



Administrator's Report to the Trustees
January 4, 2016

The following represents a brief update of the activities, information and issues which the Administration is currently working on:

- Design work is being done for decorative railings to install on the bridge on Clyo Road. This will be the final item for the road project. Comments from the public on the roadway have been very positive.
- Centerpoint Drive Extension engineering work has begun. Estimated time of completion on the design work is June of 2016.
- I have met with two area non-profits agencies who would like to locate their business in Sugarcreek Township.
- HB 302 is in committee at the Statehouse. Hearings from the sponsors and proponent testimony have taken place. We are waiting to hear when opponent testimony will be taken. I am planning to provide testimony.
- We have completed an energy audit and LED conversion study. I should have final numbers for your consideration in by mid-month. The net benefit should be positive with a monthly and annual savings after costs.

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|----------------------------------|---------------|
| Fiscal: | |
| Budget: | \$ 463,692.00 |
| Expenditures as of 11/7/2015: | \$ 391,576.23 |
| % of Budget Used: | 84% |
| % of Budget Year Target: | 84% |
| Remaining % of Budget Remaining: | 16% |
| Cash Balance as of 11/7/2015: | \$ 328,250.28 |

Respectfully Submitted,

Barry P. Tiffany
Township Administrator

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, met in Regular Session on December 7, 2015 at 7:00 p.m., at 2090 Ferry Road, Bellbrook, Ohio 45305.

1. Mr. Pittman called the session to order at 7:00 p.m.
2. Mr. Hodson called the roll with Board Members Mike Pittman, Scott Bryant, and Nadine Daugherty being present. In addition to Mr. Tiffany, Township Administrator, others who signed in were Carolyn Destefani, Shanna and Greg Staten, Barbara Burson, Todd Foley, Donna Hellman, Denise Moore, Daniel Homer, Richard Carson, and John Lautelere.
3. All rose and recited the Pledge of Allegiance to the Flag.
4. **Appointment of Full-Time Firefighter/Paramedic Jonathan Granby.**

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2015.12.07.01**

IN RE: Appointment of Full Time Firefighter/Paramedic Jonathan Granby

WHEREAS, the continuing need exists to maintain proper staffing within the Sugarcreek Township Fire Department; and,

WHEREAS, vacancies exist within the full time classifications of Firefighter/Paramedic; and,

WHEREAS, Jonathan Granby has the necessary qualifications to serve in the capacity of Full-Time Firefighter /Paramedic for the Sugarcreek Township Fire Department; and,

WHEREAS, Assistant Chief Zimmerman is recommending the appointment of this candidate; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2015 Operating Budget.

NOW THEREFORE, BE IT RESOLVED, that Jonathan Granby shall be appointed to the position of full-time Firefighter /Paramedic, effective November 27, 2015, at the pay rate of \$15.93 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending November 27, 2016.

Mr. Bryant moved to accept the Resolution as presented. Mr. Pittman seconded. Roll was called with the vote as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

Assistant Fire Chief, Joann Zimmerman and the new Fire Chief, Jeffrey Leaming came forward with Mr. Granby and Mr. Granby's dad to be pinned. Pictures were taken with the Board of Trustees.

5. Recognition of William "Bill" Schieman.

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2015.12.07.03
IN RE: Recognition of William "Bill" Schieman**

WHEREAS, Mr. Schieman is the recipient of the Greater Dayton partnership for the Environment's 2015 "Individual of the Year" Award, in recognition of his volunteer work to protect cultural, environmental and natural resources in the area; and,

WHEREAS, Mr. Schieman has volunteered more than 1,400 hours supporting various horticultural, conservation and stewardship activities; and,

WHEREAS, Mr. Schieman is an Ohio Certified Volunteer Naturalist and Volunteer through the state's Stream Quality Monitoring Program. He has been instrumental in guiding the development of the Little Miami River Kleeners and Little Miami Water Shed Network, which work to preserve the Little Miami River; and,

WHEREAS, Mr. Schieman's sense of passion for his community, the outdoors and teaching others has earned him this well deserved award; and,

WHEREAS, Mr. Schieman has demonstrated an unwavering commitment to our community and surrounding area; and,

NOW THEREFORE, BE IT RESOLVED, the Board of Sugarcreek Township Trustees wishes to recognize William Schieman's steadfast personal commitment, dedication and service to the citizens of Sugarcreek Township.

Mrs. Daugherty moved to accept the Resolution as presented. Mr. Pittman seconded. Roll was called with the vote as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

Mr. Pittman commented on Mr. Schieman's dedication and commitment to Sugarcreek Township. He noted the number of hours Mr. Schieman has volunteered and the many roles he has held while serving this community.

Mr. Bryant said Mr. Schieman is a tremendous asset to Sugarcreek Township. He said Mr. Schieman has done a fantastic job balancing the needs of the township and the environment. He said this is a well deserved recognition.

Mrs. Daugherty said she felt the same way and felt it was an honor to know Mr. Schieman and to work with him. She thanked him for his service.

Mrs. Daugherty moved to accept the Resolution as presented. Mr. Pittman seconded. Roll was called with the vote as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

Mr. Schieman came forward and said he was surprised to receive this award. He said it is a pleasure to volunteer and serve this community. He said he loves this community and the environment. He thanked everyone for allowing him to serve and stated Sugarcreek Township is a very special place.

6. Appointment of Board of Zoning Appeals Member James Froehlich.

SUGARCREEK TOWNSHIP RESOLUTION NO. 2015.12.07.09

IN RE: Appointment of Board of Zoning Appeals Member James E. Froehlich

WHEREAS, an opening for a regular member on the Board of Zoning Appeals exists; and,

WHEREAS, the Board of Zoning Appeals plays a pivotal role in the land use decisions for Sugarcreek Township; and,

WHEREAS, it is imperative that all positions on the Board of Zoning Appeals be filled with citizens who will make decisions that are in the best interest of Sugarcreek Township; and,

WHEREAS, James E. Froehlich has been an alternate member of the Board of Zoning Appeals since August 1, 2014, and has proven himself as a dedicated and knowledgeable member of this Board,

NOW THEREFORE, BE IT RESOLVED, that James E. Froehlich is hereby appointed to the Board of Zoning Appeals to fill an unexpired term beginning immediately and expiring on August 31, 2018. (Said appointment is made pursuant to Ohio Revised Code Section 519.13.)

Mr. James Froehlich was not present at the Trustee Meeting due to another conflict with his schedule. Mr. Pittman said that Mr. Froehlich has been very active in Sugarcreek Township. He said he will be a great addition to the Board of Zoning Appeals.

Mr. Bryant said the BZA is one of the few regulatory boards we have, and it is very important. He said Mr. Froehlich is someone we can count on to do a great job.

Mr. Bryant moved to accept the Resolution as presented. Mr. Pittman seconded. Roll was called with the vote as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

7. Appointment of Board of Zoning Appeals Alternate Shanna Staten.

SUGARCREEK TOWNSHIP RESOLUTION NO. 2015.12.07.10

IN RE: Appointment of Board of Zoning Appeals Alternate Shanna Staten

WHEREAS, the Board of Zoning Appeals plays a pivotal role in the land-use decisions for Sugarcreek Township; and,

WHEREAS, an open alternate position exists and it is imperative that all positions on the Board of Zoning Appeals be filled with citizens who will make decisions that are in the best interest of Sugarcreek Township; and,

WHEREAS, Shanna Staten has expressed her desire to serve on the Board of Zoning Appeals in an Alternate Member capacity for five years,

NOW THEREFORE, BE IT RESOLVED, that Shanna Staten is hereby appointed to the Board of Zoning Appeals as an Alternate Member for a term beginning January 1, 2016, and expiring on December 31, 2021. (Said appointment made pursuant to Ohio Revised Code Section 519.13.)

Mr. Pittman moved to accept the Resolution as presented. Mrs. Daugherty seconded. Roll was called with the vote as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

Mr. Pittman said this position is very important and, she will do well in this capacity. He said Ms. Staten ran for Trustee, along with Ms. Moore, Ms. Destefani, and Mr. Moeller. Mr. Bryant agreed with the importance of the Board and welcomed Ms. Staten to the Board of Zoning Appeals. Mrs. Daugherty said she admired Shanna and wished her well.

8. Appointment of Interim Acting Fire Chief Jeffrey Leaming.

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2015.12.07.11
IN RE: Appointment of Interim Acting Fire Chief Jeffrey Leaming**

WHEREAS, current Fire Chief, Randy Pavlak, has submitted his letter of intent to retire on February 19, 2016; and,

WHEREAS, by previous action this Board of Sugarcreek Township Trustees announced, posted and advertised the position of Fire Chief to replace Chief Pavlak upon his retirement; and,

WHEREAS, the Ohio Revised Code Section 505.38 grants this Board of Trustees authority to appoint the Fire Chief for the Township; and,

WHEREAS, applications and resumes were received by many individuals who were assessed for qualifications and interviewed by the Township Administrator and the Township Trustees; and,

WHEREAS, after reviewing, ranking and interviewing the candidates, there was a clear determination of Jeffrey Leaming to be the best candidate for the position of Fire Chief.

NOW THEREFORE, BE IT RESOLVED, that the Board of Sugar creek Township Trustees does hereby appoint Jeffrey Leaming as Interim Acting Fire Chief effective the 4th day of January, 2016.

BE IT FURTHER RESOLVED, that upon Chief Pavlak's date of retirement of February 19, 2016, Jeffrey Leaming shall serve as the Fire Chief for Sugar creek Township.

BE IT FURTHER RESOLVED, that the annual salary for this position is affixed at \$82,000 payable on a bi-weekly basis, as are other Township employees, that this position is salaried (exempt) under the Sugar creek Township Compensation Plan, and is subject to a one (1) year probationary period ending January 4, 2017.

Mr. Pittman said that Mr. Leaming is highly qualified for the position. He said that Jeffrey will be a great asset to the community, due to his leadership skills.

Mr. Bryant said he agreed with Mr. Pittman. He said that his experience will really push our fire dept to be even better.

Mrs. Daugherty welcomed Mr. Leaming. She said we had a difficult decision, based on the candidates that applied.

Mr. Pittman said that the Board commends Joann Zimmerman for her dedication during the interim period as Assistant Fire Chief. All of the trustees thanked Joann and recognized her hard work.

Mrs. Daugherty moved to accept the Resolution as presented. Mr. Bryant seconded. Roll was called with the vote as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

Mr. Leaming came forward and was welcomed by the Board, Staff and all who were present. Pictures were taken.

9. **Community Activities - None**

10. Public Hearing BZC09-2015

Mrs. Daugherty opened the public hearing for BZC09-2015 on the request from Redwood Acquisition for Final Development Approval for the White Oakes Landing project. Mr. Pittman seconded. Upon call of the roll, the vote resulted as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

Ms. Tilford reviewed the staff report with a power point presentation for the White Oakes Landing project. Applicant, MV Residential Development, LLC is requesting Final Development Plan Approval for the Waterford at Sugarcreek project. The subject properties are 4700 and 4704 Feedwire Road and contain approximately 24.5 acres. The properties may be further identified by parcel numbers L32000100020006500 and L3200010002000700 and are owned by Lifestyle Communities by Miller Valentine at Sugar Ridge LLC. Waterford at Sugarcreek is a proposed multi-family development containing a total of 231 units.

Applicant Presentation: John Lautelere, 23775 Commerce Park Drive, Beachwood, Ohio, said there were a few minor modifications to the plan. He said they were committed to meeting all of the additional conditions.

Mrs. Daugherty asked about the color of the sign.

Mr. Lautelere said the entrance sign is black and gold and 32 square feet (4' x 8').

Mr. Lautelere said he was appreciative of the opportunity to work with us, and looks forward to a great working relationship.

Mr. Bryant asked about the trees.

Ms. Tilford said the Cleveland Pear and Japanese Lilac were not good choices as they were not native to the area and invasive. Mr. Schieman agreed and said the Parks District actually made the recommendation to eliminate these two species from the development.

Mr. Bryant asked about the price of the rental property.

Mr. Lautelere stated the price was between \$1200 and \$1600 a month.

Mr. Pittman asked about the amenities.

Mr. Lautelere stated the amenities of the units include great rooms, kitchen islands, and there are three different unit designs. He said about 175 are one model. The units are 2 bedrooms with a den, and 2 baths.

Mr. Bryant asked about maintenance.

Mr. Lautelere said there will be 2-3 on-site employees working full time to address any maintenance issues. He said this is a 20-30 million dollar investment.

Mr. Pittman asked if a resident could convert the den to a bedroom.

Mr. Lautelere said each unit is limited to four people. If there are more individuals living there, this is a violation of the lease. The lease agreement will state the terms of occupancy and the on-site managers will be able to monitor. He said they have several ways to monitor by utility usage; like water, but do take into account special circumstances like college students who come home for the summer.

David Omer, 1713 Bledso Drive, asked about the buffer zone on the east and west side of the existing homes.

Ms. Tilford said 50 feet is the buffer zone.

Mr. Omer asked about the affect on property values with this property being built. He said he was concerned about his property being devalued.

Mr. Pittman said the Board of Zoning has made sure this is a top rated development. He said he understands Mr. Omer's concerns.

Mr. Tiffany stated this was thoroughly reviewed to make sure the surrounding homes would not be negatively affected. He said this is a low intensity development, no pool, simply another neighborhood behind Mr. Omers.

Mr. Omer asked about privacy fences.

Mr. Tiffany said the natural vegetation is really better than fencing, and it will be left in place.

Mr. Lautelere showed a schematic of the layout to show the area that will provide this natural privacy.

Mr. Omer stated that he was aware of water issues in the neighborhood and wondered how any elevation of land would affect him.

Mr. Lautelere said the Greene County Engineers have extensively reviewed the water issue. He said a lot of the water will be captured and diverted to the pond, including any water they have issues with now.

Mr. Bryant said Greene County Engineers (soil and water) require that no additional water pass onto another property. He said Mr. Omer will actually see a benefit from this because a lot of water will be captured, including water that runs onto his property now.

Mr. Lautelere said he submitted a study to the township from Harvard University regarding land use. He said Harvard provided a study of the affects of apartment communities on surrounding communities. He said it was a great study because they are basically the gold standard and are a neutral party. Mr. Lautelere offered that study to Mr. Omer to review if he was interested.

Ms. Denise Moore, 4360 Napa Valley Drive, spoke on behalf of the HOA for White Fence Farm. She said residents are concerned with the traffic flow on Silverado Drive. She stated there was not a "no outlet" sign near the front entrance.

Mr. Tiffany said he would look into it and follow up.

Mrs. Daugherty motioned to close the public hearing. Mr. Bryant seconded. Roll was called with the vote as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

11. Reports.

A. Administration

Mr. Tiffany's report will be appended to the permanent record. Mr. Tiffany said he had nothing to add at this time.

B. Fiscal Office

Mr. Hodson said he expects to receive the final billing soon on the Clio Road project. He said there is a Resolution to appropriate money for the Clio Road project fund.

C. Fire

The report prepared by the Police Department will be appended to the permanent record. Mr. Bryant said he was very appreciative of Joann Zimmerman's willingness to step up as interim. Mrs. Daugherty said that Joann did a good job. Assistant Fire Chief said she had nothing more to add at this time.

D. Police

The report prepared by the Police Department will be appended to the permanent record. Chief Brown said he had nothing to add at this time.

E. Roads and Services

Mr. Tiffany said that the old salt was removed and new salt has been delivered. He said it took two days to remove the old and a day and a half to truck in the new salt. The report for Roads and Services will be appended to the permanent record.

F. Zoning

Ms. Tilford said Miller Valentine will be at the next BZC meeting, so there will be a public hearing in January at the Trustee meeting. The report prepared by Cara Tilford, Director of Planning and Zoning, will be appended to the permanent record.

G. Information Technology

The report prepared by Chris Zappanti, Director of Information, Technology, will be appended to the permanent record. Chris said he had nothing to add at this time.

H. Trustees

Mr. Pittman recognized township resident, Jim Tharpe, who recently passed. He was very active in the township and he was passionate about the community. Mrs. Daugherty said this will be the last Trustee meeting for the year and she said that Mr. Bryant will be missed. Mr. Bryant said that life is taking him in a different direction and he looks forward to his future plans. He said he was really satisfied with the website as it provided transparency for the residents. Mrs. Daugherty wished him well and asked that he stay involved.

12. Public Comments - Agenda Items

Mr. Schieman asked why the website was not working most of the day. Mr. Tiffany said there was a strong power surge on the host's grid. Mr. Tiffany said the website is back up and working now. Mr. Schieman thanked the Trustees for approving the Redwood development and said its a testament to the process. He was thankful annexation was not a topic on the agenda tonight. All of the trustees thanked Mr. Bryant for his dedicated service.

13. Old Business

Schedule Meeting with the City of Bellbrook - Schedule first of the year.

14. New Business

Consent Agenda Items

- a. Approval of Meeting Minutes
- b. Payment of Bills
- c. **Resignation of Volunteer PALS John Shively**

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2015.12.07.02**

IN RE: Resignation of Volunteer PALS Member John Shively

WHEREAS, Volunteer PALS member John Shively has submitted his letter of resignation from the Sugarcreek Township Fire Department - PALS; and,

WHEREAS, Mr. Shively has been an 18 year member of the Sugarcreek Township Fire Department - PALS, since February 10, 1997; and,

WHEREAS, Joann Zimmerman, Assistant Fire Chief recommends we accept, with regret, the resignation of John Shively;

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of John Shively, effective November 20, 2015.

d. Declaration of Excess Police Department Equipment

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2015.12.07.06**

IN RE: Declaration of Excess Police Department Property

WHEREAS, the Sugarcreek Township Police Department has identified equipment which is no longer needed for operations, and;

WHEREAS, Chief Michael A. Brown is requesting the attached list of items be declared as excess property and disposed of; and,

WHEREAS, the items listed have a value of \$2,000 or less, and no value due to condition; and,

NOW THEREFORE BE IT RESOLVED, this Sugarcreek Township Board of Trustees hereby declares said property to be excess and authorizes the Township Administrator to immediately dispose of said property.

e. Annual Re-Organization and Appointments

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2016.12.07.04
IN RE: Annual Re-organization and Appointments**

WHEREAS, it is necessary that the Sugar creek Township Board of Trustees establish by resolution its intent to establish meeting dates, holidays, and appointments to boards, commissions, committees and other organizations with which the Township has cooperative working relationships; and,

WHEREAS, it is also necessary that the Board of Trustees establish an annual schedule of holidays to be observed by the Township, schedule of meeting dates, and authorize certain other operational policies of the Township,

NOW, THEREFORE, BE IT RESOLVED, that this Sugar creek Township Board of Trustees does hereby appoint Michael E. Pittman to the position of Chairperson, Sugar creek Township Board of Trustees, for a term commencing January 1, 2016, through December 31, 2016.

BE IT FURTHER RESOLVED, this Sugar creek Township Board of Trustees does hereby appoint Carolyn Destefani to the position of Vice Chairperson, Sugar creek Township Board of Trustees, for a term commencing January 1, 2016, through December 31, 2016.

BE IT FURTHER RESOLVED, that this Sugar creek Township Board of Trustees does hereby appoint Michael E. Pittman as representative, and Nadine S. Daugherty as alternate, to the Greene County Regional Planning & Coordinating Commission.

BE IT FURTHER RESOLVED, that this Sugar creek Township Board of Trustees does hereby appoint Nadine Daugherty as representative, and Carolyn Destefani as alternate, to the Greene County Combined Health District Advisory Council.

BE IT FURTHER RESOLVED, that this Sugar creek Township Board of Trustees does hereby appoint Carolyn DeStefani as representative, and Michael E. Pittman as alternate, to the Greene County Water/Wastewater Advisory Council.

BE IT FURTHER RESOLVED that for the calendar year 2016, the Trustee Work Sessions and Regular Sessions will be held on the same day with the Work Sessions being held from 5:30 p.m. to 6:45 p.m. and the Trustee Regular Session beginning at 7:00 p.m. on the following dates:

January 4
February 1
March 7
March 21
April 4
April 18
May 2
May 16
June 6
June 20
July 18
August 1
August 15
September 19
October 3
October 17
November 7
November 21
December 5
December 19

Until further notice, all work sessions and regular Board of Township Trustees meetings will be held at the Sugarcreek Township Administration Building, 2090 Ferry Road, Sugarcreek Township, Ohio 45305. Work Sessions and Regular Sessions may be canceled on occasion by the Chairperson due to schedule conflicts, lack of agenda or other unforeseen circumstances after consulting with the other two Trustees, as available, and the Administrator. In months containing only one (1) scheduled meeting, the Chairperson may schedule an additional meeting if necessary for continuity of operations. Such meetings shall be noticed properly in accordance with law as Special Meetings.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby resolve to retain/rehire all current Township employees.

BE IT FURTHER RESOLVED, that all Roads and Service Department temporary part-time service workers will be hired for a term not-to-exceed 180 days from the most recent date of employment in 2015. Temporary part-time service workers will be utilized as needed and must reapply for employment with the Township at the appropriately established time for the next season of work.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby adopt the following policy regarding hours of work for Part-time employees:

- 1) Part-time employees must average less than thirty (30) hours worked per week per calendar year.
 - a. No part-time employee may work in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month.
 - b. No part-time employee may work in excess of fifteen hundred (1500) hours in any given calendar year.
 - c. No employee may work in excess of their scheduled shifts unless authorized in advance by their respective Department Head, Supervisor, Sergeant or Captain.
 - d. Shift coverage-off and sick days do not count as scheduled hours for part-time employee. These hours can be made up only in the same calendar month and one does not exceed forty-eight (48) hours in any given calendar week.
- 2) It is the responsibility of the part-time employee to keep from working in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month, or 1500 hours in the calendar year.
- 3) It is the responsibility of the Department Head to ensure that part-time employees adhere to the confines of this order.
- 4) Any part-time employee (excluding employees whom work twelve (12) hours every sixth day) whose scheduled shifts begin on the 1st and end on the 31st of any given month must have a scheduled shift off to keep them under one hundred-thirty (130) hours worked in any given month. This will be identified as an "off-day" and shall be assigned by respective their Department Administration. "Off-days" do not count as scheduled hours and cannot be made up.
- 5) Failure to comply with or enforce the above-mentioned Administrative Order may result in the Department Head and/or employee being disciplined up to and including termination.
- 6) Should an employee work Fourteen Hundred, Ninety-Nine (1499) hours within a given calendar year, that employee will immediately be placed on unpaid Administrative leave until January 1 of the following year.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2016 schedule of paid holidays for all Sugarcreek Township non-bargaining unit employees:

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|--------------------------------|-----------------------------|
| <i>New Year's Day:</i> | <i>January 1</i> |
| <i>Martin Luther King Day:</i> | <i>January 18</i> |
| <i>President's Day</i> | <i>February 15</i> |
| <i>Memorial Day:</i> | <i>May 30</i> |
| <i>Independence Day:</i> | <i>July 4</i> |
| <i>Labor Day:</i> | <i>September 5</i> |
| <i>Veterans Day:</i> | <i>November 11</i> |
| <i>Thanksgiving Day:</i> | <i>November 24</i> |
| <i>Day after Thanksgiving:</i> | <i>November 25</i> |
| <i>Christmas Day:</i> | <i>December 26 (Monday)</i> |

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2016 schedule for the Sugarcreek Township Records Commission:

Monday, April 18, 2016 and Monday, September 19, 2016. The Records Commission shall meet twice a year with both meetings starting at 6:45 pm at the Township Administrative Offices, 2090 Ferry Road, Sugarcreek Township, Ohio

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the following Operational Policies and Priorities for the Year 2016:

AGENDA: The agenda for regular and special meetings of the Board of Trustees is to be prepared by the Township Administrator with the review and consent of the Chairperson. All items for the agenda must be submitted to the Administrator on or before the Thursday preceding a regular meeting.

ANNEXATION: This Board of Sugarcreek Township Trustees adamantly opposes any annexation that is not in the best interest of the health, safety and general welfare of the Township and/or its Citizens and shall aggressively resist annexations from any source as appropriate.

ATTENDANCE OF DEPARTMENT HEADS AT TRUSTEE MEETINGS: Attendance is required at all regular Board of Township Trustee meetings and other meetings as requested or unless otherwise excused by the Township Administrator.

AUTHORIZATION TO BILL: The Fiscal Officer shall, upon notification from the Administrator or appropriate Department Head, bill residents and others for damage to Township property and false alarms.

AUTHORIZING TRAVEL/TRAINING REQUESTS: All Travel/Training requests of less than \$1,000.00 may be authorized by the Township Administrator. The Chairperson of the Board of Trustees and the Township Administrator may authorize requested travel training of \$1,000.00 or more to take place before a resolution is passed. At the next Trustee meeting, any pre-authorized travel/training of \$1,000.00 or more shall be submitted for approval by resolution.

BLOCK PARTY REQUESTS: Requests must be submitted to the Township Administrator, who is authorized to approve requests based on the availability of the Community Outreach group, Police, Fire and/or Roads and Services Departments.

CATASTROPHIC EMERGENCIES: Authorizing the Township Administrator or in the absence of the Township Administrator and a quorum of the Board of Trustees, any one Trustee to represent Sugarcreek Township for the purpose of authorizing the use of Township resources in the event of a catastrophic emergency.

COMPETITIVE BIDDING: The Township Administrator and Department Heads are authorized to obtain competitive bids when legally required. All bids will be advertised when in the best interest of the Township or as required in accordance with law. Each bid shall be evaluated as to requirements and specifications contained therein.

Demonstrations and/or references shall be provided as appropriate. The contract shall be reviewed in whole or in part by the Office of the Greene County Prosecuting Attorney. Awarding of bids will be determined by the Sugarcreek Township Board of Trustees in the overall best interest of Sugarcreek Township, not exclusively on the basis of the lowest cost. The Board reserves the right to reject any or all bids.

CREATION OF BOARDS, COMMISSIONS and COMMITTEES: The Township Trustees may by resolution create, eliminate, change, appoint alternates, and abolish boards and commissions in accordance with the Ohio Revised Code. Members of such boards and commissions shall be appointed by and responsible to the Trustees. These members may be removed by the Board of Trustees for malfeasance, misfeasance, or other violations of official Township resolutions and policies. All appointed board, commission, committee members or other appointed volunteers shall be responsible for signing and adhering to the official Sugarcreek Township Code of Ethics or be subject to removal.

All terms, number of members, procedures for appointment and replacement of members, duties, and powers of boards and commissions created by the Trustees shall be prescribed by resolution in accordance with the Ohio Revised Code except as established by the Ohio Revised Code. The Trustees may assign additional non-conflicting duties to the established boards and commissions. Each board or commission shall adopt its own rules of order and procedure in accordance with the Ohio Revised Code and shall annually elect its officers from its membership. The Trustees may authorize funds for the use by the boards and commissions in carrying out their designated responsibilities.

DEPARTMENT REPORTS: Each Department Head shall submit a typed report of activities to the Township Administrator on the Thursday preceding the scheduled regular meetings of the Board of Township Trustees for presentation at that meeting.

DRAINAGE: Retain ground water at its source.

NUISANCE FIRE ALARMS: Nuisance fire alarms shall be subject to the penalties and provisions of the current adopted fire code(s).

MILEAGE REIMBURSEMENT: The Township shall reimburse all employees and elected officials in accordance with Internal Revenue Service (IRS) regulations at the current IRS standard mileage rates for business use when using their private vehicles in those instances where Township-owned vehicles cannot be utilized.

OPEN SPACE PRESERVATION: This Board of Trustees recognizes the high value of and strongly supports the preservation of the open spaces and vistas that help to make Sugarcreek Township a unique and highly desirable place to live, work and play.

REGIONALISM: This Board of Trustees supports true regionalism and will strive to maintain Sugarcreek Township, Greene County and the Miami Valley as a viable and thriving region.

SPECIAL SECURITY EVENTS: The Police Department shall be reimbursed at the rate of Sixty-five dollars (\$65) per hour per person and equipment provided to private organizations for security services.

WORK WITHIN THE ROAD RIGHTS-OF-WAY: Landscaping, traffic signs, fire hydrants or mailboxes (except in conformance with all applicable United States Postal Service Standards) shall not be placed in the Sugarcreek Township road rights-of-way without prior written approval of the Director of Roads and Services, or in his/her absence the Township Administrator or his/her designee.

Mrs. Daugherty moved to accept the Consent Agenda items and Resolutions as presented. Mr. Bryant seconded. Roll was called with the vote being as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

Discussion of Agenda Items

a. Year 2016 Temporary Appropriations

SUGARCREEK TOWNSHIP RESOLUTION NO. 2015.12.07.05 IN RE: Year 2016 Temporary Appropriations

WHEREAS, the need exists to adopt temporary appropriations for the Year 2016; and,

WHEREAS, this temporary appropriation shall be in effect commencing at the close of business December 31, 2015, and extending until the Year 2016 Permanent Appropriations are approved no later than March 31, 2016; and,

WHEREAS, this temporary appropriation will permit the Township Offices to function without interruption as well as allowing ample time to establish exact carry-over figures,

NOW THEREFORE, BE IT RESOLVED, the Year 2016 Temporary Appropriations are as follows:

| | | |
|------|---|-----------------------|
| 1000 | General Fund | |
| | Personal Services (Salaries) | \$ 240,572.00 |
| | Employee Benefits | \$ 146,750.00 |
| | Purchased Services | \$ 80,200.00 |
| | Supplies & Materials | \$ 10,700.00 |
| | Other Dues and Fees | \$ 2,000.00 |
| | Health Districts | <u>\$ 31,000.00</u> |
| | <i>Total General Fund:</i> | <i>\$ 511,222.00</i> |
| 2011 | Motor Vehicle Tax | \$ 15,000.00 |
| 2021 | Gasoline Tax | \$ 125,000.00 |
| 2031 | Road and Bridge | |
| | Personal Services | \$ 414,458.00 |
| | Other | <u>\$ 343,744.00</u> |
| | <i>Total Road and Bridge:</i> | <i>\$ 758,202.00</i> |
| 2081 | Police District | |
| | Personal Services | \$1,936,950.00 |
| | Other | <u>\$ 461,695.00</u> |
| | <i>Total Police District:</i> | <i>\$2,398,645.00</i> |
| 2112 | Fire District | |
| | Personal Services | \$1,713,800.00 |
| | Other | <u>\$ 548,383.00</u> |
| | <i>Total Fire District:</i> | <i>\$2,262,183.00</i> |
| 2231 | Permissive Motor Vehicle License | \$ 90,000.00 |
| 2261 | Law Enforcement Trust | \$ 800.00 |
| 2281 | Ambulance and Emergency Medical | |
| | Personal Services | \$ 91,315.00 |
| | Other | <u>\$ 76,250.00</u> |
| | <i>Total Ambulance and Emergency Medical:</i> | <i>\$ 167,565.00</i> |
| 2902 | Community Outreach | \$ 6,002.87 |
| 2903 | 9-1-1 Enhancement | \$ 17,100.00 |
| 2906 | Police Trust Fund | \$ 64,692.00 |
| 3102 | General Bond Retirement | \$ 149,275.00 |

Total Temporary Appropriations \$6,565,686.87

FURTHER BE IT RESOLVED, that the above aggregate amounts be appropriated based upon the attached submittals (hereby incorporated) and a copy shall be sent to the Greene County Auditor.

Mr. Hodson said the Increase of Appropriations is to incorporate the zoning fund in with the general fund. The State of Ohio Auditor suggested this in the last audit. Zoning has been subsidized by the general fund. He said he will track revenue received from zoning fees and permits collected. He said zoning will see increased revenue due to the increase in developments. He also said the increase in revenue will pay for zoning and being combined, allow more freedom. He noted that the fire budget was a little ambitious and he hoped to see a reduction in expenditures over time with a cut back in overtime, etc.

Mrs. Daugherty moved to accept the Resolution as presented. Mr. Bryant seconded. Roll was called with the vote being as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

b. Increase Appropriations for Clio Road Project

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2015.12.07.07
IN RE: Increase Appropriations for Clio Road Project**

WHEREAS, the need exists to increase appropriations for the Clio Road Project Fund due to interest accrual and,

WHEREAS, the Fiscal Officer has certified the availability of these funds within the 2015 Budget, has provided this Board with the funding numbers and the Township Administrator has provided the amounts to be appropriated:

| Fund Name | From | To |
|---------------------------------|---------------|---------------|
| 4901 Clio Road Capital Projects | \$ 308,738.00 | \$ 309,615.04 |

NOW THEREFORE BE IT RESOLVED, the increased appropriations shall be made in accordance with the law.

Mr. Bryant moved to accept the Resolution as presented. Mr. Pittman seconded. Roll was called with the vote being as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

c. Approval of the Final Development Plan for White Oakes Landing

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2015.12.07.08
IN RE: Approval of the Final Development Plan for
White Oakes Landing, approximately 31 acres**

WHEREAS, Redwood Acquisition has submitted an application for the approval of the Final Development Plan for White Oakes Landing, a multi-family development containing 203 units. The subject property is identified as part of parcel L32000100030029400, contains approximately 31 acres and has an address of Clyo Road; and

WHEREAS, the Sugarcreek Township Zoning Commission held a Public Hearing on November 10, 2015, deliberated on the application, and has recommended approval of the Final Development Plan for White Oakes Landing subject to the following conditions:

1. Final design shall be subject to approval of the Greene County Engineer's Office.
2. Final design shall be subject to approval of the Greene County Department of Sanitary Engineering.
3. Final design shall be subject to approval of the City of Bellbrook Water Department.
4. The development shall comply with the recommendations of the Soil and Water Conservation District.
5. Final design shall be subject to approval of Sugarcreek Township Fire Department.
6. The use of vinyl and aluminum lap siding shall be prohibited. Vinyl or aluminum may be used for fascia and soffits, or similar minor architectural or structural elements as approved by the Zoning Compliance Officer.
7. A bond or a letter of credit in favor of the township shall be provided to the Sugarcreek Township Board of Trustees to ensure completion of all open space and landscaping improvements (trails, fencing, landscaping, etc.) not in place at the time construction begins on the first building in each phase (per the submitted phasing schedule).

8. The developer has agreed to construct a sidewalk along Center Point Drive to Wilmington Pike. If this is not completed prior to the construction of the first building, then a bond or a letter of credit in favor of the township shall be provided to the Sugarcreek Township Board of Trustees to cover the cost of this improvement. The township will acquire the necessary easements to allow for this sidewalk extension.
9. A bond or a letter of credit in favor of the township (for 30% of the total cost to construct the private streets) shall be provided to the Sugarcreek Township Board of Trustees prior to the construction of the private streets pursuant to Section 7.07 of the Sugarcreek Township Zoning Resolution.
10. The procedures outlined in Section 7.07 H. regarding certification of a licensed professional engineer with respect to construction of the private streets shall be followed.
11. The developer shall be required to construct the portion of the extended Center Point Drive shown on the Preliminary Development Plan to a point twenty feet north of the northern most point of the first entrance (the island entrance) into White Oakes Landing (and incorporate the related traffic impact study recommendation) prior to the construction of any buildings within the development. This requirement includes the construction of the 10' hiker biker trail along the section of Center Point Drive that the developer will be constructing. Should this section of Center Point Drive (and the hiker biker trail adjacent to it) not be constructed prior to construction of the first building, then a bond or letter of credit in favor of the township shall be provided to the Sugarcreek Township Board of Trustees to cover the cost of these improvements.
12. The hiker biker trail adjacent to Center Point Drive shall be constructed to township specifications.
13. Consistency with the submitted building elevations shall be required. In addition, high profile side elevations shall be required as follows: Building 1: East Side, Building 2: West Side, Building 3: Both Sides, Building 4: Both Sides, Building 5: Both Sides, Building 6: West Side, Building 7: No Sides, Building 8: No Sides, Building 9: West Side, Building 10: No Sides, Building 11: East Side, Building 12: East Side, Building 13: No Sides, Building 14: West Side, Building 15: Both Sides, Building 16: Both Sides, Building 17: South Side, Building 18: North Side, Building 19: South Side, Building 20: North Side, Building 21: Both Sides, Building 22: Both Sides, Building 23: West Side, Building 24: East Side, Building 25: Both Sides, Building 26: Both Sides, Building 27: Both Sides, Building 28: South Side, Building 29: No Sides, Building 30: No Sides, and Building 31: No Sides.
14. The developer shall complete transfer of the small parcel of land on the southwest corner of the intersection of Silverado Drive and Center Point Drive to the White Fence Farms HOA prior to construction of the first building.

15. The developer shall work with the Fire Department on appropriate address identification for each building and each unit. Final determination on address identification shall be made by the Fire Department.
16. Only the two columns (one on each side of the secondary entrance) shall be permitted to incorporate the Redwood logo. All other proposed columns shall not include the Redwood logo.
17. All plantings shall meet ANSI A300 Part 6 and ANSI Z60.1.
18. Cleveland Pear and Japanese Lilac shall be removed from the landscaping plan and replaced with natives appropriate for site layout, soil, water and light conditions.
19. The developer and staff shall work with the City of Bellbrook on alternative fencing around the water tower site, as well as reducing the site's footprint.
20. The developer shall install a dark sky compliant street light at Silverado and Center Point to be approved by the township.

WHEREAS, the Sugarcreek Township Board of Trustees held a Public Hearing on December 7, 2015, and deliberated on the application,

NOW THEREFORE BE IT RESOLVED, that this Board of Trustees does hereby approve the Final Development Plan for White Oakes Landing subject to the conditions recommended by the Zoning Commission.

Mr. Bryant moved to accept the Resolution as presented. Mrs. Daugherty seconded. Roll was called with the vote as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

15. Public Comments

Ms. Denise Moore, 4316 Napa Valley Drive, said she attended a zoning meeting with Ms. Tilford. A speaker had a presentation on illustrations/painted artwork on roadways that helped with traffic control. She asked if the township would consider this for her neighborhood, White Fence Farm, due to the traffic issues they are experiencing. Mr. Pittman asked if the artwork was similar to the Troy Strawberry festival where strawberries were painted on the roads. Ms. Moore said yes, the designs would help slow the traffic, especially on Silverado drive. Mrs. Daugherty asked if they would be a distraction. Mr. Tiffany said a lot of the offenders may not be affected by this, especially at night.

16. Trustee/Staff Discussion

Mr. Tiffany said the applicant, Miller Valentine inquired about dark sky compliant versus dark sky certified lighting fixtures. He said dark sky certified is more expensive due to labeling. He asked if the board would be satisfied with dark sky compliant fixtures. Mr. Bryant said as long as the results are the same, he would be fine. Mr. Schieman said he was not sure dark sky compliant was the same as dark sky friendly. He said the Zoning Board would come to an agreement that would be positive for the community.

17. Executive Session

Mr. Tiffany stated an Executive Session was needed.

Mrs. Daugherty motioned for an Executive Session. Mr. Bryant seconded. Roll was called and the vote was as follows:

Mr. Pittman - Yes
Mr. Bryant - Yes
Mrs. Daugherty - Yes

18. Adjourn

The meeting resumed, at 9:30 p.m., with no action taken and promptly adjourned.



Theodore L. Hodson, Fiscal Officer



Randall J. Pavlak
Fire Chief

Staff Report for Sugar Creek Township Trustees December 2, 2015 thru December 29, 2015

The following information is a snap shot of the activities and areas of responsibilities for Sugar Creek Township Fire Department. This report is prepared to keep the Board of Trustees informed and the citizen apprised of their Fire Department. If further information is need or explained, please contact Assistant Chief Zimmerman at 937-848-7344.

Trainings:

- 1002 JPR Training
- Cold Weather Emergencies
- Trauma Case Review

Statistics:

- 47 EMS reports
- 67 Fire reports

Accomplishments/Information:

- December 3, Attended Chamber meeting
- December 4, Labor Management meeting
- December 7, Attended Trustee meeting
- December 12 , Christmas in the Park
- Conducted interviews for part time
- December 23, Officer meeting

Status of Significant Issues the Fire Department is Addressing:

- Funding for 2016 and beyond

Scheduled Events for January:

- January 18, Eden Meadows Home Owners Association meeting
- January 18, Martin Luther King Day
- January 26, Corvette Club meeting

Budgetary Awareness Items:

- Fire Station Alerting funding \$54,000.00
- Upgrade Medic 73 computer \$3,100.00
- Air Packs \$205,000.00
- Apparatus Replacement

Fiscal:

| As of December 29, 2015 | Fire | EMS |
|--|-------------------|------------------|
| Budget | \$2,364,846.00 | \$228,712.00 |
| Expenditures | \$2,274,082.00 | \$187,954.00 |
| % of Budget Used | 95.5% | 81.9% |
| % of Budget Year Target for the end of December | 95% | 95% |
| % of Budget Remaining | 4.5% under budget | 18% under budget |
| Cash Balance | \$ 491,953.00 | \$ 35,519.00 |

Respectfully submitted,

Joann Zimmerman
Assistant Fire Chief



Michael A. Brown
Chief of Police

Trustee Report January 4, 2016

Training

- No classes to report

Public Appearances

- On December 9th, Chief Brown attended Sergeant Plummer's graduation from the STEP XIV Fall Class.
- Chief Brown attended that evening the Greene County Law Enforcement Association Banquet.
- On December 10th, Chief Brown attended the Ministerial Meeting.
- On December 11th, Chief Brown attended the Christ Church Banquet Dinner.
- On December 12th, Chief Brown visited the "Christmas in the Park".
- On December 14th, Jana Gruber, *Founder of Books to the Rescue*, dropped off 12 bags filled with books for our officer's cruisers. These bags are for the officers to give out the books anytime to kids' in crisis.
- On December 15th, Chief Brown attended the ACE Task Force Board Meeting.
- On December 16th, Chief Brown attended the Montgomery County Chief's Luncheon.
- On December 18th, Chief Brown, Detective Sergeant Guerrero, Sergeant Marlatt, Officer Dooley, Officer Terry, and Officer Powers participated in the "Shop with a Cop" at the Target Store. We got to help five (5) children and their families.
- The Police Department also collected items for the Homeless Vets for the Ministerial Association.

Statistics

- Available next meeting

Fiscal

| | |
|---|----------------|
| Budget 2015 (Final Appropriation) | \$2,377,200.00 |
| Expenditures as of December 31, 2015 | \$2,245,604.67 |
| % of Budget Used | 93.7% |
| % of Budget Year Target for the end of December | 100% |
| % of Budget Remaining | 6.3% |
| Cash Balance as of December 31, 2015 | \$888,887.25 |

**OVERTIME FOR TRUSTEE
REPORT**

NOVEMBER

HOURS

| | | |
|-------------------------------------|--|---------------|
| MANDATED (COURT, TRAINING, ETC.) | | 23.5 |
| | | |
| OPERATIONAL | | 195.25 |
| | | |
| TOTALS | | 218.75 |

Respectfully submitted,

Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

December 1, 2015

- House and business checks

December 2, 2015

- A theft report on Murphy's Crossing
- A theft report on Silverado Drive
- A crash report on Wilmington Pike

December 3, 2015

- A domestic violence report on Upper Bellbrook Road
- A crash report on Wilmington Pike
- A fraud report on Timshel Street

December 4, 2015

- A suspicious vehicle on Upper Bellbrook Road
- A welfare check on Wilmington Pike
- A theft report on Clio Road
- A crash report on Wilmington Pike

December 5, 2015

- Extra patrol on Seema Drive and Surrey Trail
- A crash report on Wilmington Pike

December 6, 2015

- Nothing to Report

December 7, 2015

- A lockout assist on Wilmington Pike
- An animal complaint on Waldon Way

December 8, 2015

- Nothing to report

December 9, 2015

- A theft arrest on Wilmington Pike
- A suspicious person on Stewart Road

December 10, 2015

- A crash report on Wilmington Pike
- A theft arrest on Wilmington Pike
- Business and house checks

December 11, 2015

- DUI arrest on Wilmington Pike
- A theft report on Brown Run

December 12, 2015

- A crash report on Wilmington Pike
- An assist of another agency on Shepherd Road

December 13, 2015

- A theft report on Wilmington Pike
- An animal complaint on Ferry Road

December 14, 2015

- A theft report on Wilmington Pike
- Business and house checks every day

December 15, 2015

- A crash on Wilmington Pike
- A littering report on Stewart Road
- A lost property report on Clio Road

December 16, 2015

- A theft arrest on Wilmington Pike
- House and business checks everyday

December 17, 2015

- A theft arrest on Wilmington Pike
- A lockout assist on Wilmington Pike
- A panhandling report on Wilmington Pike

December 18, 2015

- Nothing to Report

December 19, 2015

- A theft report on Brown Road
- A juvenile complaint on Seton Hill Drive
- A suspicious vehicle on Wilmington Pike and Spyglass Lane

December 20, 2015

- Nothing to Report

December 21, 2015

- Nothing to Report

December 22, 2015

- A fraud report was taken on Soaring Heights Drive
- A harassment report on Surry Trail
- A trespassing report on Wilmington Dayton Road
- A lockout assist on Wilmington Pike

December 23, 2015

- House and business checks
- A welfare check on Feedwire Road
- A domestic dispute on Wilmington Dayton Road
- A fraud report was taken on Wilmington Pike

December 24, 2015

- A crash report on Brown Road
- A suspicious vehicle on Wilmington Pike

December 25, 2015

- Nothing to Report

December 26, 2015

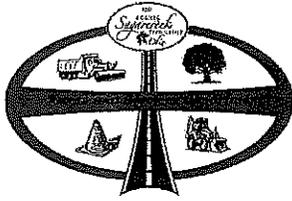
- An animal complaint on Carpenter Road
- A crash report on Wilmington Pike

December 27, 2015

- Nothing to Report

December 28, 2015

- A crash report on Wilmington Pike
- A fraud report on Mead Road
- Business and house check every day



**Staff Report for
Sugar Creek Township Trustees
January 3, 2016**

The following information is a snap shot of the activities and areas of responsibilities for the Sugar Creek Township Roads and Services Department.

Calls for Service

- 12-4 Gravel dumped in street West Salinas

Accomplishments:

- Bermed Conference Road, Washington Mill Road, Ferry Road, 515 tons of gravel, Little Sugar Creek Road
- Loaded trucks with salt to be returned to supplier.
- Pushed new salt into shed
- Repaired ballast in front office
- Replaced spreader light truck 702
- Set up trucks 702,705,706,707 for snow removal
- Removed down tree in Fallis cemetery
- Inventory of equipment
- Repaired guardrail On Little Sugar Creek Road damaged due to accident
- Repaired fence top of hill 2090
- Moved dirt at pond

Budgetary Awareness Items:

-

Fiscal

-

| End of Year Totals | |
|---------------------------|-----------------|
| Budget | \$ 1,144,194.00 |
| Expenditures as of xxxxxx | \$ 960,141.62 |
| % of Budget Used | 84 % |
| % of Budget Year Target | 84 % |
| % of Budget Remaining | 16 % |
| Cash Balance as of xxxxxx | \$ 653,689.19 |

Respectfully,

Anthony W. Lamb
Roads and Services Director



**Staff Report for the Sugarcreek Township Board of Trustees
December 8, 2015 through December 29, 2015**

The following is a snapshot of the activities and areas of responsibility for the Sugarcreek Township Planning and Zoning Department. This report is prepared to keep the Board of Trustees informed and the citizens apprised of their Planning and Zoning Department. If further information or explanation is needed, please contact Cara Tilford at 937-848-8426.

Board of Zoning Appeals Activities:

- **January 28, 2016 BZA Meeting: Cancelled**
- **Next meeting scheduled for February 25, 2016**

Zoning Commission Activities:

- **December 8, 2015 BZC Meeting: Follow-up**
 - **ZC Case 10-2015:** MV Residential Development, LLC is requesting Final Development Plan Approval for the Waterford at Sugarcreek project. The subject properties are 4700 and 4704 Feedwire Road and contain approximately 24.5 acres. The properties may be further identified by parcel numbers L32000100020006500 and L32000100020000700 and are owned by Lifestyle Communities by Miller Valentine at Sugar Ridge LLC. Waterford at Sugarcreek is a proposed multi-family development containing a total of 231 units.
 - *The BZC recommended approval of the Final Development Plan subject to conditions.*
 - **ZC Case 11-2015:** The Sugarcreek Township Zoning Commission initiated, by passage of a motion, text amendments to the Sugarcreek Township Zoning Resolution. The text amendments initiated include modifications to Section 4.11 C. 11. to add text that would allow fences up to 48" in height on double frontage lots if they are located to the rear of the structure, modifications to Section 10.04 D. 2. a. to establish that plant

(strike American Association of Nurserymen standards), and modifications to Article 8: Signage to establish that fixtures used in the external illumination of signs must be shielded so as to direct light only onto sign surfaces (Sections 8.09 A. 1., 8.09 B., 8.10 B., and 8.10 C. impacted).

- *The BZC recommended approval of the requested text amendments.*
- **January 12, 2016 BZC Meeting**
 - **ZC Case 12-2015:** Thomas L Cronin Jr. is requesting a map amendment to the Sugarcreek Township Zoning Resolution to rezone 29.930 acres from A-1 (Agricultural District) to E (Estate Residential District). The subject property is 3585 Wilmington Dayton Road and contains 90.842 acres (of which 29.930 acres are subject to this rezoning request). It can be further identified by parcel number L32000100070000100 and is owned by Thomas Cronin Trustee.

Permits:

- See attached spreadsheet

Violations:

- See attached spreadsheet

Meetings/Accomplishments:

- Attended BZC Meeting on December 8, 2015
- Attended dinner at Christ's Church on December 11, 2015
- Met with representatives of River Kleeners to discuss storm sewer identification on December 17, 2015
- Right-of-Way Acquisition for our SRTS Projects PID-96356 (school parcel, Kable's Mill HOA parcel and Pupo parcel) and PID-93532 (school parcels, City of Bellbrook parcel) continues (all r-o-w secured with the exception of the Kable's Mill HOA parcel)
- Completed BZC Notices of Decision (BZC10-2015 and BZC11-2015)
- Sent Legal and Public Notices for the January 12, 2016 BZC Meeting (BZC12-2015)
- Sent Legal and Public Notices for the January 4, 2016 Trustee Meeting (BZC10-2015 and BZC11-2015)
- Trustee Packets for the January 4, 2016 Public Hearings compiled, placed in Trustee mailboxes

Announcements/Upcoming Events:

- o Zoning Commission Meeting scheduled for January 12, 2016
- o BZA Meeting scheduled for February 25, 2016

Zoning Certificate Totals 2015

| | SFR | MFR | AcStrc | Bsmt | Deck | Fence | P/F | Pool | Add/R | COM | Tmp U/S | Wall Sign | Grd Sign | Home Oc | Ten Fin | Other | TOTALS |
|--------|-----|-----|--------|------|------|-------|-----|------|-------|-----|---------|-----------|----------|---------|---------|-------|--------|
| JAN | 2 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| FEB | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| MARCH | 6 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 13 |
| APRIL | 8 | 0 | 3 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 16 |
| MAY | 4 | 0 | 4 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 12 |
| JUNE | 2 | 0 | 3 | 0 | 1 | 4 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 14 |
| JULY | 4 | 0 | 2 | 2 | 0 | 0 | 1 | 0 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 14 |
| AUGUST | 0 | 0 | 3 | 0 | 3 | 5 | 1 | 1 | 0 | 0 | 0 | 2 | 2 | 1 | 1 | 1 | 20 |
| SEPT | 2 | 0 | 5 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 14 |
| OCT | 3 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 2 | 0 | 0 | 0 | 10 |
| NOV | 3 | 0 | 2 | 0 | 0 | 2 | 0 | 1 | 1 | 0 | 0 | 3 | 0 | 0 | 3 | 0 | 15 |
| DEC | 2 | 0 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| TOTALS | 38 | 0 | 30 | 4 | 9 | 18 | 3 | 2 | 3 | 5 | 6 | 8 | 5 | 1 | 4 | 7 | 143 |

143 ZCs issued ytd. vs. 150 ZCs issued same period 2014 (-4.7%). 38 ZCs for SFRs issued ytd vs. 31 ZCs for SFRs issued same period 2014 (+22.6%)

12/29/2015

2015 Zoning/Property Maintenance Violations

| Property Address | Complaint | Inspection | Pending Action |
|----------------------------------|-------------------------------------|------------|--|
| 727 Walden | junk, PMC Violations, flat tire | 3/12/2015 | Outside work done, property owner given list of items to complete inside |
| Edelweiss & Wilmington Dayton | condition of lot | 5/11/2015 | Property owner working on abatement |
| N. Lakeman (lot 191) | permanent sign w/o ZC-not perm. | 4/16/2015 | Partially abated (sign taken down, frame remains) |
| 4311 Killian | shed constructed w/o ZC | 9/30/2014 | Variance Approved, sent Notice of Decision, ZC Application |
| 4361 Tollgate | condition of shed | 4/16/2015 | Abated |
| 2120 Upper Bellbrook Road | inoperable vehicles | 5/14/2015 | Some abatement action observed |
| 3878 Ferry Road | accessory structure w/o ZC | 8/13/2015 | Variance Approved, sent Notice of Decision, ZC Application |
| Five Seasons | Handicapped spaces blocked | | |
| 4311 Kelsey's Court | Dogs kept in outdoor enclosure | | Referred to Greene County Animal Control |
| Tollgate Lane | carpet pad in driveway | 4/30/2015 | Abated |
| 3808 Wilmington Dayton | mattress at road | 3/12/2015 | Abated |
| 2305 Sienna Court | rv parked in driveway | | Abated |
| 784 S. Alpha Bellbrook | junk cars, condition of driveway | 3/31/2015 | Abated |
| 4460 Erica Ct. | condition of shed | 4/28/2015 | Abated |
| Fox Trail | vacant lots-grass height | 4/23/2015 | Abated |
| 3417 Upper Bellbrook Road | large wood pile | 5/14/2015 | Abated |
| 1815 N Lakeman | large accumulation bagged rubbish | 6/8/2015 | Abated |
| 6244 Wilmington Pike | vehicles for sale, donation bins | 6/8/2015 | Abated |
| 6140 Wilmington Pike | donation bins | 5/11/2015 | Abated |
| 6254 Wilmington Pike | hot air balloon, streamers, etc. | 5/11/2015 | Abated |
| 1776 Statehouse | condition of fence | 9/3/2015 | Abated |
| 1942 River Ridge Drive | grass height | 5/28/2015 | No violation observed |
| Corner of Briggs and Surrey | sight distance issue-privacy fence | 5/28/2015 | No violation observed |
| 784 South Alpha Bellbrook Road | grass height | 6/8/2015 | Abated |
| 1288 Carpenter | condition of above ground pool | 6/24/2015 | Property owner reports pool treated, sale pending |
| 3607 Stutsman | grass height | 6/8/2015 | Abated |
| 654 Van Eaton | grass mowing business operating A-1 | 9/17/2015 | Advisory Notice sent, meeting held with owner, working toward compliance |
| Vacant Lots-Kelseys | grass height | 6/24/2015 | Abated by township |
| 3707 W. Salinas | trailers (2) parked in driveway | 7/8/2015 | Abated |
| 2482 and 2500 Ferry Road | grass and weeds | 12/3/2015 | Advisory Notice sent; owner waiting on 2nd arborist report |
| Corner of Edelweiss/Wilm. Dayton | grass and weeds | 7/30/2015 | Advisory Notice sent; abatement action observed |
| 4194 Social Row | grass and weeds | 8/13/2015 | Abated by township |
| North Lakeman | ferral cats | N/A | Working with property owner and animal control on action plan |
| Kamdar Lot-725 | grass and weeds | 9/17/2015 | Abated |
| Liberty Health-725 | grass and weeds | 8/13/2015 | Abated |

December 29, 2015

2015 Zoning/Property Maintenance Violations

| | | | |
|-------------------------------------|-------------------------------------|------------|--|
| 1790 Silverado | tree limbs, brush, etc. | 7/22/2015 | Contacted realtor, new limbs from recent storm, will have owner remove |
| 1790 Silverado | condition of deck | | Referred to Greene County Department of Building Regulation |
| Wilmington Dayton lot | grass and weeds | 9/17/2015 | Abated |
| Lot at Centerville and Wilm. Dayton | grass and weeds | 12/3/2015 | Notice of Violation sent |
| Taco Bell | Banner | 10/15/2015 | Abated |
| 4328 Timberwilde | Lighting complaint | | Advisory Notice sent; owner made adjustments to bulb type to comply |
| Park Terrace | Dumpster in road | | Abated |
| Paxon Drive | Dumpster in road | | Contacted builder to move; Abated |
| 2367 Waynesville | hay bales causing row obstruction | 12/3/2015 | Abated |
| 5631 Winshire Terrace | pick-up truck in rear yard on jacks | 11/19/2015 | Advisory Notice pending |
| 5560 Winshire Terrace | van (inoperable) | 11/19/2015 | Administrator handling |
| 5600 Winshire | outdoor storage of tractor, etc. | 11/19/2015 | Advisory Notice pending |
| Fox Trail | overflowing dumpster | | Contacted builder; Abated |
| 1836 Surrey Trail, Apt. 4 | junk car | 12/17/2015 | Advisory Notice sent |

December 29, 2015