professional fields, organizations, and the public.
4. **Better Record Keeping:** Many organizations have a primary responsibility of maintaining authoritative records about the status and change of geography. GIS provides a strong framework for managing these types of records with full transaction support and reporting tools.



January 26, 2016

Mr. Nathan Burd, Director
Reynoldsburg Service Department
7232 East Main Street
Reynoldsburg, Ohio 43068

Subject: Proposal for GIS Update and Migration

Dear Nathan,

It was good to meet with your staff to discuss the long-term goals and plans related to GIS utilization within the City. As we discussed, the platform that your current GIS is deployed with (MapGuide 6.5) is more than 10 years old and is no longer supported by Autodesk – the manufacturer. Also, the plug-in technology required for user access (ActiveX) only works on Internet Explorer and will no longer be supported by Microsoft. For these reasons, it is recommended to conduct a migration to a new GIS server platform. EMH&T recommends ESRI's ArcGIS for Server, which has become the de facto industry standard. This will set the course for your GIS with a very solid foundation. This proposal has been prepared to migrate your existing GIS data and functionality to a new server that is configured by EMH&T for internal and external access web GIS access. This approach is comprehensive and covers the following tasks:

- Task 1: ArcGIS for Server Installation
- Task 2: Source Data Update and Preparation
- Task 3: Web GIS Development
- Task 4: Training

The remainder of this document provides details for each of these items. These details include the description of the task along with proposed fee and schedule.

Scope of Services

Task 1: ArcGIS for Server Installation

EMH&T will install and configure the City's ArcGIS for Server Workgroup license on suitable server hardware at EMH&T to support the hosted arrangement that you desired. EMH&T will create the required spatial geodatabase structures and will add necessary user accounts and grant permissions.

Task 2: Source Data Preparation

There is quite a bit of GIS information available from the City of Groveport, including very rich underground utility information. As part of this task, EMH&T and the City will identify projects not currently in the GIS. EMH&T will then scan the plans and apply the necessary changes to utility GIS layers.

There is also a rich set of GIS base map information from a variety of public sources that are no-cost and cover the planning area for the City of Reynoldsburg. This includes GIS information such as soils,

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Attachment: GIS Memo and Proposal (1313 : GIS Update)

wetlands, waterways, parcels, flood zones, aerial photography, etc. from USGS, FEMA, Franklin County, Licking County, Fairfield County, the State of Ohio and others.

EMH&T will inventory, collect, prepare and load all existing GIS information into the ArcGIS for Server environment. This information will be integrated within ArcGIS for Server to present a consolidated view of Reynoldsburg and its surrounding area. For each layer included, EMH&T will create the necessary caches and layer services. Source data details and processing steps will be documented to aid in future updates.

Task 3: Web GIS Development

We propose to develop a new ESRI-based web GIS application and to model it after the existing MapGuide web GIS. The new application will provide the same basic search tools, layer control, printing and document access features. It will also provide for the same basic security in the form of password-protecting the initial log-on to the system. Once the application is developed, it will be the landing page for any other future functionality that you would like to build into it. The final solution would work from any machine (office or field) that has internet access and a modern web browser (e.g. IE9 or newer, Safari, Chrome, Firefox) and no plug-in is required for the user application.

The core system developed will be enhanced to provide query/search of utilities based on attribute information. Output from the system can be simply printed or it can be captured electronically and then emailed or inserted into desktop application software such as Microsoft Office®. An example of an ESRI-based web GIS is depicted in the figure below:



Figure: ESRI Web GIS Example

Task 4: Training

EMH&T will train City users in the use of the system. This training will be conducted on-site by EMH&T personnel and assumes a basic knowledge of computers. Training sessions will be demonstration-based and will last less than one hour in duration. EMH&T proposes to conduct one training day on-site with

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the City scheduling interested parties, as needed. Online documentation, including video walk-throughs for some functions, will also be provided to assist users as they begin to use the new system. The completion of this task indicates full acceptance of the system. Once training is completed, the existing MapGuide system will be taken off line.

Deliverables

- EMH&T Server configured with City-owned license of ArcGIS for Server Workgroup
- Web GIS configured with local area network (LAN) and external access
- Documentation
- Training

Assumptions

- The City will provide ArcGIS for Server Workgroup license
- EMH&T will only include data that is presently available in a GIS format

Fee and Schedule

Services will be provided as per the fee schedule provided below. Fees for the work described within the Scope of Services, shall not exceed \$28,500 (Twenty-Eight Thousand Five Hundred Dollars and no cents) without prior authorization from the City. That fee does not include any hardware or license fees for required software. Those licenses are assumed to be available as indicated above. Invoices will be submitted monthly, based on the progress of the work and are payable on receipt.

Task	Fee	Schedule
1: ArcGIS for Server Installation	\$1,000	One (1) month
2: Source Data Update and Preparation	\$14,000	Three (3) month
3. Web GIS Development	\$21,500	Three (3) months
4. Training	\$1,000	One (1) week
TOTAL	\$37,500	Eight (8) Months

For budgeting purposes, the yearly fee for hosting the system is \$8,000. The hosting period begins after system acceptance which is expected within eight (8) months of notice to proceed. The initial cost for the required GIS Server software is approximately \$8,000 with an annual support cost of \$2,500 – both payable to ESRI. EMH&T will assist with requesting the ESRI quotes for the City.

We are prepared to begin the work identified in this proposal immediately upon receipt of Notice to Proceed with accompanying purchase order. If you should have any questions or require additional information, please do not hesitate to call me at (614) 775-4280.

Respectfully submitted,
EVANS, MECHWART, HAMBLETON & TILTON, INC.



Derek M. Mair, GISP, MISM
Director of Geospatial Solutions

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