AGENDA
POWELL REGULAR COUNCIL MEETING
47 HALL STREET, POWELL, OH 43065
COUNCIL CHAMBERS
WEDNESDAY, NOVEMBER 6, 2024
7:30 PM

Note: Date Change

I. CALL TO ORDER/ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. CITIZEN PARTICIPATION

IV. APPROVAL OF MINUTES

a. Approval of the Minutes from the City Council meeting held on October 15, 2024.
city-council_minutes_summary 10.15.2024.pdf

V. CONSENT AGENDA

a. OHIO DIVISION OF LIQUOR CONTROL Notice of Legislative Authority - Transfer of Ownership
To GetGo Operating LLC DBA Liberty Twp GetGo 3527, 9590 Sawmill Pkwy, Powell, Ohio 43065, from Tamarkin Co. DBA Liberty Twp GetGo 3527, 9590 Sawmill Pkwy, Powell, Ohio, 43065. Permit Classes: C1, C2, D6
1. MEMO Notice to Legislative Authority -Two Rivers TRFO.pdf
2. Notice to Legislative Authority Transfer of Ownership - Liberty Tsp Getgo.pdf
3. 30-Day Extension.pdf

VI. RESOLUTIONS

a. RESOLUTION 2024-43
A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH CHAMPLIN ARCHITECTURE FOR THE PURPOSE OF DEVELOPING THE FACILITIES MASTER PLAN.

1. Memo Res 2024-43 Facility Master Plan.pdf
2. Res 24-43 - Facility Master Plan.pdf
3. Exhibit A - Facility Master Plan Final Scope and Fee.pdf
4. Champlin - Facilities Master Plan Qaulifications.pdf
5. Facility Master Plan Professional Services Agreement Draft 10-15-24.pdf

b. RESOLUTION 2024-44

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE THREE OUTDOOR WARNING SIRENS FROM FEDERAL SIGNAL AND AUTHORIZE ELECTRICAL WORK

FROM HISLCHER-CLARKE ELECTRIC TO BE PLACED WITHIN THE MUNICIPAL BOUNDARIES.

1. Memo Res 2024-44 tornado sirens Purchase.pdf
2. Res 2024-44 tornado sirens.pdf
3. Federal Signal Galvanized Steel Quote.pdf
4. Electric Tornado Siren Budgetary Quote.pdf

VII. ORDINANCES: SECOND READING(S)

a. ORDINANCE 2024-36

AN ORDINANCE AMENDING SPECIFIC SECTIONS OF PART ELEVEN OF THE CODIFIED ORDINANCES TO IMPROVE REVIEW PROCESSES, CLARIFY DOWNTOWN REGULATIONS, AND ADDRESS INCONSISTENCIES. (Request to Division of Question: Ordinance 2024-36 into Ordinance 2024-38, Ordinance 2024-39, Ordinance 2024-40 and Ordinance 2024-41)

1. UPDATED MEMO Ord. 2024-36_Memo_Part 11request to divide.pdf
2. Ord. 2024-36_Ordinance_Part 11 Update.pdf
3. Exhibit A_Part Eleven_Amendments_clean.pdf
4. Exhibit B_Part Eleven_Amendments_redline.pdf
5. Exhibit C_Official Zoning Map.pdf

i(a) ORDINANCE 2024-38

AN ORDINANCE AMENDING SECTIONS 1135.03 THROUGH 1135.07 RELATED TO ZONING CERTIFICATES AND SECTION 1143.11 – PROCEDURES FOR APPROVAL OF PLANNED DISTRICT DEVELOPMENT PLANS TO CLARIFY AND IMPROVE REVIEW PROCESSES.

1. Memo Ord. 2024-38 Part 11 Updates (Process).pdf
2. Ord. 2024-38 _Part 11 Updates (Process).pdf
3. Exhibit A_Part 11 Updates (Process)_Clean.pdf
4. Exhibit B_Part 11 Updates (Process)_Redline.pdf

ii(a) ORDINANCE 2024-39
AN ORDINANCE AMENDING SECTIONS 1145.06 – PARKING AND STORAGE OF VEHICLES, MOTOR HOMES, CAMPERS, BOATS, RECREATIONAL VEHICLES, AND TRAILERS AND 1145.28 – DRIVEWAY CONSTRUCTION TO CLARIFY REQUIREMENTS AND ALIGN WITH MODERN ENFORCEMENT PROCEDURES.

1 Memo Ord. 2024-39_Memo_Part 11 Updates (Enforcement).pdf
2. Ord. 2024-39, _Part 11 Updates (Enforcement).pdf
3. Exhibit A_Part 11 Updates (Enforcement)_Clean.pdf
4. Exhibit B_Part 11 Updates (Enforcement)_Redline.pdf

iii(a) ORDINANCE 2024-40
AN ORDINANCE AMENDING SECTIONS 1123.01 – DEFINITIONS, 1143.16.2 – DOWNTOWN BUSINESS DISTRICT, 1149.03 – SUBMISSION OF A PARKING / LOADING FACILITIES PLAN, 1149.05 – OFF-STREET PARKING DESIGN STANDARDS, AND 1149.09 – LOCATION OF OFF-STREET PARKING FACILITIES TO PERMIT STANDALONE PUBLIC

PARKING LOTS IN THE DOWNTOWN DISTRICT.

1. Memo Ord. 2024-40, _Part 11 Updates (Parking Lots).pdf
2. Ord. 2024-40 _Part 11 Updates (Parking Lots).pdf
3. Exhibit A_Part 11 Updates (Parking Lots)_Clean.pdf
4. Exhibit B_Part 11 Updates (Parking Lots)_Redline.pdf

iv(a) ORDINANCE 2024-41
AN ORDINANCE AMENDING SECTION 1143.18 – DD-DOWNTOWN DISTRICT OVERLAY DISTRICT TO CLARIFY THE HISTORIC DOWNTOWN ADVISORY COMMISSION REVIEW PROCESS AND DOWNTOWN DISTRICT BOUNDARY.

1. Memo Ord. 2024-41_Memo_Part 11 Updates (HDAC).pdf
2. Ord. 2024-41 _Part 11 Updates (HDAC).pdf
3. Exhibit A_Part 11 Updates (HDAC)_Clean.pdf
4. Exhibit B_Part 11 Updates (HDAC)_Redline.pdf
5. Exhibit C_Official Zoning Map.pdf

VIII. ORDINANCES: FIRST READING(S)

a. ORDINANCE 2024-42
AN ORDINANCE ACCEPTING THE ANNEXATION OF 2.052 ACRES, MORE OR LESS, FROM LIBERTY TOWNSHIP TO THE CITY OF POWELL (PETITIONER: POWELL COMMUNITY IMPROVEMENT CORPORATION).

1. Memo Ord 2024-42, 2.052 Annexation.pdf
2. Ord 2024-42 , 2.052 acres annexation.pdf
3. Granting of Petition of Prayer.pdf
4. Certified Res 2024-28, Resolution of Services.pdf

b. ORDINANCE 2024-43
AN ORDINANCE TO ACCEPT THE PROPOSED BUDGET, AND TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF POWELL, COUNTY OF DELAWARE, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025.
1. FY2025 CM Executive Summary.pdf
2. Ord. 2024-43 , 2025 Proposed Budget.pdf
3. 2025 BUDGET APPROPRIATIONS ORDINANCE-Exhibit A.pdf
4. 2025 Preliminary Budget Presentation - Council - 11.1.24.pdf
5. 2025_Operating Budget Book - 11.4.24.pdf

IX. COMMITTEE REPORTS

Development Committee: Next Meeting: December 3, 2024 @ 6:30 pm
Finance Committee: Next Meeting: November 12, 2024 @ 7:00 pm
Operations Committee: Next Meeting: November 19, 2024 @ 6:15 pm
Planning & Zoning Commission: Next Meeting: November 13, 2024@ 6:30 pm
Powell Development Corporation: Next Meeting: November 26, 2024 @ 6:30 pm
Charter Review Commission: Next Meeting: November 21, 2024 @ 6:30 pm

X. CITY MANAGER'S REPORT/CITY CALENDAR

November Calendar
City Calendar November 2024.pdf

XI. OTHER COUNCIL MATTERS

XII. EXECUTIVE SESSION

* Ohio Revised Code Section 121.22 (G) (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

* Ohio Revised Code Section 121.22 (G) (2) To consider the purchase of property for public purposes.

* Ohio Revised Code Section 121.22 (G) (8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance.

XIII. ADJOURNMENT

CITY COUNCIL
MEETING MINUTES
OCTOBER 15, 2024

I. CALL TO ORDER/ROLL CALL

Mayor Tom Counts called the October 15, 2024, City Council meeting to order at 7:33 p.m. Councilmembers present included Councilmember Leif Carlson, Councilmember Tyler Herrmann, Councilmember David Lester, Councilmember Ferzan Ahmed, Councilmember Christina Drummond, Vice-Mayor Heather Karr, and Mayor Tom Counts. Staff present included Logan Stang; Planning Director; Sean Hughes, Economic Development Director; Grant Crawford; Public Service Director; Yazan Ashrawi, Law Director; Rosa Ocheltree, Finance Director; Jeffrey Tyler, Assistant City Manager; and Andrew D. White; City Manager.

II. PLEDGE OF ALLEGIANCE

III. CITIZEN PARTICIPATION

Mayor Tom Counts acknowledged the receipt of the Scioto Ridge Civics Day thank you letters as part of the record. Mayor Tom Counts opened Citizen Participation for public participation. The following individual spoke:

Sonali Dwivedi
4021 Havenrock Lane
Powell, Ohio

Sonali Dwivedi provided information on the Sewa Diwali food collection and that there is a food collection box in the lobby of City Hall. Hearing no further comments, Mayor Tom Counts closed Citizen Participation.

IV. PRESENTATIONS

a. Proclamation recognizing Hindu Heritage Month

Mayor Tom Counts provided a proclamation recognizing Hindu Heritage Month to Sitaram Koppaka.

b. Presentation and Proclamation recognizing Diwali, presented by Sriram Menneni, President of the Federation of Indian Associations

Mayor Tom Counts provided a proclamation to Sriram Menneni, President of the Federation of Indian Associations recognizing Diwali. Sriram Menneni provide a brief presentation on the Diwali celebration and invited City Council to their celebration on October 30, 2024.

V. APPROVAL OF MINUTES

a. Approval of the Minutes from the City Council meeting held on October 1, 2024.

MOTION: Vice-Mayor Heather Karr moved to approve the Minutes from the City Council meeting held on October 1, 2024. Councilmember Christina Drummond seconded. Motion passed.

VOTE: Y-6 N-0 AB-1 (Abstain: Lester)

VI. **CONSENT AGENDA**

a. Monthly Reports

MOTION: Councilmember David Lester moved to approve the Consent Agenda. Councilmember Ferzan Ahmed seconded. Motion passed.

VOTE: Y-7 N-0 AB-0

VII. **RESOLUTIONS**

a. RESOLUTION 2024-39

A RESOLUTION APPROVING THE UPDATED CENTRAL OHIO HEALTH CARE CONSORTIUM JOINT SELF-INSURANCE AGREEMENT FOR THE PERIOD 2025-2027.

Mayor Tom Counts read Resolution 2024-39 into the record for the first time. City Manager Andrew White discussed that this will be planned as an expenditure in the 2025 budget. The Consortium allows the City to participate as a smaller community with a number of larger communities. There is a slight decrease in cost from 2024 to 2025 due to the classification of participants within the City, as in the past, they looked at forecasting everyone as a family participant. This contract document is an actual representation of single members and family members. Human Resource Manager Jason Nahvi discussed that all member entities agree with the changes and that they were very minor. The most significant change was if any entity had contracted with consultants to look at either staying with the Consortium or outside the Consortium, they would then have to get permission from the board for that consultant to look at the information. Mayor Tom Counts opened Resolution 2024-09 for public participation. Hearing none, he closed public participation.

MOTION: Councilmember David Lester moved to approve Resolution 2024-39. Vice-Mayor Heather Karr seconded. Motion passed.

VOTE: Y-7 N-0 AB-0

b. RESOLUTION 2024-40

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH EMH&T FOR THE PURPOSE OF PERFORMING PROFESSIONAL ENGINEERING SERVICES FOR THE 2025-2029 STREET AND PATH MAINTENANCE PROGRAM.

Mayor Tom Counts read Resolution 2024-40 into the record for the first time. City Manager Andrew White discussed that EMH&T were currently conducting this program right now. The contract itself describes the engineering services for the period of 2025-2029 and is expressing financial terms of $362,000 of the 2025 program and should there be deviations from that,

Council would be afforded the opportunity to consider other options. With the interest of having consistency with this program, staff is putting it forward on a longer term.

Public Service Director Grant Crawford reviewed that the 2025 agreement with EMH&T does include construction, administration, inspection and maintenance for the pickleball court expansion project at Adventure Park. They will be aligning the Street Program with the parking expansion and EMH&T is currently doing the design of the parking expansion. Staff feels this will help streamline the process to include them within these services as well. Councilmember Christina Drummond noted that the scope of services that is in the contract is $362,000, and that in a earlier document it talks about how the 2025 program itself is budgeted around $2.5M. She questioned if the $362,000 was in the management and assessment in addition or included within the $2.5M. Public Service Director Grant Crawford discussed that it will be included as part of the $2.5M, and the actual construction work will be around $2.2M. Councilmember Christina Drummond also questioned the contract terms and if this is something that could be available. Law Director Yazan Ashrawi discussed that this would be a traditional Professional Service Agreement with the standard terms that would incorporate in the proposal the more specifics. Councilmember Christina Drummond discussed looking at the annual evaluation since this was a multi-year term through 2029 and asked if it includes an exit clause. Law Director Yazan Ashrawi discussed that the standard agreement has a right to terminate with a 30-day notice and that the Professional Service Agreement will be for one year with any work and evaluations coming after that, will likely be coming back to Council.

Mayor Tom Counts requested clarification that this is a four-year contract with the right for us to terminate upon 30 days' notice and if things go awry after the first year, the City can exit out of the contract. Law Director Yazan Ashrawi clarified that this is correct, so long as the monetary pieces are accounted for and addressed in the proposal and agreement. Public Service Director Grant Crawford also clarified that the proposal is just for 2025, and they still need to complete the Professional Services Agreement. Mayor Tom Counts opened Resolution 2024-40 for public participation. Hearing none, he closed public participation.

MOTION: Councilmember Ferzan Ahmed moved to approve Resolution 2024-40. Councilmember David Lester seconded. Motion passed.

VOTE: Y-7 N-0 AB-0

c. RESOLUTION 2024-41

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AND ENTER INTO THE GRANT AGREEMNT WITH THE STATE OF OHIO OFFICE OF BUDGET AND MANAGEMENT (OBM) RELATING TO THE ONE TIME STRATEGIC COMMUNITY INVESTMENT FOR THE POWELL ADVENTURE PARK EXPANSION PROJECT.

Mayor Tom Counts read Resolution 2024-41 into the record for the first time. City Manager Andrew White discussed that funding in the amount of several hundred millions of dollars were made available for local governments to be apply for a grant application pursuant to Section 200.20 of Substitute House Bill 2 by the 135th General Assembly of the State of Ohio. This project met the criteria for consideration.

Councilmember Tyler Herrmann stated he fully supports spending the money that has been allotted to the City by the State. Councilmember Christina Drummond questioned if there was a companion resolution that authorized this grant and there are times that have been resolutions to authorize the grant going out and then a resolution to accept the funds coming in. She also noted that if staff is aware of these opportunities through resolutions or committee

conversations, we can also amplify these needs and that MORPC has asked that these projects are shared so they can advocate on our behalf. Councilmember Tyler Herrmann replied that this was a gift from the state budget, and it is not a grant per se. Finance Director Rosa Ocheltree answered that there was a form that was submitted by a grant writer and through that process the City was notified that they were being awarded the grant. For this request there was not that first piece of legislation seeking or notifying Council that the application was submitted. Now that the grant has been awarded the City is now requesting both.

Councilmember Christina Drummond noted with the Capital Improvement Plan that has been adopted it would be helpful to understand what has gone out or what is being prepared to go out either through appropriation or grant. She also commented that she was surprised by the design and that there were not conversations on what the design would look like and could the space that was designed for 80 spaces could have been a parking structure. City Manager Andrew White added that there was not the capacity of time to put together a plan for a parking structure or determine if the site itself would support it. The area to the north of the pool and south of the current pickleball courts will have the 80 plus spaces. He believes this goes along with Council's goals and that it has been reviewed in different management reports. He sees a benefit beyond the use of the courts themselves to help offload some of the parking needs that we have within the downtown area, especially with the extension of North Depot Street. He again reiterated that he did not believe t there was the time to really get into the cost or the design of a parking structure. Councilmember Christina Drummond also noted that she fully appreciated the funds that they will be receiving for the project and that she is excited the money is coming in. She also presented that this is a good case to look forward on how important those shovel ready design projects are, and the Capital Improvement Plan and Council Goals are getting the City to the point. She hopes to revisit this parking outlay because as a member of the Powell Pool, she feels those 80 plus spots that are being claimed and framed here as new spots are already full of people who attend the pool. She has concerns about where they can add the people for parking that use the pickleball courts or to go to the downtown.

Mayor Tom Counts opened Resolution 2024-41 for public participation. Hearing none, he closed citizen participation.

MOTION: Councilmember David Lester moved to approve Resolution 2024-41. Vice-Mayor Heather Karr seconded. Motion passed.

VOTE: Y-7 N-0 AB-0

d. RESOLUTION 2024-42

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION FOR FUNDING FROM THE OHIO PUBLIC WORKS COMMISSION FOR NORTH DEPOT STREET RECONSTRUCTION PROJECT.

Mayor Tom Counts read Resolution 2024-42 into the record for the first time. City Manager Andrew White discussed this resolution is to apply to OPWC for the North Depot Street Reconstruction Project. He pointed out that within the CIP, this is slated for debt funding, so any award that would get out of the OPWC would have an appreciative effect on the amount that would be financed. This could potentially free up additional capital for the City to go after additional debt financing for other projects. Councilmember Tyler Herrmann stated he fully supports seeking State funds for City projects. Mayor Tom Counts agreed with Councilmember Tyler Herrmann and pointed out that the Capital Improvement Program is two years old a and as it gets more mature, there will be more projects for the future and more opportunities for grants. He discussed it is good to capture dollars from elsewhere when able. Mayor Tom

Counts opened Resolution 2024-42 for public participation. Hearing none, he closed public participation.

MOTION: Councilmember Christina Drummond moved to approve Resolution 2024-42. Councilmember David Lester seconded. Motion passed.

VOTE: Y-7 N-0 AB-0

VIII. **ORDINANCES: SECOND READING(S)**

a. ORDINANCE 2024-35

AN ORDINANCE AUTHORIZING AMENDMENT TO THE FEE SCHEDULE FOR THE CITY OF POWELL.

Mayor Tom Counts read Ordinance 2024-35 into the record for the second time. City Manager Andrew White discussed that there is one subsequent change based on input from City Council, which is related to including the development printing fees back into the schedule. Councilmember Ferzan Ahmed questioned if staff looked at fees of surrounding communities and is there anything that stands out compared to other communities. City Manager Andrew White discussed staff did look at the comparable for surrounding communities and does not believe that there is anything that stands out. One consideration in development fees is related to green space requirements for residential development. In lieu of that dedication there is a fee option that is included.

Councilmember Christina Drummond discussed the challenges of resident's budgets that are always tight, especially this time of year and the challenges of asking for increases. She requested clarity on what the increase gives us and how the City feels it will improve the resident's lives and city services. Finance Director Rosa Ocheltree discussed the intent of the fee schedule is to cover staff time spent on those activities and that best practice is to cover 50% of this cost. The other 50% is primarily coming from the income tax and the saving that will come from the fee schedule is then invested into other areas of community research, such as parks, leaf pick up and broadband studies. Mayor Tom Counts added that these are group of items that benefit the person using it. The benefit to the residents is that those individuals that are using the service/item are the ones being charged and it is not general tax dollars covering the cost.

Councilmember Tyler Herrmann requested clarification on the best practices of 50% recuperation and that it was indicated on the last meeting that it is the City's policy to have 100% recuperation. Finance Director Rosa Ocheltree clarified that there is 100% recuperation on programming and 50% on engineering, planning and building. Councilmember Tyler Herrmann reiterated his statement from the last meeting that it is a tough time to come out with fee increases and if you are going to do a fee increase it should be done incrementally and there are several fees that are going up by 100%. Mayor Tom Counts discussed that one of the issues that Council may have to wrestle with is while this may not seem significant at this level, the City has talked about other situations where the City may have to pick up the entire cost, which could be significant. Finance Director Rosa Ocheltree also discussed that staff provides an update to the Finance Committee on a quarterly basis how much has been collected in fees and how those measures against the metrics provided.

Mayor Tom Counts opened Ordinance 2024-35 for public participation. Hearing none, he closed Ordinance 2024-35.

MOTION: Vice-Mayor Heather Karr moved to approve Ordinance 2024-35. Councilmember David Lester seconded. Motion passed.

VOTE: Y-6 N-1 (No: Herrmann) AB-0

IX. **ORDINANCES: FIRST READING(S)**

a. ORDINANCE 2024-36

AN ORDINANCE AMENDING SPECIFIC SECTIONS OF PART ELEVEN OF THE CODIFIED ORDINANCES TO IMPROVE REVIEW PROCESSES, CLARIFY DOWNTOWN REGULATIONS, AND ADDRESS INCONSISTENCIES.

Mayor Tom Counts read Ordinance 2024-36 into the record for the first time. City Manager Andrew White discussed that this is part of Council's objectives to create efficiencies within our community. Planning Director Logan Stang discussed that this the second code amendment that staff is bringing before Council for consideration. One of the Council goals focuses on improving, streamlining, and modernizing City operations. The first part of the code amendments deals with process improvements:

Section 1135.03-1135.07 – Zoning Certificates

- Remove paper material requirements and go more to a electronic submission.
- Separate HOA and City approval processes (requirement to submit a letter from the HOA). He discussed that there is currently a requirement to submit a letter from the HOA and that it doe not matter it is a letter of support from the HOA or not, as the City can still issue those permits. This has caused some challenges and confusion in the past and staff would like to create more of a separation between HOA covenants and restrictions and city code. Staff would still ask residents to submit a letter that their HOA has been provided with the request but would like to not make a requirement as it can cause delays.

Section 1143.11 – Procedures for Approval of Planned District Development Plans

- Remove paper material and timing requirements.
- Clarify Sketch Plan process for specific types of development.
- Clarify Administrative Review process for minor modifications or improvements at the staff level.
- Add Informal Review application for feedback on future development proposals.

The second grouping of amendments are related to code clarifications and specific sections will be amended to clarify regulation intent and improve code administration:

- Section 1145.06 – Vehicle, Boat, etc. Parking
    - Update timing allowance to clarify administration
    - Revise "48 hours in a ten-day period" to "48 hours". This will allow for staff for repeat offenders to move quickly and issue violations faster.
- Section 1145.28 – Driveway Construction – not appropriate to have in Zoning Code and would refer them to State and other references.
    - Remove detailed regulations related to concrete driveways.
    - Update references for construction standards.

The third section relates to downtown updates and specific sections will be amended to support downtown efforts and capital improvement projects:

- Section 1143.16.2 – Downtown Business and portions of Chapter 1149 – Off-Street Parking and Loading
    - Allow for standalone parking lots to prepare for the Scioto Street extension and public parking lot.
- Section 1143.18 – DD-Downtown District Overlay District
    - Amend the downtown district boundary to protect historic area until the historic evaluation is complete.
    - Clarify review procedures for Historic Downtown Advisory Commission (required within the boundary, optional for downtown zoning districts).
    - Update the Official Zoning Map to identify downtown district boundary (no other changes to zoning map).

Councilmember Tyler Herrmann requested if paper materials will still be accepted. Planning Director Logan Stang clarified this is correct. Councilmember Tyler Herrmann referenced 1143.11 and his hesitation on removing time requirements because if the current time requirements or resulting applications are not ready to go forward because the timeline is too tight, he could see extending the time requirements. He also noted that the gears of government trend toward moving slow and feels it is helpful to have some guidelines on timing of completion requirements. He feels the proposed change to 48 hours for recreational and boat parking is unclear and is it one time for 48 hours or is it 48 consecutive hours.

Councilmember David Lester commented on the 48-hour rule and feels it give staff more flexibility and will be more efficient. He also noted that this will be complaint driven. Planning and Zoning went through these recommendations in detail and there was unanimous support in the recommendations and that there is a goal to make it easier on people to do business with the City.

Councilmember Leif Carlson questioned the separate HOA and City approval process, and would this mean that the City is going to approve projects without the input of the HOA. Planning Director Logan Stang responded that this is correct, and that the City can already do that currently and the code is currently written that If there is a letter of support from the HOA then staff can sign off on the permit and the applicant can move forward. If the HOA is not supportive then the City must wait and make a determination that there has been a reasonable effort that the property owner has tried to address the HOA's concerns. If the HOA is still not supportive, then staff can still sign off on the permit. There have been past experiences where the HOA was not supportive of a request, however it meets the City Code and the approved development, and there is no legal authority to deny it. There has been confusion from some HOA's that this would allow for the City to deny the permit if the HOA is not supportive. This would make it clear that HOA rules and City Code are separate. Law Director Yazan Ashrawi clarified that the City could be in trouble if the City denied a permit that otherwise meets the City's Code because of a private association restriction. Councilmember Leif Carlson discussed the fencing issue in Olentangy Ridge and has concerns that with this change any type of fence will be permitted.

Councilmember Leif Carlson questioned if the Downtown Boundaries are still defined by Ordinance 2005-20. Planning Director Logan Stang voiced that this ordinance is the one that established the boundaries, and it connected it specifically to the two zoning districts: Downtown Business and Downtown Residents District. He questioned if this was counting as one of the public hearings to anybody in the historical district that there are proposed changes. Planning Director Logan Stand discussed the modification of the Downtown District Boundaries and there are very detailed requirements that you must notify property owners within 250 feet of any changes. He clarified that staff's intent as they are going through the efforts of the

historic property survey is to establish this boundary currently for those properties that should be preserved and require HDAC review. The rest of the area will remain the same. Staff met with the Chair and Vice Chair of HDAC on the proposed boundary and received their support for the temporary boundaries and the approach with the historic survey, knowing that this has the potential to be expanded back out based off the results of the survey. This was also shared at the Development Committee. Councilmember Leif Carlson stated he did not feel that we did a good enough job to let the public know we are considering these changes and that the changes could be permanent. Planning Director Logan Stang clarified the process that is currently in place for Planning and Zoning to make a referral to HDAC for a review, but that this is optional. The new proposal is that certain parcels will be required to go before HDAC. Councilmember Leif Carlson discussion that there is a lot in change and that he does not know if he would do a historical study to determine which buildings are historical as the number of buildings that would fall into a historical structure or saving is very small. He looks at this more of a zone of influence that we want to protect and concerns with residents on Case and Scioto not having the perceived layer of protection.

Councilmember Christina Drummond respectively disagree with Councilmember David Lester and does share the intent for the City to simplify processes, make things efficient for both staff and those going through the planning and zoning and permitting process. However, she also appreciates the need to have guardrails in the code to protect against discrepancies and outlying use cases. The Code gives the City a legal standing to act or do things when those things come up. She requested that these sections be broken out into separate ordinances and be considered at a second reading individually. This will allow for more individual discussions. She discussed the role of HDAC is really to serve a look and feel that aligns with our Community Attitudes Survey of a small-town feel. They are not there to look at what is most efficient. Councilmember David Lester reminded Council that currently Planning and Zoning does not have to refer anything to HDAC. Councilmember Christina Drummond questioned what criteria identified these parcels for the overlay and stated her first instinct is that it should include properties in the north, south, east and west corridors of the Four Corners. Planning Director discussed that they worked with MORPC, the Historical Society and the criteria for the National Register of Historic Places to identify the proposed boundaries. They did not extend out because that would include new properties that would not meet the historical criteria. Councilmember Christina Drummond questioned that her understanding is that this overlay is about preserving historic buildings that are in place as opposed to a development overlay that is meant to guide not only historic building but new development. Planning Director Logan Stand responded this is correct because HDAC purview is using the architectural guidelines and the City design guidelines to evaluate proposals for that consistency with the look and feel of the Powell core. Assistant City Manager Jeffrey Tyler clarified that the building's would still have to comply with established guidelines. Councilmember Christina Drummond proposed that HDAC cover the entire corridor of Liberty and Olentangy through downtown to maintain a consistent look and feel.

Councilmember Christina Drummond voiced concerns on the HOA process and feels it is important for the HOA to receive City input. She is concerned that there could be the loss of uniformity in the HOA's if the burden of opposing development is put on the backs of the HOA, which many are a non-profit association. She feels this does not make life easier for our residents. She questioned if it is possible in the code to add a clause that requires something that notifies us that this is in line with the deed restrictions by the County. Law Director Yazan Ashrawi does not believe this is permittable and that it is a delegation of municipal authority to private agency. Councilmember Christina Drummond recommended that with the consideration of legal constraints, the City should not be involved with the HOA's at all. Councilmember Christina Drummond voiced concerns over how this will be perceived by

HOA's and feels there will be some pushback. Mayor Tom Counts discussed this is a good topic to have brought up at the upcoming Annual HOA meeting.

Councilmember Christina Drummond discussed the informal review cost which seems to be more then the cost for administrative reviews. She is concerned that as an optional informal review, individuals would find other avenues to get feedback. Planning Director Logan Stang discussed that the informal review cost is related to the requirement of a public hearing, while an administrative review is before staff only. Councilmember Christina Drummond also voiced a concern over the 10-day period with respect to recreational vehicles in the 48 hours. She also noted her concern over the acreage that the City is losing to parking lots instead of singular parking structures.

Vice-Mayor Heather Karr questioned if the informal review was previously done. Planning Director Logan Stang discussed that there was not an application that allowed for just feedback and in the past the applicant would submit a normal application and at the hearing it would be requested to table the application. This informal process allows the applicant to come in and get feedback that is non-binding and gives them the opportunity to interact with the board or commission. Vice-Mayor Heather Karr also discussed the HOA changes and feels that it is good that the HOA Annual meeting will be held soon as the educational piece will be necessary. She also discussed that the City can not enforce deed restrictions. Law Director Yazan Ashrawi reviewed that there is at least one subdivision that he is aware of that the current HOA restrictions were incorporated into the City's development and zoning text.

Councilmember Tyler Herrmann discussed his agreement with Councilmember Christina Drummond that if the HOA letter change is adopted then he feels it is unnecessary to still ask for the letter. He also agreed that they should be split up into individual ordinances as each individual item is unrelated to the other.

Councilmember Ferzan Ahmed discussed that the HDAC boundaries were discussed at the Development Committee and is a temporary measure to take while something more permanent can be done. Mayor Tom Counts discussed that it is important to do the process right, but that it can not be done quickly. He is fine with the temporary boundary but recommended adding a sunset clause so that it is understood that this is a temporary measure. He also discussed his own HOA experience of living in Olentangy Ridge where there were no patio restrictions, and it was delayed because there was no letter provided. He also discussed the stand along parking lot and questioned if this is a temporary or permanent measure. Planning Director Logan Stang discussed that it is intended to be temporary while staff would then go into the zoning code rewrite. The Scioto Street parking lot would be a direct violation to the current code, so this would allow for that to occur while staff can address other items.

Mayor Tom Counts opened Ordinance 2024-36 for public participation. Hearing none, he closed public participation. Ordinance 2024-36 will be presented for a second reading.

b. ORDINANCE 2024-37

AN ORDINANCE AUTHORIZING THE CITY OF POWELL TO ENTER INTO A COMMUNITY REINVESTMENT AREA AGREEMENT WITH THE KROGER CO. AND DECLARING AN EMERGENCY.

Mayor Tom Counts read Ordinance 2024-37 into the record for the first time. City Manager Andrew White discussed that Kroger purchased this property back in 2017 and there have been a lot of changes within the marketplace post COVID. Economic Development

Administrator Sean Hughes provided information regarding the proposed Kroger CRA in the Powell Northern Community Reinvestment Area (CRA). He discussed that City Council recently passed the creation of the Powell Northern CRA Boundary Area, which allows the City to do tax abatements on, in this case, commercial structures. A Community Reinvestment Area (CRA) is a bounded area within either a municipality or county that has been designated as "one in which housing facilities or structures of historical significance are located and new housing construction and repair of existing facilities or structures are discouraged." (R.C. 3735.65(B)). It is a tool to encourage residential rehabilitation and Commercial development. The area allows up to 100% for up to 15-year abatements on new commercial construction, expansions or extensive commercial renovations. Does not exempt incremental increase in land value component of total real property value. The schools would prefer the City do not provide exemptions to multi-family structures. If agreements are at or below a 75% abatement, no school permission or pilot payments are needed. He noted he did have conversations with both school superintendents and school treasurers on the project. For abatements above 75%, the City is required to negotiate a school compensation agreement, wherein, the schools are made whole in some capacity. As of the spring of 2023, the threshold of school compensation sharing between the school district and the municipality went from $1 million to $2 million with SB33. Cities share 50% of income taxes on new payroll over $2 million with the impacted school districts (R.C. 5709.82(C)(2) minus up to 35% of any infrastructure costs incurred by the City for the project (R.C. 5709.82(D).

School notification requirement for all agreements:

- 14 days if approval is not required (5709.83(A))
- 45 days if approval is required

Kroger has requested a 75%/15-year Community Reinvestment Area (CRA) tax abatement for their proposed new 123,000 SF Kroger Marketplace and fueling station on Home Rd. and Woodcutter Dr. This CRA will help with a Kroger estimated $4.6 million gap in the financing of the new store which will make this proposed new store site more competitive with other proposed store locations that are seeking authorization to proceed.

The Kroger Co. would commit to the following if provided with a 75%/15-year CRA:

- Building Construction (Store and Fueling Center) - $19.7 million ($16.7 million for the grocery store and $3 million for the fueling station)
- Machinery and Equipment - $8.3 million
- Site and Infrastructure investment - $5.6 million
- Land - $5.2 million (the first two parcels have been purchased and Kroger will be closing on an additional three additional parcels on Home Rd. to allow for better site access and repositioning of the fueling station. These additional parcels are not factored into the $5.2 site acquisition costs.)
- Total Project Investment - $38.8 million
- 225 New Employees (75 FTEs and 150 PTEs)
- $6 million in New Payroll with an estimated $120,000 in annual income taxes ($1.8 million after 15 years)

In addition to these commitments, staff estimate that this project will generate about $1 million in TIF pilots from years 16 to 30 after the proposed CRA abatement expires. There is also an estimated $40,000 to $60,000 in additional annual gas taxes from the new fueling station to assist with City roads. Staff recommends the following to assist Kroger with their financing gap on the proposed 123,000 SF Kroger Marketplace and fueling center at Home Rd. and Woodcutter Dr. Staff will also be presenting in front of the Finance Committee and then Council

with a TIF Agreement to assist Kroger to make infrastructure improvements that will improve the lives of area residents while also helping the project to be successful.

APPLICANT:
Danielle Polak, Director of Economic Development
The Kroger Co.
1014 Vine Street
Cincinnati, Ohio 45202.

Danielle Polak discussed that Kroger has owned the undeveloped land since 2017. Park of the reason for the lack of development is that they have an internal capital committee that all major projects need to go to and meet internal hurdles to receive the internal capital to move forward with building the project. Unfortunately, costs continue to go up and the other major factor is sales are weighted. The financial analysis done internally shows a $4.6M gap that is needed to close in order for this land to move forward with development. The proposed incentives along with the TIF will help close the gap.

Councilmember Tyler Herrmann questioned if there will be a Starbucks within the store. Danielle Polak confirmed that the plan is to include a Starbucks.

Councilmember Ferzan Ahmed questioned the timeline for completion. Danielle Polak plans to seek internal approval later in the calendar year with an opening the fourth quarter of 2025.

Councilmember Christina Drummond questioned the future of the other Kroger around SR750 and Sawmill. Danielle Polak stated there are no plans to sunset the existing location. She also questioned the location being near the high school are there expected to have other dining options available. Danielle Polak discussed that there will be a dining area for Starbucks and will have prepped meals for quick dining. Economic Development Administrator Sean Hughes also added that there is potential for development of two, possibly three out lots, which could add future dining options. Councilwoman Christina Drummond also questioned if there will be a traffic study completed to help manage traffic, especially with the proposal of another entry off Home Road. There have not been any final determinations but have not come to the full agreement with the City Engineer at this point.

Councilmember David Lester questions if this will be a standalone structure. Danielle Polak confirmed that it will be and is expected to be the same design as the Marketplace in Jerome Village. He also questioned how many out lots there will be. Daniell Polak discussed that it is currently undetermined, but the current plan has at least two. She also stated that the liquor license permit process will not hold off construction.

Economic Development Sean Hughes also recognized that the Delaware County Finance Authority also supports the project with a sales tax abatement on construction materials that is worth approximately $225,000.

Mayor Tom Counts questioned if this incentive would close the gap. Danielle Polak discussed that with the stacking of incentives it will. He also questioned if the agreement will have a timetable for construction. Economic Development Administrator Sean Hughes discussed that the CRA agreement does have a project completion time and expectations for hiring. ORC provides that there is a 3-year window for hiring based on the start of the CRA time clock. Councilmember Leif Carlson discussed his preference that all Kroger locations to be inside City limits. Mayor Tom Counts opened Ordinance 2024-37 for public participation. Hearing none, he closed public participation.

MOTION: Vice-Mayor Heather Karr moved to suspend the rules for Ordinance 2024-37. Councilmember Ferzan Ahmed seconded. Motion passed.

VOTE: Y-7 N-0 AB-0

MOTION: Councilmember David Lester moved to approve Ordinance 2024-37. Councilmember Ferzan Ahmed seconded. Motion passed.

VOTE: Y-7 N-0 AB-0

X. COMMITTEE REPORTS

a. **Development Committee**: Next Meeting: November 6, 2024 @ 6:30 pm
Finance Committee: Next Meeting: October 29, 2024 @ 6:00 pm
Operations Committee: Next Meeting: November 19, 2024 @ 6:15 pm
Councilmember Christina Drummond reviewed that the Operations Committee met earlier today and had updates on FLOCK, tornado sirens and future municipal services.

Planning & Zoning Commission: Next Meeting: November 13, 2024 @ 6:30 pm
Powell Development Corporation: Next Meeting: October 22, 2024 @ 6:30 pm

XI. CITY MANAGER'S REPORT/CITY CALENDAR

City Manager Andrew White provided an update on the conversation relative to the truck traffic on State Route 315, which has a small component within the City jurisdiction. He has worked with ODOT on looking at a resolution in support of the prohibition of hazmat materials along the corridor. This would then go through the Public Utilities Commission of Ohio where they would have their own period of due diligence. This process could take several months to complete. The City's jurisdiction would stop at 750 and would require some cooperation from the City of Columbus because they can pick up the jurisdiction to the South. He provided a map of current hazmat restrictions around Central Ohio.

City Manager Andrew White provided an update on the project schedule for the budget and that the Finance Committee will meet on October 29 and recommended that all City Council attend if able.

He provided information on a upcoming ribbon cutting ceremony for Wendy's new location.

XII. OTHER COUNCIL MATTERS

Councilmember David Lester wished Police Chief Ron Sallows a happy birthday.

XIII. ADJOURNMENT

MOTION: Councilmember David Lester moved to adjourn the meeting. Vice-Mayor Heather Karr seconded. Motion passed. The October 15, 2024 City Council meeting adjourned at 9:22 p.m.

VOTE: Y - 7 N - 0 AB-0

Tom Counts, Mayor	Date	Elaine McCloskey, Clerk	Date

Powell OHIO

OFFICE OF THE CITY MANAGER

47 Hall Street | Powell, OH 43065 | 614.885.5380 | cityofpowell.us

MEMO

From: **Andrew D. White, City Manager**

To: **City Council**

Re: **Notice to Legislative Authority of a Transfer of Ownership Request to GetGo Operating LLC, DBA Liberty Twp, GetGo3527, 9590 Sawmill Pkwy, Powell, Ohio 43065.**

Date: **November 6, 2024**

Summary:

The City of Powell received a Notice to Legislative Authority ("Notice") from the Ohio Division of Liquor Control for a Transfers of Ownership at same location to GetGo Operating LLC, a business located at 9590 Sawmill Pkwy, Powell, Ohio 43065 pursuant to Ohio Revised Code ("ORC") 4303.26. As the location of the business is located within the corporate limits of the City of Powell and their request for C1, C2 and D6 permits are required.

The Ohio Division of Liquor Control, and not the City, holds the authority to determine if the business is the type of business eligible to receive a liquor permit. Powell may request a hearing regarding the advisability of the issuance, transfer of ownership, or transfer of location of the permit. Staff do not recommend a hearing.

Legal Review:

The Law Director has reviewed this item and does not recommend Council take any formal action.

Financial Review:

None required.

Recommendation:

Based on the review by the Law Director, Staff does not recommend requesting a hearing in this matter. Regardless of whether Council desires to request a hearing, the Notice must be signed and returned to the Ohio Division of Liquor Control no later than December 16, 2024. Please note that the original response was required by November 6, 2024, a request for an extension was granted by the Ohio Division of Liquor Control on October 22, 2024.

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD
P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005

NOTICE TO LEGISLATIVE AUTHORITY

TO

31580490375 PERMIT NUMBER	TRFO TYPE	GETGO OPERATING LLC DBA LIBERTY TWP GETGO 3527 9590 SAWMILL PKWY POWELL, OHIO, 43065
ISSUE DATE		
10/02/2024 FILING DATE		
C2,C1 PERMIT CLASSES		
21 TAX DISTRICT / 055	F032217 RECEIPT NO.	

FROM 10/04/2024

87906900565 PERMIT NUMBER	REN TYPE	TAMARKIN CO DBA LIBERTY TWP GETGO 3527 9590 SAWMILL PKWY POWELL, OHIO, 43065
02/01/2024 ISSUE DATE		
01/16/2024 FILING DATE		
C1,D6,C2 PERMIT CLASSES		
21 TAX DISTRICT / 055	E009254 RECEIPT NO.	

MAILED 10/7/2024

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/6/2024

IMPORTANT NOTICE

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

REFER TO THIS NUMBER IN ALL INQUIRIES TRFO 31580490375 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature) (Title) ☐ Clerk of County Commissioner (Date)
☐ Clerk of City Council
☐ Township Trustee

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

CLERK OF POWELL CITY COUNCIL
47 HALL ST
POWELL OHIO 43065

Department of Commerce
Division of Liquor Control

com.ohio.gov
Mike DeWine, *Governor* Jon Husted, *Lt. Governor* Sherry Maxfield, *Director*

October 22 2024

RECEIVED
OCT 2 8 2024
BY: .....

CLERK OF POWELL CITY COUNCIL
47 HALL ST
POWELL OHIO 43065

Re: TRFO D6, C2, C1 PERMIT #31580490375
GETGO OPERATING LLC
DBA LIBERTY TWP GETGO 3527
9590 SAWMILL PKWY
POWELL, OH 43065

Dear Legislative Authority:

In reference to the above captioned application, and your request, a 30-day extension has been granted from 11/16/24 to 12/16/24.

If you have any questions concerning this matter please feel free to contact us at fileinquiry@com.ohio.gov, or go to com.ohio.gov/ineedhelp for additional Guides & Resources. Don't miss out on important information, sign-up at com.ohio.gov/stayinformed.

Licensing Processing Section

tj

Powell
OHIO

OFFICE OF THE CITY MANAGER
47 Hall Street | Powell, OH 43065 | 614.885.5380 | cityofpowell.us

MEMO

From: **Andrew D. White, City Manager**

To: **Members of the City Council**

Initiated By: **D. Grant Crawford, Director of Public Service**

Re: **Resolution 2024-43 – A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH CHAMPLIN ARCHITECTURE FOR THE PURPOSE OF DEVELOPING THE FACILITIES MASTER PLAN**

Date: **November 6, 2024**

Summary:

Resolution 2024-43 is a request to authorize the City Manager to enter into a professional services agreement with Champlin Architecture to develop a comprehensive Facilities Master Plan for Powell's facilities.

The City has recognized the pressing need for the renovation and expansion of its municipal facilities, including City Hall, the Police Department, and the Public Services Facility. These critical structures, which have served the community for decades, are now facing issues of age-related deterioration and are increasingly inadequate to support the growing services the City aspires to provide the community. The existing facilities struggle to meet current operational demands and lack the necessary space and modern systems/amenities to function efficiently. This has highlighted the urgency for comprehensive assessments and strategic planning to ensure that these buildings can support the operations.

The Facilities Master Plan would include an in-depth analysis of our facilities and operations and recommended improvements through the following objectives:

- Facility Condition Assessment
- Facility Needs Assessment
- Facility Master Plan and Strategy
- Public and City Council Engagement
- Coordination/consultation with other master planning efforts (Village Green Master Plan, Parks Master Plan, Lechler Building, etc.)

On May 31, 2024, the City of Powell (City) issued a request for qualifications (RFQ) for the professional services. The City received seven (7) statement of qualifications proposals by the July 2, 2024, submittal deadline.

The seven (7) qualifications were received from Champlin, DLR, Legat, Pizzuti, Triad, H&K, and Star. The qualification packages were then reviewed and scored by the selection committee

comprised of the Public Service Director Grant Crawford, City Engineer Aaron Stanford, Planning Director Logan Stang, and Parks and Recreation Manager Missy Hindman. The firms were evaluated based on 6 main criteria: Project Approach, Professional Qualifications, Technical Capabilities, Past Performance, Ability to meet project requirements, and Experience. After careful consideration, the committee invited 4 firms, including Champlin, DLR, Legat, and Pizzuti, to in-person interviews where they could present their background, experience, qualifications, and strategic vision for the City of Powell Facilities Master Plan.

Interviews were held with the firms on August 4th with Jeff Tyler, Ron Sallows, D. Grant Crawford, Logan Stang, Aaron Stanford, and Melissa Hindman. City Staff unanimously concluded that Champlin was the most and best-qualified consultant based on relevant experience, comprehensive team, project understanding and approach, alignment with City objectives, and strong presentation. Their proposed approach and demonstrated expertise make them the ideal partner to guide the City in this critical planning endeavor.

Champlin also has past experience with City facilities as a sub-consultant to MKSK for the Parks Master Plan process. Champlin efforts as part of the Parks Master Plan have yielded great results and have provided them with first-hand experience with City initiatives to meet Council goals.

The Facilities Master Plan process is proposed to begin in January 2025, pending approval of this resolution and the 2025 Budget. The 2025 Budget request for the Facility Master Plan is $240,000, which covers the $211,500 proposal from Champlin and $28,500 for contingency. The expected duration is 12-14 months, and will coordinate with other planning efforts, including but not limited to the Village Green Master Plan, Parks Master Plan, and the Lechler building.

Approving this resolution is intended to enhance the quality of life in Powell through the investment in the municipal operation facilities required to support the services the City provides the community including new and added programs.

Legal Review:

The Law Director’s office has reviewed and approved the legislation as to form.

Financial Review:

The Finance Director has reviewed and supports the legislation.

Recommendation:

Staff recommends approval of Resolution 2024-43.

RESOLUTION 2024-43

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH CHAMPLIN ARCHITECTURE FOR THE PURPOSE OF DEVELOPING THE FACILITIES MASTER PLAN.

WHEREAS, the City of Powell Council hereby determines it is in the best interest of the City to develop a comprehensive Facility Master Plan; and

WHEREAS, the City has recognized the pressing need for the renovation and expansion of its municipal facilities, including City Hall, the Police Department, and the Public Services Facility; and

WHEREAS, these critical structures, which have served the community for decades, are now facing issues of age-related deterioration and are increasingly inadequate to support the growing services the City aspires to provide the community; and

WHEREAS, the city issued a Request for Qualifications (RFQ) to seek the most qualified consultant to develop the Facilities Master Plan; and

WHEREAS, the City reviewed the applicants and unanimously agreed that Champlin Architecture is the most qualified to perform these services; and

WHEREAS, Council desires to authorize the City Manager to enter into such an agreement with Champlin Architecture beginning in January 2025, pending council approval of the 2025 budget request.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, COUNTY OF DELAWARE, STATE OF OHIO AS FOLLOWS:

Section 1**:** That the City Manager is hereby authorized and directed to enter into a professional services agreement with Champlin Architecture, in a form acceptable to the Director of Law and in a contract amount of approximately $211,500.00 plus a $28,500 contingency for the development of a Facility Master Plan.

Section 2**:** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council and that all deliberations of Council and any of the decision-making bodies of the City of Powell, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 3: This Resolution shall be in full force and effect immediately upon adoption.

Tom Counts Date
Mayor

Elaine McCloskey Date
City Clerk

EFFECTIVE DATE: November 6, 2024

This legislation has been posted in accordance with the City Charter on this date _____ .
_____ City Clerk

City Council
Tom Counts, Mayor
Leif Carlson David Lester Christina Drummond Heather Karr Ferzan Ahmed Tyler Herrmann

CHAMPLIN
ARCHITECTURE

September 4, 2024
Revised September 13, 2024
Revised October 1, 2024

Grant Crawford, Director of Public Service
City of Powell
47 Hall Street
Powell, Ohio 43065

Re: Powell Facilities Master Plan

Dear Grant,

Champlin Architecture appreciates the opportunity to continue our relationship with the City of Powell. This proposal, as requested, is for professional services related to development of a Facilities Master Plan. Our A/E fee proposal includes the professional fees with assumptions, and a target schedule based on our discussions known about the project.

SCOPE OF WORK

The project is based on a scope of services as laid out in a Request for Qualifications (RFQ) issued May 31, 2024. The RFQ included requirements for the following objectives for the master plan:

- Facility condition assessment
- Facility needs assessment
- Facility master plan and strategy
- Public and City Council engagement

The City of Powell intends to focus the assessments on three of its existing buildings: City Hall, the Police Department, and the Public Service/Parks complex.

Previous master plan studies and assessments have been conducted or are ongoing. It is the City of Powell's intent that these other efforts be used a foundation and/or taken into account as part of the development of the master plan that is expected as a result of this effort.

Several planning efforts have been undertaken in the recent past and are to form a foundation for this effort. Master planning efforts that are ongoing or recently completed are particularly important to analyze and understand as many of the values and priorities are likely still valid and can be applied to this effort. Older master planning exercises provide context and data points allowing for the entire team to understand the trends that the City of Powell has seen and whether those trends align with previously made assumptions. The analysis of previous planning efforts will include reading previous master planning reports and distilling the major

themes and moves suggested by them in order to compare those moves with the projects that were actually undertaken. A deeper dive into the deviations, if any, from the previous plans can be explored for a deeper understanding. Previous and ongoing studies as we understand them include:

- 2005 Facilities Needs Assessment
- 2015 Comprehensive Plan Update
- 2021 Conceptual Studies Update for City Hall, the Lechler Building, and the Service Center
- 2024 Parks and Recreation Masterplan
- 2024 Village Green Redevelopment Plan
- 2024 Lechler Building Renovation Project

Many of these ongoing planning efforts overlap with potential efforts to be undertaken as part of this facilities master plan. The Design Team will need to understand decisions previously made and how to integrate those decisions, if applicable, or refer to other planning efforts, if appropriate. Some questions we will need to resolve as part of this project include (note that this is not intended to be an exhaustive list):

- What is the planned scope of renovation to the Lechler Building? Our understanding is renovations to this building will be completed. But, the master plan is to include an understanding of the function contained within the Lechler Building and is to include tactics for the future combination of that function with others that can offer synergies/efficiencies as well as ideas for the use of the property.
- City Hall and the Police Department are within the Village Green. What are the planned modifications to the Village Green? Do those suggested development ideas take into account expansion and/or relocation of the City Hall/Police Department building?
- The Service Center renovation or relocation is a point of discussion within the Parks & Recreation Master Plan. Coordination between these two efforts will be required.

SCOPE OF SERVICES

Champlin Architecture will provide the following services and documentation:

1. Consultant design & planning services will be required for this project. Champlin has solicited proposals for services from the team assembled to provide master and concept planning. Expected disciplines required are:
    a. Structural – Korda/Nemeth Engineering, Inc.
    b. Mechanical – Korda/Nemeth Engineering, Inc.
    c. Electrical – Korda/Nemeth Engineering, Inc.
    d. Plumbing – Korda/Nemeth Engineering, Inc.
    e. Fire Protection – Korda/Nemeth Engineering, Inc.
    f. Civil – The Kleingers Group
    g. Landscape – MKSK

2. Facility Condition Assessment (+/- 8 weeks)
    a. The intent of this phase is to gather data as will be necessary to develop a master planning report in a future phase. To accomplish this, we will start with a review of the goals and objectives as envisioned by Powell's core steering committee for the plan. This will occur at a kick-off meeting that will end with a tour of a selected set of facilities by all consultants as a way to orient the team to the goals for the project.
    b. We will review documentation of the existing buildings provided by you to Champlin. This documentation is expected to include original building drawings, some drawings from various additions and renovations, and CAD files of buildings where available. However, if CAD files and/or original building construction drawings do not exist, we have not included the detailed field measurement work needed to create existing conditions floor plans from scratch.
    c. Mechanical, electrical, and plumbing systems will be investigated related to capacities, age, energy efficiency and a general need for improvement. An asset inventory identifying equipment type, location, function, manufacturer, model number, age, expected remaining lifespan will be created and included in the final report.
    d. Structural elements will be observed without removing any architectural elements. Existing structural drawings will be reviewed to understand the design intent of the structure and whether they were appropriately designed for current and proposed uses.
    e. The deliverable report is expected to include a rating system that is developed through discussion with the steering committee.
    f. A magnitude of cost related to expected repairs, replacements, or renovations is also to be included in the report.

3. Facility Needs Assessment (+/- 10 weeks)
    a. Develop a written survey for distribution to department heads (and others as you determine appropriate). Survey content to include questions on current needs as well as projected needs related to staffing, storage, and public interaction over a defined period of time. Based on the RFQ, we believe the stakeholders to be surveyed include City Council, the City Manager's office, all staff at City Hall, the Police Department, the Public Service Department, and the Parks and Recreation Department. For the purposes of this proposal, we have included these departments and two others (for a total of 8) to be included in the data gathering/survey process.
    b. Collect survey responses and develop follow-up questions. Conduct interviews with all department respondents.
    c. Tour facilities and departments as part of the interview process. Tours will be used to conduct a cursory review of the accuracy of the documentation and CAD files provided to Champlin. The intent is to verify accuracy to a level appropriate for master planning.

d. The deliverable report at the completion of this phase is expected to include detailed programming for each subject facility along current and projected space needs.

4. Facility Master Plan and Strategy (+/- 16 weeks)
    a. Provide recommendations for architectural facility improvements. These recommendations may appear on drawings, in narrative form, or a combination of both. We expect that buildings may have a list of improvements that can be described in narrative form. As requested in the RFQ, we have included programming and space planning for City Hall, the Police Department and the Parks & Recreation Service complex.
    b. There are some special considerations that will be important to ask and answer during the Master Plan & Strategy process. We do not know the answers at this point, but we are interested in asking questions and learning more. These considerations include:
        i. Service Building – The interiors of this building were recently renovated. The combined effort of Champlin & MKSK through the Parks Master Plan has begun to show that the location of this building in Adventure Park may not be ideal. In addition, the exterior envelope of the building will require investment in the near future. Coordinated exploration of the location, size, and function of this building and its impacts on the growth of uses for Adventure Park will be critical. Evaluations that will have impact on whether relocation or renovation is suggested include will also include review of existing mechanical and electrical equipment to determine age, capacity for proposed use, code compliance, and whether or not the system is essentially obsolete (for example use of outdated refrigerants or incandescent lighting).
        ii. Lechler Building – Our understanding is that a minimum investment is currently underway to address some basic issues related to water infiltration. The building/site sits at a gateway to Powell. Questions related to what the actual function needs to be on this site (whether or not the current function is appropriate) will need to be explored. Additionally, there may be some efficiencies gained by combining current storage and function with another facility (for example the Service Building) elsewhere within the city limits.
    c. It is anticipated that alternate locations may be considered as part of the master planning process and the recommendations are to include schematic level site and building layouts, if appropriate. We anticipate including schematic level floor plans that show the functional layout of rooms and spaces as well as a rendering of the potential facility from a key public view as part of the master planning process. The intent of the concept plan will be to demonstrate, through the use of diagramming, the purpose of the suggested renovation or new facility and how that plan supports the growth of the City's personnel and/or services. A rendering would drive public engagement as recommendations move from strategic planning towards implementation. These graphic representations typically supplement narratives that discuss why building planning or appearance choices

are made. For the purposes of this proposal, we have assumed that potential alternative locations to be planned at a concept level will be limited no more than three (3).

d. Concept level cost estimating for suggested renovations or new facilities will also be included as part of the final deliverable report.

5. Other Services
    a. We anticipate presentations to city staff, city council, and the overall community at appropriate stages of the process. For the purposes of this proposal, it is assumed that results of each stage will be presented to City Council and that two (2) community presentations will be required.

SCHEDULE

Our understanding from the RFQ is that services are expected to begin in January 2025 and be completed by December 2025. Below is a schedule based on durations in weeks along with milestones related to deliverables and projected meetings:

Kick Off Meeting

Facility Condition Assessment (8 weeks)
- Base Plan Development – Weeks 1 and 2
- Rating System Meeting
- Condition Assessment Site Visits – Weeks 3, 4, and 5
- Facilities Maintenance Staff Meeting (MEP systems)
- Condition Database Creation – Week 6
- Condition Assessment Deliverable Report – Weeks 7 and 8
- Report Presentation Meeting

Facility Needs Assessment (10 weeks)
- Develop Survey Tool – Week 1
- Survey Discussion Meeting
- Survey Distribution & Response – Weeks 2 and 3
- Survey Review – Week 4
- Follow-up Interviews and Site Tours – Weeks 5 and 6
- Program Development – Week 7
- Departmental Progress Meetings – Week 8
- Program Revision – Week 9
- Program Needs Deliverable Report – Week 10
- Report Presentation Meeting to City Council

Facility Master Plan & Strategy (16 weeks)
- Master Planning Kick-off Meeting
- Review Previous Master Planning Work – Week 1

Preliminary Recommendations Development – Weeks 2 and 3
Presentation to Staff
Recommendation Revisions – Week 3
Presentation to Staff
Draft Presentation to City Council
Recommendation Revisions – Week 4 and 5
Presentation to Staff
Community Engagement Preparation and Meeting – Week 6
Recommendation Revisions – Week 7 and 8
Presentation to Staff
Concept Floor Plan Design – Week 9, 10 and 11
Presentation to Staff
Revisions to Concept Planning – Week 12
Presentation to Staff
Renderings Preparation – Weeks 13 and 14
Development of Final Report – Weeks 15 and 16
Final Presentation to Staff
Final Presentation to City Council

A/E FEE PROPOSAL

Facility Condition Assessment $37,400
Facility Needs Assessment $80,020
Facility Master Plan and Strategy.....$92,080
Total Base Services $209,500

Expense allowance (Billed only as needed).....$ 2,000

ASSUMPTIONS

1. Expense allowances to include, but not limited to; review printing, misc., mileage, drawing mounting, etc. and will be invoiced at 1.10.
2. Any additional services requested or outlined outside the scope of services here-in to be completed on an hourly basis at time of services. Consultants, as required, to be invoiced at 1.15 multiplier.
3. Formal reviews with approvals by Powell are to be expected at completion of each task as outlined above. Any review comments are to be provided within 10 working days while design team continues with report development.

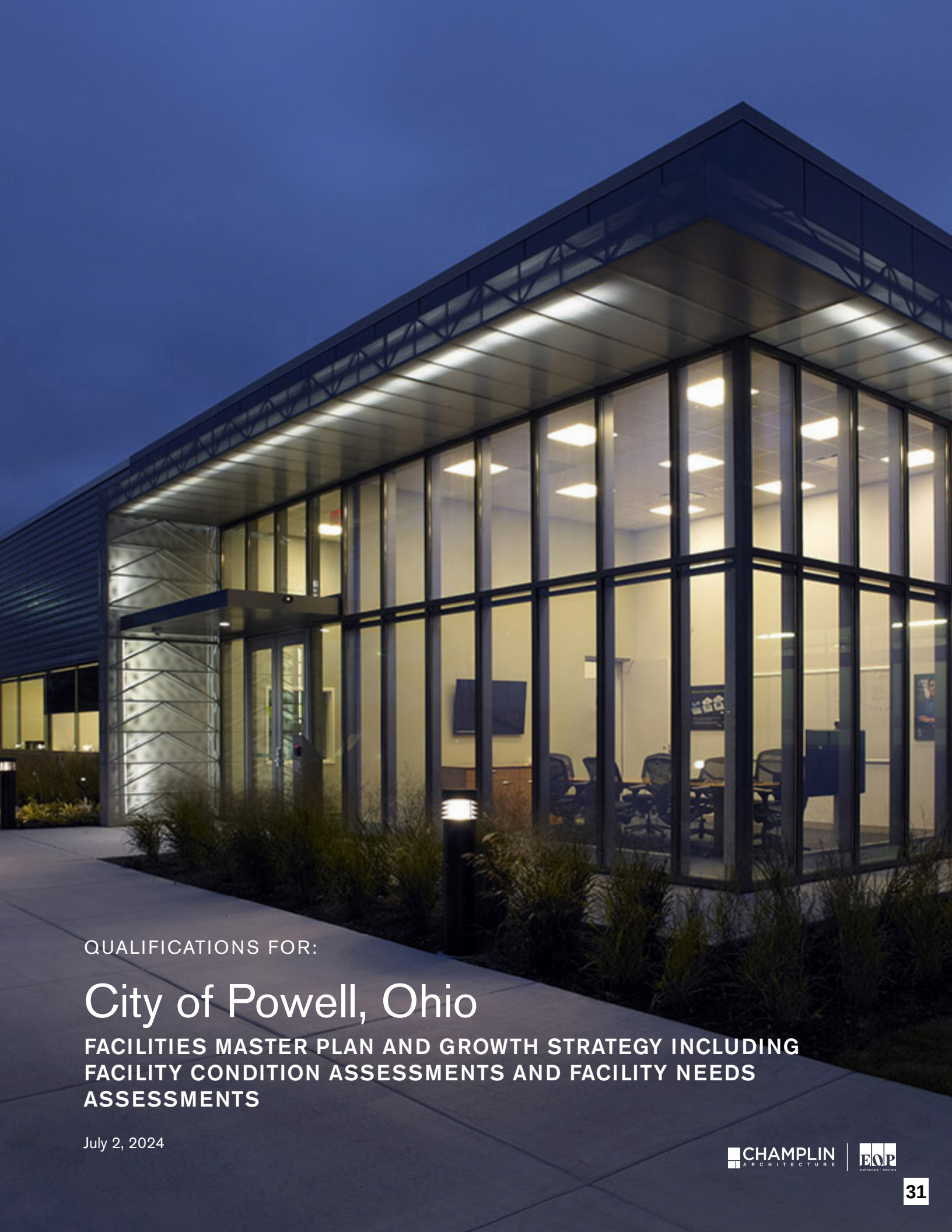
Our design team is very excited about this project and respects the opportunity we have to continue our relationship with the City of Powell. If you have any questions please let me know.

Sincerely,
Champlin Architecture

Michael K. Murphy
Principal

_____ _____

Approval to Proceed Date



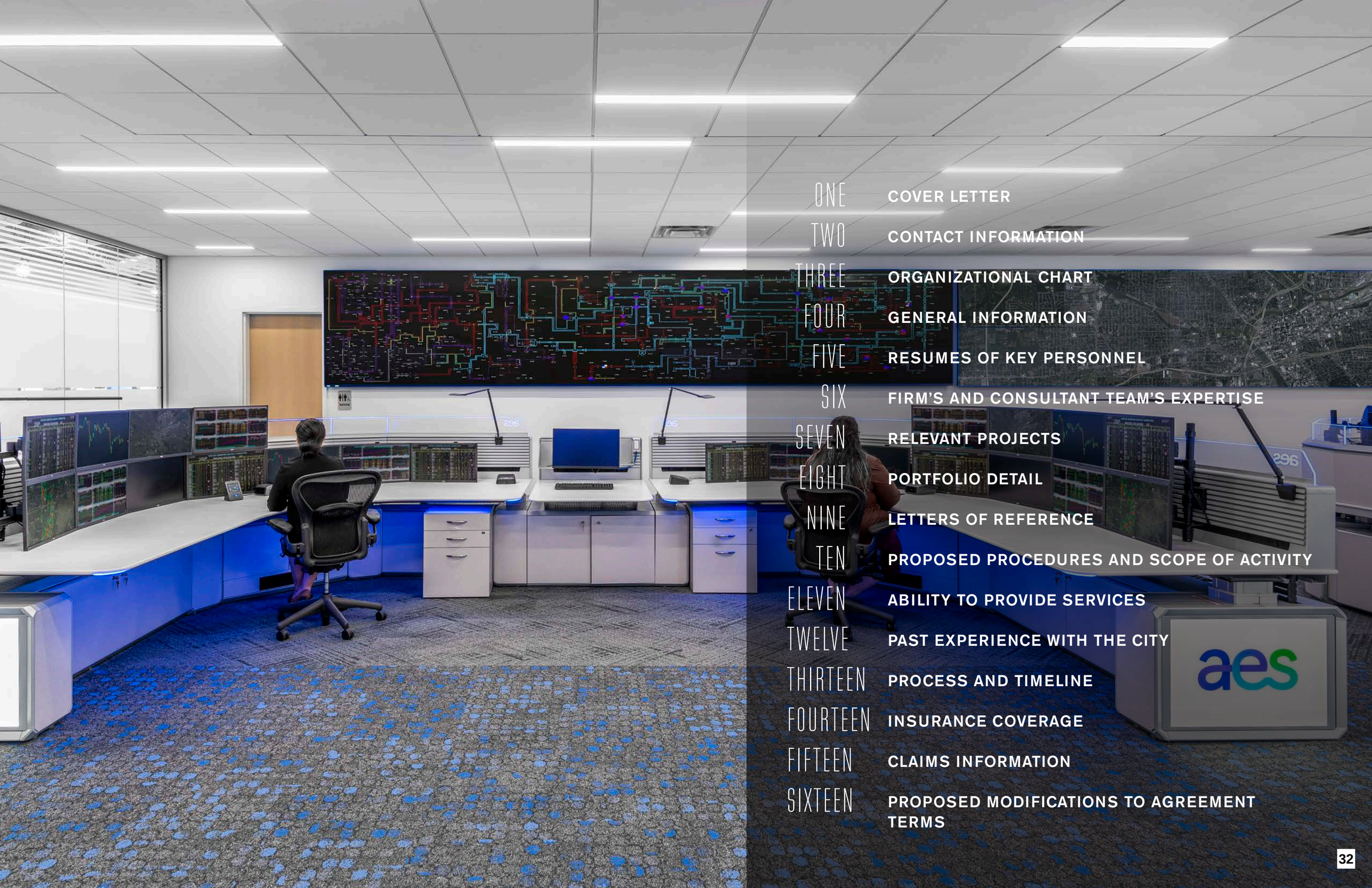
QUALIFICATIONS FOR:

City of Powell, Ohio

FACILITIES MASTER PLAN AND GROWTH STRATEGY INCLUDING FACILITY CONDITION ASSESSMENTS AND FACILITY NEEDS ASSESSMENTS

July 2, 2024

CHAMPLIN ARCHITECTURE | EOP architecture · interiors



ONE COVER LETTER

TWO CONTACT INFORMATION

THREE ORGANIZATIONAL CHART

FOUR GENERAL INFORMATION

FIVE RESUMES OF KEY PERSONNEL

SIX FIRM'S AND CONSULTANT TEAM'S EXPERTISE

SEVEN RELEVANT PROJECTS

EIGHT PORTFOLIO DETAIL

NINE LETTERS OF REFERENCE

TEN PROPOSED PROCEDURES AND SCOPE OF ACTIVITY

ELEVEN ABILITY TO PROVIDE SERVICES

TWELVE PAST EXPERIENCE WITH THE CITY

THIRTEEN PROCESS AND TIMELINE

FOURTEEN INSURANCE COVERAGE

FIFTEEN CLAIMS INFORMATION

SIXTEEN PROPOSED MODIFICATIONS TO AGREEMENT TERMS

One
COVER LETTER

July 2, 2024

Grant Crawford
Director of Public Service
City of Powell
47 Hall Street
Powell, Ohio 43065

RE: POWELL FACILITY MASTERPLAN AND CONDITION AND NEEDS ASSESSMENT PROJECT

Dear Grant,

When developing a comprehensive facility master plan and condition and needs assessment for an entire community, you will need a team who understands the importance of developing a strategic approach to creating a vision for a sustainable future. You will also need to work with a team who understands that we not only need to develop new areas of focus, but we also need to preserve the character and feel of already established neighborhoods in your municipality. Champlin | EOP and our team of experts have the expertise you need to help you to develop this plan for the future of your community. Our team spends a great deal of our time helping our clients to develop visions and plans for the future of their facilities. These clients are diverse and include parks and recreation entities, libraries, hospitals and healthcare systems, churches, and major city and county organizations.

Creating a comprehensive facility master plan involves conducting detailed facility condition and needs assessments, engaging stakeholders, aligning with the organization's mission, and planning for sustainability, financial viability, and phased implementation. This collaborative process ensures the plan addresses current needs while being adaptable to future changes and opportunities.

The things that you will find when working with our team are:

We have a team of experts who is already working with you: This team of specialists is already working with you and will also be able to draw on experience that they have working with other similar clients to bring this wealth of knowledge and adaptability to your planning process.

Our Client-Centric Approach: We prioritize our clients' long-term goals, ensuring that each plan and design is tailored to meet their specific needs and aspirations.

Strategic Long-Term Vision: We focus on strategic, sustainable planning that helps clients realize their goals and enhances their communities for the future. We also have expertise in community building and stakeholder engagement.

We value our relationship with you, and we welcome this new opportunity with you to help envision your facilities for a sustainable future. We hope this information will communicate our experience relevant to your upcoming projects and our very strong desire to continue our working relationship.

Best regards,

Michael K. Murphy, AIA, LEED AP
Champlin | EOP

Two
CONTACT INFORMATION

Firm Name
Champlin\Haupt Architects, Inc.
dba Champlin Architecture | EOP Architects

Address
720 East Pete Rose Way, Suite 140
Cincinnati, Ohio 45202

Contact Person
Michael Murphy, AIA, LEED AP
Principal
p: 513.241.4474 ext 169
mike.murphy@thinkchamplin.com

THREE | ORGANIZATIONAL CHART

Three
ORGANIZATIONAL CHART

CITY OF POWELL, OHIO
Owner

Grant Crawford
Director of Public Service

CHAMPLIN | EOP
Architect

Michael Murphy, AIA, LEED AP
Principal-in-Charge

Christy Dakin, LEED AP, NCIDQ
Programming

Katsuya Suematsu
Master Plan Design

Mike Koch, AIA, LEED AP BD+C
Conditions Assessment

KORDA
MEP / Structural Engineering

Edwin Keener, IV, PE, LEED AP
Lead Mechanical Engineer

Stanley Kmonk, PE, RCDD, LEED AP BD+C
Electrical Engineer

Caleb Ledford, PE
Mechanical Engineer

Ian Pfefferle, PE
Structural Engineer

MKSK
Landscape Architecture

Matt McGarth, ASLA, PLA, LEED AP
Project Manager - Landscape Architecture

Blythe Price, ASLA, PLA
Landscape Architect

Andrew Overbeck, AICP
Planner

Sarah Lilly, AICP
Urban Planner

Jessica Hufnagle
Planner

THE KLEINGERS GROUP
Civil Engineering

Karla Salmans, PLA
Project Manager - Civil Engineering

Megan Cyr, PE, LEED AP
Lead Civil Engineer

Michael Couvreur, PE, LEED AP, CPESC, CESSWI
Project Engineer

Four
GENERAL INFORMATION

Champlin | EOP is a full-service firm providing architecture, planning, interior design, and graphic design services to Civic & Culture, Education, Healthcare, Workplace, Hospitality, Living, Historic Preservation, and Worship clients.

We recognize that architecture is equal parts art and science, creative and analytical. Your organization's images, values, and functions are analyzed and creatively translated into a building or space that represents your image, reinforces your values, and optimizes your functions.

Firm History

Our firm's roots extend deep into the architectural history of Cincinnati. Starting with Harry Hake's prolific career dating back to 1895, we have unmistakably shaped the city's landscape. His legacy extended through several partnerships, to his son, architect Harry Hake Jr., and grandson, architect Harry Hake III.

In 1978, when Harry Hake III (leader of the three-generation firm that started in 1895) decided to leave the profession, two of his associates, Russ Champlin and Bob Haupt established Champlin/Haupt Architects, Inc. As a new company, the founders kept the commitment to the Cincinnati region and continued a tradition of excellent architectural services.

In 1990, Russ and Bob decided to retire, and Robert Schilling, John Wyer, Joan Tepe-Wurtenberger, and Michael J. Battoclette took the helm, as the firm continued to focus on a commercial, institutional, corporate, and hospital client base. In the last several years, the firm has added additional shareholders, and steady growth has ensued, both in size of projects and number of staff.

In 2009, Champlin/Haupt went through a comprehensive rebranding process, which resulted in a new firm name — Champlin Architecture. We explored our core principles and defined the firm's vision to build on our past success and ingenuity. Champlin Architecture remains committed to the legacy that has shaped it, building on past success, boldly envisioning the future of architecture. The result is a revitalized brand identity that positions our firm for leadership in the future of design.

Our commitment to client services resulted in the opening of several regional offices. The Dayton, OH, office opened in 2013. In 2014, Champlin Architecture opened a regional office in downtown Indianapolis, IN, further expanding its service base with higher ed, civic, workplace, healthcare, and worship clients across the state. The year 2015 included expansion into northern Ohio when our Toledo office was established. Champlin recently merged with EOP Architects and now has offices in Lexington and Louisville, Kentucky. This expanded team is a value add to our team with expertise with historic preservation, hospitality, and civic sectors. Champlin | EOP was founded in 1978 and is a privately-held, C-Corporation. Champlin | EOP remains committed to the legacy that has shaped it, building on past success, boldly envisioning the future of architecture.

Office Locations

Cincinnati Ohio — Headquarters
Dayton, Ohio
Indianapolis, Indiana
Lexington, Kentucky
Louisville, Kentucky
Toledo, Ohio
Norfolk, Virginia

Primary Focus Markets

Civic & Culture, Education, Healthcare, Workplace, Hospitality, Living, Historic Preservation, and Worship

Services Provided

Architecture, Planning, Programming, Interior Design, Construction Documentation, Construction Administration, Graphic Design, 3-D Visualization, LEED/Sustainable Design, Branding/Graphics.

KORDA

Working collaboratively with owners, developers, architects, and contractors to make the vision a reality, our dedicated engineers design commercial, mixed use, healthcare, sports and recreation, laboratory, education, and cultural facilities.

Our integrated engineering approach and depth of capabilities provide our clients with a single source of expertise ready to manage today's challenging projects. With a continuous focus on innovative designs, Korda has won over 100 engineering design awards.

Firm History
Founded in 1964, Korda is a multidisciplinary engineering firm headquartered in Columbus, Ohio, providing full consulting engineering services. We have completed significant projects with nationally and internationally acclaimed architects for a range of institutions, corporations and developers. We are known for our wealth of experience, high quality service, innovative thinking, sustainable approach, and knowledge of current technologies.

Office Locations
Columbus, Ohio

Primary Focus Markets
Commercial, Mixed Use, Healthcare, Sports and Recreation, Laboratory, Education, and Cultural Facilities.

Services Provided
Mechanical/HVAC, Electrical, Plumbing, Fire Protection, Structural, Civil, Technology, Security, Audio/Video, LEED Coordination, Energy Modeling, Commissioning, Construction Administration, Master Planning, and Surveying.

THE KLEINGERS GROUP

The Kleingers Group is firmly rooted in creating experiences for our clients and employees that improve our communities. Our service longevity, stability, strategic office locations, and targeted market services are the foundation we stand on to change and enhance the lives and projects we touch.

Firm History
The Kleingers Group is a premier civil engineering, survey, and landscape architecture firm. Over the past 30 years, our team of experts has provided our customers with practical and time-tested design solutions for various public and private clients, including institutional, corporate, healthcare, retail, and mixed-use markets. Diverse in expertise and geography, Kleingers' experts apply their creativity and functionality to help build better communities. We put our customers first by following core values that make us the right design firm for your needs.

Office Locations
Columbus, Ohio
Cincinnati, Ohio
Akron, Ohio
Tampa / St. Petersburg, Florida
Louisville, Kentucky

Primary Focus Markets
Education, Office, Retail, Healthcare, Survey, Industrial, Government, Roadway, Sports, Energy, Multi-Family, Single-Family, Mixed-Use, Water Sources, and Landscape.

Services Provided
Civil Engineering, Land Surveying, Landscape Architecture, Sports Engineering, Traffic Engineering, and Marketing Services.

City of Powell, Ohio
Facilities Master Plan and Growth Strategy Including Facility
Condition Assessments and Facility Needs Assessments

MKSK

MKSK works to solve the pressing issues in our cities and communities, and build places where people want to live. We work with communities and clients to reimagine, plan, and design dynamic environments for the betterment of all. MKSK approaches planning and design with a clear understanding that each place is unique and has economic, social, environmental, historical, and cultural influences which should be explored through thoughtful, context sensitive design. We help communities and our clients meet the challenges of changing global conditions through the MKSK LAB for Climate and Biodiversity Resilience.

We shape place to improve lives, and we share our transformational stories and the power of strong planning and design to inspire ourselves, our peers, and the world to work together for the common good. Together we plan and design a world in which we all want to live.

Firm History
MKSK is a collective of Planners, Urban Designers, and Landscape Architects, founded in 1990, who are passionate about the interaction between people and place. We are an employee-owned practice with a network of eleven metropolitan studios in Ohio, Illinois, Indiana, Kentucky, South Carolina, Georgia, Florida, and the District of Columbia.

Office Locations
Columbus, Ohio
Atlanta, Georgia
Chicago, Illinois
Cincinnati, Ohio
Cleveland, Ohio
Greenville, South Carolina
Indianapolis, Indiana
Lafayette, Indiana
Louisville, Kentucky
Orlando, Florida
Washington, D.C.

Primary Focus Markets
Campus Planning, Community Impact Studio, Community Planning, Cultural, Development, Environmental Graphics, Healthcare, Landscape Architecture, Parks & Recreation, Public Space Design, Rapid 5, Transit Oriented Development, Transportation Planning, Urban Design, Waterfronts.

Services Provided
Planning, Urban Design, and Landscape Architecture.

Five
RESUMES OF KEY PERSONNEL

Champlin | EOP works as a team with many individuals in the planning, design and building process. Our creative architects and interiors team members understand the project role, responsiveness, and the accountability it takes to produce a successful project for City of Powell end users. We demand these same values of our consultants and we carefully select the most qualified consultants for each specific project, depending on the specialty expertise of each consultant. If the need should occur for any specialty consultants, we will review a list of pre-qualified consultants from City of Powell contracting agencies, the BOLD LIST, analyze those consultants for their experience and DBE qualifications, and then request authorization from City of Powell before proceeding with the project work. Following are resumes for the people we would propose to work with on projects for City of Powell.

Champlin | EOP:

- **Michael Murphy, AIA, LEED AP -** Principal-in-Charge
- **Christy Dakin, LEED AP, NCIDQ -** Programming
- **Katsuya Suematsu -** Master Plan Design
- **Mike Koch, AIA, LEED AP BD+C -** Conditions Assessment

KORDA:

- **Edwin Keener, IV, PE, LEED AP -** Lead Mechanical Engineer
- **Stanley Kmonk, PE, RCDD, LEED AP BD+C -** Electrical Engineer
- **Caleb Ledford, PE -** Mechanical Engineer
- **Ian Pfefferle, PE -** Structural Engineer

MKSK:

- **Matt McGrath, ASLA, PLA, LEED AP -** Project Manager - Landscape Architecture
- **Blythe Price, ASLA, PLA -** Landscape Architect
- **Andrew Overbeck, AICP -** Planner
- **Sarah Lilly, AICP -** Urban Planner
- **Jessica Hufnagle -** Planner

The Kleingers Group:

- **Karla Salmans, PLA -** Project Manager - Civil Engineering
- **Megan Cyr, PE, LEED AP -** Lead Civil Engineer
- **Michael Couvreue, PE, LEED AP, CPESC, CESSWI -** Project Engineer

Michael Murphy, AIA, LEED AP

PRINCIPAL-IN-CHARGE

With Champlin | EOP since **2008**
(12 years prior experience)

EDUCATION
Syracuse University
BArch, 1995

REGISTRATIONS & CERTIFICATIONS
Registered Architect:
Ohio
Kentucky
Michigan
Tennessee
Texas
Florida
New Jersey
Pennsylvania

AIA

LEED Accredited Professional

"Projects with a purpose" is the best way to describe the projects that Mike loves most. From his work at Champlin | EOP to his passion for his community and family, Mike seeks the higher meaning to every task to ensure he gives it the proper attention. Which is why Mike focuses his talents on civic and higher education design work.

Mike strives to work directly with project stakeholders to ensure he meets the goals and objectives of each client. While coordinating multi-disciplined project teams, Mike embraces sustainability in all his projects. Mike has also presented on best LEED practices and tactics for achieving maximum sustainability benefits. He has been responsible for client-, user- and consultant-communication as project manager for complex projects with stringent user requirements, budgets and schedules. His diverse resume includes studies, renovations, additions and new construction for a variety of clients and facilities.

Because community matters to Mike, he is a former charter board member and officer of the historic preservation/business development organization, Historic Downtown Lebanon, Inc. He is an AIA Vision 2010 graduate and the President of the Wesley Community Services Board of Trustees.

PROJECT EXPERIENCE

Great Parks of Hamilton County
Master Plan

Warren County
Master Plan

City of Mason
Competition Pool Building & Pool; Parks Master Plan

Hamilton County
Master Plan; Communication Center; GABP Outfield Wall Pads & Glass Rail Study; PBS Carpet Replacement & Practice Field Sod Replacement; JFS Millvale Office Renovation & Door Replacements; Probate Court Security Upgrade; Courthouse Security Fence; 3rd Floor Mezzanine Renovation; JFS Furniture Redesign; Homeless Shelter Modifications; Public Health Department Workplace Renovation; Disease Prevention/Clinic Renovation; Animal Shelter Life Safety Plans

Lakota Springs
Pool and Pavilion Improvements

Wyoming Fine Arts Center
Feasibility Study

Wyoming Village Green
Performance Pavilion

Green Township Kuliga Park
Restroom Building & Amphitheater

Lindner Center of Hope
Sibcy House; Demonstration Kitchen

Ohio University
McCracken Hall for the Patton College of Education; Ellis Hall Renovation; The Ridges Buildings 13, 14, & 18; Walter Classroom 235 Renovation; Brown House & Edgehill Maintenance Demolition

Veterans Affairs Medical Center
Dayton Primary Care Addition and GI suite Renovation; Building 410 — Homeless Veterans Domiciliary Renovation; Various Buildings — Elevator Renovation; Building 409 – Renovation for Administrative Offices; Community-Based Outpatient Center, Middletown, OH (Al Neyer, Inc.); Building 315 — Surgery Simulation Center

Christy Dakin, LEED AP, NCIDQ

PROGRAMMING

With Champlin | EOP since **2005**
(1.5 years prior experience)

EDUCATION
University of Cincinnati, DAAP
BS, Interior Design 2005

REGISTRATIONS & CERTIFICATIONS
NCIDQ Certified, 2007

LEED Accredited Professional

Nobody values client relationships like Christy. As an interior designer and the firm's workplace market leader, Christy specializes in helping her clients utilize space to reflect their unique corporate identities and cultures, resulting in an inclusive and collaborative design process. With her passion for space planning and design, she has the ability to organize spaces while creating impactful interior environments. She is a member of CREW, serving on the Special Events Committee, and a graduate of ArtWave's Business on Board program, serving a three year term on the arts board for Manifest, a creative research gallery and drawing center.

When she is not designing workplaces for Champlin | EOP's clients, Christy spends her free time as an active dance mom, a school classroom volunteer, and practicing her photography skills. She is also involved with Center Pointe Christian Church assisting with the children's ministry program, NextGen, and with Cinderella's Closet.

PROJECT EXPERIENCE

Warren County
Master Plan

Hamilton County
Master Plan; Communications Center; JFS Office Renovation

Duke Energy
Midwest Design Contract: 2006 to Present — Masterplanning, Space Studies, Interior Renovations

Atrium Two: 5th & 6th Floor Renovations

4th & Main Building: Workplace of the Future Floor Renovations — Floors 4–13 & Executive Floors 14 & 15, (currently working on the main lobby renovation and the auditorium renovation)

Clopay Building: 3rd Floor Call Center Renovation, 6th Floor Office Renovation

Annex Building: 6th Floor Power Delivery Work Center Renovation, 2nd Floor IT Operations, 3rd, 4th & 5th Floor Interior Renovations

Queensgate District Office: Office, Corridor, Conference, and Café Improvements

Plainfield: Power Delivery Work Center Renovation, Customer Call Center Renovation, Facilities Office Renovation, Heliport Office Renovation, Utility of the Future, Indianapolis Motor Speedway Suite, Lafeyette District Office Renovation, Madison District Office Renovation, Greensburg District Office Improvements

First Financial Bank
8th Floor Traders Renovation; 29th Floor Executive Renovation; 11th Floor, 13th Floor; Oak Street Funding Reconfiguration

ConstructConnect
Cincinnati Corporate Headquarters; Atlanta Office

Vaco
Office Renovations

Ipsos
Troy Office Renovation; Chicago Office Renovation

altafiber (formerly Cincinnati Bell Telephone)
Corporate Headquarters, Corporate Planning, Training, Office Renovations

Circle K
Southwest Regional Office — Charlotte, NC

Katsuya Suematsu

MASTER PLAN DESIGN

With Champlin | EOP since **2010**
(2 years prior experience)

EDUCATION
University of Cincinnati
MArch

Nagoya City University
Undergraduate Diploma
in Design

Katsuya has a keen eye for exceptional design, and has dedicated his efforts at Champlin | EOP to the design of various project types. His adept project management skills enable him to work with multiple team members to seamlessly juggle multiple design endeavors simultaneously, ensuring no delays or confusion. Katsuya's pride in his work is evident as he excels in conceptualizing visions through the artistry of digital imaging. His unwavering diligence and commitment guarantee timely and top-notch completion of each project. Having collaborated with diverse firms in the US and Japan, Katsuya possesses a unique and seasoned perspective that enhances his ability to deliver outstanding design solutions.

PROJECT EXPERIENCE

Hamilton County
Animal Shelter Master Plan; Joint Firearms Facility

Warren County
Master Plan

Boone County Public Library
New Walton Branch

Madi's House
Mt. Airy Recreation Center

City of Wyoming
Village Green Performance Pavilion

Ohio Department of Agriculture
New Animal Disease Diagnostic Lab Study

Greater Dayton Regional Transit Authority
WSP Parking Garage

Cincinnati & Hamilton County Public Library
New Reading Branch Library

Fortune 125 Energy Service Provider
Third & Main Office Building Renovation

Central State University
1890 Land Grant Center

University of Kentucky
Healthy Kentucky Research Building; CUP-2

Wright State University
Boonshoft School of Medicine; Creative Arts Center Addition & Renovation

University of Cincinnati
Teachers Complex - Phase III; Bioscience Center; Corbett Center Theater Improvements

Bowling Green State University
Kuhlin Center Renovation and Addition

Miami University
Housing & Dining Master Plan; Elliot & Stoddard Residence Halls; Bishop Residence Hall Renovation; Marcum Center Renovation & Addition; Gates-Abegglen Theatre Renovation

Ohio University
Nelson Commons Dining Hall Renovation; McCracken Hall Renovation and Addition for the Patton College of Education

Dayton Children's Hospital
Springboro Campus Expansion

Ohio State University Wexner Medical Center
South Campus Central Chiller Plant

Northern Kentucky University
Albright Classroom Renovation

Mike Koch, AIA, LEED AP BD+C

CONDITIONS ASSESSMENT

With Champlin | EOP since **1992**
(9 years prior experience)

EDUCATION
Miami University
B.EnvD, 1983

REGISTRATIONS & CERTIFICATIONS
Registered Architect:
Ohio

AIA

LEED Accredited
Professional, BD+C

Mike is an award-winning architect with a passion for design excellence, and he directs the design efforts of Champlin | EOP. Mike has an intuitive grasp of project budgets and schedules and is also able to design appropriately and creatively to meet the needs of each client. An ardent advocate of architecture's power to improve life, Mike remains a constant student, keeping abreast of design trends and techniques.

It's no surprise that with Mike's diverse and extensive project background, he has the rare talent and ability to quickly, clearly, and concisely create environments which embody the essence of a client's vision.

But awards and happy clients aren't the only things in Mike's life. Mike is a member of AIA Cincinnati and has served on many committees, and he has also been a Trustee of the Architectural Foundation of Cincinnati.

PROJECT EXPERIENCE

Great Parks of Hamilton County
Master Plan; Shawnee Lookout - Nature & Cultural Interpretation Center (concept); Glenwood Gardens - Event Center (concept); Woodland Mound - Seasongood Nature Center (replacement concept)

Bayley Place
Community Wellness Center; Mallard Lake Independent Living (concept); Bayley Ridge Independent Living (concept); Bayley North

Model Group
6040-6060 Hamilton Ave Mixed-Use Development

Salvation Army
Camp SWONEKY Family Housing Lodge & Dining Hall

City of Willamstown, KY
New City Hall and Senior Center

Springfield Township
New Senior Center

City of Lawrenceburg
Riverfront Development — Office Buildings, Garage & Public Event Plaza; Distillery Visitor Center

Ball State University
Indoor Field Practice Facility

Miami University
Residence Life Master Plan; Ox College Senior Housing Conversion; New VOA Learning Center; Marcum Center Expansion

University of Cincinnati
Braunstein Hall Renovations, Teachers College/ Dyer Hall Rehabilitation

City of Cincinnati
New Eastside (Oakley) Recreation Center (concept)

Cincinnati Park Board
Stanberry Park Pavilion

Miami View Golf Club
New Clubhouse

RPM International
Guest Cabin Lodging

CTK Properties, LLC
Greendale Commons

Edwin Keener, IV, PE, LEED AP

LEAD MECHANICAL ENGINEER

With Korda since **1993**

EDUCATION

Bachelor of Science, Aerospace Engineering, University of Notre Dame | 1993

REGISTRATIONS & CERTIFICATIONS

Professional Engineer - Mechanical | OH

NCEES

Ed is a partner at Korda and has over 30 years experience in mechanical engineering and design. Ed's responsibilities include HVAC, plumbing, fire protection analysis and design, preparation of cost estimates and specifications, project coordination and shop drawing review for all project types.

PROJECT EXPERIENCE

Athens County
HVAC Upgrade Project

Upper Arlington Public Library
Lower Level Reconfiguration Study

Newark Arcade
Assessment

Lancaster City Hall
Renovations and Repairs

Granville, Ohio
Police Station

Fairborn, Ohio
Public Works Facility

Shelby, Ohio
Municipal Complex

Perry County
Courthouse Assessment

Ohio History Connection
MEP Assessment / Master Planning

Delaware County
Historic Courthouse Renovation Assessment

Veteran's Affairs - Dayton
Assessment

Franklin Park Conservatory
Palm House and Show House Assessment

Stanley Kmonk, PE, RCDD, LEED AP BD+C

ELECTRICAL ENGINEER

With Korda since **1989** (5 years prior experience)

EDUCATION

Bachelor of Science, Electrical Engineering, The Ohio State University | 1982

REGISTRATIONS & CERTIFICATIONS

Professional Engineer - Electrical | OH

NCEES

Member – Council on Tall Buildings and Urban Habitat

Registered Communication Distribution Designer (RCDD)

Stan is the Head of the Electrical Engineering Department at Korda. With 40 years of experience, his background includes complete electrical design for education, commercial, and institutional facilities as well as facility assessments and cost estimating. He has extensive experience in designing various electrical systems, sports lighting, sophisticated life/safety, data/ communications and security systems.

PROJECT EXPERIENCE

90 West Broad Street
City Hall Modernization

Maysville, Kentucky
Government Services Building

Newark Arcade
Assessment

Licking County
Historic Jail

South Bend, Indiana
City Hall Renovation!

City of Centerburg, Ohio
Fire Station

Pickaway County
Courthouse Mechanical and Electrical Systems Assessment

Police Substation 19
Sullivant Avenue

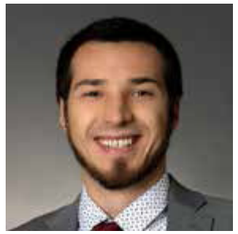
City of Columbus
CDBG Neighborhood Facilities Renovations

Motorist Insurance
Assessment

BWC Bureau of Workers' Compensation
Study

Upper Arlington Schools
Master Plan

Ohio Department of Transportation
West Broad Street Complex



Caleb Ledford, PE

MECHANICAL ENGINEER

With Korda since **2019**

EDUCATION

Bachelor of Science, Mechanical Engineering, Mount Vernon Nazarene University | 2018

REGISTRATIONS & CERTIFICATIONS

Professional Engineer - Mechanical | OH

Caleb is a mechanical engineer with 5 years of design experience. His responsibilities include HVAC design and modeling, preparation of cost estimates and specifications, project coordination, shop drawing review, client contact, equipment selection and coordination, and construction administration.

PROJECT EXPERIENCE

Athens County
HVAC Upgrade Project; 911

The Ohio State University
Mershon Auditorium Ventilation Study

Granville, Ohio
Police Station

Police Substation 19
Sullivant Avenue

Franklin County
Mechanical HVAC Component Replacement - Mt. Vernon Avenue

Kettering, Ohio
Armory and FMS Renovations

Ohio Reformatory for Women
Nursery

ODT - Pickaway County, Ohio
Full Service Maintenance Facility - Pickaway County

City of Columbus
Recreation & Parks - Linden Community Center; South Outpost

Local Waste Services - Columbus, Ohio
New Maintenance Building

Ian Pfefferle, PE

STRUCTURAL ENGINEER

With Korda since **2002**

EDUCATION

Master's of Science, Structural Engineering, The Ohio State University | 2007

Bachelor of Science, Civil Engineering, The Ohio State University | 2003

REGISTRATIONS & CERTIFICATIONS

Professional Engineer - Structural | OH

NCEES

Ian has 20 years of experience as a structural engineer working on various project types. He is responsible for structural design, cost estimate preparation, shop drawing review, and preparation of plans and specifications as well as structural analysis of existing facilities.

PROJECT EXPERIENCE

Franklin County
Domestic Relations & Juvenile Court Renovations

Fire Station #35
Civil and Structural Services

Columbus, Ohio
Columbus Municipal Campus

Grandview Heights Schools
Athletic Facilities Assessment

Berkshire Township
On Call Engineering Services

Columbus Convention Center
Site Design

United Schools Network
Columbus City Schools Assessment

Rhodes Tower- Columbus, Ohio
Elevator Modernization

Sterling Innovation Campus
Assessment!

OhioHealth
Outpatient Facility Assessment

The Ohio State University Hospital East
Dumbwaiter Upgrade Assessment

Matt McGrath, ASLA, PLA, LEED AP

PROJECT MANAGER - LANDSCAPE ARCHITECTURE

With MKSK since **2007**
(4 years prior experience)

EDUCATION

The Ohio State University,
Master of Landscape Architecture, 2001

Universidad CatÓlica de CÓrdoba, Argentina,
Foreign Studies, 2000

Ohio University,
Bachelor of Arts Political Science / Business Administration,
1995, Cum Laude

REGISTRATIONS & CERTIFICATIONS

Registered Landscape Architect, State of Ohio

LEED Accredited Professional, 2009

For Matt, one of the greatest challenges is maintaining a sense of authenticity and appreciating the contextual relationships of the environments he shapes. He shifts the approach toward the basic principles, set new precedents, and help improve the world we live in.

Matt has more than 21 years experience on diverse projects ranging from large scale healthcare master planning and public open space design to detailed site design. In recent years his focus has been on large scale urban based projects. As a project manager his responsibilities include client relations, contract management, budget oversight, consultant coordination, project staffing and scheduling, and design review. He has a demonstrated ability to successfully provide design oversight on often complex projects.

PROJECT EXPERIENCE

OSU Wexner Medical Center
Outpatient Care Facility

Grandview Heights Schools
Master Plan & High School/Middle School Renovations

Upper Arlington City Schools
Master Plan; High School Renovation

Greater Northam Park
Strategic Master Plan

Tremont Road
Streetscape Corridor Plan & Improvements

Ohio State University
Cannon Drive Relocation Study & Implementation;
West Campus/Carmenton Innovation District;
Transportation Implementation Plan

Blythe Price, ASLA, PLA

LANDSCAPE ARCHITECT

With MKSK since **2021**
(4 years prior experience)

EDUCATION

The Ohio State University,
Bachelor of Science, Landscape Architecture, 2015

REGISTRATIONS & CERTIFICATIONS

Registered Landscape Architect, State of California

Blythe's passion lies in designing experiential public spaces that inspire human connection and a deeper relationship with the natural environment.

With more than seven years of experience designing diverse projects across the country, Blythe has worked on a variety of project types at a wide range of scales. She is involved in all phases of the project design process, from site analysis and schematic design to construction detailing and administration. Growing up, Blythe's work as a volunteer restoring Ohio's native oak savannas and summers spent exploring the national parks inspired her to pursue landscape architecture. Today, she carries this experience forward, designing engaging spaces that aim to achieve social, environmental, and economic sustainability.

PROJECT EXPERIENCE

City of Powell
Parks and Facilities Master Plan

West Case Park
Park

Stubbs Park
Improvements and Amphitheater

Ohio History Collection
Storage Facility

◆ **Expedia Headquarters**
Campus; The Beach at Expedia Group

◆ **Auckland International Airport**
Terminal Master Plan

◆ **Serif and the Line**
Hotel

◆ **Faust Winery**

◆ **P2/P8 Public Park**

◆ *Indicates work with previous firm*

Andrew Overbeck, AICP

PLANNER

With MKSK since **2005**

EDUCATION

The Ohio State University, Master of City and Regional Planning, 2005

Earlham College, Bachelor of Arts in Politics, 1997

Thomas J. Watson Foundation Fellow, 1997-1998

REGISTRATIONS & CERTIFICATIONS

Certified Planner, American Planning Association

Andrew takes a collaborative approach to developing effective plans that address complex urban issues and identify catalytic projects.

Andrew has completed transformational municipal planning, long-range planning, urban design, streetscape, alternative transportation, urban parks, and campus master plan projects. He has worked in cities throughout the region on downtown plans and public realm improvements with a focus on urban revitalization, sustainability, and connectivity. Matching his strong background in research, writing, and graphic design with his ability to facilitate public discussion and discourse, Andrew is able to effectively communicate and build consensus for solutions that enhance and invigorate cities and neighborhoods.

PROJECT EXPERIENCE

City of Powell
Parks and Facilities Master Plan

Downtown Akron
Vision and Redevelopment Plan

Great Parks of Hamilton County
Comprehensive Master Plan

Columbus Recreation & Parks
Master Plan

Downtown Columbus
Strategic Plan

Lakeside Chautauqua
Chautauqua Comprehensive Plan

Scioto Greenways
Plan

Toledo Downtown
Master Plan

Downtown Public Realm
Enhancement Study

Reedy River
Redevelopment Plan & City Park

Sarah Lilly, AICP

URBAN PLANNER

With MKSK since **2019**
(1 year prior experience)

EDUCATION

The Ohio State University, Master of City and Regional Planning, 2019

Miami University, B.A. Geography and Urban and Regional Planning, 2015

REGISTRATIONS & CERTIFICATIONS

Certified Planner, American Planning Association

Sarah focuses on creating meaningful planning processes and public engagement that result in high-quality presentations and framework plans that will be used for years to come.

Sarah is passionate about fostering vibrant, strong communities through meaningful planning processes and public engagement. Through her past experiences working for destination marketing organizations, Sarah developed her experience in place marketing and tourism, and she understands how important the development of a distinctive identity can be for a place to thrive. She strives to uncover and celebrate the unique assets of each community for which she plans, crafting tailored policy and project recommendations that build on their authentic identity.

PROJECT EXPERIENCE

City of Powell
Parks and Facilities Master Plan

Great Parks of Hamilton County
Comprehensive Master Plan

Oxford Tomorrow
Comprehensive Plan

Downtown Columbus
Strategic Plan Update

Lakeside Chautauqua
Chautauqua Comprehensive Plan

Chattanooga Riverfront District
Master Plan

Blueprint Bluffton
Comprehensive Plan

Engage New Albany
Strategic Plan

New Albany Parks
Framework Plan

Buckeye Lake Pier Development & North Shore Park
Redevelopment Plan

Jessica Hufnagle

PLANNER

With MKSK since **2024**
(3 year prior experience)

EDUCATION

University of Cincinnati
Bachelor Urban Planning, 2020

Minor Real Estate, 2020

REGISTRATIONS & CERTIFICATIONS

Michigan Citizen Planner Certification

Jessica believes listening, understanding, and finding a solution is key to developing a strong, graphically unique product.

Jessica's experience includes a variety of community master plans, parks and recreation plans, and community engagement. She believes robust community and stakeholder input paired with understanding the community will help develop solutions that will influence places and spaces towards a better future. Jessica has seven years of planning experience that includes school internships, with experience in public and private sectors planning, city and rural community planning, and recreation planning.

PROJECT EXPERIENCE

City of Powell
Parks and Facilities Master Plan

West Henderson Road
Vision Plan

- **Camp Dearborn Parks and Recreation**
  Master Plan
- **Kochville Township**
  Master Plan
- **Montrose Township**
  Master Plan Update
- **Watertown Township**
  Master Plan and Recreation Plan
- **City of Saginaw**
  Master and Recreation Plan Update
- **Plainfield Township**
  Master Plan Amendment; Recreation Plan
- **City of Owosoo**
  Recreation Plan
- **Fort Gratiot Township**
  Recreation Plan

- *Indicates work with previous firm*

MKSK

Karla Salmans, PLA

PROJECT MANAGER - CIVIL ENGINEERING

With The Kleingers Group since **2024**
(13 years prior experience)

EDUCATION

The Ohio State University, Masters of Landscape Arch, 2011

Arizona State University, BS, Business Marketing, 2003

REGISTRATIONS & CERTIFICATIONS

Registered Landscape Architect:
Ohio

Karla is personally invested in this project as she and her family live in Powell. She believes successful landscape architecture meets project goals with culturally, socially, and ecologically sensitive solutions unique to each project's context. Over the past 13 years, her portfolio has amassed public and private clients, with projects ranging from intimate pocket parks to large municipal capital improvement initiatives.

Her diversity of work can be attributed to understanding meaningful design, regardless of scale, stems from critical comprehension of a site from interior details to external influences.

PROJECT EXPERIENCE

- **Grandview Heights Municipal Services Campus**
  Campus Planning, Feasibility Study, Site Design, Cost Estimation, Rain Gardens, Multipurpose Open Space, Pedestrian Connectivity, Large Vehicle Circulation and Parking
- **Parks Edge Condominiums**
  Project Management from Concept through Construction, Overall Landscape Architecture Design, Permitting, Construction Administration, Outdoor Rooftop Pool, Sun Deck, Covered Kitchen, Private Atrium Terrace with Fireplace, Pedestrian Connectivity to Arena District, Attached Private Garage
- **Rose Run Park**
  Project Management from Planning through Construction, Landscape Architecture Design, Public Engagement, Construction Administration, Stream Ecology, Connecting Public Amenities, Large Community Event Spaces, Nature Play, Access to Stream Banks and Wetland Areas
- **Taylor Farm Park, Phase 1**
  Project Management from Planning through Construction, Landscape Architecture Design, Public Engagement, Technical Wetland Design, ADA Walkways and Boardwalks, Strategic Overlooks, Specific Planting Plan to Provide Wildlife Food Habitat
- **City of Columbus Driving Park Recreation Center and Municipal Pool**
  Master Plan & Feasibility Study, Public Engagement Campaign, Professional Design Services from Concept Through Construction Completion, Zero Entry, Leisure Pool, Lap Pool, Diving Well, Waterslides with Plunge Pool, Sun Deck, Shade Structures, Sport Courts, Leisure Trails
- **Grandview Heights Municipal Pool**
  Master Plan, Public Engagement Campaign, Professional Design Services From Concept through Construction Completion, Salvaged and Repurposed Materials, Zero Entry, Leisure Pool, Child Pool, Lap Pool, Diving Well, Waterslides with Plunge Pool, Sun Deck, Large Pergola, Basketball Court

- *Indicates work with previous firm*

THE KLEINGERS GROUP

Megan Cyr, PE, LEED AP

LEAD CIVIL ENGINEER

With The Kleingers Group since **2002**

EDUCATION

The Ohio State University, BS, Civil Engineering, 2004

REGISTRATIONS & CERTIFICATIONS

Registered Professional Engineer:
Ohio

Megan brings 22 years of experience as a project principal, manager, and engineer. She performs master planning, budgeting, document preparation, and permitting for K-12 school districts, higher education facilities, institutional facilities, and athletic field design projects. Megan is experienced with multi-family residential housing, and commercial developments in the greater Columbus area.

She oversees the preparation of AutoCAD drawings for projects, completing necessary calculations and reports, making submittals to meet client deadlines and assisting with construction administration.

PROJECT EXPERIENCE

Obetz Athletic Club
New Construction, Indoor Community Recreation Center, Football Fieldhouse, Fitness Area, Hardcourt Area, Entry and Lobby Control, Locker Rooms, Concessions, Exercise Room, Large Parking Area

Obetz Conference Center and Banquet Facility
Zoning Requirements Evaluated, Stormwater Drainage Design, Parking Expansion, Conference and Banquet Hall Addition of 7,300 SF, Lobby, Coat Room, Bridal Suite, Storage, Kitchen, Restroom Facilities

Mt. Vernon Service Building
Site Utilities, Detention, Stormwater Management, 32,000 SF Service Building

Jewish Community Center
Site Layout, Utilities, Stormwater Management, Grading, Onsite Drives, Playfields, Parking Lots

Columbus Metropolitan Housing Authority (CMHA) Franklin Station
Site Design, Private Stormwater and Detention System, Public Sanitary Sewer Relocation Plans, Street Improvement Plans

The Ohio State University Marion Campus Infrastructure Improvements
Phased Campus-Wide Improvements, Assessment of Existing Conditions, Studied Areas for Improvement, Recommended Plan for Improvement, Re-Work of Entry to Create Roundabout, Revised Entrance from SR-95, Pavement Upgrades, ADA Parking Upgrades, Parking Lot Renovations, New Landscape Barrier, Campus Bike Path Master Plan

Michael Couvreur, PE, LEED AP, CPESC, CESSWI

PROJECT ENGINEER

With The Kleingers Group since **2003**

EDUCATION

University of Dayton, BS, Civil Engineering, 2002

REGISTRATIONS & CERTIFICATIONS

Registered Professional Engineer:
Ohio
Kentucky
Indiana
Michigan
Arizona

Michael brings 21 years of experience performing site designs and infrastructure improvements. He has experience working for K-12 and higher education facilities, private and public site development projects, and mixed-use development projects, typically in support of architectural firm-led projects.

Michael's assignments have included public roadway design, intersection and drainage improvements, storm sewer, culverts, sanitary sewer, waterlines, and utilities.

PROJECT EXPERIENCE

The Ohio State University North Residential District Transformation Project
New Construction, 12 New Dormitories, Dining Areas, Outdoor Fitness Areas, Infrastructure Improvements, Technical Specifications, Infrastructure Planning, Local Jurisdiction Coordination

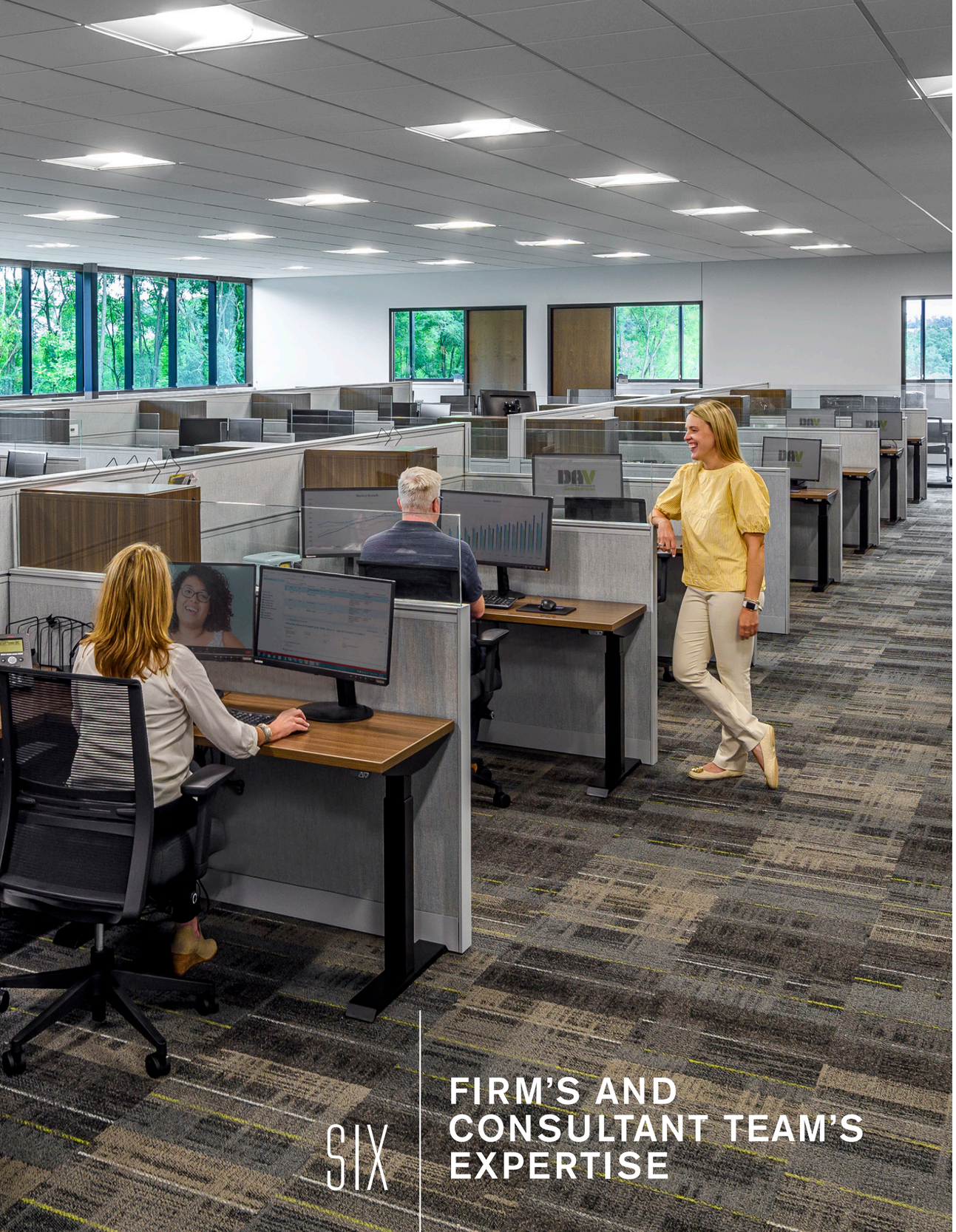
The Ohio State University – The Residence On Tenth
New Construction, Suite-Style Housing, New Sidewalks, Mill and Fill, Curb Replacement, Utility Design, Stormwater Management, LEED Gold Certified

The Ohio State University Sullivant Hall and Billy Ireland Cartoon Library
Design Stormwater Facilities, Utility Relocation, Site Grading, Stormwater Management Solutions, Efficient and Practical Site Redesign

The Ohio State University 18th Avenue Library
Evaluation of Site Access Related to Refuse and Facility Management, Pedestrian Safety Assessment, Walk Widths, Curb Cuts

Columbus College of Art and Design - Design Studios on Broad
Site Improvements, New Student Apartments, Commerical Space, Urban Streetscapes, Site Drainage, Utility Improvements

Eastland-Fairfield Career Tech
New Construction, Site Utilities, Overall Site Grading, Stormwater Management, Parking Layout, Construction Traffic Plan



Six
FIRM'S AND CONSULTANT TEAM'S EXPERTISE

Experience in Providing Substantially Similar Services in Ohio

The Champlin | EOP team has a portfolio of master planning projects that have been completed throughout Ohio, Kentucky, and Indiana. Our team's collaborative approach, along with our holistic analysis addressing all aspects of your project, will be important — particularly when we engage with your project team in the visioning, analysis, planning, programming phases of the process. This approach focuses on creative, yet thoughtful and realistic design solutions which will ease decision-making by your project stakeholders and result in a design process that proceeds smoothly.

Preliminary observations regarding the project and initial thoughts on the study:

As provided via the links in the Request for Qualifications, the City of Powell has engaged in master planning several times. While the 2005 study is good historical information, it is too old for much practical application at this point. However, the study completed in October 2021 has more current information that can inform master planning moving forward. Additionally, Champlin | EOP and members of this team as submitted are currently engaged with the City of Powell's Parks & Recreation Department doing overall parks master planning. That effort has given us insight into how the community and city personnel engage with some of these buildings. This broader context is invaluable in understanding the broader needs to be addressed.

Champlin | EOP Relevant Ohio Projects

- Hamilton County
  Master Plan Update
- Warren County
  Master Plan
- Hillcrest Academy
  Existing Conditions Assessment
- Great Parks of Hamilton County
  Park System Master Plan
- Cincinnati Park Board
  Lytle Park Master Plan
- The Salvation Army
  Camp Swoneky - Master Planning
- City of Mason
  Parks Master Plan
  Lou Eves Recreation & Competition Pool
- City of Moraine
  Wax Park Master Plan
- YMCA of Greater Cincinnati
  Master Planning and Ongoing Work
- Owensville Montgomery Township Fire Protection District
  New Fire Station
- Greater Dayton Regional Transit Authority
  IDIQ Assessments & Ongoing Work
- Duke Energy
  Midwest Design Partner
- Public Library of Cincinnati & Hamilton County
  Facilities Master Plan
- Wyoming Fine Arts Center
  Renovation and Expansion Concept Design

KORDA

Experience in Providing Substantially Similar Services in Ohio

Over the past 40 years, Korda has been called upon to perform over 140 facility assessment and master plan projects. We have performed these services for a wide variety of clients including higher education, healthcare, and private industry. Our experience designing these types of systems and performing renovation projects gives us a strong knowledge base to rely upon when assessing the condition of these systems. Our engineers investigate these systems to determine the ability of the systems to continue to meet the current needs of the building, to see if they can be possibly upgraded to meet changing requirements, to determine if replacement parts are still available when maintenance is required, and to determine if the systems still meet Code requirements. Korda's engineers have performed these assessments time and again. At the OSU College of Social and Behavioral Sciences, we evaluated the physical conditions and assessed the capacities of the utilities and the structural, mechanical, and electrical systems in the buildings occupied by the College. In particular, we looked at these systems as they related to their ability to serve the intended building functions in the future. The study evaluated the compliance of the engineering systems with the current Codes and investigated strategies to bring the buildings into compliance. Our engineers also performed a master plan for The Ohio State University shortly after they acquired a new facility. The 2010 Master Plan for The Ohio State University East (OSUHE) began with a step back to evaluate the existing conditions of the East Campus and explore the idea of regenerating this East Campus. The Master Plan is a three-phase solution to address the near-term and future needs of OSUHE. These phases are the Near-Term Preferred Approach for the next 3-5 years, the Mid-Term Preferred Approach 5-10 years out, and the Long-Term Preferred Approach for items 10-15 years down the road. The Near-Term phase strategically builds on some of the positive aspects of the existing facility and takes advantage of vertical expansion capabilities over the Emergency Department. The Mid-Term Preferred Approach does not propose new construction, but rather addresses some of the antiquated engineering systems noted in the initial assessment that will not be touched by either the Near-Term of the Long-Term Preferred Approaches. Finally, the Long-Term Preferred Approach creates all new medical surgical inpatient environments that will be state-of-the-art and properly sized for OSUHE.

Preliminary observations regarding the project and initial thoughts on the study.

Korda's engineers are well-versed in the tasks associated with assessments and master planning efforts. In addition to performing these activities for our projects that focus solely on assessing existing MEP systems or helping owners develop master plans, our team members perform these activities on every single renovation project we design. These types of projects form the bulk of the work that Korda Engineering performs, so we are very comfortable with the expected effort associated with this project.

City of Powell, Ohio
Facilities Master Plan and Growth Strategy Including Facility
Condition Assessments and Facility Needs Assessments

MKSK

Experience in Providing Substantially Similar Services in Ohio

MKSK has a long history of planning and design that considers the entire context of site and campus. From the City of Columbus Municipal Campus to the Franklin County Government Center, we have been engaged on the design teams from the initial urban design plan or master site plan, through implementation on multiple phases of civic campus building development or redevelopment. MKSK understands the numerous factors that must be considered to create a robust and successful plan including assessments of existing conditions, environment, infrastructure, transportation and parking, community character, cultural and historic structures, the built environment, and the public realm. We understand the relationships between the many various types of land uses and their impacts on infrastructure and municipal services and funding. Because of our work with the development community, we also have a robust understanding of the types, yields, needs, and site layout of the myriad land developments.

MKSK is also a leader in shaping place. We believe in the culture of local, strive to understand the sense of place, and rely on authentic ideas. MKSK leads a creative planning and design process that generates vibrant spaces supporting civic uses. The character of the places that people particularly love in our cities promote social interaction through flexible design, foster a sense of safety and security day and night, are comfortable with inviting materials and surfaces combined with quality amenities, and provide opportunities for integrated public art. Our experience includes the design and implementation of neighborhood and district plans, civic and public spaces, municipal and government campus plans, parks and streetscapes throughout Ohio and the Midwest.

MKSK's history of work in the City of Powell includes the following projects:

- City of Powell Parks & Facilities Master Plan (Ongoing)
- City of Powell Comprehensive Plan (2015)
- Downtown Powell Street System & Circulation Plan (2016)
- Sawmill Parkway Corridor Study (2004)
- Downtown Powell Revitalization Study (2003)

Preliminary observations regarding the project and initial thoughts on the study.

Through our work on the Powell Parks, Recreation, and Facilities Master Plan, we have gained a solid foundation of understanding of the City's facilities and how they are situated within public parks and on public properties. While many of these facilities were constructed around the same time, our initial findings indicate that the park buildings are generally in good, well-maintained condition. The major theme that has arisen through our work so far is the lack of available facilities to fit the City's needs and the needs of the growing community. This includes operational and storage space, space for public service staff and equipment, programmable recreation space, indoor recreation space, and more. The MKSK Project Team, including Champlin Architecture | EOP Architects, that is working on this plan will be including high-level recommendations as it relates to parks and recreation facilities, including needed facilities and facility upgrades.

THE KLEINGERS GROUP

Experience in Providing Substantially Similar Services in Ohio

The Kleingers Group portfolio has numerous successful planning and design projects. With an emphasis on community-centric design, Kleingers actively engages with local stakeholders and residents to ensure the final product reflects each community's unique identity and aspirations. This participatory approach fosters a sense of ownership and pride among residents, leading to well-used and cherished spaces. One fruitful example is our team's partnership with the City of Mason. Over several years and multiple public engagement events, Kleingers designed the Master Plan and continued through construction documentation and construction administration for the Mason Aquatic Center. The project's overwhelming success has led to the adoption of the project's design aesthetics for all future parks implemented in Mason. Whether designing municipal facilities, campuses, or streetscapes, our team consistently prioritizes accessibility, connectivity, and sustainability. Our holistic and inclusive methodology emphasizes our dedication to improving quality of life through thoughtful and innovative design.

Preliminary observations regarding the project and initial thoughts on the study.

The primary goal is to develop a comprehensive Facilities Master Plan that supports Powell's vision of a connected, vibrant, and resilient community. Identifying critical connections to adjacent public amenities for pedestrians, bicycles, and vehicles will be paramount for the overall site plan and adherence to Powell's Comprehensive Plan. Integrating these circulation routes with green infrastructure, such as bioswales and permeable pavements, will manage stormwater effectively, help combat the urban heat island effect, and can be implemented as reinforcement for prioritizing pedestrian access, experience, and safety. Additionally, green infrastructure can serve as an extension of open space, creating a seamless transition from one amenity to the next. Specifically, connecting to the Village Green Park and the downtown streetscape will be critical to a cohesive Master Plan.

SEVEN | RELEVANT PROJECTS

Seven
RELEVANT PROJECTS

Champlin | EOP Relevant Project Experience in the Past 5 (Five) Years:

- **City of Powell -** Parks, Recreation, and Facilities Master Plan
  Owner: Melissa Hindman **p:** 614.885.5380 x1064 **Completion Date:** Ongoing **Services Provided:** Master Plan
  As a consultant to MKSK, Champlin | EOP provided existing condition assessment services for park buildings located throughout the park system operated by the City of Powell. Buildings evaluated included common park building types such as restroom buildings and picnic shelters as well as more specialized buildings such as the amphitheater building in the Village Green Park or the Service Center building in Adventure Park. The goal of the condition assessment was to find deferred maintenance items that could be categorized into immediate repair needed, near-term repair needed and long-term maintenance planning needed

- **Hamilton County** - Master Plan Update
  Owner: Bert Watts **p:** 513.946.5055 **Completion Date:** Ongoing **Services Provided:** Master Plan
  Champlin | EOP is the ongoing architectural services partner for Hamilton County. In order to best serve their ever-changing needs, we conducted an update to their existing master plan for seven County facilities in a dense urban core. The goals of this update included analysis of the successes from the previous version as well as a reprioritization of remaining potential projects in order to better match with current building conditions and services provided by the County and to realize long term efficiencies for taxpayers.

- **Warren County** - Master Plan
  Owner: Trevor Hearn **p:** 513.695.1256 **Completion Date:** Ongoing **Services Provided:** Master Plan
  Warren County is one of the fastest growing counties in Ohio. The rapidly increasing number of residents, homes and businesses in the county imparts a constant pressure for increases in staffing in order to maintain the high level of services. County administration recognized a need to renovate and/or add to their facility portfolio. They hired Champlin | EOP to help them understand all of the moving parts.

- **Hillcrest Academy** - Existing Conditions Assessment
  Owner: Bert Watts **p:** 513.946.5055 **Completion Date:** Ongoing **Services Provided:** Master Planning
  Hamilton County engaged Champlin | EOP to lead a multi-discipline team whose task was to assess the existing condition of interior and exterior components of each of the buildings on campus in order to prioritize repairs and upgrades in a way that would allow for the facility to reopen upon selection of a new operator. Mechanical, plumbing and electrical systems were evaluated related to condition as well as remaining lifespan.

- **Great Parks of Hamilton County** - Park System Master Plan
  Owner: Bert Watts **p:** 513.946.5055 **Completion Date:** Ongoing **Services Provided:** Master Plan
  Great Parks of Hamilton County engaged Champlin | EOP, through MKSK, to participate in a master plan for their county-wide park system. This system is divided into three regions, Eastern, Central, and Western. A diverse team of consultants was assembled to analyze programs, conservation efforts, ecology, infrastructure, and architecture and to determine how to best serve the recreation needs of the population in Hamilton County. The plan was focused on projects that could be implemented quickly in order to make a positive impact. However, larger projects that could extend well into the future or that would be ongoing maintenance and restoration of the park system ecology were also suggested.

City of Powell, Ohio
Facilities Master Plan and Growth Strategy Including Facility
Condition Assessments and Facility Needs Assessments

- **Public Library of Cincinnati & Hamilton County** - Facilities Master Plan
  Owner: Paula Brehm-Heeger **p:** 513.369.6972 **Completion Date:** Ongoing **Services Provided:** Master Plan
  The Cincinnati & Hamilton County Public Library has a main location in downtown Cincinnati and 40 branch locations spread throughout the county. As part of the efforts to continue its mission to connect people with the world of ideas and information and to focus its efforts on customer needs; PLCH has been working on a Facilities Master Plan process in order to re-envision its future. Group 4 Architecture along with Champlin | EOP have been working with PLCH to evaluate existing facilities, facilitate public engagement and recommend building projects and prioritize these in a 10-year plan which will maximize access to each location while providing industry-leading excellence through a transparent process.

- **Wyoming Fine Arts Center** - Renovation and Expansion Concept Design
  Owner: Ramona Toussaint **p:** 513.948.1900 **Completion Date:** Ongoing **Services Provided:** Master Plan
  The Center reached out to Champlin | EOP in February 2020 to study the feasibility of an accessible ramp to the entrance. However, The Center's goals and objectives necessitate universal access for all people to the entire building. As a community-centered organization offering access to the arts, physical access follows as a basic requirement.

- **AES Building** - Master Plan
  Owner: Adam Kokoi **e:** adam.kokoi@aes.com **Completion Date:** 2020 **Services Provided:** Master Plan
  Dayton Power & Light Company, which is a company within The AES Corporation, selected Miller-Valentine and Champlin | EOP to design and manage the construction of their new Smart Operations Center in Dayton, Ohio; the first of its kind in the United States. The Smart Operations Center demonstrates AES' investment in the Dayton region and its people. Using leading-edge technology, the AES Smart Operations Center will utilize data to increase the efficiency of its electric operations across the United States.

- **Alexandria Real Estate OneFifteen** - Rehabilitation Campus Master Planning
  Owner: Marti Taylor **p:** 919.452.1067**Completion Date:** 2019 **Services Provided:** Master Plan
  Champlin | EOP is proud to be a part of the story of OneFifteen, a not-for-profit initiative that was created to take on a challenge of the country's most challenging health crisis to date: the opioid epidemic. Focused on a 4.3 acre campus on the South Side of Dayton in the Carillon Community, the project principals are rooted in hope, recovery, healing, continuum, path, and reunification.

- **Rivers Crossing Community Church** - Mason Campus Master Plan
  Owner: Jeff Sharp **e:** jsharp@riverscrossing.com **Completion Date:** 2020 **Services Provided:** Master Plan
  The home church of local Rivers Crossing Community Church is located in Mason, Ohio. The existing space is a 9,000 square foot former movie theater complex, with each theater housing various church functions including the main auditorium, areas for children, and ancillary building functions. The church leadership engaged Champlin | EOP to renovate two theater spaces, definite programmatic requirements, design elements, and aesthetic quality of the space. Since normal church functions would be taking place simultaneously throughout the theater, a cohesive brand was needed throughout the building.

- **Rivers Crossing Community Church** -Deer Park Master Plan
  Owner: Jeff Sharp **e:** jsharp@riverscrossing.com **Completion Date:** 2020 **Services Provided:** Master Plan
  Mason, Ohio is home to the main campus of Rivers Crossing Community Church. In 2016, the church took ownership of the failing Trinity Community Church, creating a satellite branch in nearby Deerfield Township. Our design team worked with Rivers Crossing on developing a cost effective design solution that would balance the current building aesthetic with the modern Rivers Crossing brand, taking advantage of the beautiful mid-century character in the existing space. One of the main goals of Rivers Crossing was to create a cohesive brand between the home church in Mason and the new site in Deer Park.

- **University of Kentucky** - Healthy Kentucky Research Building Planning
  Owner: Dall Clark **p:** 859.257.5911 **Completion Date:** 2019 **Services Provided:** Master Plan
  The research building leverages its position among multiple colleges to attract, house and inspire collaboration between classical wet lab researchers and a diverse group of computational researchers such as behaviorists,nutritionists and population health experts. The founding premise of this project is that the building will enhance collaboration between multiple disciplines in an environment that also supports “heads down” independent work. Located adjacent to patient care, the building will enable knowledge flow between clinical and traditional research environments, ultimately fulfilling its mandate to provide greatly improved care for the people of Kentucky.

- **University of Toledo** - College of Engineering Master Plan & Design Services
  Owner: Jason Toth **p:** 419.530.1418 **Completion Date:** 2019 **Services Provided:** Master Plan
  Champlin | EOP provided a facility assessment and master plan for the College of Engineering in 2019. Constructed in the 1960’s, Palmer Hall was determined to be obsolete, in poor condition, and not sufficient for renovation. Together with the University, a vision to consolidate the entire program of existing Palmer Hall into the North Engineering High Bay was developed. The original High Bay space in the North Engineering Building was originally a glass factory and has remain underutilized for decades. The concept to infill the predominantly single-story space with a second floor provides nearly double the floor space, totaling 50,000sf.

- **Wilson Health** - Master Plan
  Owner: Dave Buchanan **p:** 937.424.7697 **Completion Date:** 2022 **Services Provided:** Master Plan
  Our team helped with hospital client to re-envision their main hospital campus. We provided several options to them for what could be, and are currently working through a planning process to determine the future needs for their patients, the community, and the entire organization. Our master planning process included the exploration of renovating and expanding their current facility, moving to a new location on the same campus, and moving entirely to an offsite location. The conceptual solution involving the addition and renovation was deep dive into the systematic approach for all future renovations and an eventual replacement of the existing facilities over a 25-year-period of time. This long-range facilities planning process will involve many stakeholders including multiple care providers, all who have varying priorities and perspectives.

- **Duke Energy** - Plainfield Regional Office Master Planning
  Owner: Chris Gilb **p:** 513.287.1201 **Completion Date:** 2021 **Services Provided:** Master Plan
  Duke Energy’s Plainfield Campus is comprised of approximately 600,000 GSF in fourteen buildings, situated on approximately 65 acres and serves as the centralized operations center for the Mid-West and portions of the Southeast. Facility operations are divided into (9) operations groups and (29) departments and includes approximately 1,000 employees. Existing buildings, having been constructed primarily from the 1950’s to the 1980’s do not contain the infrastructure, nor the spacial adjacencies to support the complex operations required by a large utility company.

City of Powell, Ohio
Facilities Master Plan and Growth Strategy Including Facility
Condition Assessments and Facility Needs Assessments

Korda’s Relevant Project Experience in the Past 5 (Five) Years:

- Athens County HVAC Upgrade Project
- Upper Arlington Public Library - Lower Level Reconfiguration Study
- Lancaster City Hall Renovations and Repairs
- Perry County Courthouse Assessment
- Franklin Park Conservatory - Palm House and Show House Assessment
- Columbus Metropolitan Library - HVAC Assessment
- Newark Arcade Assessment
- City of Columbus - South Dormitory Condition Assessment
- Licking County Historic Jail
- Franklin County Domestic Relations & Juvenile Court Renovations
- Rhodes Office Tower - MEP Revisions
- Ohio Northern University - Campus Master Plan
- Ohio Department of Natural Resources - Hueston Woods - Nature Center
- Ohio Department of Natural Resources - Historic Oldtown
- Westerville Capital Facility Improvement Study
- Police Substation 19 - Sullivant Avenue
- Sound Bend City Hall Renovation
- City of Columbus - CDBG Neighborhood Facilities Renovations
- Ohio Exposition Center - Master Plan

MKSK Relevant Project Experience in the Past 5 (Five) Years:

- City of Powell Parks, Recreation, and Facilities Master Plan
- City of Powell Comprehensive Plan
- Downtown Powell Street System & Circulation Plan
- Downtown Powell Revitalization Study
- City of Columbus Municipal Campus Master Plan, 77 North Front Street Renovation/Addition & Michael B. Coleman Government Center
- Franklin County Government Center Site Master Plan
- Franklin County Courthouse New Courts Building & Government Center Entry Pavilion
- Upper Arlington School District Master Plan & Implementation
- Grandview Heights School District Middle/High School Campus Master Plan & Grandview Heights Athletic Complex
- Grandview Heights Municipal Building
- Grandview Center at McKinley Field

Kleingers Relevant Project Experience in the Past 5 (Five) Years:

- City of Mason - Schematic Design Through Construction Documentation and Construction Administration
- Miami University - Western Campus Residence Halls and Plaza - Schematic Design Through Construction Documentation and Construction Administration
- Vega Americas, Inc. Headquarters - Schematic Design Through Construction Documentation and Construction Administration
- Heritage Oak Park - Phase II and Phase II Schematic Design Through Construction Documentation
- University of Cincinnati - Calhoun South Gateway - Schematic Design - Construction Documentation and Construction Administration

Eight
PORTFOLIO DETAIL

Champlin | EOP is proud of the reputation we have established and the strong relationships we have cultivated with our clients over many years. We hope that you will take a moment and speak with them candidly about the quality of our work and the level of personalized service we provide time and time again. This is the same level of commitment you can expect to receive on your project.

The following pages contain project sheets provide detailed information and client contact information. We would welcome the opportunity to give you a tour of any of our projects.

Hamilton County, Ohio

MASTER PLAN UPDATE

CLIENT CONTACT
Hamilton County, Ohio
1000 Main Street, Room
B-95
Cincinnati, OH 45202
Bert Watts
p: 513.946.5055

LOCATION
Cincinnati, OH

SIZE
7 Buildings /
~1.5 million SF

Champlin | EOP is the ongoing architectural services partner for Hamilton County. In order to best serve their ever-changing needs, we conducted an update to their existing master plan for seven County facilities in a dense urban core.

The goals of this update included analysis of the successes from the previous version as well as a reprioritization of remaining potential projects in order to better match with current building conditions and services provided by the County and to realize long term efficiencies for taxpayers.

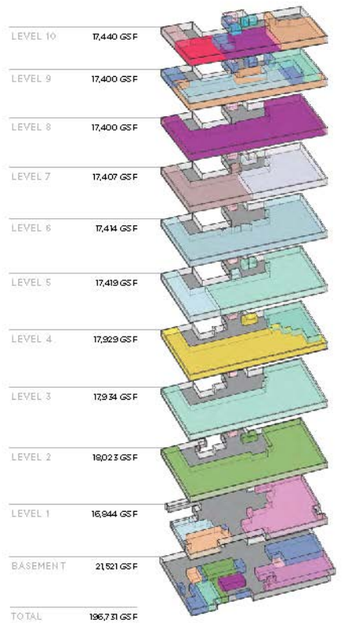
The master planning exercise was divided into data collection, data analysis, and recommendations. The endeavor began with the development of a survey which was distributed to all County departments. This tool, along with personal follow-up interviews with departments and elected officers, enabled our team to better assess the needs of the county. The data collection was used to help determine adequacy of current space, under-utilized spaces, preferred adjacencies, growth projections, and departmental funding. Champlin | EOP is also analyzing existing data for general maintenance and equipment conditions to forecast space needs, business continuity, maintenance, and life-cycle costs. This data will be reviewed in conjunction with financial documents for existing leases, debt carry, potential sales proceeds, and other financial and legal implications to make recommendations for improved use of facility space. Deferred maintenance projects were then folded into the master plan so that a comprehensive look at the County's capital improvement needs could be generated.

The final deliverables of the project include:

- A summary description of the current use and conditions of facilities, identifying available space and areas of recommended work
- Financial and legal summary, by building, of considerations regarding ownership and existing debt, with potential impact of sale/lease/restructure
- Summaries of current and projected departmental facility needs
- Documentation of individually conducted interviews with departmental management, staff, and building managers
- Analysis of facility strategies currently under consideration by the County, including the concept of a new consolidated campus and the feasibility of using sale/leaseback terms
- Preliminary cost estimates for potential implementation (either capital or improvements)
- Strategies for funding recommended solutions
- Recommendations for specific strategies to increase customer service, efficiency, and effectiveness of County services now and in the future through facility and space planning

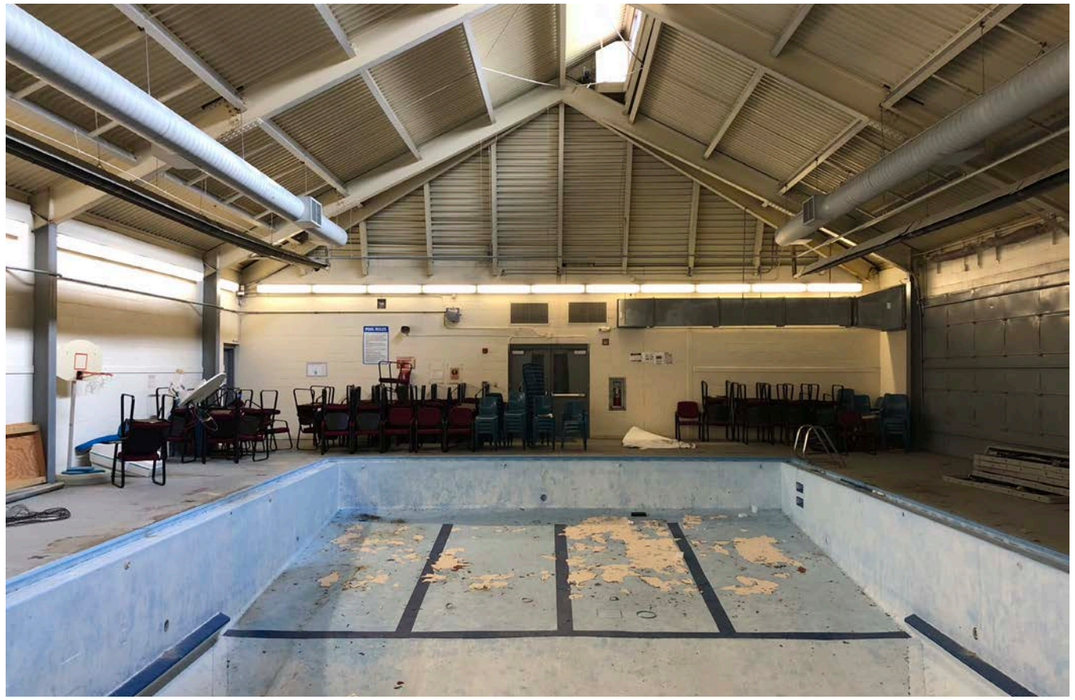
Phase 2 of master planning services will use findings of this report to provide implementation strategies.

CHAMPLIN ARCHITECTURE | EOP architecture | interiors



TODD B. PORTUNE CENTER
FOR COUNTY GOVERNMENT

- AUDITOR
- CLERK OF COURTS
- COMMUNICATION CENTER
- COUNTY COMMISSIONER
- COUNTY FACILITIES
- ENGINEERS
- HUMAN RESOURCES
- PLANNING AND DEVELOPMENT
- RECORDER
- REENTRY
- SHERIFF
- TENANT SPACE
- TREASURER
- UNASSIGNED



Hillcrest Academy

EXISTING CONDITIONS ASSESSMENT

CLIENT CONTACT
Hillcrest Academy
246 Bonham Road
Cincinnati, Ohio 45215
Bert Watts
p: 513.946.5055

LOCATION
Cincinnati, OH

SIZE
Varies

Hillcrest Academy is a residential facility and school for delinquent and dependent youth and has been operated by Hamilton County at this location since 1914. The current campus was built for this purpose in the 1970's. Buildings on the campus include:

- 12 Cottages
- Gymnasium (including an indoor pool)
- Chapel
- Dining and Recreation Hall
- School (13 classrooms)
- Administration Building
- Security Gatehouse
- Housekeeping & Custodial Building
- Maintenance Building

Hamilton County engaged Champlin | EOP to lead a multi-discipline team whose task was to assess the existing condition of interior and exterior components of each of the buildings on campus in order to prioritize repairs and upgrades in a way that would allow for the facility to reopen upon selection of a new operator. Mechanical, plumbing and electrical systems were evaluated related to condition as well as remaining lifespan.

Opinions of probable cost were assigned to various improvements and were grouped in such a way that funding could be assigned. The improvements are divided into a series of bid packages that allow for work to be done to become operational. Future bid packages add capacity for the overall campus by providing renovations for cottages in stages.

Warren County, Ohio

MASTER PLAN

CLIENT CONTACT
Warren County
430 Justice Drive
Lebanon, OH 45036
Trevor Hearn
p: 513.695.1256

LOCATION
Lebanon, OH

SIZE
14 buildings
570,000 SF
67 acre campus

Warren County is one of the fastest growing counties in Ohio. The rapidly increasing number of residents, homes and businesses in the county imparts a constant pressure for increases in staffing in order to maintain the high level of services. County administration recognized a need to renovate and/or add to their facility portfolio. They hired Champlin | EOP to help them understand all of the moving parts.

A survey tool was deployed to nearly forty departments predominantly located on the central Lebanon, Ohio, campus. The goal was to determine which departments were projecting to add or reduce staff, moving towards a work-from-home or hybrid work environment, reduce square footage needs by moving towards electronic record keeping, or adding technology to their workflows that impacted space requirements.

A combination of renovations, additions, and new buildings was recommended to address aging facilities that had reached end of life, as well as to accommodate departments that had modified public interaction and parking needs as a result of operational changes due population increase and pandemic responses. The central campus was determined to not be critical for some departments and the study included recommendations to locate them elsewhere in the county to make room for new buildings.

CHAMPLIN ARCHITECTURE | EOP architecture | interiors

Nine
LETTERS OF REFERENCE

Champlin | EOP is proud of the reputation we have established and the strong relationships we have cultivated with our clients over many years. We hope that you will take a moment and speak with them candidly about the quality of our work and the level of personalized service we provide time and time again. This is the same level of commitment you can expect to receive on any of your projects. We have completed many successful projects with components similar to those which we believe may be desirable for the City of Powell.

CHRIS GILB
Fortune 125 Energy Service Provider
5445 Audro Drive, Mail Stop: EF302
Cincinnati, OH 45202
513.287.7485

JOSEPH WILLGING
University of Cincinnati
2600 Clifton Avenue
Cincinnati, Ohio 45220
513.556.2357

TREVOR HEARN
Warren County, Ohio
406 Justice Drive
Lebanon, Ohio 45036
513.695.1256

BOB RUZINSKY
Dayton Regional Transit Authority
4 South Main Street
Dayton, Ohio 45402
937.425.8300

BERT WATTS
Hamilton County, Ohio
1000 Main Street
Cincinnati, OH 45202
513.946.5055

PAULA BREHM-HEEGER
Cincinnati and Hamilton County Public Library
800 Vine Street
Cincinnati, OH 45202
513.369.6972

onefifteen

6636 Longshore Street, Suite 200
Dublin, Ohio 43017

September 9, 2021

Re: Champlin Architecture

To Whom it may Concern;

I am writing this letter of support for Champlin Architecture. We were proud to partner with Champlin throughout the building of the OneFifteen Campus in Dayton, Ohio. Champlin was a true partner in designing and developing a unique addiction treatment campus to serve those in need of treatment and to support a need in the Greater Dayton community. . The campus includes buildings that are renovated as well as buildings built from the ground up.

The professionalism shown by every member of the Champlin team has been commendable. As we worked through each building it was clear that the Champlin team came to meetings well prepared, had looked at best practices in the field and not only provided one option but, oftentimes, multiple options for us to contemplate. Champlin also met with citizens in the general community and surrounding neighborhood to make sure concerns were heard and addressed. Their level of creativity and unique design perspective is something quite special.

As a hospital CEO for many years, I have worked with many architectural firms in various states and I will say Champlin is at the very top of my list. Their ability to work with our many partners across many different areas and types of expertise was impressive. Some of our partners are nationally reputable companies, and some that are very small teams that have clinical subject matter expertise but rarely have an opportunity to “think big”. The Champlin team did a great job of pulling together very diverse partners, coming to consensus and then producing a product that we are all quite proud of.

If I can be of assistance as you consider choosing your architectural firm, I am happy to provide more context via telephone if needed.

Respectfully submitted,

DocuSigned by:
Martha C Taylor
E4134CE24E56473...
Marti Taylor, President & CEO, OneFifteen

To whom it may concern,

I am writing this letter as a way to inform you of my overall satisfaction and high recommendation for the architectural services performed for Duke Energy by Champlin Architecture. I am a registered architect and have worked for Duke Energy Real Estate Services for over 20 years. While this cannot be construed as an endorsement by the company for the services of Champlin Architecture, I have personally worked with Joan Wurtenberger and her team for the last 6 years when we selected them to be our Midwest Design Partner. They have consistently performed with a high level of professionalism and service. They have applied their design talents to a wide range of projects from corporate interior space to consolidated garage facilities. We are pleased the Champlin Architects have the ability to think about the future work settings for our company since we are now in the final phase of a total renovation of our Cincinnati Headquarters into what we call the Workplace of the Future.

I am happy with the service I receive through the duration of our projects and the follow-up by their project managers is excellent. They provide me with a pro-active attention to detail and the consistency of the team assigned to our projects leads to overall success. They have improved the project process with a collaborative attitude towards our project managers and the general contractors. They are a firm we appreciate for the long run.

John Watkins

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PROPOSED PROCEDURES AND SCOPE OF ACTIVITY

Master Planning
Champlin | EOP has a proven track record of delivering successful projects involving strategic master planning. We have learned through the diverse client and project types which fill our resume that the key to success stems from our ability to lead groups and committees of various sizes, to organize effectively and listen intently.

The core values that we work within when we are working with our clients to develop their master facility plans are:

- Listen
- Lead
- Build Consensus

It is not assumed that what has worked for one client will also work for you. Developing a Master Plan goes beyond a simple assignment of the basic programmatic needs. To truly understand you as a client, we must become ingrained in your culture. We seek to understand your goals and needs that are to be incorporated into an executable master plan. These can be varied and would include financial goals, zoning and regulatory constraints, and community input/feedback.

We will partner with you to review your current programming. We will then begin to create conceptual building and master site and facility plans that are unique to your organizational needs. We will establish design parameters for technical, architectural and engineering requirements. This allows for inter-related design issues to be understood by the design team, client group, and our consultants.

Our team strives to create a balance between the functional requirements of the facility and the need to contribute to the human and aesthetic aspects of the environment. We recognize the long-term benefits of a solution that maximizes the impact of these competing priorities in a well-planned, clearly articulated vision

We truly believe that a collaborative effort produces the best projects for our clients. Our Design Team has a long history of collaborating together on hundreds of projects throughout Ohio, Kentucky, and Indiana.

The Champlin | EOP Team's collaborative approach, along with our holistic analysis addressing all aspects of your project, will be important — particularly in the early site analysis, visioning, and concept design phases. The camaraderie we have developed is focused on creative yet realistic design solutions which will ease decision-making by your client group and result in a design process that proceeds smoothly.

This project is important to the City of Powell. We are here as your partner to help you accomplish your vision and goals. Any significant project study requires strong, passionate, and responsive team leaders from City of Powell Administration as well as Facilities. Our team's strength lies in our ability to listen & lead a variety of stakeholders through a unique, collaborative process that will help you achieve your long-term vision for the City.

- **Assessment Phase —** Provide existing facility assessments for all disciplines. Determine potential needs of facilities and spaces. Provide assessment summary with space program. Assist in patient and staff surveys and facilitate focus groups.
- **Collaboration Phase —** Develop concept design options with phasing and options that would include MEP & structural reviews. Lead workshops and interactions with staff and faculty. Benchmark other institutions as reference.
- **Recommendation Phase —** Coordinate selected alternates with constructability and costing outlines. Provide final plan documentation for reviews.

- **Document Production —** Provide a conceptual level set of documents with plans and images for the selected option that will outline phases, costing, schedule and recommended projects for completion.

The architectural and engineering design solutions will always correspond with the unique philosophy, mission, and vision of the City. Our design team will work with you to create comprehensive, highly-valued planning and design solutions serving the strategic, operational, and business needs of the specific projects for our clients.

Meeting Schedules and Project Deadlines

In consultation with the owner, the Principal-in-Charge establishes a schedule of key dates and deliverables, based upon the owner's requirements. This schedule clarifies who is responsible, what is to be provided, and by when. The Principal-in-Charge remains in regular communication with the members of the Project Design Team to track progress towards achieving these goals. Developing this overall schedule from the project's inception will be a crucial element for the success of this project. Champlin | EOP will pull together the project scope and details and will then provide a pathway and critical target dates from initiation to final deliverable.

During the scheduling of the tasks, we will link activities together and analyze and connect these activities together properly so that we can meet our final completion date. By mapping all of the key dates into a schedule format, we are able to share this with the entire project team, view each activity in real time, update our team progress along the way, and track closely the performance and time used to complete each activity. This is particularly critical when planning activities involve multiple buildings, multiple sites, and varied stakeholder groups.

Site Visits

Part of the master planning process will be visiting each site that needs to be considered and included as part of the master plan. There is no substitute for experiencing the actual facility, building, or space and talking to the users of it about what works or what doesn't and how they've adapted their workflow and process to manage the limitations they experience. This level of consideration extends to when the priorities established in a master plan result in an actual design and construction project.

City of Powell, Ohio
Facilities Master Plan and Growth Strategy Including Facility
Condition Assessments and Facility Needs Assessments

HOW WILL WE DO IT?

We'll start by asking the right questions

We have years of detailed experience designing all kinds of workplace & government facilities. We know how to guide discussions that lead to self-realization and innovation. Your staff are valuable assets with a wealth of knowledge about the day-to-day activity that takes place within their facility. They know how the facility operates today, and they know how they want it to operate in the future.

Frame of reference is an important starting point, but usually not the optimal solution. We don't plan to start from nothing. People know how they work, they know their current processes, and they know their current built environment. At one point in time, their current state was most likely determined to be their optimal state. These details are revealed in the 2005 and 2021 studies. Things change over time. Our job is to uncover what has changed that is making their current state less than optimal. We will also push the user groups to look toward the future and consider what additional changes they see ahead. We will collaborate with the user groups and core leadership team to develop process improvements that are true improvements, not just changes. Room by room, we will get into the details. Every touch-point, every step, every interaction is important.

Quality Control starts with a Quality Team

The Champlin | EOP team is made up of doers, not just talkers. We aren't salesmen who are going to come in and sell you a pretty picture and then leave it to someone else to figure out how to make it work. All of us are active project managers. We are solving the real challenges on real projects every day. Why is this important? It is important because we understand the impact of our planning solutions on future design processes. We realize what it is going to take to get it done. Our designers have years of experience completing complex master planning, new construction, and renovation projects from start to finish. This matters because we are able to see the challenges that contractors may face when master planning suggestions move, eventually, into construction. We learn from every project in order to improve the design of the next.

Think Big Picture, but don't forget the details

During this design process and project construction, it is important to keep your eye on the prize. Don't forget the initial project goals and vision. In order to achieve those big goals, you have to be mindful of the small details. What is best for the project? This is the question that Champlin | EOP asks at every decision point. We will face challenges throughout the project. Tough decisions will need to be made. Those decisions need to be made, not based on what is best for Champlin | EOP, a single user group, or an individual, but for the comprehensive goals of the entire project and, ultimately, the people that access the facility for services. Champlin | EOP excels beyond our competitors by providing both Big Picture thinking and efficient, detailed execution.

Executive Summary & General Project Understanding

The City of Powell has the goal of establishing a strategy for the future needs related to the following buildings/ departments:

- City Hall
- Police Department
- Public Service/Parks Complex
- Other related facilities

This goal is to be supported through a master planning process that will create a long-term roadmap identifying potential maintenance, upgrades, expansions, renovations or even new construction that may be required. To accomplish this goal, Champlin | EOP would engage in the following tasks:

Task 1 – Data Collection

- Develop an understanding of the City's current and projected operational needs as well as problems and issues to be addressed through data collection and needs assessment phases.
- Review the various plans already implemented/adopted by the City to identify strategies and themes to be reinforced through this master planning exercise.
- Research existing building and site information such as GIS mapping, topography, building and zoning codes, and existing building plans.
- Research standards, trends, and benchmarks impacting police and facility design as well as urban planning.

Task 2 – Space & Programming Needs Assessment

- Assess required adjacencies and relationships between spaces, departments, and divisions at a variety of scales. Review of physical proximity and working relationships at each level will be required.
- Determine the number of employees utilizing a facility and the impact those employees have on requirements for office space, conference rooms, print areas, file and other storage, classrooms, training rooms, and exercise rooms.
- Using employee and other occupant counts, determine the required sizes and capacities for building spaces such as public meeting spaces, restrooms, stairways, lobbies, vestibules, and circulation paths.
- Identify security needs related to access to entire buildings, portions, or buildings, and individual spaces.
- Evaluate site needs and features related to public parking, public and employee access, fleet vehicle parking, and specialized mobility vehicle or other equipment storage.

Task 3 – Facilities Condition Assessment

- The purpose of this Task is to assess the current condition of building components (interior and exterior), structure, and systems within each facility to determine repairs that might be needed immediately as well as longer term, compliance with life safety code, and life expectancy of component system as well as the facility in whole.
- Develop a set of protocols and standards related to the assessment procedure that are agreed to by the City. This is to provide a consistent approach from team member to team member. Assessments are expected to include checklists, narratives, and photographs.
- Assessments are intended to be visual and non-destructive.
- To the extent that existing plans and drawings exist related to original construction, renovations, and/or additions, these will be reviewed prior to the site visit for assessment.
- A report will be generated for each facility that provides a narrative description along with immediate, short term and long term recommendations. Opinions of probable cost for recommendations will be provided to help guide future planning by the City.

City of Powell, Ohio
Facilities Master Plan and Growth Strategy Including Facility
Condition Assessments and Facility Needs Assessments

Task 4 – Facilities Master Plan

- Identify opportunities where operational efficiencies can be gained, safety/security can be enhanced, and the public experience can be improved.
- Analyze renovation and expansion opportunities to the current facility.
- Recommend general locations within the city where a new facility, if recommended, may be located.
- Determine impacts to parking of any proposed planning solutions.
- Participate in public engagement meetings and activities led by City personnel.
- Provide a report that identify short-, mid-, and long-term strategies that address programmatic improvements, service enhancements, and facility condition recommendations. Schedule related to timing of design and construction as well anticipated project costs is to be included in the report.

Scope of Services

Champlin | EOP and the design team will provide the following services and documentation:

- Review documentation of the existing building provided to Champlin | EOP. This documentation is expected to include original building drawings, some drawings from various additions and renovations, and CAD files of buildings if available.
- Develop an online survey to be used to gather information. Survey content to include questions on current needs as well as projected needs related to staffing, storage, operational efficiencies, and public interaction over a defined period of time. Survey respondents will be determined at a later date but are expected to include representatives from the police department, the fire department, City administration, as well as other stakeholders.
- Collect survey responses and develop follow-up questions. Conduct interviews with all respondents.
- Tour facilities as part of the interview process. Tours will be used to conduct a cursory review of the accuracy of the documentation and CAD files provided to Champlin | EOP. The intent is to verify accuracy to a level appropriate for planning purposes.
- Perform a site visit to assess interior and exterior architectural elements, mechanical systems, electrical systems, technology, life safety systems, security, structural components (including seismic sustainability), and site components. Appropriate consultants trained and/or licensed appropriately for the system or component to be assessed will be deployed on each review team.
- Provide recommendations for architectural existing facility improvements, if applicable. These recommendations may appear on drawings, in narrative form, or a combination of both.
- Provide recommendations for additions to existing facilities and/or new facilities, if applicable. These recommendations are anticipated to be provided in a narrative form describing general program and desired site improvements. Building plans, elevations and renderings are excluded.
- Provide recommendations related to mechanical, electrical, plumbing, and technology systems appropriate to renovation or addition to the current facility or construction of a new facility. These recommendations are anticipated to be in a narrative format.
- We would develop a preliminary opinion of probable cost for implementation of major recommendations. We expect the estimates to be in current dollars that will be influenced by future design decisions.
- The final deliverable is intended to be a report with an executive summary and supporting documentation.

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ABILITY TO PROVIDE SERVICES

We are committed to this partnership as we are committed to all our partners we have been working with over a long period of time. The team presented here has the ability to keep your master planning project on track over the course of the entire planning process. Should this planning project result in implementation multi-phased project on track over the construction duration. We can commit to this because our talented staff is committed to our firm. We have very low turnover. This can be attributed to the mutual respect each of our employees has for the skill and talents in each of us. It is also reinforced with continuing education programs and support of special interests and learning opportunities.

Champlin | EOP has always had the desire to keep the best technologies at each work station so our architects have the satisfaction of working with tools that enhance our service. Coordination and documentation is critical for new projects, additions, and renovations. Our previous record attests to our ability to stay prompt with drawing and issue dates to meet the overall schedule. An important element in our project success is the ability to coordinate all team players involved in the project process. We have the staff and the resources available to be your architectural partner. We will make the commitment to providing the City of Powell with a consistent design team for the duration of the project and we have the design, programming, documentation, evaluation, and project management talent to meet your expectations.

Substantial Current and Pending Projects:

- City of Powell - Parks Master Plan
- Hamilton County, Ohio - Various Ongoing Work
- Warren County, Ohio - Crime Suppression Headquarters
- University of Kentucky - Cancer & Ambulatory Care Center
- UC Health - Blood Cancer Healing Center
- University of Cincinnati - Biosciences Building Fit-Out
- Commonwealth of Kentucky - Capitol Building Restoration/Renovation
- Morehead State University - Ongoing Work
- Duke Energy - Ongoing Work
- AES Corporation - Ongoing Work

Twelve

PAST EXPERIENCE WITH THE CITY

We truly believe that a collaborative effort produces the best projects for our clients. Our Design Team has a long history of collaborating together on hundreds of projects throughout Ohio, Kentucky, and Indiana — and we are currently collaborating on many the City of Powell Parks Master Plan.

The Champlin | EOP Team's collaborative approach, along with our holistic analysis addressing all aspects of your project, will be important — particularly in the early site analysis, visioning, and concept design phases. The camaraderie we have developed is focused on creative yet realistic design solutions which will ease decision-making by your client group and result in a design process that proceeds smoothly.

Existing City of Powell Parks & Recreation Buildings

Thirteen
PROCESS AND TIMELINE

In consultation with the owner, the Principal-in-Charge establishes a schedule of key dates and deliverables, based upon the owner's requirements. This schedule clarifies **who** is responsible, **what** is to be provided, and by **when**. The Principal in Charge remains in regular communication with the members of the Project Design Team to track progress towards achieving these goals. Developing this overall schedule from the project's inception will be a crucial element for the success of this project. Champlin | EOP will pull together the project scope and details and will then provide a pathway and critical target dates for Master Planning.

By mapping all the key dates into a schedule format, we are able to share this with the entire project team, view each activity in real time, update our team progress and track closely the performance and time used to complete each activity.

Our understanding of the schedule is that it will be driven by budget considerations. So, we expect to begin planning activities in January of 2025. The Request for Qualifications calls for a Final Presentation by December 2025 and we believe we can meet or beat that schedule.

The following is an outline of durations as we anticipate them for this project:

Data Review	2 weeks
Facilities Condition Assessment	6 weeks
Survey Development	2 weeks
Survey Deployment	2 weeks
Survey Review and Departmental Interviews	2 weeks
Space and Programming development	4 weeks
Master Plan Development	12 weeks
Cost Estimating	4 weeks
Preparation of Presentation to City Council	1 week

We believe this to be an 8-9 month process based on our experience and review of previous master planning efforts of a similar magnitude.

FOURTEEN
INSURANCE COVERAGE

Fourteen
INSURANCE COVERAGE

CERTIFICATE OF LIABILITY INSURANCE — DATE (MM/DD/YYYY): 5/7/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The James B. Oswald Company 1100 Superior Avenue East Suite 1500 Cleveland OH 44114	CONTACT NAME: Amanda Klemm PHONE (A/C, No, Ext): 216-777-5140 FAX (A/C, No): 216-539-2815 E-MAIL ADDRESS: aklemm@joswaldcompanies.com
INSURED 14765 Champlin/Haupt Architects, Inc. DBA Champlin Architecture 720 East Pete Rose Way Suite 140 Cincinnati, OH 45202	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: The Cincinati Insurance Company — 10677 INSURER B: Cincinati Indemnity Company — 10677 INSURER C: XL Specialty Insurance Co. — 37885 INSURER D: INSURER E: INSURER F:

COVERAGES — CERTIFICATE NUMBER: 595689176 — REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X All Primary & Non-Contributory GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO- JECT X LOC OTHER:	Y	Y	ECP 026 7244	11/15/2023	11/15/2024	EACH OCCURRENCE $1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) $1,000,000 MED EXP (Any one person) $10,000 PERSONAL & ADV INJURY $1,000,000 GENERAL AGGREGATE $2,000,000 PRODUCTS - COMP/OP AGG $2,000,000 $
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY X Primary SCHEDULED AUTOS X NON-OWNED AUTOS ONLY X Non-Contrib.	Y	Y	EBA 020 7244	11/15/2023	11/15/2024	COMBINED SINGLE LIMIT (Ea accident) $1,000,000 BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $	Y	Y	ECP 026 7244	11/15/2023	11/15/2024	EACH OCCURRENCE $10,000,000 AGGREGATE $10,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	EWC 026 57 93-08	2/1/2024	11/15/2024	X PER STATUTE X OTH-ER E.L. EACH ACCIDENT $1,000,000 E.L. DISEASE - EA EMPLOYEE $1,000,000 E.L. DISEASE - POLICY LIMIT $1,000,000
C	Professional Liability Claims Made Retro Date/Inception	N	Y	DPRSI026752	5/5/2024	5/5/2025	Each Claim $5,000,000 Aggregate $5,000,000 Deductible $25,000 Liability Included

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
(D) Tokio Specialty Insurance Company - NAIC #: 16108 - Cyber Liability; ATB-GM01563-02; 11/15/2023 – 11/15/2024; $1,000,000 each claim. Retention each claim: $7,500

Additional Insured & Waiver of Subrogation are provided when required of the Named Insured by written contract or agreement.

CERTIFICATE HOLDER	CANCELLATION
Specimen	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Amanda Klemm

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CLAIMS INFORMATION

Champlin | EOP has had no litigation or arbitration in the last ten (10) years. There has been a single third party claim, which was successfully mediated within the last ten (10) years. Champlin | EOP has no outstanding lawsuits, legal actions, or conflict of interest which would affect our ability to perform work.

SIXTEEN

PROPOSED MODIFICATIONS TO AGREEMENT TERMS

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PROPOSED MODIFICATIONS TO AGREEMENT TERMS

Champlin | EOP takes no exceptions to the terms as indicated in the Professional Services Agreement as was able to be reviewed through the link provided in the Request for Qualifications.

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is made and entered into and effective on this___day of ____, 202_ ("Effective Date") by and between the City of Powell, Ohio ("Powell"), an Ohio Municipal Corporation, with offices located at located at 47 Hall Street, Powell, Ohio 43065 and Champlin /Haupt Architects, Inc. dba Champlin Architecture| EOP Architects ("Service Provider"), with an office and principal place of business located at 720 East Pete Rose Way, Suite 140, Cincinnati, OH 45202.

Recitals

WHEREAS, Powell desires to engage Service Provider to perform the services as more fully described in the attached Exhibit A (the "Services"); and

WHEREAS, Service Provider desires to perform the Services and desires to be so engaged.

NOW, THEREFORE, in consideration of the foregoing and of the covenants and agreements herein contained, the parties, intending to be legally bound, agree as follows:

Provisions

I. Performance of the Services. Service Provider shall:

A. Perform the Services as set forth in Exhibit A.

B. If the Service Provider is an individual, complete, sign and return the Ohio Public Employees Retirement System ("OPERS") Independent Contractor Acknowledgement Form.

C. Give prompt notice to Powell should the Service Provider observe or otherwise become aware of any fault or deficit in the project or any nonconformance with the Agreement.

D. Remit to Powell after the termination of this Agreement, all files and documents pertaining to the project that have been obtained or produced including, but not limited to, permits, licenses, applications, codes, drawings, site plans, photographs, and similar materials. Service Provider shall be entitled to retain copies for the Service Provider's files.

II. Obligations of Powell. Powell shall:

A. Assist the Service Provider by placing at its disposal all available information pertinent to the Services for the project.

B. Use its best efforts to secure release of other data applicable to the project held by others.

C. Make all necessary provisions to enter upon public and private property as required to perform the Services.

D. Give prompt notice to the Service Provider should Powell observe or otherwise become aware of any fault or deficit in the project or any nonconformance with the Agreement.

III. Term and Termination. The Agreement shall commence on the 1st day of January, 2025, and shall terminate on the 31 day of December , 2026 . Powell may terminate this Agreement at any time by giving Service Provider thirty (30) days advance written notice. In the event this Agreement is terminated by Powell prior to its natural expiration, Service Provider shall be paid the amounts for work actually performed in accordance with this Agreement to the date of this early termination.

IV. Payment.

A. Service Provider shall be compensated for its service consistent with the Exhibit A.

B. The Service Provider shall invoice Powell monthly for services rendered through the previous month, and Powell agrees to pay within thirty (30) days of receipt of a valid invoice. A valid invoice shall consist of a description of work performed and an itemization of all reimbursable expenses, which must be documented with copies of receipts whenever possible. All invoices must include the contract number and the purchase order number of this contract, which is located in the upper right-hand corner of the first page of this document.

V. Relationship of the Parties. The parties acknowledge and agree that Service Provider is an independent contractor and is not an agent or employee of Powell. Nothing in this Agreement shall be construed to create a relationship between Service Provider and Powell of a partnership, association, or joint venture. Further, the parties acknowledge that Service Provider is paid a fee, retainer or other payment as per Section IV of this Agreement; is not eligible for workers' compensation or unemployment compensation; is not eligible for employee fringe benefits such as vacation or sick leave; does not appear on Powell's payroll; is required to provide his/her or her own supplies and equipment; and is not controlled or supervised by Powell personnel as to the manner of work.

VI. Indemnification.

A. Professional Liability. Relative to the extent, losses, damages, liability and cost, the Service Provider agrees to indemnify and save Powell, its officers, officials, and employees harmless from and against any and all suits, actions or claims for property losses, damages or personal injury arising from the negligent acts, errors or omissions by the Service Provider or its employees.

B. Non-Professional Liability (General Liability). To the fullest extent permitted by law, the Service Provider shall indemnify, defend and hold harmless Powell, its officers, officials, employees or any combination thereof, from and against claims, damages, losses and

expenses, including but not limited to reasonable attorneys' fees, arising out of the acts or omissions of the Service Provider, provided that such claim, damage, loss or expenses is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused by the negligent acts or omissions of the Service Provider, any subconsultant(s) of the Service Provider, its agents, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligations shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

VII. Insurance.

A. The Service Provider shall secure and maintain, at his/her/its own expense, Professional Liability insurance in an amount not less than One Million Dollars ($1,000,000.00) per claim/annual aggregate to protect himself from any claim arising out of the performance of professional services and caused by negligent acts, omissions or negligent acts for which the Service Provider may be legally negligent. The Service Provider shall maintain said coverage for the entire contract period and for a minimum of one year after completion of the work under the contract.

B. In addition to errors and omissions insurance, the Service Provider shall also secure and maintain, at his/her own expense, insurance for protection from claims under Worker's Compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom, and any other insurance prescribed by laws, rules, regulations, ordinances, codes or orders.

C. The Service Provider shall secure and maintain, at his/her own expense, General Liability insurance in an amount not less than One Million Dollars ($1,000,000.00) per occurrence.

D. The Service Provider shall secure and maintain, at his/her/its own expense, Property insurance for protection from claims or damages because of damage to or destruction of property including loss of use resulting therefrom in an amount not less than Five Hundred Thousand Dollars ($500,000.00).

E. Powell shall be held harmless for any damage to the Service Provider's property and/or equipment during the course of performance under the Contract.

F. The above referenced insurance shall be maintained in full force and effect during the life of this Contract and for one year beyond, where specified. Certificates showing that the Service Provider is carrying the above referenced insurance in at least the above specified minimum amounts shall be furnished to, and approved by, Powell prior to the start of work on the project and before Powell is obligated to make any payments to the Service Provider for the work performed under the provision of this contract. All such Certificates, with the

exception of those for Worker's Compensation and Errors & Omissions coverage, shall clearly reflect that the City of Powell is an "Additional Insured".

VIII. Employee Documentation

A. Service Provider guarantees that the individuals employed by the Service working on this project are authorized to work in the United States. The Service Provider will upon demand provide Powell with appropriate documentation (Form I-9) for any Service Provider employee performing services for Powell.

B. The Service Provider agrees to indemnify Powell in accordance with Section VI of the Agreement for any issue arising out of the Service Provider's hiring or retention of any individual who is not authorized to work in the United States.

IX. Taxes.

A. Service Provider has the following identification number for income tax purposes: 31-0945295.

B. Service Provider is subject to and responsible for all applicable federal, state, and local taxes.

C. Powell represents that it is a tax-exempt entity and evidence of this tax-exempt status shall be provided to Service Provider upon written request. Service Provider hereby further agrees to withhold all municipal income taxes due or payable under the provisions of the Codified Ordinances of Powell, Ohio, for wages, salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such municipal income taxes due under such chapter for Services performed under this Agreement.

D. The Service Provider shall receive Internal Revenue Service form 1099 from Powell for income tax reporting purposes.

X. Assignment. Neither party may assign this Agreement without obtaining express, written consent from the other party prior to assignment.

XI. Entire Agreement / Amendment. This Agreement constitutes the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations, discussions, undertakings and agreements between the parties. This Agreement may be amended or modified only by a writing executed by the duly authorized officers of the parties hereto. It is understood and agreed that this Agreement may not be changed, modified, or altered except by an instrument, in writing, signed by both parties in accordance with the laws of the State of Ohio.

XII. Discrimination.

A. No discrimination for reason of race, color, national origin, religion, sex, genetic information, pregnancy, age, ancestry, military status, sexual orientation, gender identity, marital status, veteran's status, or disability shall be permitted or authorized by Powell and/or Service Provider in connection with the Services.

B. Nothing in this Agreement shall require the commission of any act contrary to any law or any rules or regulations of any union, guild, or similar body having jurisdiction over the Services of Service Provider.

XIII. Governing Law/Venue. Any controversy or claim, whether based upon contract, statute, tort, fraud, misrepresentation, or other legal theory, related directly or indirectly to this Agreement, whether between the parties, or of any of the parties' employees, agents, or affiliated businesses, will be resolved under the laws of the State of Ohio, in any court of competent jurisdiction in Delaware County, Ohio.

XIV. Severability. If any provision of this Agreement is held invalid or unenforceable, such provision shall be deemed deleted from this Agreement and shall be replaced by a valid, mutually agreeable and enforceable provision which so far as possible achieves the same objectives as the severed provision was intended to achieve, and the remaining provisions of this Agreement shall continue in full force and effect.

XV. Paragraph Headings. Paragraph headings are inserted in this Agreement for convenience only and are not to be used in interpreting this Agreement.

[signatures appear on following page]

BY SIGNING THIS AGREEMENT, YOU HEREBY ACKNOWLEDGE THAT YOU HAVE BEEN INFORMED THAT THE CITY OF POWELL, OHIO HAS CLASSIFIED YOU AS AN INDEPENDENT CONTRACTOR AND THAT YOU HAVE BEEN ADVISED THAT CONTRIBUTIONS TO OPERS WILL NOT BE MADE ON YOUR BEHALF FOR THESE SERVICES.

FURTHER, BY SIGNING THIS AGREEMENT, YOU HEREBY ACKNOWLEDGE THAT THE CITY OF POWELL, OHIO HAS IN NO WAY LIMITED OR RESTRICTED YOUR RIGHT TO PROVIDE THE AGREED-TO SERVICES TO THE GENERAL PUBLIC AND THAT YOU REGULARLY PROVIDE SUCH SERVICES TO THE GENERAL PUBLIC.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the ___day of _____, 2024.

CITY OF POWELL, OHIO

BY: _____ Date _____
Andrew D. White, City Manager

Vendor

BY: _____ Date _____

Michael K. Murphy, Principal

Approved as to Form:

BY: _____ Date _____
Yazan S. Ashrawi, Law Director

CERTIFICATION OF FUNDS

I hereby certify that the above amount required to the above has been lawfully appropriated, authorized, or directed for such purposes and is in Treasury or in the process of collection to credit of the above funds free of obligation or certification now outstanding.

BY: _____ Date: _____

Rosa Ocheltree, Director of Finance

EXHIBIT A

Scope of Services

Powell
OHIO

OFFICE OF THE CITY MANAGER

47 Hall Street | Powell, OH 43065 | 614.885.5380 | cityofpowell.us

MEMO

From: **Andy White, City Manager**

To: **Members of City Council**

Re: **Resolution 2024-44**

Date: **November 6, 2024**

Summary:

The City of Powell has prioritized public safety through the installation of outdoor warning sirens that integrate with the Delaware County emergency notification system. Currently, Powell lacks sirens within its municipal boundaries, leaving residents vulnerable to severe weather without a localized alert system. This Resolution authorizes the City Manager to purchase three outdoor warning sirens from Federal Signal, as well as contract necessary electrical services with Hilscher-Clarke Electric. Federal Signal was selected based on its compatibility with the Delaware County system, ensuring effective and timely tornado warnings for residents.

The lack of sirens within Powell City limits became a critical concern following the tornados that came through Delaware County in early 2024, highlighting the need for a dedicated warning system for residents. Delaware County EMA Director Alex McCarthy provided a presentation to the Operations Committee in May regarding the current outdoor warning sirens throughout Delaware County and potential locations for placement in the City of Powell.

Federal Signal has been awarded the Sourcewell Cooperative Purchasing Agreement, of which the City of Powell is a member, providing for competitive bidding and reduced pricing. Federal Signal has provided a quote for three outdoor warning sirens capable of producing the FEMA-recommended sound level of 70 decibels. These sirens will operate through radio communication, with battery backup, and will connect to the Delaware County system. The sound coverage and installation location recommendations are tailored to the area and Powell's layout, with Federal Signal offering guidance on optimal placement. Current recommendations for placement of the sirens include Bennett Farm, Adventure Park, and Scioto Glenn Park, but will require Council's input. Exact location will be led by availability of an adequate power source and the results of Federal Signals propagation study.

The equipment purchase includes:

- **Siren Cost:** $146,454.00 by Federal Signal
- **Electrical Installation Estimate:** $90,000.00 by Hilscher-Clarke Electric

Total funding for this project will be allocated from the Capital Projects Fund.

The production of the black painted galvanized poles is estimated to take 8-12 weeks, followed by an additional 6-8 weeks for installation, with a total installation timeline of 4-5 months. Should

City Council approve, the anticipated completion date should support readiness for the next tornado season.

Legal Review:

The Law Director's office has reviewed and approved the legislation as to form.

Finance Review:

The Tornado Sirens Project, originally scheduled for 2025, requires an accelerated timeline to ensure installation by Spring. To accommodate this, staff proposes utilizing a favorable variance within the unencumbered balance of the Capital Projects Fund. As the necessary funds are already appropriated, no additional legislative action is required.

Recommendation:

Staff recommends approval of Resolution 2024-44

RESOLUTION 2024-44

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE THREE OUTDOOR WARNING SIRENS FROM FEDERAL SIGNAL AND AUTHORIZE ELECTRICAL WORK FROM HISLCHER-CLARKE ELECTRIC TO BE PLACED WITHIN THE MUNICIPAL BOUNDARIES.

WHEREAS, The City of Powell hereby determines it is in the best interest for the safety of residents of the City to install three outdoor warning sirens within the municipal boundaries; and

WHEREAS, this system will utilize radio communication and will be integrated into the existing Delaware County warning system; and

WHEREAS, Federal Signal outdoor warning sirens are the only sirens compatible with the existing Delaware County activation and monitoring system; and

WHEREAS, Hilscher-Clarke Electric has identified necessary electrical work associated with the outdoor warning siren installation; and

WHEREAS, Delaware County EMA will activate the outdoor warning sirens in conjunction with the established system that are within the County.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, COUNTY OF DELAWARE, STATE OF OHIO, AS FOLLOWS:

Section 1**:** That the City Manager is hereby authorized and directed to purchase three outdoor warning sirens in the amount of $146,454.00 plus $90,000.00 to address electrical work associated with the siren installation from the Capital Projects Fund.

Section 2**:** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council and that all deliberations of Council and any of the decision-making bodies of the City of Powell, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 3: This Resolution shall be in full force and effect immediately upon adoption.

_____

Tom Counts Date
Mayor

_____

Elaine McCloskey Date
City Clerk

EFFECTIVE DATE: November 6, 2024

This legislation has been posted in accordance with the City Charter on this date _____ .

_____ City Clerk

City Council
Tom Counts, Mayor
Leif Carlson David Lester Christina Drummond Heather Karr Ferzan Ahmed Tyler Herrmann

2645 Federal Signal Drive
University Park, IL, 60484
www.fedsig.com

October 4, 2024

City of Powell
47 Hall Street
Powell, OH 43065

Dear City Officials,

Please find below information regarding sole-source justification for Federal Signal outdoor warning sirens for The City of Powell. Federal Signal sirens are the only sirens compatible with the existing Delaware County activation and monitoring system. Any non-Federal sirens added to the system would not be operable as is. Substantial alteration of your existing control point and investing in additional radio communication equipment would be needed if a non-standard siren is added. In addition, a non-standard siren would never be able to provide 2way monitoring status. Below is a technical explanation of the system capabilities and enhanced security features unique to the Federal Signal sirens.

Federal Signal is the **sole manufacturer of the 2001-130 Siren series with digital, electro-mechanical controllers** (model DCFCTBD) designed to operate with our **proprietary digital (FSK) protocol and the Federal Commander Digital System software** (SFCDWARE). This siren model is fully compatible with the control point previously installed by Federal Signal in Powell, Indiana.

The existing control point that activates and monitors the sirens is the Federal Commander Digital software. This includes a *128-bit digitally encrypted communications protocol* to ensure secure communications between central control points and each siren. It is the only siren communication system which allows for complete *over-the-air programmability*, and the ability to *utilize each siren location as a simplex repeater*, thus insuring communication between central control points and all siren controllers. In addition, the communications *protocol utilizes a packet data encoding scheme with CRC-16 error checking* for additional reliability and security. This provides time encryption and date stamping of commands to reduce false activations and prevent system hacking and pirated radio control. It also provides status monitoring and alerting of mechanical faults/intrusion/communication errors.

Federal Signal's proposed DCFCTBD Controllers are the ***only models on the market*** that can communicate with the Commander digital software. The controllers include a Two-Way Radio Transceiver, are UL Listed by model number, and operate with the Federal Signal digital communication system. Additionally, Federal Signal is a ***US manufacturer certified to the ISO-9001:2000 standard***.

Federal Signal will provide all siren equipment with full factory installation and warranties. Our equipment is internally designed and manufactured in the United States upholding the highest industry standards. We ensure equipment is fully compatible and operational with the existing county infrastructure. Purchasing direct from the factory is the only way for The City of Powell to hold and maintain all applicable equipment warranties in their name.

2645 Federal Signal Drive
University Park, IL, 60484
www.fedsig.com

Federal Signal Corporation, is publicly traded Public Safety Company listed on the New York Stock Exchange (FSS), has an extensive management team with an unequalled diversity of technical and operational backgrounds.

Federal Signal takes pride in offering our customers ***security, reliability, and ease of administration and maintenance***. If I can answer any additional questions, or be of service in anyway, please call me at the number below.

Sincerely,

Keith Conklin
Regional Sales Manager
708.285.2611
kconklin@fedsig.com

Wendy Justice
Federal Signal Mfg. Rep.
317.220.2318
wjustice@capitolelectronics.com

FEDERAL SIGNAL
Safety and Security Systems
Protecting people and our planet

Quote Number	FWS082924POW-3
Account Name	Powell, City of
Bill To	47 Hall Street Powell, OH 43065
Date	8/29/2024
Quote Expires	9/28/2024

Product	Description	Quantity	Unit Price	Total Price
2001-130-C	Rotating Electro-Mechanical Siren, 130 dB(C) +/- 1 dB, 48 VDC, Flush plate without the brackets, for roof mount or steel or concrete pole.	3.00	$10,760.00	$32,280.00
DCFCTBDH	DC Siren Control, VHF high band 136-174 MHz, two-way Kenwood 1000 series radio; includes standard sensor package (current, rotator, and intrusion); NEMA4X aluminum, DC 48V battery charger, two 48 VDC contactors and NEMA3R aluminum battery cabinet (requires (4) deep cycle marine batteries, sold separately).	3.00	$9,474.00	$28,422.00
2001TRBP	Transformer rectifier; 240 VAC (Nominal) to 48 VDC / 120 VAC Power Converter.	3.00	$3,456.00	$10,368.00
OMNI-BVH-35	Omni-B series antenna, VHF High, 35' RF Cable. >150-168 MHz >168-175 MHz	3.00	$480.00	$1,440.00
AMB-P	Antenna pole mounting bracket	3.00	$159.00	$477.00
TK-IO-CUSTINS-ACDC-CUSTOM POLE	Turnkey installation includes: *Mounting siren on custom pole (see notes for description) *Install and connect 2001TRBP *Conduits, disconnect and meter base (if required by customer). *Supply and install (4) deep cycle marine batteries (Model FVP). *Proper grounding *All necessary materials and labor as outlined in Product Manual. Note: Buyer is responsible for having a local electrician and/or utility company provide the electrical connection to the siren. Any permits, fees, inspections or modifications required for the power connection are not included in the installation quote.	3.00	$9,275.00	$27,825.00
TK-IO-CUSTINS-CUSTOM POLE	Custom Pole (see notes for description)	3.00	$11,900.00	$35,700.00
TK-IO-CUSTINS-SYSTOPT	Includes: *System optimization of one control point *Installation of Federal Commander Software *Installation of SS2000+ Encoder *Installation of Base Station Radio and Antenna (within 35' of encoder) *Training for administrator/operator (4-hours maximum)	3.00	$469.00	$1,407.00
TK-IO-CUSTINS-STARTUP/SITE OPT	Siren startup and site optimization after power is connected.	3.00	$1,100.00	$3,300.00

FEDERAL SIGNAL
Safety and Security Systems
Protecting people and our planet

TK-SD-SYSDESIGN	Freight / Shipping & Handling / Propagation Studies and Pre-Construction Surveying / Project Management	3.00	$1,745.00	$5,235.00

Grand Total $146,454.00

Accepted By

Agreement
Signing this quote as "Accepted By" comprises an order for the aforementioned products and services and agreement to the terms and conditions of sale outlined.

Accepted By: _____ Date: _____

Title: _____

Proposed By

Manufacturer's Representative	Wendy Justice
Address	Capitol Electronics 230 South Perry Road #1106 Plainfield, IN 46168
Phone	(317) 220-2318
Fax	(317) 839-2662
Email	wjustice@capitolelectronics.com

Assumptions and Notes

EMAIL OR FAX ORDERS TO CAPITOL ELECTRONICS FOR PROCESSING:
sales@capitolelectronics.com
F: 317-839-2662

1. Purchase order must be made out to: ***Federal Signal Corporation, 2645 Federal Signal Drive, University Park, IL 60484;*** Payment remittance address is: Federal Signal Corporation, PO Box 200217, Dallas, TX 75320-0217.

2. Prices are firm for 30-days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for 6 months. This quotation is expressly subject to acceptance by Buyer of all Terms stated in the attached Terms document, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an

acceptance by Buyer of the Terms. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds $50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Safety & Security Systems Group, Federal Signal Corporation. Installation is not included unless specifically quoted as a line item above. Adverse Site Conditions, including rock, caving soil conditions, contaminated soil, poor site access availability, and other circumstances which result in more than 2 hours to install a pole, will result in a $425.00 per hour fee, plus equipment. Trenching is additional. Power Clause, bringing power to the equipment is the responsibility of the purchaser. Permit Clause, any special permits, licenses or fees will be additional. See attached Terms sheet.

3. Upon receipt of your order and acceptance by Federal Signal Corporation, the equipment herein will be supplied at the quoted prices above. Delivery schedule cannot be established until radio information is supplied, if applicable.

4. Delivery, Terms and Services:
   a. Delivery: 6-8 weeks, plus installation
   b. Freight Terms: FOB University Park, IL (Factory)
   c. Terms: Equipment: Net 30 Days upon shipment
   d. Services: Net 30 Days upon completion, billed monthly

TERMS AND CONDITIONS OF SALE (Goods and Services) - *Effective 1-18-2021*

1. DEFINITIONS. In these Terms and Conditions of Sale, "Seller" means Federal Signal Corporation, including any division or subsidiary of Federal Signal Corporation; "Buyer" means the person or entity that placed the order or on whose behalf the order is placed; "Goods" means the goods identified in Seller's acknowledgement of Buyer's order; “Services” means the services identified in Seller's acknowledgment of Buyer's order; "Contract" means the written agreement (which shall include these Terms and Conditions) between Buyer and Seller for the supply of the Goods and/or provision of Services; and "Contract Price" means the price payable to Seller by Buyer for the Goods and/or Services.

2. ORDERS; CONTRACT. All orders must be in writing. Buyer understands and agrees that any order, upon Acceptance by Seller, shall be subject to these Terms and Conditions of Sale. Seller objects to and shall not be bound by any additional or different terms, whether printed or otherwise, in Buyer’s order or in any other communication from Buyer to Seller, or any trade usage or course of dealing between Buyer and Seller, unless expressly agreed to in writing by Seller in Seller’s acknowledgement of Buyer’s order. If the details of the Goods or Services described in Seller's quotation differ from those set out in Seller's acknowledgment, the latter shall apply. Seller reserves the right to make minor modifications and/or improvements to the Goods before delivery provided that the performance of the Goods is not adversely affected and that neither the Contract Price nor the delivery date is affected.

3. EFFECTIVE DATE; CANCELLATION. The Contract shall become effective only upon the date of acceptance of Buyer's order by Seller's written acknowledgement or upon Seller's commencement of performance, whichever is first (“Acceptance”). Buyer may not cancel or change an order after Acceptance by Seller without the written consent of Seller. Notwithstanding the forgoing, Seller may, in its sole discretion, agree to a written request from Buyer for cancellation of an open order under the following conditions: Buyer shall be subject to cancellation charges equal to the greater of (i) 110% of the cost of work completed and/or custom materials purchased at the time the request is delivered, or (ii) a percentage of the canceled portion of the Contract calculated as follows:

Cancellation Schedule – Material:
10% - if cancelled more than 2 weeks from the Effective Date;
20% - if cancelled more than 4 weeks from the Effective Date;
40% - if cancelled more than 6 weeks from the Effective Date;
80% - if cancelled more than 8 weeks from the Effective Date.

If services are cancelled within 1 week of the scheduled mobilization date; 110% of unrecoverable out-of-pocket costs + 50% of scheduled services will be charged. If services are cancelled within 2 days of the scheduled mobilization date; 110% of unrecoverable out-of-pocket costs + 100% of scheduled services will be charged.

4. PRICE AND PAYMENT TERMS. Unless previously withdrawn, Seller's quotation is open for acceptance within the period stated therein or, when no period is so stated, within thirty days after its date of issuance to Buyer. Prices are subject to increase by Seller based on Seller's prices in effect at the time of shipment in all instances where the specified shipment date is more than 30 days from the date of the order from Buyer. Unless otherwise specified in the Contract or Seller's applicable price list, prices are FOB Seller's point of shipment, and the terms of payment are NET 30 days from the date of invoice. Amounts not paid when due shall bear interest for each day after the due date calculated at the annual rate of 18% or the highest rate permitted by law, whichever is less. Freight, packing and handling will be charged at Seller's standard rates, which are available upon request by Buyer. If the Contract is for more than one unit of Goods, the Goods may be shipped in a single lot or in several lots at the discretion of Seller. In such event, each such shipment shall be paid separately, and Buyer shall be responsible for all transportation charges. Seller may require full or partial payment or payment guarantee in advance of shipment whenever, in its opinion, the financial condition of Buyer so warrants. Payment by credit card may be subject to a service charge.

Seller reserves the right to increase the quoted order price set forth in this order acknowledging at any time before delivery to Buyer to reflect any increase in Seller's costs to manufacture or deliver the ordered product due to any factor beyond the reasonable control of Seller. Seller shall provide Buyer with prompt electronic notice or any such price increase. Buyer shall have five days from receipt of such notice to cancel its order, absent which Buyer shall be deemed to have consented to the price increase.

5. TITLE; RISK OF LOSS. Title to, ownership of, and risk of loss or damage to the Goods shall pass to the Buyer, and Buyer shall be responsible for insurance of the Goods, upon delivery of the Goods to the carrier. Alternatively, if it is expressly stated in the Contract that Seller is to procure insurance for the Goods after delivery to the carrier, such insurance will be charged at the carrier's standard rates. "FOB" and any other delivery term used in the Contract shall be defined in accordance with the latest version of Incoterms. Buyer shall have sole responsibility for processing and collection of any claim of loss against the carrier.

6. TAXES. Prices do not include taxes. Buyer shall pay Seller, in addition to the price of the goods, any applicable excise, sales, use or other tax (however designated) imposed upon the sale, production, delivery or use of the Goods or Services ordered to the extent required or not forbidden by law to be collected by Seller from Buyer, whether or not so collected at the time of the sale, unless valid exemption certificates acceptable to the taxing authorities are furnished to Seller before the date of invoice.

7. DELIVERY; FORCE MAJEURE. Unless otherwise stated in Seller's quotation, all periods stated for delivery or completion run from the Effective Date and are to be treated as estimates only and are not guaranteed. If Seller is delayed in or prevented from performing any of its obligations under the Contract due to the acts or omissions of Buyer or its agents, the delivery/completion period and the Contract Price shall both be adjusted as necessary. If delivery is delayed due to any act or omission of Buyer, or if having been notified that the Goods are ready for shipment, Buyer fails to take delivery or provide adequate shipping instructions, Seller shall be entitled to place the Goods into storage at Buyer's expense. Upon placing the Goods into storage, delivery shall be deemed to be complete, risk in the Goods shall pass to Buyer and Buyer shall pay Seller accordingly. The Contract (other than Buyer's obligation to pay all sums due to Seller in accordance with the Contract) shall be suspended, without liability, in the event and to the extent that its performance is prevented or delayed due to any circumstance beyond the reasonable control of the party affected, including but not limited to: Act of God, war, armed conflict or terrorist attack, riot, fire, explosion, accident, flood, disease, health epidemic or pandemic, sabotage; governmental decisions or actions (including but not limited to prohibition of exports or re-exports or the failure to grant or the revocation of applicable export licenses), or labor trouble, strike, lockout or injunction. Seller shall have no obligation to deliver any hardware, software, services or technology unless and until it has received any necessary licenses or authorizations or has qualified for general licenses or license exceptions under applicable

import, export control and sanctions laws, regulations, orders and requirements, as they may be amended from time to time (including without limitation those of the United States, the European Union and the jurisdiction in which Seller is established or from which the items are supplied). If for any reason any such licenses, authorizations or approvals are denied or revoked, or if there is a change in any such applicable laws, regulations, orders or requirements that would prohibit Seller from fulfilling the

Contract, or would in the reasonable judgment of Seller otherwise expose Seller to a risk of liability under applicable laws, regulations, orders or requirements, Seller shall be relieved without liability of all obligations under the Contract. If either party is delayed or prevented from performance of its obligations by reason of this clause for more than 180 consecutive calendar days, either party may terminate the then unperformed portion of the Contract by notice in writing given to the other party, without liability provided that Buyer shall be obliged to pay the reasonable cost and expense of any work in progress and to pay for all Goods delivered and Services performed as at the date of termination. Seller may deliver by installments, and each delivery shall constitute a separate Contract. Failure by Seller to deliver any one or more of the installments in accordance with their terms shall not entitle Buyer to terminate the whole Contract or treat it as repudiated.

8. INSPECTION. Buyer shall inspect the goods immediately upon the receipt thereof. All claims for shortfalls in quantity or for incorrect delivery or for any alleged defect in Seller's performance under this Contract, capable of discovery upon reasonable inspection, must be fully set forth in writing and received by Seller within five days of Buyer's receipt of the Goods. Failure to make any such claim within said period shall constitute a waiver of such claim and an irrevocable acceptance of the Goods by Buyer.

9. DEDUCTIONS AND RETURNS. Buyer must contact the factory before returning any merchandise. Goods in new, unused and undamaged condition that are resalable as new products without modification or repackaging may be returned to Seller for credit only upon the Seller's prior written consent (such consent to be in the sole discretion of Seller) and upon terms specified by Seller, including prevailing restocking, freight, and handling charges. A Return Material Authorization (RMA) must be obtained before returning merchandise for credit. All returns are subject to inspection of merchandise and any defects in the units will be charged back to the Buyer at the cost of parts and labor. Credit deductions will not be honored unless covered by an RMA. Buyer assumes all risk of loss for such returned goods until actual receipt thereof by Seller. Agents of Seller are not authorized to accept returned goods or to grant allowances or adjustments with respect to Buyer's account.

10. LIMITED WARRANTY.
NOTICE: IF ANY GOODS, INCLUDING ANY COMPONENT PART OF ANY GOODS, OR SERVICES SOLD BY SELLER ARE ACCOMPANIED BY A SEPARATE MANUFACTURER'S WARRANTY COVERING SUCH GOODS OR SERVICES, THE TERMS OF SUCH WARRANTY, INCLUDING ALL LIMITATIONS OF SUCH WARRANTY, SHALL GOVERN THOSE GOODS OR SERVICES, AND ANY WARRANTY OF SELLER OTHERWISE APPLICABLE TO SUCH GOODS OR SERVICES SHALL NOT APPLY.

A. Goods. Subject to the forgoing, Seller's limited warranty for any new Goods which are the subject of any Seller's acknowledgement of Buyer's order may be found at www.fedsig.com/ssg-warranty or may be obtained by writing to Federal Signal Corporation, 2645 Federal Signal Drive, University Park, IL 60484; by email to info@federalsignal.com; or by calling 708/534-3400.

B. Services Seller warrants that Services provided by Seller will be performed with all reasonable skill, care and diligence and in accordance with standard industry practice. Seller will correct defects in Services provided by Seller and reported to Seller within ninety days after completion of such Services. Services corrected in accordance with this Section shall be subject to the foregoing warranty for an additional ninety days from the date of completion of correction of such Services.

11. REMEDIES AND LIMITATIONS OF LIABILITY. The remedies contained the preceding paragraph constitute the sole

recourse against Seller for breach of any of Seller's obligations under the Contract, whether of warranty or otherwise. IN NO EVENT SHALL SELLER BE LIABLE FOR CONSEQUENTIAL DAMAGES NOR SHALL SELLER'S LIABILITY ON ANY CLAIM FOR ANY DIRECT, INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES ARISING OUT OF OR CONNECTED WITH THE CONTRACT OR THE MANUFACTURE, SALE, DELIVERY OR USE OF THE GOODS OR SERVICES EXCEED THE PURCHASE PRICE OF THE GOODS OR SERVICES. The term "consequential damages" shall include, but not be limited to, loss of anticipated profits, business interruption, loss of use, revenue, reputation and data, costs incurred, including without limitation, for capital, fuel, power and loss or damage to property or equipment. It is expressly understood that any technical advice furnished by Seller with respect to the use of the Goods is given without charge, and Seller assumes no obligation or liability for the advice given, or results obtained, all such advice being given and accepted at Buyer's risk

12. LIMITED INDEMNITY AGAINST INFRINGEMENT. Seller shall, at its own expense, defend any litigation resulting from sale of the Goods to the extent that such litigation alleges that the Goods or any part thereof infringes any United States patent, copyright, or trademark, provided that such claim does not arise from the use of the Goods in combination with equipment or devices not made by Seller or from modification of the Goods, and further provided that Buyer notifies Seller immediately upon its obtaining notice of such impending claim and cooperates fully with Seller in preparing a defense. If Buyer provides to Seller the authority, assistance, and information Seller needs to defend or settle such claim, Seller shall pay any final award of damages in such suit and any expense Buyer incurs at Seller's written request, but Seller shall not be liable for a settlement made without its prior written consent. If the Goods are held to be infringing and the use thereof is enjoined, Seller shall, at its option, either (i) procure for the Buyer the right to use the Goods, (ii) replace the Goods with others which do not constitute infringement, or (iii) remove the infringing Goods and refund the payment(s) made therefor by Buyer. The foregoing states the Buyer's sole remedy for, and Seller's entire liability and responsibility for, infringement of any patent, trademark, or copyright relating to the Goods provided hereunder. THIS LIMITED INDEMNITY IS IN LIEU OF ANY OTHER STATUTORY OR IMPLIED WARRANTY AGAINST INFRINGEMENT.

13. INTELLECTUAL PROPERTY RIGHTS. All drawings, data, designs, tooling, equipment, procedures, engineering changes, inventions, trade secrets, copyrights , mask works, source code, object code, patents, patent applications, know-how, computer and/or product software and all parts thereof, trademarks and all other information, technical or otherwise which was developed, made or supplied by or for Seller in the production of any Goods or Services sold hereunder will be and remain the sole property of Seller (or its licensors, if any). Buyer agrees not to reverse engineer any Goods purchased hereunder.

14. EXPORT REGULATIONS. Buyer agrees to comply fully with all laws and regulations concerning the export of Goods from the United States, including, but not limited to Export Administration Rules ("EAR"), regulations of the Office of Foreign Asset Control ("OFAC"), International Traffic in Arms Regulations ("ITAR"), as well as Denial Order and Entry lists under EAR and Specially Designated Nationals and Blocked Persons list under OFAC regulations.

15. INSTALLATION. In those circumstances where Seller has agreed to install Goods for Buyer, the following provisions shall control:

A. Responsibility. Installation shall be by Buyer unless otherwise specifically agreed to in writing by Seller.

B. Receiving Product and Staging Location. Buyer is responsible to receive, store and protect all Goods intended for installation purposes, including, but not exclusively, siren equipment, poles, batteries, and installation materials. Materials received in cardboard containers must be protected from all forms of precipitation. Additionally, Buyer is to provide a staging area of an appropriate size for installation contractors to work from and to store equipment overnight.

C. Installation Methods & Materials. Installation is based on methods and specifications intended to meet applicable safety and installation codes and regulations. Design changes required by Buyer may result in additional charges.

D. Radio Frequency Interference. Seller is not responsible for RF transmission and reception affected by system

interference beyond its control.

E. Installation Site Approval. Buyer must provide signed documentation to Seller, such as the "WARNING SITE SURVEY FORM" or a document with the equivalent information, that Seller is authorized to commence installation at the site designated by Buyer before Seller will commence installation. Once installation has started at an approved site, Buyer is responsible for all additional costs incurred by Seller for redeployment of resources if the work is stopped by Buyer or its agents, property owners, or as the result of any governmental authority or court order, or if it is determined that installation is not possible at the intended location, or the site is changed for any reason by the Buyer.

F. AC Power Hookup. Buyer is responsible to coordinate and pay for all costs to bring proper AC power to the electrical service disconnect installed adjacent to the controller cabinet unless these services are quoted by Seller.

G. Permits & Easements. Seller will obtain and pay for electrical and right-of-way work permits as necessary for installations. Buyer is responsible for obtaining and payment of all other required easements, permits, or other fees required for installation, unless specifically quoted. Buyer is responsible for having a local electrician and/or utility company provide the electrical connection to the siren. Any permits, fees, inspections, or modifications required for the power connection are not included in the installation quote.

H. Soil Conditions Clause. In the event of poor site conditions including, but not limited to rock, cave-ins, high water levels, or inability of soil to provide stable installation to meet specifications, Seller will direct installation contractors to attempt pole installation for a maximum of 2 hours. Buyer approval will be sought when pole installation exceeds 2 hours and abandoned if Seller cannot obtain approval in a timely manner.

I. Contaminated Sites. Seller is not responsible for cleanup and restoration of any installation sites or installer equipment where contaminated soil is encountered. Seller will not knowingly approve installation at any site containing contaminates. Buyer must inform Seller when known or suspected soil contaminates exist at any intended installation site.

J. Site Cleanup. Basic installation site cleanup includes installation debris removal, general site cleanup, and general leveling of affected soil within 30' of the pole. Additional site restoration quotes are available.

K. Waste Disposal. Buyer is responsible for providing disposal of all packing materials including shipping skids and containers.

L. Work Hours. All installation quotes are based on the ability to work outdoors during daylight hours and indoors from 7 AM to 7 PM Monday through Saturday. Work restrictions or limitations imposed by Buyer or its agents may result in additional charges being assessed to Buyer for services.

M. Project Reporting. Installation & Service Progress Reports will be provided on a regular basis, normally every week during active installation, unless pre-arranged otherwise by mutual agreement.

N. Safety Requirements & Compliance. Seller requires that all subcontractors and their employees follow applicable laws and regulations pertaining to all work performed, equipment utilized and personal protective gear common to electrical and construction site work performed in the installation of Seller equipment. Additional safety compliance requirements by Buyer may result in additional charges assessed to Buyer for the time and expenses required to comply with the additional requirements.

16. ASSIGNMENT AND SUBCONTRACTING. Seller may assign its rights and obligations by giving Buyer written notice thereof but without being obligated to obtain Buyer's consent prior thereto. In the event of an assignment, Seller shall be discharged of

any liability pursuant to those purchase orders which have been assigned or delegated. Customer may not assign its rights nor delegate its obligations under any or all of its purchase orders unless Seller's written consent is obtained prior thereto and any such assignment or delegation without such consent shall be void.

17. DEFAULT, INSOLVENCY AND CANCELLATION. Seller shall be entitled, without prejudice to any other rights it may have, to cancel the Contract immediately, in whole or in part, by notice in writing to Buyer, if (a) Buyer is in default of any of its obligations under the Contract and fails, within 20 (twenty) days of the date of Seller's notification in writing of the existence of the default, either to rectify such default if it is reasonably capable of being rectified within such period or, if the default is not reasonably capable of being rectified within such period, to take and diligently continue action to remedy the default or (b) on the occurrence of an Insolvency Event in relation to Buyer. "Insolvency Event" in relation to Buyer means any of the following: (i) a meeting of creditors of Buyer being held or an arrangement or composition with or for the benefit of its creditors being proposed by or in relation to Buyer; (ii) a receiver, administrator or similar person taking possession of or being appointed over or any distress, execution or other process being levied or enforced (and not being discharged within seven days) on the whole or a material part of the assets of Buyer; (iii) Buyer ceasing to carry on business or being unable to pay its debts; (iv) Buyer or its equity holders or the holder of a qualifying floating charge giving notice of their intention to appoint, or making an application to the court for the appointment of, an administrator; (v) a petition being presented (and not being discharged within 30 days) or a resolution being passed or an order being made for the administration or the winding-up, bankruptcy or dissolution of Buyer; or (vi) the happening in relation to Buyer of an event analogous to any of the above in any jurisdiction in which it is incorporated or resident or in which it carries on business or has assets. Seller shall be entitled to recover from Buyer or Buyer's representative all costs and damages incurred by Seller as a result of such default or cancellation, including all costs of collection and a reasonable allowance for overheads and profit (including but not limited to loss of prospective profits and overheads).

18. SEVERABILITY. If any term, clause or provision contained in the sales contract is declared or held invalid by a court of competent jurisdiction, such declaration or holding shall not affect the validity of any other term, clause or provision herein contained.

19. NO WAIVER. No waiver by either party with respect to any breach or default or of any right or remedy and no course of dealing or performance, shall be deemed to constitute a continuing waiver of any other breach or default or of any other right or remedy, unless such waiver be expressed in writing and signed by the party to be bound.

20. NOTICES. All notices and claims in connection with the Contract must be in writing.

21. INTEGRATION. These terms and conditions supersede all other communications, negotiations and prior oral or written statements regarding the subject matter of these terms and conditions.

22. GOVERNING LAW AND LIMITATIONS. The formation and performance of the sales contract shall be governed by the laws of the State of Illinois. Venue for any proceeding initiated as the result of any dispute between the parties that arises under this Agreement shall be either the state or federal courts in Cook or DuPage County, Illinois. Whenever a term defined by the Uniform Commercial Code as adopted in Illinois is used in these standard terms, the definition contained in said Uniform Commercial Code is to control. Any action by the Buyer for breach of the sales contract or any covenant or warranty contained herein must be commenced within one year after the cause of action accrued.

23. U.N. CONVENTION. Pursuant to Article 6 of the United Nations Convention on Contracts for the International Sale of Goods (the "UN Convention"), the Parties agree that the UN Convention shall not apply to this Agreement.

Hilscher-Clarke Electric
Canton, Akron, Coshocton, Massillon, Central Ohio, Tri-State

10/24/2024

Attn: Grant Crawford

Subject: Tornado Siren Installation

We are pleased to submit a budgetary quote of eighty-seven thousand two hundred sixty-one dollars (**$87,261.00**) for the electrical work associated with the tornado siren installation.

This cost assumes the following:

1. The cost of permits have been included.
2. The cost of engineering has been included.
3. The cost of AEP installation has been included.
4. The direct boring for the installation of the underground has been included (not to exceed 150’ per site).
5. The purchase and installation of conduit and cable for the power feed is included.
6. Plywood will be used to help keep the grass and walk ways clean.
7. An allowance of $2,000.00, per site, has been included for seeding and minor repairs to the grass.
8. A working schedule of 8 hour days, Monday – Friday.

This quote does not include the following:

1. Any weekend, holiday or shift work.
2. The purchase or installation of any poles. Poles are to be equipped and installed by others.
3. The purchase or installation of any meters, panels, power supplies, disconnects or sirens.

Cost Breakdown:

- Arbor Ridge - $29,087.00
- Adventure Park - $29,087.00
- Scioto Glenn - $29,087.00

Sincerely,

Corey Smith

HILSCHER-CLARKE ELECTRIC COMPANY
90 Grace Drive, Powell, OH 43065
Mobile: (330) 415-6848
Email: csmith@hilscher-clarke.com

Powell OHIO

OFFICE OF THE CITY MANAGER

47 Hall Street | Powell, OH 43065 | 614.885.5380 | cityofpowell.us

MEMO

From: **Andrew D. White, City Manager**

To: **Members of City Council**

Initiated By: **Logan Stang, Planning Director**
Claudia D. Husak, AICP, Planning Manager

Re: **Ordinance 2024-36 – An Ordinance amending specific sections of Part Eleven of the Codified Ordinances to improve review processes, clarify downtown regulations, and address inconsistencies.**

Date: **November 6, 2024**

Summary:

This ordinance was introduced at the October 15, 2024 meeting. City Council reviewed the proposed code amendments and identified opportunities to further refine or clarify the intent behind revising code sections. Council also recommended separating the code amendments based on themes into distinct ordinances as the consolidated ordinance covered several topics of interest. Based on Council's direction, staff is recommending to divide the question for this ordinance so that focused ordinances may be introduced around the essential amendment themes.

Legal Review:

Ordinance 2024-36 proposed amending multiple sections of Part Eleven of the Codified Ordinance. At the first reading of this Ordinance, Council requested that the Ordinance be divided into distinct sections so the various changes to Part Eleven could be considered separately. While there are different procedural ways to fulfill this request, the City has opted to proceed under the "division of a question" process. Under this process, when legislation relating to a single subject contains several parts, each of which is capable of standing as a complete proposition if the others are removed, the parts can be separated to be considered and voted on as if they were separate pieces of legislation.

To proceed in this manner, there needs to be a motion to divide the question, a second, and a majority vote on the motion. In this instance, Ordinance 2024-36 is being divided into four parts. The parts are set forth in Ordinance 2024-38, Ordinance 2024-39, Ordinance 2024-40, and Ordinance 2024-41. Accordingly, the motion to divide the question should clearly state the manner in which Ordinance 2024-36 will be divided (e.g., "I make a motion to divide the question in Ordinance 2024-36 into four separate questions as presented in Ordinances 2024-38 through 2024-41.")

If the motion to divide the question passes, Council can consider Ordinances 2024-38 through 2024-41 each as second readings to the first reading of Ordinance 2024-36.

Financial Review:

The Finance Director has reviewed and supports the recommendation.

Recommendation:

Staff recommends that at the November 6, 2024 meeting for City Council to motion to divide the question in Ordinance 2024-36 into four separate questions as presented in Ordinance 2024-38, Ordinance 2024-39, Ordinance 2024-40, and Ordinance 2024-41.

ORDINANCE 2024-36

AN ORDINANCE AMENDING SPECIFIC SECTIONS OF PART ELEVEN OF THE CODIFIED ORDINANCES TO IMPROVE REVIEW PROCESSES, CLARIFY DOWNTOWN REGULATIONS, AND ADDRESS INCONSISTENCIES.

WHEREAS, City Council has established a goal to improve the efficiency of City operations through modernizing and streamlining processes; and,

WHEREAS, Staff have identified potential updates to the Codified Ordinances in a continued effort to analyze code requirements, procedures, and standards; and,

WHEREAS, the periodic analyzing, revising, and updating of the Codified Ordinances to reflect best practices and streamline processes is in the best interest of the City.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF POWELL, COUNTY OF DELAWARE, AND STATE OF OHIO, AS FOLLOWS:

Section 1: That Part Eleven of the Codified Ordinances are hereby amended as set forth in the document attached hereto as Exhibit A and incorporated herein by reference.

Section 2: That the Official Zoning Map is hereby amended as set forth in the document attached hereto as Exhibit C and incorporated herein by reference.

Section 3: It is hereby found and determined that all formal actions of this Council concerning and relating to passage of this Ordinance were adopted in an open meeting of the Council and that all deliberations of this Council and any of its committees which resulted in such formal actions were in meetings so open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 4: That this Ordinance shall take effect on the earliest period allowed by law.

Tom Counts Date
Mayor

Elaine McCloskey Date
City Clerk

EFFECTIVE DATE: December 6, 2024

This legislation has been posted in accordance with the City Charter on this date _____ .
_____City Clerk

1123.01 – DEFINITIONS.

(112) *Parking, standalone surface lot*: An area intended for the use of off-street parking spaces that is not associated with a primary use or structure which is located at-grade with the adjacent street(s).

1135.03 CONTENTS OF APPLICATION FOR ZONING CERTIFICATE.

(a) Application for a zoning certificate shall be made in writing and be signed by the owner or applicant attesting to the truth and exactness of all information supplied on the application. Each application shall clearly state that the certificate shall expire and may be revoked if work has not begun within six months or substantially completed within one year. At a minimum, the application shall contain the following information and be accompanied by all required fees:

(1) Name, address, and phone number of applicant;

(2) Legal description of property;

(3) Existing use;

(4) Proposed use;

(5) Zoning district;

(6) Plans drawn to scale, showing the actual dimensions and the shape of the lot to be built upon; the exact size and location of existing buildings on the lot, if any; the location and dimensions of the proposed building(s) or alteration; front, side, and rear yard setbacks;

(7) Building heights;

(8) Location and design of access drives;

(9) Number of dwelling units;

(10) If applicable, application for a sign permit or a conditional, special, or temporary use permit, unless previously submitted;

(11) A separate off-street parking and loading plan indicating the number of off-street parking spaces or loading spaces, and their layout, as specified in this Zoning Ordinance, and other such information;

(12) Such other documentation as may be necessary to determine compliance with all the applicable provisions of, and to provide for the enforcement of, this Zoning Ordinance;

(13) In every case where the lot is not served and is not proposed to be served with public water supply and/or the disposal of sanitary wastes by means of public sewers, the application shall be accompanied by a certificate of approval by the Delaware County Health Department for the proposed method of water supply and/or disposal of sanitary wastes.

1135.04 APPROVAL OF ZONING CERTIFICATE.

The Zoning Administrator or their designee shall either approve or disapprove the application in conformance with the provisions of the Zoning Ordinance.

1135.07 EXPIRATION OF ZONING CERTIFICATE.

If the work described in any zoning certificate has not been completed within one year from the date of issuance thereof, said certificate shall expire; it shall be revoked by the Zoning Administrator or their designee; and written notice thereof shall be given to the persons affected. The Zoning Administrator or their designee may grant a one-time extension of six months to an issued zoning certificate provided that the applicant contacts the Zoning Administrator or their designee at least 30 days prior to the expiration date.

1143.11 PROCEDURES FOR APPROVAL OF PLANNED DISTRICT DEVELOPMENT PLANS.

Planned District Development Plans shall be approved in accordance with the procedures established herein in this section.

(a) *Sketch Plan Application.* The applicant shall file a sketch plan application in conformance with Section 1109.06 outlining their intent for developing a planned district for review by the Planning and Zoning Commission if one or more of the following conditions are met:

(1) The proposal does not align with the future land use recommendations of the comprehensive plan;

(2) Except for properties zoned DR, Downtown Residence District or DB, Downtown Business District, the proposal includes new development on five (5) or more acres. For properties zoned DR, Downtown Residence District or DB, Downtown Business District, proposals for new development of one (1) or more acres shall require a Sketch Plan application;

(3) The proposal will be developed in three (3) or more phases; or,

(4) The proposal includes the creation of new public roadways or extension of existing public roadways.

The purpose of this application is to discuss early and informally the effect of this Zoning Ordinance and the criteria and standards contained herein, and to familiarize the applicant with zoning and other applicable regulations. The Planning and Zoning Commission shall schedule a public hearing on a complete sketch plan application based on the recommendation of the Zoning Administrator or their designee.

(b) *Filing of a Combined Preliminary and Final Development Plan.* An applicant may file a combined preliminary and final development plan. Any combined application shall provide all application requirements as outlined in subsections (c) and (i) and shall follow the review procedures of a final development plan application.

(c) *Preliminary Development Plan Application Requirements.* An application for preliminary Planned District Development Plan approval shall be filed with the Zoning Administrator or their designee by the owner of the property for which Planned District development is proposed. At a minimum, the application shall contain the following information. Where any of this information is missing or incomplete, the Zoning Administrator or their designee shall notify the applicant and no additional actions need be taken until such missing material is provided.

(1) Name, address, and phone number of the applicant(s);

(2) Name, address, and phone number of registered surveyor, registered engineer and/or urban planner assisting in the preparation of the preliminary development plan;

(3) Legal description of the property;

(4) A description of present land use(s);

(5) A vicinity map showing all property lines, existing streets and alleys, approved future streets and land uses on adjacent Planned District areas, transportation and land use elements of the City's adopted Comprehensive Plan, current zoning classifications and boundaries, and current land uses on the site of the proposed Planned District development and in the surrounding areas, but no less than 250 feet beyond the limits of the proposed Planned District Development Plan.

(6) A preliminary development plan illustrating:

A. The property line definition and dimensions of the perimeter of the site;

B. Rights-of-way and paving widths of all existing, currently platted, and previously approved Planned District streets and alleys adjacent to, on, or abutting the site;

C. The area of the site and its subareas in acres;

D. The topography of the site and abutting areas at no more than five-foot contour intervals;

E. Existing surface drainageways and surface sheet flow patterns;

F. Flood plain areas, ravine-bottom areas, and areas of ground slope in excess of six percent;

G. Existing vegetation on the site with specific tree locations for all trees six inches or greater diameter at breast height (DBH);

H. Existing easements on the site with notations as to their type, extent, and nature;

I. The location and dimensions of existing utilities on and adjacent to the site, including the nearest sanitary sewer, with manhole invert elevations;

J. Calculation of the maximum residential units permitted on the site under the terms of this Zoning Ordinance, including delineation of the subdistricts of the site upon which these calculations have been made;

K. A preliminary plan and plat for the first, or next, phase of site development illustrating:

1. New street centerlines, rights-of-way, and street classification types;

2. Names of existing and proposed streets;

3. Generalized lot and block layouts, indicating and illustrating property lines, minimum lot areas, minimum building setbacks and yards, location and extent of major off-street parking areas, etc.;

4. Subareas of the site to be developed, by land use type, housing types, and housing densities, including subarea statistics;

5. Location of proposed structures including approximate square footage, use types, primary entranceways, and associated service or loading areas;

6. Common open areas, public lands, and natural scenic easements, including the area of each;

7. Proposed landscape treatment of the site;

8. Proposed utility patterns and provisions, including sanitary sewer, individual waste disposal systems, storm sewer, trash collection systems, outdoor lighting, and water supply, including relevant easements and engineering feasibility studies or other evidences of reasonableness;

9. Provisions for accommodating surface drainage runoff;

10. Proposed architectural design criteria, if applicable;

11. Proposed pedestrian/bicycle pathways and equestrian paths, including locations, dimensions, landscape and construction, including relationships of such pathways to existing and proposed future pathways on surrounding property;

12. Overall site development statistics comparing this plan for development with requirements of this Zoning Ordinance and with the comprehensive plan and indicating that all requirements of this Zoning Ordinance and the comprehensive plan have been met in this preliminary plan and will be met in final development, as well as any requested deviations from the Zoning Ordinance.

L. Projected development schedule by subareas of the entire planned development site, and for the first, or next, phase of development, including land uses, public areas, natural and scenic reserves, streets, buildings, utilities, and other facilities, indicating the relationship of the proposed development to existing and probable uses of surrounding areas during the development timetable;

M. An overall traffic scheme, illustrating points of access, parking areas, including the number of parking spaces and indicating visitor, employee and service traffic flow, illustrating calculated peak hour traffic use for residents and employees as well as deliveries and other transport and the impact of this traffic on the City's road network.

N. If to be developed in phases, the entire site development shall be described in outline and diagrammatic plan form, and in a complementing detailed text in a manner calculated to assure City officials that Planned Development requirements and other requirements of this Zoning Ordinance shall be met in the detailed development of the phases to follow, and that the entire Planned Development area will meet all of the requirements of this Zoning Ordinance, such diagrams and descriptive texts being accepted with, and becoming a part of the extended zoning plan for the entire site;

(7) Evidences, as determined by the Zoning Administrator or their designee, of the ability of the applicant to carry forth its plan by control of the land and the engineering feasibility of the plan, and that the applicant has sufficient control over the land and financing to initiate the proposed development plan phase within two years;

(8) Evidence of the applicant's ability to post a bond if the plan is approved assuring completion of public service facilities to be constructed within the project area by the developer;

(9) Verification by the owner of the property that all the information in the application is true and correct to the best of his knowledge.

(10) A statement of the character and nature of the development including the cost range or rent levels for housing in residential development and the general types of business or industrial and commercial developments.

(11) A statement of the general impact the development will have on the infrastructure, municipality and schools including projected demographics, a traffic impact study and a fiscal impact analysis may be required by the Planning and Zoning Commission.

(12) A fee as established by ordinance.

(d) *Planning and Zoning Commission Public Hearing.* The Planning and Zoning Commission shall schedule a public hearing on a complete preliminary development plan application based on the recommendation of the Zoning Administrator or their designee. The recommendation will include analysis of how the preliminary development plan meets the requirements of this Zoning Ordinance, the comprehensive plan, and other applicable City policies.

(e) *Notice of Public Hearing.*

(1) Before holding the public hearing, notice of such Commission hearing shall be given on the City's website at least ten days before the date of said hearing. The notice shall set forth the time and place of the public hearing, a general description of the planned district development, and a statement that, after the public hearing and after submission of a final development plan, the matter will be referred to the Council for further determination.

(2) Written notice of such hearing shall be sent at least ten days before the hearing, to all owners of property within 250 feet of the property in question and to other interested parties identified by the Commission. Notices to individual property owners shall contain the same information as required of notices published on the City's website.

(f) *Public Access to Proposed Planned District Plans.* For a period of at least ten days prior to the public hearing by the Planning and Zoning Commission, all information relating to the planned district development plan shall be available for public inspection.

(g) *Action on a Preliminary Development Plan.* The Planning and Zoning Commission shall review the preliminary development plan to determine if it is consistent with the intent of this Zoning Ordinance and other applicable City policies. If it does, the Commission shall approve the preliminary development plan. If it does not, the Commission shall either recommend supplementary conditions to address outstanding items or recommend changes and additions needed for approval and await a resubmission.

In reviewing a preliminary development plan, the Planning and Zoning Commission shall consider:

(1) If the proposed development is consistent with the intent and requirements of this Zoning Ordinance;

(2) The appropriateness of the proposed land uses with regard to their type, location, amount, and intensity, where not specifically specified in this Zoning Ordinance;

(3) The relationships between uses, and between uses and public facilities, streets, and pathways;

(4) Adequacy of provisions for traffic and circulation, and the geometry and characteristics of street and pathway systems;

(5) Adequacy of yard spaces and uses at the periphery of the development;

(6) Adequacy of open spaces and natural preserves and their relationships to land use areas and public accessways;

(7) The order, or phases, in which the development will occur and the land uses and quantities to be developed at each phase;

(8) Estimates of the time required to complete the development and its various phases;

(9) Improvements to be made by the Municipality, if any, and their cost;

(10) The community cost of providing public services to the development, and

(11) Impacts of the development on surrounding or adjacent areas.

The Commission's approval of the preliminary development plan shall be necessary before an applicant may submit a final development plan. Approval shall not be construed to endorse a precise location of uses, configuration of parcels, or engineering feasibility.

(h) *Submission of Final Development Plan.* After approval of the preliminary development plan, the applicant shall submit a final development plan for review. The final development plan shall be in general conformance with the preliminary development plan that was approved. The submission of a final development plan is a formal request for approval of a specific phase or phases of development that is consistent with the intent of this Zoning Ordinance, the comprehensive plan, and other applicable City policies.

(i) *Final Development Plan Application Contents.* An application for a final development plan shall be filed with the Zoning Administrator or their designee by the owner of the property or their representative. Each application shall be signed by the owner, attesting to the truth and exactness of all information supplied on the application for the final development plan. At a minimum, the application shall contain:

(1) All of the information required for submission of the preliminary planned district development plan application;

(2) All plan materials rendered on an engineering survey of the proposed development site, showing the dimensions and bearings of property lines, property areas in acres, topography, existing features of the development site including major wooded areas, structures, easements, utility lines, land uses, and maximum building footprint areas for all non-residential uses and residential uses other than single-family detached and two-family dwellings;

(3) Engineering feasibility studies and plans showing, as necessary, water, sewer, drainage, electricity, telephone, and natural gas installations; waste disposal facilities; street improvements; and the nature and extent of earthwork required for site preparation and development.

(4) A detailed landscape plan showing existing and proposed future landscape materials, ground cover, paving patterns and materials.

(5) A final development plan fee as established by Ordinance.

(j) *Planning and Zoning Commission Public Hearing.* The Planning and Zoning Commission shall schedule a public hearing on a complete final development plan application based on the recommendation of the Zoning Administrator or their designee. The recommendation will include analysis of how the final development plan adheres to the approved preliminary development plan and meets the requirements of this Zoning Ordinance, the comprehensive plan, and other applicable City policies. Notice and public inspection of the application shall be as specified in subsections (e) and (f).

(k) *Recommendation by the Planning and Zoning Commission.* The Planning and Zoning Commission shall review a final development plan to determine if it is consistent with the intent of this Zoning Ordinance and other applicable City policies. The Planning and Zoning Commission shall make a recommendation to City Council that the final development plan be approved as presented, approved with supplementary conditions, or disapproved.

Before making its recommendation, the Planning and Zoning Commission shall consider:

(1) The proposed development phase(s) can be initiated within two years of the date of approval and can be completed within five years;

(2) The requirements of the Comprehensive Plan relative to the site at issue have been fulfilled;

(3) The streets proposed are suitable and adequate to carry the anticipated traffic, and increased densities will not generate traffic in such amounts as to overload the street network outside the planned district plan area;

(4) Proposed non-residential developments can be justified at the location and in the amounts proposed;

(5) Housing densities are warranted by amenities and conditions incorporated in the final development plan and are in accordance with these planned district development requirements;

(6) Lands to be dedicated to public use are of acceptable and usable size, shape, and location;

(7) The area surrounding the development can be planned and zoned in coordination with and in substantial compatibility with the proposed development;

(8) The existing and proposed utility services are adequate for the population densities and uses proposed, and

(9) Adequate provision has been made for the detention and channelization of surface drainage runoff.

(l) *Public Hearing by Council.* After receiving the recommendation from the Planning and Zoning Commission, City Council shall hold a public hearing on the final development plan within a reasonable time.

(m) *Notice of Public Hearing by Council.*

(1) Before holding its public hearing, notice of such hearing shall be given on the City's website at least ten days before the hearing. The notice shall set forth the time and place of the public hearing, the nature and general description and summary of the planned district development, and a statement that all papers relating to the planned district development are on file with the Clerk and are open for public inspection.

(2) Written notice of the hearing shall be mailed, at least ten days before the date of the public hearing, to all owners of property within 250 feet of the proposed planned district development and to other interested parties as identified by Council. Notices to individual property owners should contain the same information as required of notices published on the City's website.

(n) *Action by Council.* The Council shall review a final development plan based on the recommendation of the Planning and Zoning Commission to determine if it is consistent with the intent of this Zoning Ordinance and other applicable City policies. If it does, the Council shall approve the final development plan by ordinance. If it does not, the Council shall either recommend supplementary conditions to address outstanding items or recommend changes and additions needed for approval and await resubmission.

(o) *Supplementary Conditions and Safeguards.* In approving any final development plan application, both the Planning and Zoning Commission and the Council may prescribe appropriate conditions and safeguards in conformity with this Zoning Ordinance. Any violation of such conditions or safeguards, which have been made a part of the terms under which the final development plan has been approved, shall constitute a violation of this Zoning Ordinance and shall be punishable as such.

(p) *Expiration of Approval Period.* The approval of a final development plan be for a period not to exceed five years to allow for preparation and recording of the required subdivision plat and development of the project. Where a project is completed within five years, the approved final development plan shall remain as the effective zoning control over the area included in the plan, in addition to the requirements of this Zoning Ordinance. If required plats are not properly recorded and/or if no

construction has begun on the site within two years of such approval, the approved final development plan shall be void unless an application for a time extension is submitted and approved.

(q) *Extension of Time Limit.* An extension of the time limits set in subsection (p) hereof, as a modification of the approved final development plan, may be approved by Council upon the recommendation of the Planning and Zoning Commission. Such approval shall be granted only upon a finding of a valid purpose and necessity for such extension and evidences of reasonable and diligent efforts toward accomplishment of the original development plan within the originally established time limits, and upon finding that such extension is not in conflict with the general health, welfare and safety of the public or development standards of the district. No extension of time shall be granted except on application filed with the Zoning Administrator or their designee not later than 30 days before the expiration of the time limits set in subsection (p).

(r) *Amended Final Development Plans.* Once a final development plan has been approved by Council, all subsequent substantial changes to that plan shall only be permitted by resubmission as an amended plan. "Substantial change" for the purposes of this section shall mean any modification of an approved final development plan, as determined by the Zoning Administrator or their designee, that results in:

(1) Any increase in the number, or change in the type and/or mix of residences, and/or non-residential building area or land use;

(2) Decrease in the approved minimum lot size, number of parking spaces to be provided, and/or trash storage areas;

(3) Change in the approved location of land uses, land use subareas or sub-elements, streets, public or private parklands and other public facilities, and/or natural environmental preserves or scenic easements by more than 30 feet;

(4) Reduction in area of public and/or private parklands or other public facilities and/or natural environmental preserves or scenic easements;

(5) Alteration of the basic geometry and/or operational characteristics of any element of the approved street pattern, parking facilities, service access, trash storage facilities, and/or system of pedestrian and/or equestrian paths that results in a change in operating characteristics or character;

(6) Any circumstance below the minimum requirements established in this Zoning Ordinance or as required in the approval of a conditionally permitted use in a planned district.

(s) *Zoning Amendments outside the Planned District Process.* No zoning amendment passed during the time period granted for the initiation and completion of an approved final development plan shall in any way affect the terms under which the approval of the planned district development was granted.

(t) *Plat Required.*

(1) In a Planned District, no use shall be established or changed and no structure shall be constructed or altered until any required subdivision plat has been prepared and recorded in accordance with the Development Regulations.

(2) In the event that any public service facilities not to be otherwise guaranteed by a public utility have not been constructed prior to the recording of the plat, the owner of the project shall post a performance bond, or other such alternative form of surety as approved by the City Law Director, in favor of the appropriate public officers in a satisfactory amount assuring the expeditious completion of said facilities within one year after the recording of said plat. In no event, however, shall any zoning certificate be issued for any building or use until such time as the facilities for the phase in which the building or use is located are completed.

(u) *Administrative Review Application.* An application for an administrative review is a request for action by the Zoning Administrator or their designee on a proposal that is not considered a "substantial change" through an amended final development plan. The application may contain any of the information an applicant is seeking action on including site layout, intended land uses, landscape treatment, architectural character, or other similar items. The Zoning Administrator or their designee shall review the request to ensure it is in keeping with the intent of this zoning ordinance and all applicable approved development plans. The Planning and Zoning Commission may review an application based on the recommendation of the Zoning Administrator or their designee. Notice of Planning and Zoning Commission review of an application shall be as specified in subsection (e).

(v) *Informal Review Application*. An application for informal review may be filed for review at any time during the planned district process. The informal review is a request for feedback by the Planning and Zoning Commission on a proposal for a future sketch plan, preliminary development plan, final development plan, or amended final development plan. The application may contain any of the information an applicant is seeking feedback on including site layout, intended land uses, landscape treatment, architectural character, or other similar items. The Planning and Zoning Commission shall review an application based on the recommendation of the Zoning Administrator or their designee. Notice of an application shall be as specified in subsection (e) and no action will be taken by the Planning and Zoning Commission at the public hearing.

1143.16.2 DB-DOWNTOWN BUSINESS DISTRICT.

(a) *Purpose.* There is hereby created an "DB" ("Downtown Business") District to preserve, protect, and promote the village-scale central commercial and office environment through promotion of mixed use pursuits developed in a manner that is pleasant, safe, and convenient, the promotion of adaptive reuse of older commercial and office structures, and those constructed originally as residences, for appropriate village-scale commercial and office purposes, retention of the village scale and character through the limitation of uses, the provision for the realization of a fine-grained intermixture of small-scale residential, office, and retail uses that was the hallmark of village life, and minimization of the impact of provisions for auto parking on loss of community character. This district shall be reserved for property located within the downtown district overlay district.

(b) Unless otherwise noted on the Official Zoning Map and associated materials, the following uses are permitted in the Downtown Business District:

Retail Shops

Office Facilities

Consumer and Trade Service Facilities

Convenience Businesses

Personal Services

Commercial recreation and entertainment facilities, indoors

Museums and Galleries

Zero Lot Line Development

Accessory Buildings and Uses

Public Use Facilities

Religious, education, and cultural uses

Home Occupations

Dwelling, Single-Family Detached

Dwelling, Single-Family Attached

Dwelling, Two-Family

Dwelling, Multi-Family

Parking, standalone surface lot (see subsection (g)(9))

(c) Unless otherwise noted on the Official Zoning Map and associated materials, the following uses are conditionally permitted in the Downtown Business District:

Drive-Through Facilities for Permitted Use

Bed and Breakfast Inns

Outside Display of Products for Sale in Yard or Parking Areas

Child-Day Care

Class I, Type B Group Residence Facilities (5 or less residents)

Life Care Facilities

Elderly Housing Facilities

Convalescent Home

Nursing Homes

Congregate Housing

Veterinarian Offices

Roadside Sale of Agricultural Products Produced on the Premises

Commercial and Noncommercial Playgrounds, Playfields, and Picnic Areas

(d) *Principal building setbacks are as follows:*

Front: Minimum 20 feet, Maximum 25 feet

Side: 5 feet

Rear: 5 feet

(e) *Accessory building setbacks are as follows:*

Front: 35 feet

Side: 5 feet

Rear: 5 feet

(f) *Additional Requirements.*

(1) Maximum lot coverage is 20 percent. The Planning and Zoning Commission can set density bonuses up to an additional five percent lot coverage for development that includes the expansion and/or creation of public amenities such as streetscape improvements, public gathering spaces, park improvements, and other notable public amenities as determined by the Planning and Zoning Commission.

(2) Minimum building separation is ten feet.

(3) Maximum building height is 35 feet for principal buildings and 23 feet for accessory buildings.

(4) The first floor of all structures facing a public street must be occupied by a non-residential use, unless specifically authorized in an approved Final Development Plan.

(5) Residential dwellings in this district shall meet the requirements of the DR-Downtown Residence District.

(6) The setbacks required for any non-residential use adjacent to existing residential uses shall be a minimum of 25 feet.

(g) *Supplemental Regulations.*

(1) In determining the uses permitted in this district, the following retail uses primarily engaged in the selling of merchandise for personal or household consumption, or uses deemed to be substantially similar, shall be permitted in this district:

hardware stores	grocery stores	meat markets
seafood markets	fruit stores	vegetable markets
candy stores	drug stores	proprietary stores
liquor stores	carry-outs	florists
music stores	antique shops	curio stores
cloth/yarn shops	tea rooms	sit-down restaurants
book stores	laundromats	laundry shops
dry cleaning shops	beauty parlors	barber shops
photo studios	health spas	shoe repair shops
drinking places	gift shops	

(2) In determining the uses permitted in this district, the following office uses that provide personal services, or uses deemed to be substantially similar, shall be permitted in this district:

insurance agencies	insurance brokers	real estate offices
law offices	physician offices	dentist offices
osteopath offices	chiropractor offices	podiatrist offices
allied medical office	allied dental office	optical office
accountant office	architect office	engineer office
credit agencies	loan offices	banks

(3) In determining the uses permitted in this district, the following consumer and trade service facilities that commonly provide home and office citizen services, or uses deemed to be substantially similar, shall be permitted "consumer and trade service" uses in this district:

copy shops	letter services	box and mail shops
gift wrap services		

(4) Veterinarian's offices shall be conditionally permitted uses in this district provided that the practice is limited to small domestic animals, that no animals are boarded on the premises, and that no outside runs or exercise areas are provided.

(5) Child day-care facilities must be architecturally compatible with the neighborhood, and provision must be made for adequate vehicular access and parking during peak pick-up and drop-off periods, and fences must be provided to control the access of children to adjoining hazardous conditions such as roads, streets, lakes, creeks, ponds, and to adjacent property. If the adjacent property is residential, the child care facility building must be no less than ten feet from the residential property line.

(6) Where this district abuts a residential zone, side and rear yard spaces adjoining the residential zone shall be the same as for that residential zone.

(7) The parking provisions set forth in Chapter 1149 shall be met; provided, however, the Planning and Zoning Commission, through an Administrative Review, can consider reductions to those requirements provided it is sufficiently demonstrated through data, applicable standards, and/or other materials and information that the minimum requirement is not necessary, in accordance with subsection (h) below and any other applicable provisions of Chapter 1149.

(8) Parking areas, except standalone surface parking lots, shall be located behind principal buildings in manner to minimize the view of the parking area from any public right-of-way. If, in the opinion of the Planning and Zoning Commission, a parking area is not satisfactorily screened from view, additional landscape or other screening may be required.

(9) Parking, standalone surface lots shall meet the following use specific standards:

A. Standalone surface lots shall be for public use either through ownership by the City or established agreement between the property owner and City.

B. Standalone surface lots shall provide appropriate pedestrian circulation within the parking area and connectivity to public sidewalks or bike paths to the satisfaction of the City Engineer or their designee.

C. Standalone surface lots shall meet all applicable requirements of Section 1149.05.

(10) Adequate provision for storm drainage and sanitary sewer shall be required for the approval of any development or the initiation of a new land use in this district.

(11) Except as specifically provided for in this Zoning Ordinance, no mobile home or mobile structure shall be placed or occupied in this district.

(12) It is preferred all services and delivery be made to the rear of the structure or use except under unusual conditions for which service can be made to the side or front of the structure.

(13) There shall be no overnight display of items for sale that are not normally intended for permanent outdoor use (e.g. upholstered furniture).

(14) No commercial or business activity, other than those activities permitted as home occupations, shall be conducted in a unit designed for residential use without consent of the Planning and Zoning Commission.

(h) *Parking Regulations.* To preclude destruction of the unique village scale and character of the Downtown Business District by the provision of modern large-scale off-street parking facilities and loading spaces, the off-street parking and loading requirements of this Zoning Ordinance are hereby altered as set forth below as they apply to land uses and structures located in the Downtown Business District:

(1) Useable on-street curbside parallel parking spaces on streets upon which the relevant property abuts may be counted toward meeting the parking needs of the abutting use.

(2) The number of off-street parking spaces required to be provided may be reduced in the Downtown Business District at the discretion of the Planning and Zoning Commission to one-half that required in other districts for the same use. Notwithstanding this provision for uses within the Downtown Business

District, those uses that generally require a larger amount of parking for higher capacity turnover business, such as but not limited to restaurants and bars, shall not be reduced in half, but can be planned for some reduction as approved by the Planning and Zoning Commission as an Administrative Review if allowances are made for parking spaces that can be utilized on adjacent or nearby properties (public or private) that is a reasonable plan for sharing parking spaces.

(3) In the Downtown Business District and on properties immediately abutting that district that are separated from the district by an alley, back-out spaces from alleys will be permitted, as parking off of rear alleys in this district is preferable to the provision of parking in more visible locations.

(4) No off-street loading spaces shall be required for any use in the Downtown Business District.

1143.18 DD-DOWNTOWN DISTRICT OVERLAY DISTRICT.

(a) *Purpose.* It is the purpose of the Downtown District Overlay District (herein after referred to as the "Downtown District") to promote the public, health, safety, and welfare by providing for the regulation of the downtown area through a single, unified district. This district is created to permit the careful and coordinated physical planning, development, and redevelopment of the land, and to provide flexibility in the location of land uses, housing types, and intensity. This district shall preserve, protect, and promote the historical nature of downtown by pursing development that encourages a mix of uses in a manner that is safe, pleasant, convenient, and in context with the history of the area. It is also the purpose of the Downtown District to:

(1) Safeguard the heritage of the City by preserving sites and structures within the historic central core of the City that reflect the City's history and its architectural history.

(2) Stabilize and improve property values.

(3) Strengthen the economy of the City by promoting business development through the allowance of buildings that provide flexible commercial opportunities yet in keeping with the village scale and character.

(4) Protect and enhance the City's attractions to residents and visitors.

(5) Enhance the visual and aesthetic character, diversity, and interest of the City's history.

(6) Foster civic pride in the beauty, human scale, and human details of the City's history.

(7) Promote excellence in small town design, incorporating elements that are consistent with the existing character of the area.

(8) Promote the use and preservation of historic sites and structures for the education and general welfare of the people of the City.

(9) Preserve sound existing housing stock in the historic central area of the City and safeguard the residential scale of the district and the character of sub-areas that are primarily residential in character.

(b) *Definitions.* For the purpose of sections of this Zoning Ordinance specifically addressed to the Downtown District, certain terms and words are herewith defined as follows:

(1) *A.I.A.* means the American Institute of Architects.

(2) *Alter* or *alteration* means any change involving the exterior architectural features, including landscaping, of any property which lies within a Downtown District, not including demolition, removal or new construction.

(3) *Applicant* means any person, persons, association, organization, partnership, units of government, public bodies and corporations who apply for a Certificate of Appropriateness in order to undertake an environmental change within the Downtown District.

(4) *Certificate of appropriateness* means a certificate authorizing any environmental change within the Downtown District.

(5) *Council* means the City Council of the City of Powell.

(6) *Demolition* means the complete or substantial removal or destruction of any structure which is located within the Downtown District.

(7) *Environmental change* means any exterior alteration, demolition, removal or new construction of any property resulting in a visual exterior change to the property subject to the provisions of these sections.

(8) *Exterior architectural feature* means the architectural style, general design and arrangement of the exterior of a structure including, but not limited to, the type, color and texture of the building material, doors, windows, roof, porches and other appurtenant fixtures.

(9) *Downtown District* means the district designated as such in this Zoning Ordinance.

(10) *Historic downtown advisory commission* means the appointed board established to review environmental changes within the Downtown District, having specific powers and duties subject to the provisions of these sections.

(11) *Planning and zoning commission* means the Planning and Zoning Commission of the City of Powell.

(12) *Preservation* means the process, including maintenance, of treating an existing building to arrest or slow future deterioration, stabilize the structure and provide structural safety without changing or adversely affecting the character of appearance of the structure.

(13) *Property owner* means the owner(s) of record.

(14) *Rehabilitation* or *renovation* means the modification of or change to an existing building. Rehabilitation extends the useful life or utility of the building through repairs or alterations, sometimes major, while the features of the building that contributed to its architectural, cultural, or historical character are preserved and/or restored.

(15) *Standards and guidelines* means the building construction and building rehabilitation criteria derived from historical and architectural information reflecting that particular Downtown District to be used by the Historic Downtown Commission in considering Certificate of Appropriateness applications. This refers to the "Downtown District Architectural Guidelines" found elsewhere in the Zoning Code.

(16) *Structure* means any building including houses, stores, warehouses, churches, schools, garages, barns, carriage houses, tool sheds, or similar buildings, and also fences, walls, light fixtures, steps, signs, works of art, or other like fixtures or any appurtenances thereto, or any significant landscaping.

(17) *Zoning administrator* means the Zoning Administrator or their designee of the City of Powell.

(c) *Conformance with Existing Laws.* Where the existing laws and ordinances are not replaced or modified by these sections the existing laws and ordinances shall remain in effect. In the event of a conflict between these standards and any other standard prescribed in the Planning and Zoning Code, these standards shall apply.

(d) *Correlation with City Programs.* The City shall consider its Capital Improvements Program, land purchases, and other plans in or proximate to the Downtown District, with respect to the purpose and requirements of these sections and shall, whenever feasible, support it and conform thereto.

(e) *Land Use Review.* The City shall notify the Historic Downtown Commission of any activity requiring Planning and Zoning Commission review which is in the Downtown District or 250 feet from its boundary. Notification shall be given to the Historic Downtown Commission no less than ten calendar days before the Planning and Zoning Commission hearing on the matter.

(f) *Establishment as a Receiving Area for the Transfer of Development Rights.* As authorized by Section 1143.12, the Downtown District is hereby established as a receiving area for the transfer of surplus development rights. The transfer of development rights shall meet any requirements and procedures set forth in Section 1143.12. In addition, the transfer of development rights to any property or properties in the downtown district shall only be allowed for those development plans that are considered exemplary plans by the Planning and Zoning Commission in advancing the purposes of the Downtown District, as stated in this section.

(g) *Downtown District Boundaries.* The location and extent of the Downtown District Overlay District shall be as designated on the official Zoning Map of the Municipality of Powell.

(h) *Development Plan Required.* Unless the provisions of this section state otherwise, a development plan shall be required in accordance with the procedures described in the planned district requirements of this zoning code.

(i) *Establishment of the Historic Downtown Advisory Commission.* The Downtown District is held to have a distinctive nature. In the interest of the public health, safety, and welfare it is considered a public necessity to protect the qualities of the Downtown District and enhance the unique characteristics of this area.

(1) There is hereby established a Historic Downtown Advisory Commission.

(2) The Historic Downtown Advisory Commission shall be empowered to hear, review, approve, deny, and recommend modifications to proposals for Certificates of Appropriateness involving environmental changes within the district. Applications for Certificates of Appropriateness shall be judged using the adopted Downtown District Architectural Guidelines.

A. The Historic Downtown Advisory Commission shall establish, within the spirit and purposes of this section, procedures for which the Historic Downtown Advisory Commission will evaluate applications for Certificates of Appropriateness. Such information shall be written and published within three months after the Historic Downtown Advisory Commission members have been appointed and may be revised from time to time.

B. The Historic Downtown Advisory Commission shall maintain files, available to the public, containing all applications granted or denied to serve as a basis for prospective applicants to conform their plans to established policy.

C. The Historic Downtown Advisory Commission may make recommendations to the City Council and Planning and Zoning Commission regarding amendments to these sections and with respect to other legislation affecting the Downtown District.

D. The Historic Downtown Advisory Commission shall work for the continuing education of both the Downtown District residents and businesses which it serves and the residents of the City as a whole with respect to these sections and the district's historic heritage and architectural significance. In addition, the Historic Downtown Advisory Commission may publish informational literature and hold periodic public meetings to disseminate information on preservation and rehabilitation techniques and resources.

E. The Historic Downtown Advisory Commission may delegate to the Zoning Administrator or their designee review authority over certain Environmental Changes on historically and architecturally documented criteria adopted by the Historic Downtown Advisory Commission. The Zoning

Administrator or their designee shall then review, grant, deny and/or recommend modifications in writing for such applications.

F. The Historic Downtown Advisory Commission shall serve as the architectural review commission for all areas that fall within the boundaries of the Downtown District.

(3) The Historic Downtown Advisory Commission shall have six members appointed by Council. The purpose of the Historic Downtown Advisory Commission will be to administer the delegated functions as set forth in this chapter, to provide advice to the City Council, Planning and Zoning Commission, and property owners and developers in the Downtown District, and to oversee new construction, remodeling, rehabilitations, restorations and additions made in the Downtown District. The Historic Downtown Advisory Commission membership shall be as follows:

A. One member of the A.I.A. appointed by Council. Council shall appoint a person, whose background, education and/or professional experience is in historic design, preservation, renovation, or rehabilitation, to the Historic Downtown Advisory Commission. This member may be a nonresident of the City of Powell. This member shall serve in an advisory capacity and shall not vote.

B. Two residents of the City of Powell appointed by Council, one of which must be a resident of the Downtown District.

C. One owner of a business located in the Downtown District appointed by Council. This member may be a nonresident of the City of Powell.

D. One representative with a professional background or experience in historic design, preservation, restoration, renovation, or construction appointed by Council. This member may be a nonresident of the City of Powell.

E. One representative from the Planning and Zoning Commission as appointed by City Council.

F. If no citizens have the qualifications set forth above or if in the majority opinion of City Council no individuals are qualified to carry forth the purpose, goals, and objectives of the Historic Downtown Advisory Commission as stated in this section are available at the time of appointment, then Council may appoint any resident, property owner, or business owner of the city to fill any of these positions.

(4) Members shall serve a three-year term.

(5) Members of the Commission may be removed by a majority vote of City Council.

(6) Members shall serve without compensation, except for the A.I.A. representative, who is eligible for compensation as set by Council.

(7) A vacancy during the term of any member shall be filled for the unexpired term in the manner authorized for the original appointment.

(8) The Historic Downtown Advisory Commission shall select one of its members to serve as chairperson and one as vice-chairperson. The Zoning Administrator or their designee shall provide such staff assistance as is necessary and available. All City departments and agencies shall cooperate in expediting the work of the Historic Downtown Advisory Commission.

(9) The Historic Downtown Advisory Commission shall adopt rules and regulations consistent with these sections governing its procedures and transactions. The Historic Downtown Advisory Commission shall meet as required to carry out the review of applications for Certificates of Appropriateness, and such other related work as may be accepted through request of the Planning and Zoning Commission or Council. Meetings shall be held at least once each month when there are applications to be considered.

(j) *Certificate of Appropriateness Required.* No environmental changes shall be made to any property within the Downtown District unless a Certificate of Appropriateness has been previously issued by the Planning and Zoning Commission, Historic Downtown Advisory Commission, or the Zoning Administrator, when authorized.

(1) Applications for a Building Permit, Zoning Certificate, Development Plan, Amendment to Development Plan, or Zoning Amendment, or applications for environmental changes within the Downtown District shall be deemed as applications for Certificates of Appropriateness provided any applicable submittal requirements are met.

(2) Any change in the outward appearance of a property within the Downtown District shall require approval of Certificate of Appropriateness by the Planning and Zoning Commission if any change in the outward appearance of a property within the Downtown District results in one or more of the following:

A. The plans call for a new non-residential structure or addition of occupiable space to an existing non-residential structure, whether principal or accessory; or

B. The plans call for two or more new residential dwelling units; or

C. There will be a demolition of a structure larger than 75 square feet in ground floor area; or

D. There is a request for rezoning, zoning variance, or subdivision of land within the Downtown District.

(3) Any change in the outward appearance of a property within the Downtown District shall require approval of Certificate of Appropriateness by the Historic Downtown Advisory Commission if any change in the outward appearance of a property within the Downtown District results in one or more of the following:

A. The plans call for not more than one new residential dwelling unit or addition of occupiable space to an existing residential structure; or

B. There will be any changes which affect the outward appearance of a structure, such as installation of different windows, or the construction or reconstruction, including replacement, of such architectural elements as, for example, porches or chimneys; or

C. There will be repairs that might change the outside appearance of a building, such as foundations, walls, porches, roofs or chimneys where the original materials are not matched; or

D. There will be any change in the outward appearance of a structure or property, not otherwise described in these sections, requiring a Zoning Certificate or Building Permit.

(4) External color and/or material changes relative to any structure in the Downtown District shall require approval of a Certificate of Appropriateness by the Historic Downtown Advisory Commission.

A. If the proposed colors and/or materials are approved colors and/or materials included in the adopted standards and guidelines, the color and/or materials may be approved directly by the Zoning Administrator or their designee if this is the only change proposed.

B. If the Zoning Administrator or their designee determines that the proposed colors and/or materials are not the existing colors and/or materials and do not match those of the approved standards and guidelines, the change must be submitted to the Historic Downtown Advisory Commission for review.

(5) Landscape changes, signs, lighting fixtures, etc. inconsistent with those indicated in the adopted standards and guidelines must be submitted for approval of a Certificate of Appropriateness by the

Historic Downtown Advisory Commission. Those that are so consistent, including landscape changes within rights-of-ways, may be approved directly by the Zoning Administrator or their designee.

(6) Changes that do not require review and approval include:

A. Changes that do not change the exterior appearance of a property, such as repainting a house in the exact same colors or replacing windows with exact duplicates, provided such changes are in conformance with the adopted standards and guidelines;

B. Repairs that do not alter the outside appearance of a property such as repairing foundations, walls, porches, roofs, chimneys or downspouts with original materials in original colors;

C. Interior changes to a structure, such as plumbing, or electrical repairs, or other interior remodeling as long as these changes do not affect the outside appearance of the structure;

D. Flowers and annuals anywhere, and trees and shrubs beyond rights-of-way, do not need to be reviewed and do not need approvals.

(7) Upon receipt of all pertinent documents, the Zoning Administrator or their designee:

A. Shall inform the applicant of the review procedures and application requirements;

B. Shall have the authority to request from the applicant additional pertinent information regarding the proposed environmental change, including architectural drawings and detailed drawings of significant architectural features and details at a proper and legible scale, as well as sample materials and color chips;

C. Shall inform applicants having applications requiring Planning and Zoning Commission and/or Historic Downtown Advisory Commission review of the date(s) on which the application will be heard; and

D. Shall inform the Planning and Zoning Commission and Historic Downtown Advisory Commission of the Certificate of Appropriateness applications.

(k) *Certificate of Appropriateness Hearing Procedures.*

(1) A Development Plan, amendment to a Development Plan, or Zoning Amendment approval or denial by the Planning and Zoning Commission shall be considered the same for a Certificate of Appropriateness. Any Certificate of Appropriateness being reviewed by the Planning and Zoning Commission shall follow the requirements of a planned district.

(2) The following procedures shall apply to recommendations for Certificates of Appropriateness:

A. For properties located in the Downtown District Boundary, the Historic District Advisory Commission shall review applications and provide written comments and recommendations to the Planning and Zoning Commission for consideration.

B. For properties zoned DR, Downtown Residence District or DB, Downtown Business District that are not located in the Downtown District Boundary, the Planning and Zoning Commission may ask the Historic District Advisory Commission to review applications and provide written comments and recommendations for consideration.

C. The Planning and Zoning Commission shall consider recommendations as part of the approval process, providing their reasoning for whether or not the recommendations correspond to the adopted standards, guidelines, and requirements of this zoning ordinance.

D. Should the Historic District Advisory Commission not provide written comments and recommendations on an application, it shall not prohibit the Planning and Zoning Commission from acting upon the application.

(3) A hearing on an application for a Certificate of Appropriateness, shall be conducted at the next regularly scheduled Historic Downtown Advisory Commission meeting. The Historic Downtown Advisory Commission chairperson may call special meetings at the request of the Zoning Administrator.

(4) The chairperson shall conduct meetings of the Historic Downtown Advisory Commission and a record of minutes shall be kept and maintained as a permanent record. The minutes of meetings shall be a public record.

(5) The Historic Downtown Advisory Commission shall post the agenda in a manner consistent with other city boards, commissions, and city council. Other owners, residents, and neighborhood organizations may be notified as determined by the Historic District Advisory Commission or Zoning Administrator to carry out the intent of these sections.

(6) The majority of the Historic Downtown Advisory Commission members shall constitute a quorum. For the taking of official action, a majority vote of the quorum shall be required.

(7) In ruling upon an application for a Certificate of Appropriateness, the Historic Downtown Advisory Commission shall consider the following:

A. The adherence of the environmental change to the district's adopted standards and guidelines, as well as other requirements established in these sections, and

B. The effect of the Historic Downtown Advisory Commission's decision upon the applicant.

(8) At the hearing, the Historic Downtown Advisory Commission shall issue a decision, setting forth its findings and analysis. In the event that no action is taken within 45 days, the Certificate of Appropriateness shall be forwarded to the Planning and Zoning Commission for action at their next scheduled meeting.

(9) Unless the work described in the Certificate of Appropriateness is commenced within one year and continued progress is made and is completed within two years from the date of issuance of the Certificate of Appropriateness, the Certificate of Appropriateness shall expire as a matter of law. The Historic Downtown Advisory Commission may grant an extension of time for good cause shown.

(l) *Demolition Hearing Procedures.*

(1) A Certificate of Appropriateness is not required for the demolition of structures less than 75 square feet in area unless determined to be of historical value by the Zoning Administrator or their designee. A written request for demolition with supporting documentation and all other applicable permits are required.

(2) In cases where an applicant applies for a Certificate of Appropriateness to demolish a structure within the Downtown District, the Planning and Zoning Commission shall approve the demolition and issue a Certificate of Appropriateness following the procedures stated in Section 1143.18(k)(2) when:

A. At a minimum, a Sketch Plan showing possible future redevelopment of the property is reviewed and found generally reasonable by the Historic Downtown Advisory Commission; and it is determined that one or both of the following conditions prevail:

1. That the structure contains no features of architectural and/or historic significance;

2. That 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, or that deterioration has progressed to the point where it is not economically feasible to restore the structure as demonstrated by the applicant through supporting documents such as cost analyses, structural reports, and/or other necessary documents.

(3) Every effort shall be made to reuse existing structures through adaptive reuse and to restore their historic character. Under no condition shall a structure that is able to be rehabbed be demolished for an off-street parking facility or loading space.

(m) *Appeals.*

(1) Decisions by the Zoning Administrator or their designee related to the approval of a Certificate of Appropriateness may be appealed by any interested party to the Historic Downtown Advisory Commission. Written notice of appeal shall be made within seven days of the decision. The appeal shall be heard at the next regularly scheduled meeting of the Historic Downtown Advisory Commission. A majority vote of the members of the Historic Downtown Advisory Commission shall be required to overturn a decision of the Zoning Administrator.

(2) Decisions by the Historic Downtown Advisory Commission may be appealed by any interested party to the Planning and Zoning Commission in writing within seven days of the Historic Downtown Advisory Commission hearing.

(3) The Planning and Zoning Commission shall consider an appeal and shall utilize the written findings of the Historic Downtown Advisory Commission to present historic, architectural, and aesthetic features of such structure, the nature and character of the surrounding area, the use of such structure and its importance to the City. A majority vote of the members of the Planning and Zoning Commission shall be required to overturn a decision of the Historic Downtown Commission.

(4) No building permit or other permit required for the activity applied for shall be issued during the seven-day period or while an appeal is pending.

(n) *Exclusions.*

(1) Nothing in these sections shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any property that does not involve a change in design, material, or other appearance thereof covered by the Historic Downtown Advisory Commission's adopted standards and guidelines.

(2) Nothing in these sections shall be construed to prevent authorized Municipal officers from abating public nuisances.

(o) *Downtown District General Requirements.*

(1) Standards for Rehabilitation. These "Standards for Rehabilitation" are adopted and shall be complied with within the Downtown District in addition to other standards and guidelines that may be adopted:

A. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

B. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

C. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

D. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

E. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

F. Distinctive historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old

in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

G. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

H. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

I. New additions, exterior alterations, or related new construction may not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

J. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(2) A primary component of this district shall be landscaping features which minimize potential negative impact of this district's uses on abutting suburban style residential areas.

A. A minimum 50 feet wide dedicated buffer zone should be provided within the Downtown District along the west boundary line of the Bartholomew Run residential subdivision. This buffer zone will be dedicated at the time of the construction of a building within this district or the change of use from a single-family dwelling to a different permitted use. This buffer zone should be subject to a tree planting program encouraging planting of a mixture of year-round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the City's approved list of trees.

B. This buffer zone shall be a part of a 75 feet "No Structure Zone" for new commercial and non-single-family structures and a 60 feet "No Structure Zone" for a single-family structure converted to a commercial structure with a 60 feet "No Parking Zone."

C. The existing private school use at 284 South Liberty Street will not be subject to the landscaping requirements stated above, but will be subject to the approved Final Development Plan and future approved Development Plans to be submitted for future phases of the school use. However, should this use change, or if the school ceases to be a going concern, the buffer zone/landscaping requirements above shall be fully implemented based on future development.

D. Any new single-family dwelling proposed on a parcel affected by the buffer zone shall be exempt from the requirements of the buffer zone provided no more than one single-family dwelling is proposed on that parcel and no lot split is required. All structures shall meet the setback requirements of the principal structure.

(3) When a non-residential use, including when an existing residential property is changed to a non-residential use is adjacent to any residential property, a 25 feet side yard (except in cases of zero lot line development) and rear yard buffer zone shall be incorporated which requires the planting of a mixture of year-round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the approved list of trees. Said plantings must have minimum year-round opaqueness of 75 percent. This buffer zone is required only along the common property line of the other residential use and only as long as the adjacent lot is being used as a residential use.

(4) A mix of non-residential and residential uses is encouraged where permissible by the underlying zoning district, including within the same building. First floor non-residential uses are highly encouraged for any structure fronting Olentangy and Liberty Streets.

(5) Whenever possible, drive aisles from public streets shall be shared.

1145.06 PARKING AND STORAGE OF VEHICLES, MOTOR HOMES, CAMPERS, BOATS, RECREATIONAL VEHICLES, AND TRAILERS.

(a) *Parking of Disabled Vehicles.* The parking of a disabled vehicle within any district for a period of more than one week, unless otherwise permitted in this Zoning Ordinance, shall be prohibited, except that such a vehicle may be stored in an enclosed garage or other accessory building, provided that no business shall be conducted in connection therewith while such vehicle is parked or stored unless permitted elsewhere in this Zoning Ordinance.

(b) *Outdoor Storage of Inoperable, Unlicensed or Unused Motor Vehicles.* Outdoor storage of inoperable, unlicensed or unused motor vehicles for a period exceeding seven days is prohibited unless specifically authorized elsewhere in this Zoning Ordinance or specifically permitted as incident and necessary to a permitted or conditional use. Said vehicles, if stored on the premises for periods exceeding seven days, shall be enclosed within a building so as not to be visible from any adjoining property or public road.

(c) *Parking in Residential Areas.*

(1) No trailer of any type, no boats, no campers, no recreational vehicles, no motor homes, and no equipment of any type shall be parked in front of the front building line on any parcel for more than 48 hours. If a building is located on said lot, the building line shall be considered the front wall of the building even if said building is located behind the minimum building line established by this Ordinance or the restrictions on the plat or subdivision.

(2) No trailer of any type, no boats, no campers, no recreational vehicles, no motor homes, and no equipment of any kind shall be parked within 50 feet of a road right-of-way on any parcel in an "R-Residence" District.

(3) No more than one vehicle for sale shall be parked on any residential lot at any one time. No vehicle for sale shall be parked on the lawn area of any lot.

(d) *Storage Outside of an Enclosed Structure.* Storage of a camper, trailer, motor home, boat or recreational vehicle, in any residential district or residential area of a planned district outside of an enclosed structure for more than 48 hours shall be prohibited unless provided for elsewhere in this Ordinance. The trailer, camper, boat, recreational vehicle, or motor home shall be parked on a sealed surface such as concrete, asphalt, or other material as approved by the Zoning Administrator or their designee.

(e) *Occupancy by Guest of Resident Owner.* A motor home, recreational vehicle, or camper of any type may be occupied by a guest or a resident owner in a residential district or residential area of a planned district, but such occupancy shall not exceed 14 days in any one calendar year.

(f) *Mobile Homes, Mobile Office Structures, and Portable Storage Units.*

(1) Except as provided for elsewhere in this Ordinance, no mobile home structure shall be placed or occupied in any district.

(2) Temporary structures such as mobile office structures and temporary buildings of a non-residential character may be used incident to construction work on the premises or on adjacent public projects or

during a period while the permanent structure is being constructed. The user of said structure shall obtain a permit for such temporary use, which permit shall be valid for six months and may be renewed not more than twice. Renewal of the permit shall be at the discretion of the Zoning Administrator or their designee on finding of reasonable progress toward completion of the permanent structure or project. The Zoning Administrator or their designee may require provisions for sanitary waste disposal, solid waste disposal, and water supply, as they deem necessary. The fees for such permit and renewals thereof shall be established by the Council. Said temporary structure shall be removed not later than ten days after expiration of said permit. No such unit shall be occupied as a residence.

(3) Portable Storage Units.

A. "Portable Storage Units" means any portable structure intended to be used on a temporary basis for the loading of materials out of a location within the City of Powell and then moved to another location by a contracted third party or the unloading of materials into a location within the City of Powell in which the portable structure was brought to the location by a third party.

B. Portable Storage Units (PSU). The use of PSUs within the municipality, or other similar units, shall be permitted in any zoning district only for the purpose of loading or unloading in association with moving in or out of a building. PSUs shall be parked upon the receiving property for a period not to exceed 72 hours without a Zoning Certificate, and in no case shall a PSU remain on a property for more than seven days. PSUs shall be placed outside of the public right-of-way or private streets, and shall be located on a sealed surface such as asphalt or concrete. In the event that a PSU needs to be placed within the public right-of-way or on a private street, the Zoning Administrator or their designee shall issue a Zoning Certificate for the location of the PSU, with conditions taken into consideration regarding public health, safety, and welfare. Under no circumstances shall a PSU be located within the ROW of a cul-de-sac bulb.

(g) *Parking and Storage of Commercial Vehicles.*

(1) For purposes of this Section, "commercial vehicle" means any motor vehicle or trailer that is registered with the Ohio Bureau of Motor Vehicles as a commercial motor vehicle or a commercial trailer pursuant to Chapter 4503 of the Ohio Revised Code.

(2) With the exception of the vehicles listed in subsection (b)(3) below, no commercial vehicle shall be parked in any residential district except for the purpose of delivery to or the receiving of goods or other articles, or in connection with the construction, repair or other services being performed, during the actual parking time.

(3) The following commercial vehicles may be parked in a residential district. Such vehicles shall be parked in a garage or on a sealed surface such as concrete, asphalt, or other material as approved by the Zoning Administrator or their designee in a location least intrusive:

A. Vehicles associated with legally established home occupations pursuant to Section 1147.08;

B. Vehicles with a GVWR (Gross Vehicle Weight Rating) less than 10,000 pounds;

C. Any vehicle required to respond on an emergency basis for the public health, safety and welfare, and has received a certificate of exemption from the Chief of Police or their designee.

1145.28 DRIVEWAY DESIGN.

The following design standards are established for driveways throughout the City:

(a) *All driveways (any use).* In addition to the conditions or specifications imposed in subsections (b) or (c), the following specifications are recommended for all driveways, regardless of the use served:

(1) All driveways, including approaches and aprons, shall be in accordance with the most current edition of the Ohio Department of Transportation Construction and Material Specifications (ODTS). Alternative specifications may be approved by the City Engineer or their designee.

(2) The driveway shall provide an appropriate grade, up or down, from the public road pavement as determined by the City Engineer or their designee.

(3) At the point where the driveway intersects the public road, the same shall have such radii and drain pipe as specified or required by the governmental agency (state, county, or town-ship) which controls the public roadway.

(4) If the driveway leaves the public road on an upgrade, design and construction shall include a vertical curve or saddle to prevent the flow of surface drainage from said driveway onto the traveled portion of the public road.

(5) If any driveway crosses a drainage swale, stream or ditch, the same shall be bridged by pipe or such structure as required to permit the unobstructed passage of all surface water generated by a five-year storm. Any pipe shall be of sufficient length to extend not less than three feet beyond the toe of the slope of the fill over said pipe unless a properly designed headwall is installed to protect the end of such pipe. Any bridge or structure spanning a stream or ditch shall be designed by a professional engineer with HS 15 loading. No bridge shall be less than 12 feet in width. If the driveway serves a commercial or industrial use, the bridge shall not be less than 18 feet in width.

(6) If a fill is placed over any drainage structure or placed to alter the grade of any driveway, the vertical slopes on said fill shall be no steeper than a two-to-one slope. All fill areas shall be scalped of vegetation and excavated to load bearing soil before fill material is placed over it. Such fill shall be free of all humus and organic material and shall be compacted to a density of 95 percent proctor. The fill shall be of sufficient width to include a compacted berm beside the graveled or paved area of reasonable width to facilitate safe passage of vehicles. Guard rails or barriers shall be installed when deemed necessary by the City Engineer or their designee to create safe conditions.

(7) Drainage ditches shall be constructed as necessary parallel to said driveway which ditch should be graded to a good and sufficient outlet. Siltation control shall be placed in any ditch and such siltation shall not flow to roadside ditches along public roads.

(8) All curves in the driveway shall be of sufficient radius (not less than 50 feet) to permit unhindered passage of public safety vehicles, including fire vehicles and all other vehicles reasonably expected to utilize the same.

(9) All trees, overhanging branches or other obstructions to the free passage of public safety vehicles shall be removed.

(10) Obstructions on the prevailing wind-ward side of the driveway which contribute to drifting of snow shall, when possible, be removed.

(b) *Residential Driveways.* In addition to the conditions imposed by subsection (a), the following standards are established for driveways serving residential structures or uses:

(1) Driveways serving individual residential structures shall not be less than ten feet in width or greater than 20 feet in width at the property line and shall be constructed over an aggregate base of reasonable depth.

(2) If the driveway serves two or more residences (not including multi-family structures), the driveway shall be at least 12 feet in width and shall be constructed over an aggregate base of reasonable depth.

(3) If any residential driveway is over 500 feet in length, widened paved passing areas at least 15 feet in width shall be provided at frequent intervals, but not more than 300 feet distant from each other, to permit the free passage of traffic over said drive.

(4) Dust control shall be provided on an "as needed" basis.

(c) *Commercial, Industrial, Public Facility and Multi-family Driveways.* In addition to the conditions established by subsection (a), the following standards are established for driveways serving commercial and industrial uses and multi-family containing ten or more units served by a common parking area:

(1) Driveways shall be at least 20 feet in width.

(2) Driveway base and surface shall be designed by a professional engineer to sufficient depth for anticipated use and access by public safety vehicles.

(3) The finished surface of the driveway shall be hard surfaced and may be of any Ohio Department of Transportation approved materials, such as concrete, asphalt or impervious pavers/pavement.

1149.03 SUBMISSION OF A PARKING/LOADING FACILITIES PLAN.

A parking/loading facilities plan shall be required for all uses except for single-family and two-family detached residential uses. The parking/loading facility plan shall be submitted to the Zoning Administrator or their designee as a part of the application for a zoning permit. At a minimum, this plan shall show on a plan drawn to scale:

(a) The general location of the property in relation to surrounding streets, properties, buildings and uses;

(b) The boundaries of the property;

(c) Existing and proposed buildings and uses on the site including their extent and nature relative to the specified conditions generative of facility needs;

(d) Parking spaces, aisles, and loading facilities that are proposed to meet these needs;

(e) Access driveways;

(f) On-site and off-site circulation patterns;

(g) Parking/loading area drainage;

(h) Parking/loading facility construction plans and typical details;

(i) Details of the location and nature of boundary walls, wheel blocks, stall and lane striping patterns, fences, landscaping, and screening;

(j) Details of lighting facilities to be provided;

(k) Expected pedestrian flow patterns from parking spaces to destinations with walk facilities to accommodate same, and

(l) Enumeration data, each parking stall being numbered, with a total number of parking stalls provided on the site noted and parking row capacities noted at the end of each row of spaces.

1149.05 OFF-STREET PARKING DESIGN STANDARDS.

All off-street parking facilities, including entrances, exits, maneuvering areas, and parking spaces shall be provided in accord with the following standards and specifications.

(a) *Parking Space Dimensions:* Each off-street parking space shall have dimensions and shall be served by aisle widths that are no less than the following dimensions, and shall all be of usable shape and condition:

		Minimum Stall Width	Minimum Length	Minimum Aisle Width
(1)	90-degree angle parking	9′	19′	22′
(2)	parallel parking	10′	23′	14′
(3)	60-degree angle parking	10′	19′	20′
(4)	45-degree angle parking	10′	20′	20′

(b) *Access:* There shall be adequate provision for easy and safe ingress and access to all parking spaces. Where the lot or parking spaces do not provide direct access to a public street or alley, an access drive shall be provided, with a dedicated easement of access if necessary, as follows:

(1) For one single-, two- or three-family residential structure, the access drive shall be a minimum of ten feet in width.

(2) For a combined driveway serving two single-family residences, side-by-side, the access drive shall be a minimum of 16 feet in width.

(3) For all other uses, the access drive shall be a minimum of 20 feet in width.

(4) Additional access drive width may be required in planned districts where the nature of the uses served and their intensity are deemed to require additional lanes or lane widths for safe operation of the accessway.

(5) All parking spaces, except those required single-family or two-family dwellings, shall have access to a public street or alley in such a manner that any vehicle leaving or entering the parking area from or into a public street or alley shall be traveling in a forward motion.

(c) *Setbacks:*

(1) Off-street parking facilities may be located in required side and rear yards as specified elsewhere in this Zoning Ordinance.

(2) Except for standalone surface parking lots, single-family and two-family residences, no parking shall be permitted in a required front yard.

(3) In no case, however, shall any part of a parking area be located closer than 15 feet to any public street or alley.

(4) Nor shall any part of a parking facility for more than five vehicles be located closer than 15 feet to a residentially zoned property, and such a facility shall not be located closer than three feet to a nonresidential zoned property.

(5) No part of a parking facility shall be located closer than 20 feet to any existing dwelling unit, school, hospital, or to any institution for human care, that is located on an adjacent lot.

(d) *Screening:* In addition to the setback requirements specified in this Zoning Ordinance for off-street parking facilities for more than five vehicles, screening shall be provided on each side of the parking area that abuts any existing residence or any residential district. Such screening shall comply with the requirements of Section 1145.29.

(e) *Paving:* All required parking spaces, together with their driveways, accessways, aisles, and other circulation areas, shall be hard-surfaced with an all-weather surfaced pavement having an asphalt or concrete binder, provided, however, that variances for parking related to school auditoria, assembly areas, sports fields and other such community meeting or recreation areas may be granted, provided that paved areas are provided for all daily use parking areas. Where paving is not required, proper dust control measures shall be undertaken and maintained.

(f) *Drainage:* All parking spaces, together with driveways, aisles, and other circulation areas shall be graded and drained so as to dispose of surface water which might accumulate within or on such areas, and shall be designed to prevent the excess drainage of surface water onto adjacent properties, walkways, or onto the public streets. Adequate arrangements shall be made to assure acceptable diversion to an adequate storm water drainageway or system.

(g) *Wheel Blocks:* Where the extension of a vehicle beyond the front line of a parking space would interfere with drive or aisle access, wheel blocks or other such devices shall be used to preclude such extension.

(h) *Visibility:*

(1) Access or driveways for parking areas and loading facilities shall be located in such a way that any vehicle entering or leaving shall be clearly visible for a reasonable distance by any pedestrian or motorist approaching the access or driveway from a public or private street or alley.

(2) No driveway shall be located so that it enters a public road within 100 feet of the intersection of any two or more public roads unless there are two driveways serving the lot, one of which is more than 100 feet and the other not less than 40 feet from said intersection.

(3) All driveways shall be located and the adjoining land graded so that vehicular traffic entering a public road has an unobstructed sight distance of no less than 300 feet.

(i) *Marking:* All parking areas for 12 or more spaces shall be marked with double paint lines located parallel to each other and 24 inches apart, which sets of lines shall be centered on the lines designating the side boundaries of each parking space. These lines shall run continuously from the frontmost to the rearmost limit of each space, facilitating movement into and out of the parking stalls by both vehicles and their occupants.

(j) *Maintenance:* Any owner of property used for parking areas or loading facilities shall maintain such areas in good condition without holes and free of dust, trash, and other debris.

(k) *Signs:* Where deemed necessary due to multiple curb cuts or possibly confusing circulation patterns, the entrances, exits, and intended circulation paths of a parking area shall be clearly marked. Where a heavy night use is projected, such markings shall be illuminated.

(l) *Lighting:*

(1) All off-street parking areas for other than one-family and two-family residences shall be adequately lighted.

(2) Lights used to illuminate a parking lot shall be so arranged as to direct the light away from adjoining property.

1149.09 LOCATION OF OFF-STREET PARKING FACILITIES.

(a) All off-street parking facilities, except standalone surface parking lots, for all uses shall be located on the same lot as the uses they serve.

(b) Required parking spaces for apartments, attached single-family condominiums, dormitories or similar residential uses shall be located no more than 150 feet from the main entry door of the dwelling unit they serve.

(c) Parking of vehicles on lawn areas is prohibited for no more than 24 hours. Upon written application, a Zoning Certificate may be issued by the Zoning Administrator for parking on grass for special events.

1123.01 – DEFINITIONS.

(112) *Parking, standalone surface lot*: An area intended for the use of off-street parking spaces that is not associated with a primary use or structure which is located at-grade with the adjacent street(s).

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1135.03 CONTENTS OF APPLICATION FOR ZONING CERTIFICATE.

(a) Application for a zoning certificate shall be made in writing and be signed by the owner or applicant attesting to the truth and exactness of all information supplied on the application. Each application shall clearly state that the certificate shall expire and may be revoked if work has not begun within six months or substantially completed within one year. At a minimum, the application shall contain the following information and be accompanied by all required fees:

(1) Name, address, and phone number of applicant;

(2) Legal description of property;

(3) Existing use;

(4) Proposed use;

(5) Zoning district;

(6) Plans ~~in triplicate~~ drawn to scale, showing the actual dimensions and the shape of the lot to be built upon; the exact size and location of existing buildings on the lot, if any; the location and dimensions of the proposed building(s) or alteration; front, side, and rear yard setbacks;

(7) Building heights;

(8) Location and design of access drives;

(9) Number of dwelling units;

(10) If applicable, application for a sign permit or a conditional, special, or temporary use permit, unless previously submitted;

(11) A separate off-street parking and loading plan indicating the number of off-street parking spaces or loading spaces, and their layout, as specified in this Zoning Ordinance, and other such information;

(12) Such other documentation as may be necessary to determine compliance with all the applicable provisions of, and to provide for the enforcement of, this Zoning Ordinance;

(13) In every case where the lot is not served and is not proposed to be served with public water supply and/or the disposal of sanitary wastes by means of public sewers, the application shall be accompanied by a certificate of approval by the Delaware County Health Department for the proposed method of water supply and/or disposal of sanitary wastes.

~~(14) Documentation that the proposal has been submitted in writing to the homeowners association involved with the property in question, if architectural review is required by deed restriction and covenant, and that such submittal was received by the association.~~

1135.04 APPROVAL OF ZONING CERTIFICATE.

~~Within 30 days after the receipt of an application, the~~The Zoning Administrator or their designee shall either approve or disapprove the application in conformance with the provisions of the Zoning Ordinance. ~~If the application has involvement with a homeowner's association architectural review, as identified in Section 1135.03(a)(14), then the Zoning Administrator shall approve the zoning certificate if one of the following occur and all other zoning requirements are met:~~

~~(a) That the application has been approved by the association.~~

~~(b) That more than 30 days have elapsed since such submittal and such submittal has not been denied by the homeowners association or the homeowners association has failed to take action in writing denying such application.~~

~~(c) That the homeowner association has acted in denying such application and listed the reasons behind such denial, but the Zoning Administrator finds the homeowner has made a good faith effort to accommodate the concerns of the homeowners association.~~

~~One copy of the plans shall be returned to the applicant by the Zoning Administrator, after the Zoning Administrator shall have marked such copy either as approved or disapproved and attested to same by his signature on such copy. One copy of plans, similarly marked, shall be retained by the Zoning Administrator. The Zoning Administrator shall issue a placard, to be posted in a conspicuous place on the property in question, attesting to the fact that the activity is in conformance with the provisions of this Zoning Ordinance.~~

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~~1135.05 PERIOD OF EFFECTIVENESS OF A ZONING CERTIFICATE.~~

~~Any new proposed construction for which a Zoning Certificate is issued shall be commenced within six months of issuance of the certificate and the ground story framework, including structural parts of a second floor or roof shall have been completed within one year after the issuance of the Zoning Certificate; provided, however, that any project or building originally contemplated to be constructed in phases or for a period longer than one year may be completed in phases or during such extended time if in accordance with a timetable placed on file with the Zoning Administrator with the original request for the certificate.~~

1135.07 EXPIRATION OF ZONING CERTIFICATE.

If the work described in any zoning certificate has not ~~begun~~ been completed within ~~six months~~one year from the date of issuance thereof, said certificate shall expire; it shall be revoked by the Zoning Administrator or their designee; and written notice thereof shall be given to the persons affected. The Zoning Administrator or their designee may grant a one-time extension of six months to an issued zoning certificate provided that the applicant contacts the Zoning Administrator or their designee at least 30 days prior to the expiration date. ~~If the work described in any zoning certificate has not been substantially completed within one year of the date of issuance thereof, as described in Section 1135.05, said certificate shall expire and be revoked by the Zoning Administrator, and written notice thereof shall be given to the persons affected, together with notice that further work as described in the canceled certificate shall not proceed unless and until a new zoning certificate has been obtained or an extension granted.~~

1143.11 PROCEDURES FOR APPROVAL OF PLANNED DISTRICT DEVELOPMENT PLANS.

Planned District Development Plans shall be approved in accordance with the procedures established herein in this section.

(a) ~~*Pre-application Meeting, otherwise known as a* Sketch Plan~~ *Application.* The ~~developer~~ applicant shall ~~meet with the City Manager, with the Zoning Administrator, and with the Planning and Zoning Commission prior to submission of a preliminary development plan~~file a sketch plan application in conformance with Section 1109.06 outlining their intent for developing a planned district for review by the Planning and Zoning Commission if one or more of the following conditions are met:~~.~~

(1) The proposal does not align with the future land use recommendations of the comprehensive plan;

(2) Except for properties zoned DR, Downtown Residence District or DB, Downtown Business District, the proposal includes new development on five (5) or more acres. For properties zoned DR, Downtown Residence District or DB, Downtown Business District, proposals for new development of one (1) or more acres shall require a Sketch Plan application;

(3) The proposal will be developed in three (3) or more phases; or,

(4) The proposal includes the creation of new public roadways or extension of existing public roadways.

The purpose of ~~such meetings~~ this application is to discuss early and informally the ~~purpose and~~ effect of this Zoning Ordinance and the criteria and standards contained herein, and to familiarize the ~~developer~~ applicant with zoning and other applicable regulations~~; it being understood that, no statements by officials of Powell, Ohio, or Planning and Zoning Commission members, made in such informal meetings shall be binding on either party.~~ The Planning and Zoning Commission shall schedule a public hearing on a complete sketch plan application based on the recommendation of the Zoning Administrator or their designee.

(b) *Filing of a Combined Preliminary and Final Development Plan.* ~~Upon approval of the Planning and Zoning Commission at the pre-application (Sketch Plan) meeting, and~~ An applicant may ~~be permitted to~~ file a combined preliminary and final development plan ~~following the~~. Any combined application shall provide all application requirements as outlined in subsections (c) and (i) and shall follow the ~~procedures as set forth in subsection (h)~~ review procedures of a final development plan application.~~hereof, as if the applicant had received approval in principal of the preliminary development plan.~~

(c) *Preliminary ~~Planned District~~ Development Plan Application Requirements.* An application for preliminary Planned District Development Plan approval shall be filed with the Zoning Administrator or their designee by the owner of the property for which Planned District development is proposed. At a minimum, the application shall contain the following information. Where any of this information is missing or incomplete, the Zoning Administrator or their designee shall ~~so~~ notify the applicant and no additional actions need be taken until such missing material is provided.

(1) Name, address, and phone number of the applicant(s);

(2) Name, address, and phone number of registered surveyor, registered engineer and/or urban planner assisting in the preparation of the preliminary development plan;

(3) Legal description of the property;

(4) A description of present land use(s) ~~on and of the land~~;

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(5) A vicinity map ~~at a scale approved by the Zoning Inspector~~ showing all property lines, existing streets and alleys, approved future streets and land uses on adjacent Planned District areas, transportation and land use elements of the ~~Municipality's~~ City's adopted Comprehensive Plan, current zoning classifications and boundaries, and current land uses on the site of the proposed Planned District development and in the surrounding areas ~~to the physical extent deemed necessary by the Zoning Inspector~~, but no less than 250 feet beyond the limits of the proposed Planned District Development Plan.

(6) A preliminary development plan ~~at a scale approved by the Zoning Administrator~~ illustrating:

A. The property line definition and dimensions of the perimeter of the site;

B. Right~~s~~-of-way~~s~~ and paving widths of all existing, currently platted, and previously approved Planned District streets and alleys adjacent to, on, or abutting the site;

C. The area of the site and its subareas in acres;

D. The topography of the site and abutting areas at no more than ~~five~~ five-foot contour intervals;

E. Existing surface drainageways and surface sheet flow patterns;

F. Flood plain areas, ravine-bottom areas, and areas of ground slope in excess of six percent;

G. Existing vegetation on the site with specific tree ~~spots~~ locations for all trees six inches ~~in diameter~~ or greater diameter at breast height (DBH)~~, measured 24 inches from the ground~~;~~;~~

H. Existing easements on the site with notations as to their type, extent, and nature;

I. The location and dimensions of existing utilities on and adjacent to the site, including the nearest sanitary sewer, with manhole invert elevations;

J. Calculation of the maximum residential units permitted on the site under the terms of this Zoning Ordinance, including delineation of the subdistricts of the site upon which these calculations have been made;

K. A preliminary plan and plat for the first, or next, phase of site development illustrating:

1. New street centerlines, right~~s~~-of-way~~s~~, and street classification types;
2. Names of existing and proposed streets;
3. Generalized lot and block layouts, indicating and illustrating property lines, minimum lot areas, minimum building setbacks and yards, location and extent of major off-street parking areas, etc.;
4. Subareas of the site to be developed, by land use type, housing types, and housing densities, including subarea statistics;
5. ~~All~~ Location of proposed structures ~~shall be located showing~~including approximate square footage, ~~tenant or~~ use~~r~~ types, ~~and expected~~primary entranceways, and associated service or loading areas;
6. Common open areas, public lands, and natural scenic easements, including the area of each;
7. Proposed landscape treatment of the site;
8. Proposed utility patterns and provisions, including sanitary sewer, individual waste disposal systems, storm sewer, trash collection systems, outdoor lighting,

and water supply, including relevant easements and engineering feasibility studies or other evidences of reasonableness;

9. Provisions for accommodating surface drainage runoff;

10. Proposed architectural design criteria, if applicable;

11. Proposed pedestrian/~~jogging/~~bicycle pathways and equestrian paths, including locations, dimensions, landscape and construction, including relationships of such pathways to existing and proposed future pathways on surrounding property;

12. Overall site development statistics comparing this plan for development with requirements of this Zoning Ordinance and with the comprehensive plan and indicating that all requirements of this Zoning Ordinance and the comprehensive plan have been met in this preliminary plan and will be met in final development, as well as any requested deviations from the Zoning Ordinance.

L. Projected development schedule by subareas of the entire planned development site, and for the first, or next, phase of development, including land uses, public areas, natural and scenic reserves, streets, buildings, utilities, and other facilities, indicating the relationship of the proposed development to existing and probable uses of surrounding areas during the development timetable;

M. An overall traffic scheme, illustrating points of access, parking areas, including the number of parking spaces and indicating visitor, employee and service traffic flow, illustrating calculated peak hour traffic use for residents and employees as well as deliveries and other transport and the ~~effect~~ impact of this traffic on the ~~community traffic ways~~City's road network.

N. If to be developed in phases, the entire site development shall be described in outline and diagrammatic plan form, and in a complementing detailed text in a manner calculated to assure City officials that Planned Development requirements and other requirements of this Zoning Ordinance shall be met in the detailed development of the phases to follow, and that the entire Planned Development area will meet all of the requirements of this Zoning Ordinance, such diagrams and descriptive texts being accepted with, and becoming a part of the extended zoning plan for the entire site;

(7) Evidences, as determined by the Zoning Administrator ~~in his/her sole discretion~~or their designee, of the ability of the applicant to carry forth its plan by control of the land and the engineering feasibility of the plan, and that the applicant has sufficient control over the land and financing to initiate the proposed development plan phase within two years;

(8) Evidence of the applicant's ability to post a bond if the plan is approved assuring completion of public service facilities to be constructed within the project area by the developer;

(9) Verification by the owner of the property that all the information in the application is true and correct to the best of his knowledge.

(10) A statement of the character and nature of the development including the cost range or rent levels for housing in residential development and the general types of business or industrial and commercial developments.

(11) A statement of the general impact the development will have on the infrastructure, municipality and schools including projected demographics, a traffic impact study and a fiscal impact analysis may be required by the Planning and Zoning Commission.

(12) A fee as established by ordinance.

(d) *Planning and Zoning Commission Public Hearing.* The Planning and Zoning Commission shall schedule a public hearing on ~~the~~ a complete preliminary development plan application ~~for approval of the preliminary development plan not less than ten or more than 40 days from the date of filing of a completed application and certification by the~~based on the recommendation of the Zoning Administrator or their designee. The recommendation will include analysis of how the preliminary development plan meets the requirements of this Zoning Ordinance, the comprehensive plan, and other applicable City policies. ~~that to the best of his knowledge the preliminary development plan application is complete and that the preliminary development plan, as best he can determine, meets all of the requirements of this Zoning Ordinance and the comprehensive plan.~~

(e) *Notice of Public Hearing.*

(1) Before holding the public hearing, notice of such Commission hearing shall be given on the ~~Municipality of Powell~~City's website at least ten days before the date of said hearing. The notice shall set forth the time and place of the public hearing, a general description of the planned district development, and a statement that, after the public hearing and after submission of a final development plan, the matter will be referred to the Council for further determination.

(2) ~~Also before holding the public hearing, written~~ Written notice of such hearing shall be sent ~~by the Planning and Zoning Commission by first class mail,~~ at least ten days before the hearing, to all owners of property ~~Contiguous to, directly across the street from and~~ within 250 feet of the property in question and to ~~such~~ other~~s~~ interested parties identified by~~as~~ the Commission ~~determines should receive such notice~~. Notices to individual property owners shall contain the same information as required of notices published on the City's website.

(f) *Public Access to Proposed Planned District Plans.* For a period of at least ten days prior to the public hearing by the Planning and Zoning Commission, all ~~papers~~ information relating to the planned district development plan shall be available for public inspection ~~in the office of the Zoning Administrator or on the Municipality of Powell website.~~ .

(g) ~~*Approval in Principle of*~~*Action on a Preliminary Development Plan.* ~~Within 30 days after the public hearing,~~ T~~t~~he Planning and Zoning Commission shall review the preliminary development plan to determine if it is consistent with the intent of this Zoning Ordinance and ~~meets or otherwise justifies modification of all of its requirements~~other applicable City policies~~, as determined by the Planning and Zoning Commission~~. If it does, the Commission shall approve the preliminary development plan ~~in principle~~. If it does not, the Commission shall either recommend supplementary conditions to address outstanding items or recommend changes and additions needed for approval and await a resubmission.

In ~~approving~~ reviewing a preliminary development plan ~~in principle~~, the Planning and Zoning Commission shall consider:

(1) If the proposed development is consistent with the intent and requirements of this Zoning Ordinance;

(2) The appropriateness of the proposed land uses with regard to their type, location, amount, and intensity, where not specifically specified in this Zoning Ordinance;

(3) The relationships between uses, and between uses and public facilities, streets, and pathways;

(4) Adequacy of provisions for traffic and circulation, and the geometry and characteristics of street and pathway systems;

(5) Adequacy of yard spaces and uses at the periphery of the development;

(6) Adequacy of open spaces and natural preserves and their relationships to land use areas and public accessways;

(7) The order, or phases, in which the development will occur and the land uses and quantities to be developed at each phase;

(8) Estimates of the time required to complete the development and its various phases;

(9) Improvements to be made by the Municipality, if any, and their cost;

(10) The community cost of providing public services to the development, and

(11) Impacts of the development on surrounding or adjacent areas.

~~The Planning and Zoning Commission may require the staging of the planned development to minimize early stage major impacts on the community infrastructure and services systems, and may require the staging of land uses to be generally consistent with the phased development of supporting land uses and public services and facilities.~~

The Commission's approval ~~in principle~~ of the preliminary development plan shall be necessary before an applicant may submit a final development plan. Approval ~~in principle~~ shall not be construed to endorse a precise location of uses, configuration of parcels, or engineering feasibility.

(h) *Submission of Final Development Plan.*

~~(1)~~ After approval ~~in principle~~ of the preliminary development plan, the ~~developer~~ applicant shall submit a final development plan ~~to the Zoning Administrator~~for review. The final development plan shall be in general conformance with the preliminary development plan that was approved ~~in principle~~. ~~For the~~ The ~~purposes of this Zoning Ordinance,~~ submission of a final development plan is a formal request for ~~an amendment addition to the zoning of the property in question, and upon final approval by Council becomes the zoning of the property in question in addition to the other requirements of this Zoning Ordinance.~~ approval of a specific phase or phases of development that is consistent with the intent of this Zoning Ordinance, the comprehensive plan, and other applicable City policies.

~~(2) Copies of the final development plan as specified by the Zoning Administrator shall be submitted and may be endorsed by a qualified professional team which should include an urban planner, licensed architect, registered land surveyor, registered civil engineer, and registered landscape architect.~~

(i) *Final Development Plan Application Contents.* An application for ~~approval of the~~a final development plan shall be filed with the Zoning Administrator or their designee by the owner of the property or their representative ~~for which planned district development is proposed~~. Each application shall be signed by the owner, attesting to the truth and exactness of all information supplied on the application for the final development plan. ~~Each application shall clearly state that the approval shall expire and may be revoked if construction on the project has not begun within two years from the date of issuance of the approval.~~ At a minimum, the application shall contain:

(1) All of the information required for submission of the preliminary planned district development plan application;

(2) All plan materials rendered on an engineering survey of the proposed development site, showing the dimensions and bearings of property lines, property areas in acres, topography, existing features of the development site including major wooded areas, structures, easements, utility lines, land uses, and maximum building footprint areas for all non-residential uses and residential uses other than single-family detached and two-family dwellings;

(3) Engineering feasibility studies and plans showing, as necessary, water, sewer, drainage, electricity, telephone, and natural gas installations; waste disposal facilities; street

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improvements; and the nature and extent of earthwork required for site preparation and development.

(4) A detailed landscape plan showing existing and proposed future landscape materials, ground cover, paving patterns and materials.

~~(5) Deed restrictions, protective covenants, and other legal statements or devices to be used to control the use, development and maintenance of the land and the improvements thereon, including those areas which are to be commonly owned and maintained, and~~

(~~6~~5) A final development plan fee as established by Ordinance.

(j) ~~*Public Hearing by*~~ *Planning and Zoning Commission* *Public Hearing*. The Planning and Zoning Commission shall schedule a public hearing on a complete final development plan application based on the recommendation of the Zoning Administrator or their designee. The recommendation will include analysis of how the final development plan adheres to the approved preliminary development plan and meets the requirements of this Zoning Ordinance, the comprehensive plan, and other applicable City policies. ~~Within 30 days after submission of a completed application for a final development plan and certification by the Zoning Administrator that the plan application is complete and that to the best of his knowledge the plan meets the requirements of this Ordinance and is in compliance with the preliminary development plan that was approved in principle, the Planning and Zoning Commission shall hold a public hearing.~~ Notice and public inspection of the application shall be as specified in subsections (e) and (f).

(k) *Recommendation by the Planning and Zoning Commission.* ~~Within 30 days after the Public Hearing on the final development plan the~~ The Planning and Zoning Commission shall review a final development plan to determine if it is consistent with the intent of this Zoning Ordinance and other applicable City policies. The Planning and Zoning Commission shall make a recommendation to City Council ~~recommend~~ that the final development plan be approved as presented, approved with supplementary conditions, or disapproved~~, and shall transmit all papers constituting the record and the recommendations to Council~~.

Before making its recommendation, the Planning and Zoning Commission shall ~~find that the facts submitted with the application and presented at the public hearing establish that~~consider:

(1) The proposed ~~planned district~~ development phase(s) can be initiated within two years of the date of approval and can be completed within five years;

(2) The requirements of the Comprehensive Plan relative to the site at issue have been fulfilled;

(3) The streets proposed are suitable and adequate to carry the anticipated traffic, and increased densities will not generate traffic in such amounts as to overload the street network outside the planned district plan area;

(4) Proposed non-residential developments can be justified at the location and in the amounts proposed;

(5) Housing densities are warranted by amenities and conditions incorporated in the final development plan and are in accordance with these planned district development requirements;

(6) Lands to be dedicated to public use are of acceptable and usable size, shape, and location;

(7) The area surrounding the development can be planned and zoned in coordination with and in substantial compatibility with the proposed development;

(8) The existing and proposed utility services are adequate for the population densities and uses proposed, and

(9) Adequate provision has been made for the detention and channelization of surface drainage runoff.

(l) *Public Hearing by Council.* After receiving the recommendation from the Planning and Zoning Commission, ~~the~~ City Council shall hold a public hearing on the ~~planned district~~ final development plan within a reasonable time.

(m) *Notice of Public Hearing by Council.*

(1) Before holding its public hearing, notice of such hearing shall be given on the ~~Municipality of Powell~~ City's website at least ten days before the hearing. The notice shall set forth the time and place of the public hearing, the nature and general description and summary of the planned district development, and a statement that all papers relating to the planned district development are on file with the Clerk and are open for public inspection.

(2) Written notice of the hearing ~~on the planned district development~~ shall be mailed ~~by the Clerk by first class mail~~, at least ten days before the date of the public hearing, to all owners of property ~~contiguous to, directly across the street from and~~ within 250 feet of the proposed planned district development and to ~~such~~ other~~s~~ interested parties as identified by Council ~~may determine should receive such notice~~. Notices to individual property owners should contain the same information as required of notices published on the City's website.

(n) *Action by Council.* ~~After the public hearing, t~~The Council shall review a final development plan based on the recommendation of the Planning and Zoning Commission to determine if it is consistent with the intent of this Zoning Ordinance and other applicable City policies. If it does, the Council shall approve the final development plan by ordinance. If it does not, the Council shall either recommend supplementary conditions to address outstanding items or recommend changes and additions needed for approval and await resubmission. ~~either adopt or deny the recommendation of the Planning and Zoning Commission or adopt some modification thereof. In the event Council makes a substantial change to the recommendation of the Planning and Zoning Commission, it must do so by a vote of not less than three-fourths (six) of all Members of Council or by approval of a majority of all members of Council (four) and subsequent approval by the Planning and Zoning Commission. If approved by a majority of Council with a substantial change but by less than three-fourths, such ordinance with proposed substantial change stated separately shall be submitted to the Planning and Zoning Commission at the next regularly scheduled meeting. If approved by the Commission, then such ordinance with the substantial change shall take effect. If not approved by the Commission, then at the next scheduled Council meeting, Council shall adopt or deny the recommendation of the Planning and Zoning Commission without the substantial changes or adopt the Commission's recommendations with substantial changes with not less than three-fourths (six) of all members of Council. No such Ordinance shall be passed unless it has been fully and distinctly read on two different days and no Ordinance in accordance with the recommendation of the Planning and Zoning Commission shall be deemed to pass or take effect without the concurrence of at least a majority of the full membership of Council. The Council shall be deemed to have rejected the recommendation of the Planning and Zoning Commission when less than a majority of its members (four) vote for its adoption.~~

(o) *Supplementary Conditions and Safeguards.* In approving any ~~planned district~~final development plan application, both the Planning and Zoning Commission and the Council may prescribe appropriate conditions and safeguards in conformity with this Zoning Ordinance. Any violation of such conditions or safeguards, which have been made a part of the terms under which the final development plan has been approved, shall constitute a violation of this Zoning Ordinance and shall be punishable as such.

(p) *Expiration of Approval Period.* The approval of a final development plan ~~for a planned district development shall~~ be for a period not to exceed five years to allow for preparation and recording of the required subdivision plat and development of the project. Where a project is completed within five

years, the approved final development plan shall remain as the effective zoning control over the area included in the plan, in addition to the requirements of this Zoning Ordinance. If required plats are not properly recorded and/or if no construction has begun on the site within two years of such approval, the approved final development plan shall be void unless an application for a time extension is submitted and approved~~, which approval may be withheld for good cause~~.

(q) *Extension of Time Limit.* An extension of the time limits set in subsection (p) hereof, as a modification of the approved final development plan, may be approved by Council upon the recommendation of the Planning and Zoning Commission. Such approval shall be granted only upon a finding of a valid purpose and necessity for such extension and evidences of reasonable and diligent efforts toward accomplishment of the original development plan within the originally established time limits, and upon finding that such extension is not in conflict with the general health, welfare and safety of the public or development standards of the district. No extension of time shall be granted except on application filed with the Zoning Administrator or their designee not later than 30 days before the expiration of the time limits set in subsection (p)~~ hereof~~.

(r) ~~*Amendment or Alteration of Approved Planned District*~~*Amended Final Development Plans.* Once a final development plan ~~for a planned district~~ has been approved by Council, all subsequent substantial changes to that plan shall only be permitted by resubmission as ~~a new substitute~~an amended plan~~ and repatriation of the procedures established in these sections~~. "Substantial change" for the purposes of this section shall mean any modification of an approved ~~planned district~~final development plan, as determined by the Zoning Administrator or their designee, that results in:

(1) Any increase in the number, or change in the type and/or mix of residences, and/or non-residential building area or land use;

(2) Decrease in the approved minimum lot size, number of parking spaces to be provided, and/or trash storage areas;

(3) Change in the approved location of land uses, land use subareas or sub-elements, streets, public or private parklands and other public facilities, and/or natural environmental preserves or scenic easements by more than 30 feet;

(4) Reduction in area of public and/or private parklands or other public facilities and/or natural environmental preserves or scenic easements;

(5) Alteration of the basic geometry and/or operational characteristics of any element of the approved street pattern, parking facilities, service access, trash storage facilities, and/or system of pedestrian and/or equestrian paths that results in a change in operating characteristics or character;

(6) Any circumstance below the minimum requirements established in this Zoning Ordinance or as required in the approval of a conditionally permitted use in a planned district.

(s) ~~*Subsequent*~~ *Zoning Amendments* ~~*Initiated by Other Than*~~*outside the Planned District Process*~~es~~. No zoning amendment passed during the time period granted for the initiation and completion of an approved final development plan shall in any way affect the terms under which the approval of the planned district development was granted.

(t) *Plat Required.*

(1) In a Planned District, no use shall be established or changed and no structure shall be constructed or altered until any required subdivision plat has been prepared and recorded in accordance with the Development Regulations.

(2) In the event that any public service facilities not to be otherwise guaranteed by a public utility have not been constructed prior to the recording of the plat, the owner of the project shall post a

performance bond, or other such alternative form of surety as approved by the City Law Director, in favor of the appropriate public officers in a satisfactory amount assuring the expeditious completion of said facilities within one year after the recording of said plat. In no event, however, shall any zoning certificate be issued for any building or use until such time as the facilities for the phase in which the building or use is located are completed.

(u) *Administrative Review Application.* An application for an administrative review is a request for action by the Zoning Administrator or their designee on a proposal that is not considered a "substantial change" through an amended final development plan. The application may contain any of the information an applicant is seeking action on including site layout, intended land uses, landscape treatment, architectural character, or other similar items. The Zoning Administrator or their designee shall review the request to ensure it is in keeping with the intent of this zoning ordinance and all applicable approved development plans. The Planning and Zoning Commission may review an application based on the recommendation of the Zoning Administrator or their designee. Notice of Planning and Zoning Commission review of an application shall be as specified in subsection (e).

(v) *Informal Review Application*. An application for informal review may be filed for review at any time during the planned district process. The informal review is a request for feedback by the Planning and Zoning Commission on a proposal for a future sketch plan, preliminary development plan, final development plan, or amended final development plan. The application may contain any of the information an applicant is seeking feedback on including site layout, intended land uses, landscape treatment, architectural character, or other similar items. The Planning and Zoning Commission shall review an application based on the recommendation of the Zoning Administrator or their designee. Notice of an application shall be as specified in subsection (e) and no action will be taken by the Planning and Zoning Commission at the public hearing.

~~All plats, construction drawings, restrictive covenants and other necessary documents shall be submitted to the Zoning Administrator, to the Planning and Zoning Commission, and to the Council or to their designated technical advisors upon request for administrative review to assure substantial compliance with the final approved development plan.~~

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1143.16.2 DB-DOWNTOWN BUSINESS DISTRICT.

(a) *Purpose.* There is hereby created an "DB" ("Downtown Business") District to preserve, protect, and promote the village-scale central commercial and office environment through promotion of mixed use pursuits developed in a manner that is pleasant, safe, and convenient, the promotion of adaptive reuse of older commercial and office structures, and those constructed originally as residences, for appropriate village-scale commercial and office purposes, retention of the village scale and character through the limitation of uses, the provision for the realization of a fine-grained intermixture of small-scale residential, office, and retail uses that was the hallmark of village life, and minimization of the impact of provisions for auto parking on loss of community character. This district shall be reserved for property located within the downtown district overlay district.

(b) Unless otherwise noted on the Official Zoning Map and associated materials, the following uses are permitted in the Downtown Business District:

Retail Shops

Office Facilities

Consumer and Trade Service Facilities

Convenience Businesses

Personal Services

Commercial recreation and entertainment facilities, indoors

Museums and Galleries

Zero Lot Line Development

Accessory Buildings and Uses

Public Use Facilities

Religious, education, and cultural uses

Home Occupations

Dwelling, Single-Family Detached

Dwelling, Single-Family Attached

Dwelling, Two-Family

Dwelling, Multi-Family

Parking, standalone surface lot (see subsection (g)(9))

(c) Unless otherwise noted on the Official Zoning Map and associated materials, the following uses are conditionally permitted in the Downtown Business District:

Drive-Through Facilities for Permitted Use

Bed and Breakfast Inns

Outside Display of Products for Sale in Yard or Parking Areas

Child-Day Care

Class I, Type B Group Residence Facilities (5 or less residents)

Life Care Facilities

Elderly Housing Facilities

Convalescent Home

Nursing Homes

Congregate Housing

Veterinarian Offices

Roadside Sale of Agricultural Products Produced on the Premises

Commercial and Noncommercial Playgrounds, Playfields, and Picnic Areas

(d) *Principal building setbacks are as follows:*

Front: Minimum 20 feet, Maximum 25 feet

Side: 5 feet

Rear: 5 feet

(e) *Accessory building setbacks are as follows:*

Front: 35 feet

Side: 5 feet

Rear: 5 feet

(f) *Additional Requirements.*

(1) Maximum lot coverage is 20 percent. The Planning and Zoning Commission can set density bonuses up to an additional five percent lot coverage for development that includes the expansion and/or creation of public amenities such as streetscape improvements, public gathering spaces, park improvements, and other notable public amenities as determined by the Planning and Zoning Commission.

(2) Minimum building separation is ten feet.

(3) Maximum building height is 35 feet for principal buildings and 23 feet for accessory buildings.

(4) The first floor of all structures facing a public street must be occupied by a non-residential use, unless specifically authorized in an approved Final Development Plan.

(5) Residential dwellings in this district shall meet the requirements of the DR-Downtown Residence District.

(6) The setbacks required for any non-residential use adjacent to existing residential uses shall be a minimum of 25 feet.

(g) *Supplemental Regulations.*

(1) In determining the uses permitted in this district, the following retail uses primarily engaged in the selling of merchandise for personal or household consumption, or uses deemed to be substantially similar, shall be permitted in this district:

hardware stores	grocery stores	meat markets
seafood markets	fruit stores	vegetable markets
candy stores	drug stores	proprietary stores
liquor stores	carry-outs	florists
music stores	antique shops	curio stores
cloth/yarn shops	tea rooms	sit-down restaurants
book stores	laundromats	laundry shops
dry cleaning shops	beauty parlors	barber shops
photo studios	health spas	shoe repair shops
drinking places	gift shops	

(2) In determining the uses permitted in this district, the following office uses that provide personal services, or uses deemed to be substantially similar, shall be permitted in this district:

insurance agencies	insurance brokers	real estate offices
law offices	physician offices	dentist offices
osteopath offices	chiropractor offices	podiatrist offices
allied medical office	allied dental office	optical office
accountant office	architect office	engineer office
credit agencies	loan offices	banks

(3) In determining the uses permitted in this district, the following consumer and trade service facilities that commonly provide home and office citizen services, or uses deemed to be substantially similar, shall be permitted "consumer and trade service" uses in this district:

copy shops	letter services	box and mail shops
gift wrap services		

(4) Veterinarian's offices shall be conditionally permitted uses in this district provided that the practice is limited to small domestic animals, that no animals are boarded on the premises, and that no outside runs or exercise areas are provided.

(5) Child day-care facilities must be architecturally compatible with the neighborhood, and provision must be made for adequate vehicular access and parking during peak pick-up and drop-off periods, and fences must be provided to control the access of children to adjoining hazardous conditions such as roads, streets, lakes, creeks, ponds, and to adjacent property. If the adjacent property is residential, the child care facility building must be no less than ten feet from the residential property line.

(6) Where this district abuts a residential zone, side and rear yard spaces adjoining the residential zone shall be the same as for that residential zone.

(7) The parking provisions set forth in Chapter 1149 shall be met; provided, however, the Planning and Zoning Commission, through an Administrative Review, can consider reductions to those requirements provided it is sufficiently demonstrated through data, applicable standards, and/or other materials and information that the minimum requirement is not necessary, in accordance with subsection (h) below and any other applicable provisions of Chapter 1149.

(8) Parking areas, except standalone surface parking lots, shall be located behind principal buildings in manner to minimize the view of the parking area from any public right-of-way. If, in the opinion of the Planning and Zoning Commission, a parking area is not satisfactorily screened from view, additional landscape or other screening may be required.

(9) Parking, standalone surface lots shall meet the following use specific standards:

A. Standalone surface lots shall be for public use either through ownership by the City or established agreement between the property owner and City.

B. Standalone surface lots shall provide appropriate pedestrian circulation within the parking area and connectivity to public sidewalks or bike paths to the satisfaction of the City Engineer or their designee.

C. Standalone surface lots shall meet all applicable requirements of Section 1149.05.

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(~~9~~10) Adequate provision for storm drainage and sanitary sewer~~age~~ shall be required for the approval of any development or the initiation of a new land use in this district.

(~~10~~11) Except as specifically provided for in this Zoning Ordinance, no mobile home or mobile structure shall be placed or occupied in this district.

(~~11~~12) It is preferred all services and delivery be made to the rear of the structure or use except under unusual conditions for which service can be made to the side or front of the structure.

(~~12~~13) There shall be no overnight display of items for sale that are not normally intended for permanent outdoor use (e.g. upholstered furniture).

(~~13~~14) No commercial or business activity, other than those activities permitted as home occupations, shall be conducted in a unit designed for residential use without consent of the Planning and Zoning Commission.

(h) *Parking Regulations.* To preclude destruction of the unique village scale and character of the Downtown Business District by the provision of modern large-scale off-street parking facilities and loading spaces, the

off-street parking and loading requirements of this Zoning Ordinance are hereby altered as set forth below as they apply to land uses and structures located in the Downtown Business District:

(1) Useable on-street curbside parallel parking spaces on streets upon which the relevant property abuts may be counted toward meeting the parking needs of the abutting use.

(2) The number of off-street parking spaces required to be provided may be reduced in the Downtown Business District at the discretion of the Planning and Zoning Commission to one-half that required in other districts for the same use. Notwithstanding this provision for uses within the Downtown Business District, those uses that generally require a larger amount of parking for higher capacity turnover business, such as but not limited to restaurants and bars, shall not be reduced in half, but can be planned for some reduction as approved by the Planning and Zoning Commission as an Administrative Review if allowances are made for parking spaces that can be utilized on adjacent or nearby properties (public or private) that is a reasonable plan for sharing parking spaces.

(3) In the Downtown Business District and on properties immediately abutting that district that are separated from the district by an alley, back-out spaces from alleys will be permitted, as parking off of rear alleys in this district is preferable to the provision of parking in more visible locations.

(4) No off-street loading spaces shall be required for any use in the Downtown Business District.

1143.18 DD-DOWNTOWN DISTRICT OVERLAY DISTRICT.

(a) *Purpose.* It is the purpose of the Downtown District Overlay District (herein after referred to as the "Downtown District") to promote the public, health, safety, and welfare by providing for the regulation of the downtown area through a single, unified district. This district is created to permit the careful and coordinated physical planning, development, and redevelopment of the land, and to provide flexibility in the location of land uses, housing types, and intensity. This district shall preserve, protect, and promote the historical nature of downtown by pursing development that encourages a mix of uses in a manner that is safe, pleasant, convenient, and in context with the history of the area. It is also the purpose of the Downtown District to:

(1) Safeguard the heritage of the City by preserving sites and structures within the historic central core of the City that reflect the City's history and its architectural history.

(2) Stabilize and improve property values.

(3) Strengthen the economy of the City by promoting business development through the allowance of buildings that provide flexible commercial opportunities yet in keeping with the village scale and character.

(4) Protect and enhance the City's attractions to residents and visitors.

(5) Enhance the visual and aesthetic character, diversity, and interest of the City's history.

(6) Foster civic pride in the beauty, human scale, and human details of the City's history.

(7) Promote excellence in small town design, incorporating elements that are consistent with the existing character of the area.

(8) Promote the use and preservation of historic sites and structures for the education and general welfare of the people of the City.

(9) Preserve sound existing housing stock in the historic central area of the City and safeguard the residential scale of the district and the character of sub-areas that are primarily residential in character.

(b) *Definitions.* For the purpose of sections of this Zoning Ordinance specifically addressed to the Downtown District, certain terms and words are herewith defined as follows:

(1) *A.I.A.* means the American Institute of Architects.

(2) *Alter* or *alteration* means any change involving the exterior architectural features, including landscaping, of any property which lies within a Downtown District, not including demolition, removal or new construction.

(3) *Applicant* means any person, persons, association, organization, partnership, units of government, public bodies and corporations who apply for a Certificate of Appropriateness in order to undertake an environmental change within the Downtown District.

(4) *Certificate of appropriateness* means a certificate authorizing any environmental change within the Downtown District.

(5) *Council* means the City Council of the City of Powell.

(6) *Demolition* means the complete or substantial removal or destruction of any structure which is located within the Downtown District.

(7) *Environmental change* means any exterior alteration, demolition, removal or new construction of any property resulting in a visual exterior change to the property subject to the provisions of these sections.

(8) *Exterior architectural feature* means the architectural style, general design and arrangement of the exterior of a structure including, but not limited to, the type, color and texture of the building material, doors, windows, roof, porches and other appurtenant fixtures.

(9) *Downtown District* means the district designated as such in this Zoning Ordinance.

(10) *Historic downtown advisory commission* means the appointed board established to review environmental changes within the Downtown District, having specific powers and duties subject to the provisions of these sections.

(11) *Planning and zoning commission* means the Planning and Zoning Commission of the City of Powell.

(12) *Preservation* means the process, including maintenance, of treating an existing building to arrest or slow future deterioration, stabilize the structure and provide structural safety without changing or adversely affecting the character of appearance of the structure.

(13) *Property owner* means the owner(s) of record.

(14) *Rehabilitation* or *renovation* means the modification of or change to an existing building. Rehabilitation extends the useful life or utility of the building through repairs or alterations, sometimes major, while the features of the building that contributed to its architectural, cultural, or historical character are preserved and/or restored.

(15) *Standards and guidelines* means the building construction and building rehabilitation criteria derived from historical and architectural information reflecting that particular Downtown District to be used by the Historic Downtown Commission in considering Certificate of Appropriateness applications. This refers to the "Downtown District Architectural Guidelines" found elsewhere in the Zoning Code.

(16) *Structure* means any building including houses, stores, warehouses, churches, schools, garages, barns, carriage houses, tool sheds, or similar buildings, and also fences, walls, light fixtures, steps, signs, works of art, or other like fixtures or any appurtenances thereto, or any significant landscaping.

(17) *Zoning administrator* means the Zoning Administrator or their designee of the City of Powell.

(c) *Conformance with Existing Laws.* Where the existing laws and ordinances are not replaced or modified by these sections the existing laws and ordinances shall remain in effect. In the event of a conflict between these standards and any other standard prescribed in the Planning and Zoning Code, these standards shall apply.

(d) *Correlation with City Programs.* The City shall consider its Capital Improvements Program, land purchases, and other plans in or proximate to the Downtown District, with respect to the purpose and requirements of these sections and shall, whenever feasible, support it and conform thereto.

(e) *Land Use Review.* The City shall notify the Historic Downtown Commission of any activity requiring Planning and Zoning Commission review which is in the Downtown District or 250 feet from its boundary. Notification shall be given to the Historic Downtown Commission no less than ten calendar days before the Planning and Zoning Commission hearing on the matter.

(f) *Establishment as a Receiving Area for the Transfer of Development Rights.* As authorized by Section 1143.12, the Downtown District is hereby established as a receiving area for the transfer of surplus development rights. The transfer of development rights shall meet any requirements and procedures set forth in Section 1143.12. In addition, the transfer of development rights to any property or properties in the downtown district shall only be allowed for those development plans that are considered exemplary plans by the Planning and Zoning Commission in advancing the purposes of the Downtown District, as stated in this section.

(g) *Downtown District Boundaries.* The location and extent of the Downtown District Overlay District shall be as designated on the official Zoning Map of the Municipality of Powell ~~and shall only include those properties zoned DR, Downtown Residence District and DB, Downtown Business District, both of which are planned districts~~.

~~(1) *Proposals to expand, or modify the Downtown District boundaries.*~~

~~A. Initiation.~~

~~1. Proposals to expand or modify the Downtown District boundaries shall be initiated by resolution of City Council, with referral to the Planning and Zoning Commission. Proposals to expand, or modify the Downtown District shall include the following documentation:~~

~~a. Evidence that the area is of architectural and historic significance.~~

~~b. A boundary description.~~

~~(2) *Study and hearing.*~~

~~A. General procedures to expand, or modify the Downtown District boundaries shall be in accordance with the required procedures for zone changes as provided in this Zoning Ordinance.~~

~~B. Planning and Zoning Commission report. The Planning and Zoning Commission report to Council shall include information as to how the proposed Downtown District expansion or modification is of special historical and architectural significance. The Planning and Zoning Commission report shall include the following:~~

~~1. A recommendation from the Historic Downtown Advisory Commission.~~

~~2. Whether the area or buildings in the area are listed on the National Register of Historic Places;~~

~~3. Whether it provides significant examples of architectural styles of the past;~~

~~4. A description of the area and structures to serve as an informational resource. The description shall include, but need not be limited to, the following:~~

~~a. A geographic description including location and its relationship to the entire municipality and current boundaries of the downtown district;~~

~~b. A description of the general land uses;~~

~~c. A general description of the building conditions;~~

~~d. A general description of the socioeconomic characteristics;~~

~~e. A description of existing developmental plans or programs within or including the area;~~

~~f. A list of neighborhood organizations within, serving or otherwise interested in the area in question.~~

~~(3) *City Council designation.*~~

~~A. City Council hearing. City Council shall hold public hearings on proposals to expand, or modify the Downtown District. These hearings shall be in the same manner as for any proposed change in the Zoning Map.~~

~~B. Zoning Map Overlay. The Zoning Administrator shall cause the designation to be shown upon the official Zoning Map of the City of Powell as an Overlay without changing the underlying zoning. Whenever there is a conflict between regulation of the zoning district and the regulations of the Downtown District, the more restrictive shall apply.~~

~~C. Notification of designation. Upon expansion or modification of the boundaries of the Downtown District, the clerk shall promptly notify the Zoning Administrator, who shall notify all interested of affected property owners, groups, boards and commissions.~~

(h) *Development Plan Required.* Unless the provisions of this section state otherwise, a development plan shall be required in accordance with the procedures described in the planned district requirements of this zoning code.

(i) *Establishment of the Historic Downtown Advisory Commission.* The Downtown District is held to have a distinctive nature. In the interest of the public health, safety, and welfare it is considered a public necessity to protect the qualities of the Downtown District and enhance the unique characteristics of this area.

(1) There is hereby established a Historic Downtown Advisory Commission.

(2) The Historic Downtown Advisory Commission shall be empowered to hear, review, approve, deny, and recommend modifications to proposals for Certificates of Appropriateness involving environmental changes within the district. Applications for Certificates of Appropriateness shall be judged using the adopted Downtown District Architectural Guidelines.

A. The Historic Downtown Advisory Commission shall establish, within the spirit and purposes of this section, procedures for which the Historic Downtown Advisory Commission will evaluate applications for Certificates of Appropriateness. Such information shall be written and published within three months after the Historic Downtown Advisory Commission members have been appointed and may be revised from time to time.

B. The Historic Downtown Advisory Commission shall maintain files, available to the public, containing all applications granted or denied to serve as a basis for prospective applicants to conform their plans to established policy.

C. The Historic Downtown Advisory Commission may make recommendations to the City Council and Planning and Zoning Commission regarding amendments to these sections and with respect to other legislation affecting the Downtown District.

D. The Historic Downtown Advisory Commission shall work for the continuing education of both the Downtown District residents and businesses which it serves and the residents of the City as a whole with respect to these sections and the district's historic heritage and architectural significance. In addition, the Historic Downtown Advisory Commission may publish informational literature and hold periodic public meetings to disseminate information on preservation and rehabilitation techniques and resources.

E. The Historic Downtown Advisory Commission may delegate to the Zoning Administrator or their designee review authority over certain Environmental Changes on historically and architecturally documented criteria adopted by the Historic Downtown Advisory Commission. The Zoning Administrator or their designee shall then review, grant, deny and/or recommend modifications in writing for such applications.

F. The Historic Downtown Advisory Commission shall serve as the architectural review commission for all areas that fall within the boundaries of the Downtown District.

(3) The Historic Downtown Advisory Commission shall have six members appointed by Council. The purpose of the Historic Downtown Advisory Commission will be to administer the delegated functions as set forth in this chapter, to provide advice to the City Council, Planning and Zoning Commission, and property owners and developers in the Downtown District, and to oversee new construction, remodeling, rehabilitations, restorations and additions made in the Downtown District. The Historic Downtown Advisory Commission membership shall be as follows:

A. One member of the A.I.A. appointed by Council. Council shall appoint a person, whose background, education and/or professional experience is in historic design, preservation, renovation, or rehabilitation, to the Historic Downtown Advisory Commission. This member may be a nonresident of the City of Powell. This member shall serve in an advisory capacity and shall not vote.

B. Two residents of the City of Powell appointed by Council, one of which must be a resident of the Downtown District.

C. One owner of a business located in the Downtown District appointed by Council. This member may be a nonresident of the City of Powell.

D. One representative with a professional background or experience in historic design, preservation, restoration, renovation, or construction appointed by Council. This member may be a nonresident of the City of Powell.

E. One representative from the Planning and Zoning Commission as appointed by City Council.

F. If no citizens have the qualifications set forth above or if in the majority opinion of City Council no individuals are qualified to carry forth the purpose, goals, and objectives of the Historic Downtown Advisory Commission as stated in this section are available at the time of appointment, then Council may appoint any resident, property owner, or business owner of the city to fill any of these positions.

(4) Members shall serve a ~~three year~~three-year term.

(5) Members of the Commission may be removed by a majority vote of City Council.

(6) Members shall serve without compensation, except for the A.I.A. representative, who is eligible for compensation as set by Council.

(7) A vacancy during the term of any member shall be filled for the unexpired term in the manner authorized for the original appointment.

(8) The Historic Downtown Advisory Commission shall select one of its members to serve as chairperson and one as vice-chairperson. The Zoning Administrator~~, or agent,~~ or their designee shall provide such staff assistance as is necessary and available. All City departments and agencies shall cooperate in expediting the work of the Historic Downtown Advisory Commission.

(9) The Historic Downtown Advisory Commission shall adopt rules and regulations consistent with these sections governing its procedures and transactions. The Historic Downtown Advisory Commission shall meet as required to carry out the review of applications for Certificates of Appropriateness, and such other related work as may be accepted through request of the Planning and Zoning Commission or Council. Meetings shall be held at least once each month when there are applications to be considered. ~~and not less than once every three months. Special meetings may be held at the call of the chairperson of the Historic Downtown Commission.~~

(j) *Certificate of Appropriateness Required.* No environmental changes shall be made to any property within the Downtown District unless a Certificate of Appropriateness has been previously issued by the Planning and Zoning Commission, Historic Downtown Advisory Commission, or the Zoning Administrator, when authorized.

(1) Applications for a Building Permit, Zoning Certificate, Development Plan, Amendment to Development Plan, or Zoning Amendment, or applications for environmental changes within the Downtown District shall be deemed as applications for Certificates of Appropriateness provided any applicable submittal requirements are met.

(2) Any change in the outward appearance of a property within the Downtown District shall require approval of Certificate of Appropriateness by the Planning and Zoning Commission if any change in the outward appearance of a property within the Downtown District results in one or more of the following:

A. The plans call for a new non-residential structure or addition of ~~occupyable~~occupiable space to an existing non-residential structure, whether principal or accessory; or

B. The plans call for two or more new residential dwelling units; or

C. There will be a demolition of a structure larger than 75 square feet in ground floor area; or

D. There is a request for rezoning, zoning variance, or subdivision of land within the Downtown District.

(3) Any change in the outward appearance of a property within the Downtown District shall require approval of Certificate of Appropriateness by the Historic Downtown Advisory Commission if any change in the outward appearance of a property within the Downtown District results in one or more of the following:

A. The plans call for not more than one new residential dwelling unit or addition of ~~occupyable~~occupiable space to an existing residential structure; or

B. There will be any changes which affect the outward appearance of a structure, such as installation of different windows, or the construction or reconstruction, including replacement, of such architectural elements as, for example, porches or chimneys; or

C. There will be repairs that might change the outside appearance of a building, such as foundations, walls, porches, roofs or chimneys where the original materials are not matched; or

D. There will be any change in the outward appearance of a structure or property, not otherwise described in these sections, requiring a Zoning Certificate or Building Permit.

(4) External color and/or material changes relative to any structure in the Downtown District shall require approval of a Certificate of Appropriateness by the Historic Downtown Advisory Commission.

A. If the proposed colors and/or materials are approved colors and/or materials included in the adopted standards and guidelines, the color and/or materials may be approved directly by the Zoning Administrator or their designee if this is the only change proposed.

B. If the Zoning Administrator or their designee determines that the proposed colors and/or materials are not the existing colors and/or materials and do not match those of the approved standards and guidelines, the change must be submitted to the Historic Downtown Advisory Commission for review.

(5) Landscape changes, signs, lighting fixtures, etc. inconsistent with those indicated in the adopted standards and guidelines must be submitted for approval of a Certificate of Appropriateness by the Historic Downtown Advisory Commission. Those that are so consistent, including landscape changes within rights-of-ways, may be approved directly by the Zoning Administrator or their designee.

(6) Changes that do not require review and approval include:

A. Changes that do not change the exterior appearance of a property, such as repainting a house in the exact same colors or replacing windows with exact duplicates, provided such changes are in conformance with the adopted standards and guidelines;

B. Repairs that do not alter the outside appearance of a property such as repairing foundations, walls, porches, roofs, chimneys or downspouts with original materials in original colors;

C. Interior changes to a structure, such as plumbing, or electrical repairs, or other interior remodeling as long as these changes do not affect the outside appearance of the structure;

D. Flowers and annuals anywhere, and trees and shrubs beyond rights-of-way, do not need to be reviewed and do not need approvals.

(7) Upon receipt of all pertinent documents, the Zoning Administrator or their designee:

A. Shall inform the applicant of the review procedures and application requirements;

B. Shall have the authority to request from the applicant additional pertinent information regarding the proposed environmental change, including architectural drawings and detailed drawings of significant architectural features and details at a proper and legible scale, as well as sample materials and color chips;

C. Shall inform applicants having applications requiring Planning and Zoning Commission and/or Historic Downtown Advisory Commission review of the date(s) on which the application will be heard; and

D. Shall inform the Planning and Zoning Commission and Historic Downtown Advisory Commission of the Certificate of Appropriateness applications.

(k) *Certificate of Appropriateness Hearing Procedures.*

(1) A Development Plan, amendment to a Development Plan, or Zoning Amendment approval or denial by the Planning and Zoning Commission shall be considered the same for a Certificate of Appropriateness. Any Certificate of Appropriateness being reviewed by the Planning and Zoning Commission shall follow the requirements of a planned district.

(2) The following procedures shall apply to recommendations for Certificates of Appropriateness:

A. For properties located in the Downtown District Boundary, the Historic District Advisory Commission shall review applications and provide written comments and recommendations to the Planning and Zoning Commission for consideration.

B. For properties zoned DR, Downtown Residence District or DB, Downtown Business District that are not located in the Downtown District Boundary, the Planning and Zoning Commission may ask the Historic District Advisory Commission to review applications and provide written comments and recommendations for consideration.

C. The Planning and Zoning Commission shall consider recommendations as part of the approval process, providing their reasoning for whether or not the recommendations correspond to the adopted standards, guidelines, and requirements of this zoning ordinance.

D. Should the Historic District Advisory Commission not provide written comments and recommendations on an application, it shall not prohibit the Planning and Zoning Commission from acting upon the application. ~~The Planning and Zoning Commission may ask the Historic Downtown Advisory Commission to review a Certificate of Appropriateness application with city staff and provide written comments and recommendations to the Planning and Zoning Commission for consideration. Such recommendations shall be part of the Planning and Zoning Commission approval unless the Planning and Zoning Commission finds the recommendations do not correspond to the adopted standards and guidelines or approval process as required by the zoning code. For any recommendation by the Historic Downtown Advisory Commission found to not correspond to the adopted standards and guidelines or approval process as required by the zoning code, the Planning and Zoning Commission shall provide a written reason for such finding. Should the Historic District Advisory Commission not provide written comments and recommendations for any application, for any reason, it shall not prohibit the Planning and Zoning Commission from acting upon any application.~~

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(3) A hearing on an application for a Certificate of Appropriateness, ~~as defined in Sections~~ shall be conducted at the next regularly scheduled Historic Downtown Advisory Commission meeting~~, no later than 45 days after the filing of the application~~. The Historic Downtown Advisory Commission chairperson may call special meetings ~~with the applicant for consultation at their own discretion or~~ at the request of the Zoning Administrator ~~or the chairperson of the Planning and Zoning Commission prior to the regularly scheduled Historic Downtown Advisory Commission meeting~~.

~~(4) At the Historic Downtown Advisory Commission's discretion, a maximum of one deferral not to exceed 45 days beyond the originally scheduled hearing date may be granted.~~

(~~5~~4) The chairperson shall conduct meetings of the Historic Downtown Advisory Commission and a record of minutes shall be kept and maintained as a permanent record. The minutes of meetings shall be a public record.

(~~6~~5) The Historic Downtown Advisory Commission shall post the agenda in a manner consistent with other city boards, commissions, and city council. Other owners, residents, and neighborhood organizations may be notified as determined by the Historic District Advisory Commission or Zoning Administrator to carry out the intent of these sections.

(~~7~~6) The majority of the Historic Downtown Advisory Commission members shall constitute a quorum. For the taking of official action, a majority vote of the quorum shall be required.

(~~8~~7) In ruling upon an application for a Certificate of Appropriateness, the Historic Downtown Advisory Commission shall consider the following:

A. The adherence of the environmental change to the district's adopted standards and guidelines, as well as other requirements established in these sections, and

B. The effect of the Historic Downtown Advisory Commission's decision upon the applicant.

(~~9~~8) At the hearing, the Historic Downtown Advisory Commission shall issue a~~n oral decision followed by a written~~ decision ~~within 45 days after the date of the hearing~~, setting forth~~, with specificity,~~ its findings

and analysis. In the event that no action is taken within 45 days, the Certificate of Appropriateness shall be forwarded to the Planning and Zoning Commission for action at their next scheduled meeting.

(~~10~~9) Unless the work described in the Certificate of Appropriateness is commenced within one year and continued progress is made and is completed within two years from the date of issuance of the Certificate of Appropriateness, the Certificate of Appropriateness shall expire as a matter of law. The Historic Downtown Advisory Commission may grant an extension of time for good cause shown.

(l) *Demolition Hearing Procedures.*

(1) A Certificate of Appropriateness is not required for the demolition of structures less than 75 square feet in area unless determined to be of historical value by the Zoning Administrator or their designee. A written request for demolition with supporting documentation and all other applicable permits are required.

(2) In cases where an applicant applies for a Certificate of Appropriateness to demolish a structure within the Downtown District, the Planning and Zoning Commission shall approve the demolition and issue a Certificate of Appropriateness following the procedures stated in Section 1143.18(k)(2) when:

A. At a minimum, a Sketch Plan showing possible future redevelopment of the property is reviewed and found generally reasonable by the Historic Downtown Advisory Commission; and it is determined that one or both of the following conditions prevail:

1. That the structure contains no features of architectural and/or historic significance;

2. That 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, or that deterioration has progressed to the point where it is not economically feasible to restore the structure as demonstrated by the applicant through supporting documents such as cost analyses, structural reports, and/or other necessary documents.

(3) Every effort shall be made to reuse existing structures through adaptive reuse and to restore their historic character. Under no condition shall a structure that is able to be rehabbed be demolished for an off-street parking facility or loading space. ~~Where structures must be removed, they shall be replaced with buildings of historic character and qualities of the District.~~

(m) *Appeals.*

(1) Decisions by the Zoning Administrator or their designee related to the approval of a Certificate of Appropriateness may be appealed by any interested party to the Historic Downtown Advisory Commission. Written notice of appeal shall be made within seven days of the decision. The appeal shall be heard at the next regularly scheduled meeting of the Historic Downtown Advisory Commission. A majority vote of the members of the Historic Downtown Advisory Commission shall be required to overturn a decision of the Zoning Administrator.

(2) Decisions by the Historic Downtown Advisory Commission may be appealed by any interested party to the Planning and Zoning Commission in writing within seven days of the Historic Downtown Advisory Commission hearing.

(3) The Planning and Zoning Commission shall consider an appeal ~~within 45 days of receipt~~ and shall utilize the written findings of the Historic Downtown Advisory Commission to present historic, architectural, and aesthetic features of such structure, the nature and character of the surrounding area, the use of such structure and its importance to the City. A majority vote of the members of the Planning and Zoning Commission shall be required to overturn a decision of the Historic Downtown Commission.

(4) No building permit or other permit required for the activity applied for shall be issued during the ~~seven day~~seven-day period or while an appeal is pending.

(n) *Exclusions.*

(1) Nothing in these sections shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any property that does not involve a change in design, material, or other appearance thereof covered by the Historic Downtown Advisory Commission's adopted standards and guidelines.

(2) Nothing in these sections shall be construed to prevent authorized Municipal officers from abating public nuisances.

(o) *Downtown District General Requirements.*

(1) Standards for Rehabilitation. These "Standards for Rehabilitation" are adopted and shall be complied with within the Downtown District in addition to other standards and guidelines that may be adopted:

A. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

B. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

C. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

D. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

E. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

F. Distinctive historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

G. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

H. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

I. New additions, exterior alterations, or related new construction may not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

J. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(2) A primary component of this district shall be landscaping features which minimize potential negative impact of this district's uses on abutting suburban style residential areas.

A. A minimum 50 feet wide dedicated buffer zone should be provided within the Downtown District along the west boundary line of the Bartholomew Run residential subdivision. This buffer zone will be dedicated at the time of the construction of a building within this district or the change of use from a ~~single family~~single-family dwelling to a different permitted use. This buffer zone

should be subject to a tree planting program encouraging planting of a mixture of ~~year round~~year-round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the City's approved list of trees.

B. This buffer zone shall be a part of a 75 feet "No Structure Zone" for new commercial and non-single-family structures and a 60 feet "No Structure Zone" for a single-family structure converted to a commercial structure with a 60 feet "No Parking Zone."

C. The existing private school use at 284 South Liberty Street will not be subject to the landscaping requirements stated above, but will be subject to the approved Final Development Plan and future approved Development Plans to be submitted for future phases of the school use. However, should this use change, or if the school ceases to be a going concern, the buffer zone/landscaping requirements above shall be fully implemented based on future development.

D. Any new single-family dwelling proposed on a parcel affected by the buffer zone shall be exempt from the requirements of the buffer zone provided no more than one single-family dwelling is proposed on that parcel and no lot split is required. All structures shall meet the setback requirements of the principal structure.

(3) When a non-residential use, including when an existing residential property is changed to a non-residential use is adjacent to any residential property, a 25 feet side yard (except in cases of zero lot line development) and rear yard buffer zone shall be incorporated which requires the planting of a mixture of ~~year round~~year-round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the approved list of trees. Said plantings must have minimum ~~year round~~year-round opaqueness of 75 percent. This buffer zone is required only along the common property line of the other residential use and only as long as the adjacent lot is being used as a residential use.

(4) A mix of non-residential and residential uses is encouraged where permissible by the underlying zoning district, including within the same building. First floor non-residential uses are highly encouraged for any structure fronting Olentangy and Liberty Streets.

(5) Whenever possible, drive aisles from public streets shall be shared.

1145.06 PARKING AND STORAGE OF VEHICLES, MOTOR HOMES, CAMPERS, BOATS, RECREATIONAL VEHICLES, AND TRAILERS.

(a) *Parking of Disabled Vehicles.* The parking of a disabled vehicle within any district for a period of more than one week, unless otherwise permitted in this Zoning Ordinance, shall be prohibited, except that such a vehicle may be stored in an enclosed garage or other accessory building, provided that no business shall be conducted in connection therewith while such vehicle is parked or stored unless permitted elsewhere in this Zoning Ordinance.

(b) *Outdoor Storage of Inoperable, Unlicensed or Unused Motor Vehicles.* Outdoor storage of inoperable, unlicensed or unused motor vehicles for a period exceeding seven days is prohibited unless specifically authorized elsewhere in this Zoning Ordinance or specifically permitted as incident and necessary to a permitted or conditional use. Said vehicles, if stored on the premises for periods exceeding seven days, shall be enclosed within a building so as not to be visible from any adjoining property or public road.

(c) *Parking in Residential Areas.*

(1) No trailer of any type, no boats, no campers, no recreational vehicles, no motor homes, and no equipment of any type shall be parked in front of the front building line on any parcel for more than 48 hours ~~in any ten day period~~. If a building is located on said lot, the building line shall be considered ~~to be~~ the front wall of the building even if said building is located behind the minimum building line established by this Ordinance or the restrictions on the plat or subdivision.

(2) No trailer of any type, no boats, no campers, no recreational vehicles, no motor homes, and no equipment of any kind shall be parked within 50 feet of a road right-of-way on any parcel in an "R-Residence" District.

(3) No more than one vehicle for sale shall be parked on any residential lot at any one time. No vehicle for sale shall be parked on the lawn area of any lot.

(d) *Storage Outside of an Enclosed Structure.* Storage of a camper, trailer, motor home, boat or recreational vehicle, in any residential district or residential area of a planned district outside of an enclosed structure for more than 48 hours ~~in any ten day period~~ shall be prohibited unless provided for elsewhere in this Ordinance. The trailer, camper, boat, recreational vehicle, or motor home shall be parked on a sealed surface such as concrete, asphalt, or other material as approved by the Zoning Administrator or their designee.

(e) *Occupancy by Guest of Resident Owner.* A motor home, recreational vehicle, or camper of any type may be occupied by a guest or a resident owner in a residential district or residential area of a planned district, but such occupancy shall not exceed 14 days in any one calendar year.

(f) *Mobile Homes, Mobile Office Structures, and Portable Storage Units.*

(1) Except as provided for elsewhere in this Ordinance, no mobile home structure shall be placed or occupied in any district.

(2) Temporary structures such as mobile office structures and temporary buildings of a non-residential character may be used incident to construction work on the premises or on adjacent public projects or during a period while the permanent structure is being constructed. The user of said structure shall obtain a permit for such temporary use, which permit shall be valid for six months and may be renewed not more than twice. Renewal of the permit shall be at the discretion of the Zoning Administrator or their designee on finding of reasonable progress toward completion of the permanent structure or project. The Zoning Administrator or their designee may require provisions for sanitary waste disposal, solid waste disposal, and water supply, as ~~he~~ they deem~~s~~ necessary. The fees for such permit and renewals thereof shall be established by the Council. Said temporary structure shall be removed not later than ten days after expiration of said permit. No such unit shall be occupied as a residence.

(3) Portable Storage Units.

A. "Portable Storage Units" means any portable structure intended to be used on a temporary basis for the loading of materials out of a location within the City of Powell and then moved to another location by a contracted third party or the unloading of materials into a location within the City of Powell in which the portable structure was brought to the location by a third party.

B. Portable Storage Units (PSU). The use of PSUs within the municipality, or other similar units, shall be permitted in any zoning district only for the purpose of loading or unloading in association with moving in or out of a building. PSUs shall be parked upon the receiving property for a period not to exceed 72 hours without a Zoning Certificate, and in no case shall a PSU remain on a property for more ~~that~~ than seven days. PSUs shall be placed outside of the public right-of-way or private streets, and shall be located on a~~n~~ sealed surface such as asphalt or concrete ~~surface~~. In the event that a PSU needs to be placed within the public right-of-way or on a private street, the Zoning Administrator or their designee shall issue a Zoning Certificate for the location of the PSU,

with conditions taken into consideration regarding public health, safety, and welfare. Under no circumstances shall a PSU be located within the ROW of a cul-de-sac bulb.

(g) *Parking and Storage of Commercial Vehicles.*

(1) For purposes of this Section, "commercial vehicle" means any motor vehicle or trailer that is registered with the Ohio Bureau of Motor Vehicles as a commercial motor vehicle or a commercial trailer pursuant to Chapter 4503 of the Ohio Revised Code.

(2) With the exception of the vehicles listed in subsection (b)(3) below, no commercial vehicle shall be parked in any residential district except for the purpose of delivery to or the receiving of goods or other articles, or in connection with the construction, repair or other services being performed, during the actual parking time.

(3) The following commercial vehicles may be parked in a residential district. Such vehicles shall be parked in a garage or on a~~n improved impervious~~sealed surface such as concrete, asphalt, or other material as approved by the Zoning Administrator or their designee in a location least intrusive:

A. Vehicles associated with legally established home occupations pursuant to Section 1147.08;

B. Vehicles with a GVWR (Gross Vehicle Weight Rating) less than 10,000 pounds;

C. Any vehicle required to respond on an emergency basis for the public health, safety and welfare, and has received a certificate of exemption from the Chief of Police or ~~his~~ their designee.

1145.28 DRIVEWAY ~~CONSTRUCTION~~DESIGN.

~~It being considered important that driveways serving any property or use be constructed in a manner which insures access by emergency vehicles and the free and safe flow of traffic from public streets or roads, t~~The following design standards are established for ~~such~~ driveways throughout the City:

(a) *All driveways (any use).* In addition to the conditions or specifications imposed in subsections (b) or (c) ~~hereinafter established~~, the following specifications are recommended for all driveways, regardless of the use served ~~thereby~~:

(1) All driveways, including approaches and aprons, shall be in accordance with the most current edition of the Ohio Department of Transportation Construction and Material Specifications (ODTS). Alternative specifications may be approved by the City Engineer or their designee.

(2) The ~~D~~driveway shall ~~not have~~provide an appropriate ~~a~~ grade, up or down, from the public road pavement ~~level exceeding eight percent~~as determined by the City Engineer or their designee.

~~(2) Driveway shall not, at any point over its entire length, contain a grade exceeding eight percent.~~

(3) At the point where the driveway intersects the public road, the same shall have such radii and drain pipe as specified or required by the governmental agency (state, county, or town-ship) which controls the public roadway.

(4) If the driveway leaves the public road on an upgrade, design and construction shall include a vertical curve or saddle to prevent the flow of surface drainage from said driveway onto the traveled portion of the public road.

(5) If any driveway crosses a drainage swale, stream or ditch, the same shall be bridged by pipe or such structure as required to permit the unobstructed passage of all surface water generated by a five-year storm. Any pipe shall be of sufficient length to extend not less than three feet beyond

the toe of the slope of the fill over said pipe unless a properly designed headwall is installed to protect the end of such pipe. Any bridge or structure spanning a stream or ditch shall be designed by a professional engineer with HS 15 loading. No bridge shall be less than 12 feet in width. If the driveway serves a commercial or industrial use, the bridge shall not be less than 18 feet in width.

(6) If a fill is placed over any drainage structure or placed to alter the grade of any driveway, the vertical slopes on said fill shall be no steeper than a two-to-one slope. All fill areas shall be scalped of vegetation and excavated to load bearing soil before fill material is placed over it. Such fill shall be free of all humus and organic material and shall be compacted to a density of 95 percent proctor. The fill shall be of sufficient width to include a compacted berm beside the graveled or paved area of reasonable width to facilitate safe passage of vehicles. Guard rails or barriers shall be installed when deemed necessary by the ~~Zoning Administrator~~City Engineer or their designee to create safe conditions.

(7) Drainage ditches shall be constructed as necessary parallel to said driveway which ditch should be graded to a good and sufficient outlet. Siltation control shall be placed in any ditch and such siltation shall not flow to roadside ditches along public roads.

(8) All curves in the driveway shall be of sufficient radius (not less than 50 feet) to permit unhindered passage of public safety vehicles, including fire vehicles and all other vehicles reasonably expected to utilize the same.

(9) All trees, overhanging branches or other obstructions to the free passage of public safety vehicles shall be removed.

(10) Obstructions on the prevailing wind-ward side of the driveway which contribute to drifting of snow shall, when possible, be removed.

(b) *Residential Driveways.* In addition to the conditions imposed by subsection (a) ~~hereinbefore set forth~~, the following standards are established for driveways serving residential structures or uses:

(1) Driveways serving individual residential structures shall not be less than ten feet in width or greater than 20 feet in width at the property line and shall be constructed over an aggregate base of reasonable depth.

(2) If the driveway serves two or more residences (not including ~~apartment~~ multi-family structures), the ~~same~~ driveway shall be at least 12 feet in width and shall be constructed over an aggregate base of reasonable depth.

(3) If any residential driveway is over 500 feet in length, widened paved passing areas at least 15 feet in width shall be provided at frequent intervals, but not more than 300 feet distant from each other, to permit the free passage of traffic over said drive.

(4) Dust control shall be provided on an "as needed" basis.

(c) *Commercial, Industrial, Public Facility and ~~Apartment Complex~~Multi-family Driveways.* In addition to the conditions established by subsection (a) ~~hereinbefore set forth~~, the following standards are established for driveways serving commercial and industrial uses and ~~apartment complexes~~multi-family containing ten or more units ~~and~~ served by a common parking area:

(1) Driveways shall be ~~not less than~~at least 20 feet in width.

(2) Driveway base and surface shall be designed by a professional engineer to sufficient depth for anticipated use and access by public safety vehicles.

(3) The finished surface of the driveway shall be hard surfaced and may be of any Ohio Department of Transportation approved materials, such as concrete, asphalt or impervious pavers/pavement.

(d) Concrete driveways in addition to the conditions imposed by subsections (a) and (b) or (c) hereinbefore set forth, the following construction standards are established for concrete driveways including the driveway apron and approach, whether or not such is intended for public or private use.

(1) *Concrete usage; quality.* Any and all concrete used shall:

A. Contain a cement content of six bags per cubic yard at 94 pounds per bag of Portland cement.

B. Have an air entrainment of six percent to eight percent at the time of pour.

C. Consist of sound, coarse aggregate of one inch or smaller.

D. Contain no more water than will permit a slump between a minimum of four inches and a maximum of six inches.

E. Have a uniform thickness of four inches.

(2) *Curing; mixing; finishing.*

A. Curing compound must be applied immediately after broom finishing, according to manufacturer's recommendation.

B. Calcium chloride or other admixtures shall not be added at the jobsite.

C. Minimum floating shall be required. A broom finish shall be required. Finishing must be delayed until water sheen (bleed water) has disappeared from the surface.

(3) *Base.*

A. Base must be smooth and consist of undisturbed or compacted earth. A stone, gravel, limestone screenings, or nonsettling material approved by the building official may be used as a leveling course. Excavations or trenches under a drive must be compacted or filled with nonsettling material.

B. Subgrade or base shall be dampened if it becomes dry before pouring.

(4) *Joints.*

A. Control joints, whether hand-tooled or sawn, shall be to a depth of one-quarter the thickness of the slab. The dimension of any control joint shall not exceed ten feet.

B. Isolation joints shall be required where concrete abuts any structure including, but not limited to, foundations, garage floors, stoops, and paved streets.

(5) *Time of pour.*

A. If the temperature in the surrounding area is below 70 degrees Fahrenheit, the maximum allowable time from loading to pour shall be one and one-half hours.

B. If the temperature in the surrounding area is above 70 degrees Fahrenheit, the maximum time from loading to pour shall be one hour.

1149.03 SUBMISSION OF A PARKING/LOADING FACILITIES PLAN.

A parking/loading facilities plan , as a separate item for submission, shall be required for all uses except for single-family and two-family detached residential uses. The parking/loading facility plan shall be submitted to the

Zoning Administrator or their designee as a part of the application for a zoning permit. ~~As~~ At a minimum, this plan shall show on a plan drawn to scale:

(a) The general location of the property in relation to surrounding streets, properties, buildings and uses;

(b) The boundaries of the property;

(c) Existing and proposed buildings and uses on the site including their extent and nature relative to the specified conditions generative of facility needs;

(d) Parking spaces, aisles, and loading facilities that are proposed to meet these needs;

(e) Access driveways;

(f) On-site and off-site circulation patterns;

(g) Parking/loading area drainage;

(h) Parking/loading facility construction plans and typical details;

(i) Details of the location and nature of boundary walls, wheel blocks, stall and lane striping patterns, fences, landscaping, and screening;

(j) Details of lighting facilities to be provided;

(k) Expected pedestrian flow patterns from parking spaces to destinations with walk facilities to accommodate same, and

(l) Enumeration data, each parking stall being numbered, with a total number of parking stalls provided on the site noted and parking row capacities noted at the end of each row of spaces.

1149.05 OFF-STREET PARKING DESIGN STANDARDS.

All off-street parking facilities, including entrances, exits, maneuvering areas, and parking spaces shall be provided in accord with the following standards and specifications.

(a) *Parking Space Dimensions:* Each off-street parking space shall have dimensions and shall be served by aisle widths that are no less than the following dimensions, and shall all be of usable shape and condition:

		Minimum Stall Width	Minimum Length	Minimum Aisle Width
(1)	90-degree angle parking	9′	19′	22′
(2)	parallel parking	10′	23′	14′
(3)	60-degree angle parking	10′	19′	20′
(4)	45-degree angle parking	10′	20′	20′

(b) *Access:* There shall be adequate provision for easy and safe ingress and access to all parking spaces. Where the lot or parking spaces do not provide direct access to a public street or alley, an access drive shall be provided, with a dedicated easement of access if necessary, as follows:

(1) For one single-, two- or three-family residential structure, the access drive shall be a minimum of ten feet in width.

(2) For a combined driveway serving two single-family residences, side-by-side, the access drive shall be a minimum of 16 feet in width.

(3) For all other uses, the access drive shall be a minimum of 20 feet in width.

(4) Additional access drive width may be required in planned districts where the nature of the uses served and their intensity are deemed to require additional lanes or lane widths for safe operation of the accessway.

(5) All parking spaces, except those required single-family or two-family dwellings, shall have access to a public street or alley in such a manner that any vehicle leaving or entering the parking area from or into a public street or alley shall be traveling in a forward motion.

(c) *Setbacks:*

(1) Off-street parking facilities may be located in required side and rear yards as specified elsewhere in this Zoning Ordinance.

(2) Except for standalone surface parking lots, single-family and two-family residences, no parking shall be permitted in a required front yard.

(3) In no case, however, shall any part of a parking area be located closer than 15 feet to any public street or alley.

(4) Nor shall any part of a parking facility for more than five vehicles be located closer than 15 feet to a residentially zoned property, and such a facility shall not be located closer than three feet to a ~~nonresidentially~~nonresidential zoned property.

(5) No part of a parking facility shall be located closer than 20 feet to any existing dwelling unit, school, hospital, or to any institution for human care, that is located on an adjacent lot.

(d) *Screening:* In addition to the setback requirements specified in this Zoning Ordinance for off-street parking facilities for more than five vehicles, screening shall be provided on each side of the parking area that abuts any existing residence or any residential district. Such screening shall comply with the requirements of Section 1145.29.

(e) *Paving:* All required parking spaces, together with their driveways, accessways, aisles, and other circulation areas, shall be hard-surfaced with an all-weather surfaced pavement having an asphalt or concrete binder, provided, however, that variances for parking related to school auditoria, assembly areas, sports fields and other such community meeting or recreation areas may be granted, provided that paved areas are provided for all daily use parking areas. Where paving is not required, proper dust control measures shall be undertaken and maintained.

(f) *Drainage:* All parking spaces, together with driveways, aisles, and other circulation areas shall be graded and drained so as to dispose of surface water which might accumulate within or on such areas, and shall be designed to prevent the excess drainage of surface water onto adjacent properties, walkways, or onto the public streets. Adequate arrangements shall be made to assure acceptable diversion to an adequate storm water drainageway or system.

(g) *Wheel Blocks:* Where the extension of a vehicle beyond the front line of a parking space would interfere with drive or aisle access, wheel blocks or other such devices shall be used to preclude such extension.

(h) *Visibility:*

(1) Access or driveways for parking areas and loading facilities shall be located in such a way that any vehicle entering or leaving shall be clearly visible for a reasonable distance by any pedestrian or motorist approaching the access or driveway from a public or private street or alley.

(2) No driveway shall be located so that it enters a public road within 100 feet of the intersection of any two or more public roads unless there are two driveways serving the lot, one of which is more than 100 feet and the other not less than 40 feet from said intersection.

(3) All driveways shall be located and the adjoining land graded so that vehicular traffic entering a public road has an unobstructed sight distance of no less than 300 feet.

(i) *Marking:* All parking areas for 12 or more spaces shall be marked with double paint lines located parallel to each other and 24 inches apart, which sets of lines shall be centered on the lines designating the side boundaries of each parking space. These lines shall run continuously from the frontmost to the rearmost limit of each space, facilitating movement into and out of the parking stalls by both vehicles and their occupants.

(j) *Maintenance:* Any owner of property used for parking areas or loading facilities shall maintain such areas in good condition without holes and free of dust, trash, and other debris.

(k) *Signs:* Where deemed necessary due to multiple curb cuts or possibly confusing circulation patterns, the entrances, exits, and intended circulation paths of a parking area shall be clearly marked. Where a heavy night use is projected, such markings shall be illuminated.

(l) *Lighting:*

(1) All off-street parking areas for other than one-family and two-family residences shall be adequately lighted.

(2) Lights used to illuminate a parking lot shall be so arranged as to direct the light away from adjoining property.

1149.09 LOCATION OF OFF-STREET PARKING FACILITIES.

(a) All off-street parking facilities, except standalone surface parking lots, for all uses shall be located on the same lot as the uses they serve.

(b) Required parking spaces for apartments, attached single-family condominiums, dormitories or similar residential uses shall be located no more than 150 feet from the main entry door of the dwelling unit they serve.

(c) Parking of vehicles on lawn areas is prohibited for no more than 24 hours. Upon written application, a Zoning Certificate may be issued by the Zoning Administrator for parking on grass for special events.

Official Zoning Map

City of Powell, Ohio — Oct. 2024

- City of Powell Boundary
- Downtown District Boundary
- Parcel Lines
- DB - Downtown Business District
- DR - Downtown Residence District
- PI - Planned Industrial District
- PC - Planned Commercial District
- PO - Planned Office District
- PR - Planned Residence District
- R - Residence District
- LT-PC - Liberty Township Planned Commercial District
- FR-1 - Liberty Township Farm Residence District

Downtown Zoning Map

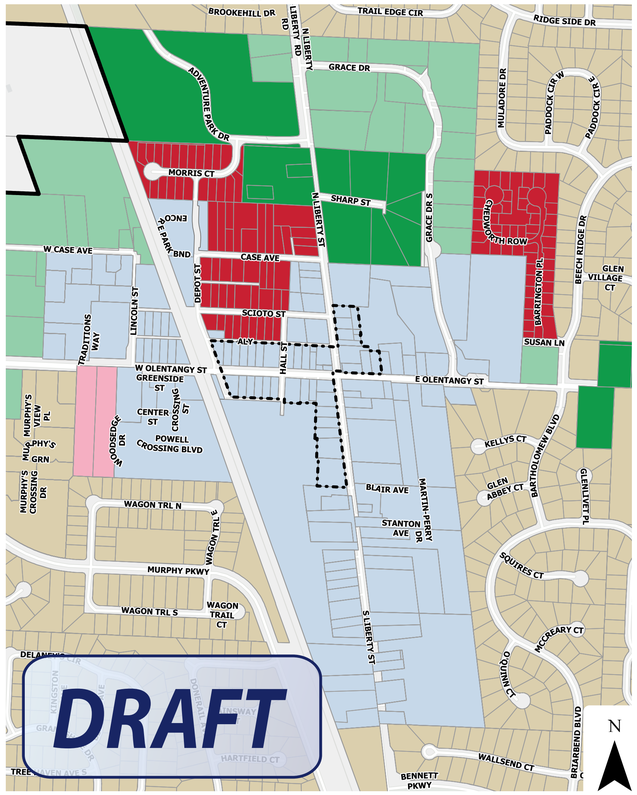

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Exhibit C

Powell
OHIO

OFFICE OF THE CITY MANAGER

47 Hall Street | Powell, OH 43065 | 614.885.5380 | cityofpowell.us

MEMO

From: **Andrew D. White, City Manager**

To: **Members of City Council**

Initiated By: **Logan Stang, Planning Director**
Claudia D. Husak, AICP, Planning Manager

Re: **Ordinance 2024-38 – An Ordinance amending Sections 1135.03 through 1135.07 related to Zoning Certificates and Section 1143.11 – Procedures for Approval of Planned District Development Plans to clarify and improve review processes.**

Date: **November 6, 2024**

Summary:

The Planning Department is intending to rewrite the entire zoning code in 2025 to prepare for new development throughout the City. In the short-term, there are several updates that can improve the effectiveness of the zoning ordinance. This effort will include amending or updating strategic code sections to clarify, modernize, and improve the effectiveness of the current code. This ordinance focuses on amending sections that relate to review timelines, paper applications, and application types. A summary of the intent of the code amendments and background on each code section is provided in this memo.

Staff had the opportunity to share the proposed changes regarding Zoning Certificates at the Homeowners Association (HOA) Leadership meeting on October 28. Several residents shared concerns over the removal of the HOA letter requirement as it served as a reminder for property owners to contact their HOA prior to pursuing improvements. Based on this feedback, Staff has identified an option to provide HOA notice to property owners without requiring a letter for Council's consideration.

When a zoning or building permit is approved, Staff can provide a document notifying the property owner to contact their HOA regarding additional restrictions and approval processes. This document would include the association name and contact, if applicable. When the permit is issued, the applicant would receive this notice with all other approved drawings serving the same intent as the HOA letter without delaying the process. Staff can also place a notice on the City's website that applicants should contact their HOA prior to filing for a permit.

The Planning and Zoning Commission recommended approval of the code amendments to City Council at their October 9, 2024 meeting.

Code Updates:

The following is a summary of the proposed code updates:

Section 1135.03-1135.07 – Zoning Certificates

The intent of this amendment is to update submittal requirements, remove Section 1135.03(a)(14), and modernize the process for zoning certificates. The City is shifting toward a paperless process and encouraging applications be submitted electronically. Many zoning code sections require that paper plans be submitted with an application which aren't utilized through the review process and provide concerns for record retention. Amending this section will move the department toward a more streamlined and modern review process.

Section 1135.03(a)(14) requires documentation that the homeowner's association (HOA), as applicable, has reviewed the proposal. This is a separate approval process that the City is not involved in and has no authority over similar to deed restrictions. Requiring this approval can delay the review process placing additional constraints on the homeowner for completing their project. The Zoning Administrator has the authority to release the permit after 30 days if the documentation is not received but this significantly increases the review timeline. Removing this section and corresponding code sections will expedite the City's process and ensure that the City and HOA approval processes are independent from one another. Amending other sections related to zoning certificates will modernize the process, making it more efficient for applicants.

Section 1143.11 – Procedures for Approval of Planned District Development Plans

The intent of this amendment is to remove time requirements, clarify process steps, and modernize review procedures. The zoning code requires that staff reviews and public hearings are completed within a specific timeframe to set expectations for the entitlement process. While this is helpful for applicants, it assumes that a recommendation be made to the reviewing body regardless if its favorable or not for the proposal. The intent of the review process should be to ensure that proposals align with city requirements and policies before moving forward for public hearing. This would encourage applicants and staff to collaborate on proposals, identifying appropriate conditions to maintain an efficient process that achieves outcomes for both parties. Removing these timelines will provide flexibility to the process, giving staff the ability to collaborate on proposals for positive recommendations at a public hearing.

The zoning code has also experienced several updates or amendments since its initial adoption. Over time, these amendments have created inconsistencies or confusion regarding the entitlement process, application requirements, and review expectations. Amending these sections to clarify roles, requirements, and procedures will enhance and modernize the overall process. This will support staff in outlining the entitlement process for applicants by providing clear direction on the steps required for zoning approval.

Legal Review:

The Law Director has reviewed the legislation and approved to form.

Financial Review:

The Finance Director has reviewed and supports the legislation.

Recommendation:

Staff recommends approval of Ordinance 2024-38 on November 6, 2024.

ORDINANCE 2024-38

AN ORDINANCE AMENDING SECTIONS 1135.03 THROUGH 1135.07 RELATED TO ZONING CERTIFICATES AND SECTION 1143.11 – PROCEDURES FOR APPROVAL OF PLANNED DISTRICT DEVELOPMENT PLANS TO CLARIFY AND IMPROVE REVIEW PROCESSES.

WHEREAS, City Council has established a goal to improve the efficiency of City operations through modernizing and streamlining processes; and,

WHEREAS, Staff have identified potential updates to the Codified Ordinances in a continued effort to analyze code requirements, procedures, and standards; and,

WHEREAS, the periodic analyzing, revising, and updating of the Codified Ordinances to reflect best practices and streamline processes is in the best interest of the City.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF POWELL, COUNTY OF DELAWARE, AND STATE OF OHIO, AS FOLLOWS:

Section 1: That Part Eleven of the Codified Ordinances are hereby amended as set forth in the document attached hereto as Exhibit A and incorporated herein by reference.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to passage of this Ordinance were adopted in an open meeting of the Council and that all deliberations of this Council and any of its committees which resulted in such formal actions were in meetings so open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 3: That this Ordinance shall take effect on the earliest period allowed by law.

Tom Counts Date
Mayor

Elaine McCloskey Date
City Clerk

EFFECTIVE DATE: December 6, 2024

This legislation has been posted in accordance with the City Charter on this date _____ .
_____City Clerk

1135.03 CONTENTS OF APPLICATION FOR ZONING CERTIFICATE.

(a) Application for a zoning certificate shall be made in writing and be signed by the owner or applicant attesting to the truth and exactness of all information supplied on the application. Each application shall clearly state that the certificate shall expire and may be revoked if work has not begun within six months or substantially completed within one year. At a minimum, the application shall contain the following information and be accompanied by all required fees:

(1) Name, address, and phone number of applicant;

(2) Legal description of property;

(3) Existing use;

(4) Proposed use;

(5) Zoning district;

(6) Plans drawn to scale, showing the actual dimensions and the shape of the lot to be built upon; the exact size and location of existing buildings on the lot, if any; the location and dimensions of the proposed building(s) or alteration; front, side, and rear yard setbacks;

(7) Building heights;

(8) Location and design of access drives;

(9) Number of dwelling units;

(10) If applicable, application for a sign permit or a conditional, special, or temporary use permit, unless previously submitted;

(11) A separate off-street parking and loading plan indicating the number of off-street parking spaces or loading spaces, and their layout, as specified in this Zoning Ordinance, and other such information;

(12) Such other documentation as may be necessary to determine compliance with all the applicable provisions of, and to provide for the enforcement of, this Zoning Ordinance;

(13) In every case where the lot is not served and is not proposed to be served with public water supply and/or the disposal of sanitary wastes by means of public sewers, the application shall be accompanied by a certificate of approval by the Delaware County Health Department for the proposed method of water supply and/or disposal of sanitary wastes.

1135.04 APPROVAL OF ZONING CERTIFICATE.

The Zoning Administrator or their designee shall either approve or disapprove the application in conformance with the provisions of the Zoning Ordinance.

1135.07 EXPIRATION OF ZONING CERTIFICATE.

If the work described in any zoning certificate has not been completed within one year from the date of issuance thereof, said certificate shall expire; it shall be revoked by the Zoning Administrator or their designee; and written notice thereof shall be given to the persons affected. The Zoning Administrator or their designee may grant a one-time extension of six months to an issued zoning certificate provided that the applicant contacts the Zoning Administrator or their designee at least 30 days prior to the expiration date.

1143.11 PROCEDURES FOR APPROVAL OF PLANNED DISTRICT DEVELOPMENT PLANS.

Planned District Development Plans shall be approved in accordance with the procedures established herein in this section.

(a) *Sketch Plan Application.* The applicant shall file a sketch plan application in conformance with Section 1109.06 outlining their intent for developing a planned district for review by the Planning and Zoning Commission if one or more of the following conditions are met:

(1) The proposal does not align with the future land use recommendations of the comprehensive plan;

(2) Except for properties zoned DR, Downtown Residence District or DB, Downtown Business District, the proposal includes new development on five (5) or more acres. For properties zoned DR, Downtown Residence District or DB, Downtown Business District, proposals for new development of one (1) or more acres shall require a Sketch Plan application;

(3) The proposal will be developed in three (3) or more phases; or,

(4) The proposal includes the creation of new public roadways or extension of existing public roadways.

The purpose of this application is to discuss early and informally the effect of this Zoning Ordinance and the criteria and standards contained herein, and to familiarize the applicant with zoning and other applicable regulations. The Planning and Zoning Commission shall schedule a public hearing on a complete sketch plan application based on the recommendation of the Zoning Administrator or their designee.

(b) *Filing of a Combined Preliminary and Final Development Plan.* An applicant may file a combined preliminary and final development plan. Any combined application shall provide all application requirements as outlined in subsections (c) and (i) and shall follow the review procedures of a final development plan application.

(c) *Preliminary Development Plan Application Requirements.* An application for preliminary Planned District Development Plan approval shall be filed with the Zoning Administrator or their designee by the owner of the property for which Planned District development is proposed. At a minimum, the application shall contain the following information. Where any of this information is missing or incomplete, the Zoning Administrator or their designee shall notify the applicant and no additional actions need be taken until such missing material is provided.

(1) Name, address, and phone number of the applicant(s);

(2) Name, address, and phone number of registered surveyor, registered engineer and/or urban planner assisting in the preparation of the preliminary development plan;

(3) Legal description of the property;

(4) A description of present land use(s);

(5) A vicinity map showing all property lines, existing streets and alleys, approved future streets and land uses on adjacent Planned District areas, transportation and land use elements of the City's adopted Comprehensive Plan, current zoning classifications and boundaries, and current land uses on the site of the proposed Planned District development and in the surrounding areas, but no less than 250 feet beyond the limits of the proposed Planned District Development Plan.

(6) A preliminary development plan illustrating:

A. The property line definition and dimensions of the perimeter of the site;

B. Rights-of-way and paving widths of all existing, currently platted, and previously approved Planned District streets and alleys adjacent to, on, or abutting the site;

C. The area of the site and its subareas in acres;

D. The topography of the site and abutting areas at no more than five-foot contour intervals;

E. Existing surface drainageways and surface sheet flow patterns;

F. Flood plain areas, ravine-bottom areas, and areas of ground slope in excess of six percent;

G. Existing vegetation on the site with specific tree locations for all trees six inches or greater diameter at breast height (DBH);

H. Existing easements on the site with notations as to their type, extent, and nature;

I. The location and dimensions of existing utilities on and adjacent to the site, including the nearest sanitary sewer, with manhole invert elevations;

J. Calculation of the maximum residential units permitted on the site under the terms of this Zoning Ordinance, including delineation of the subdistricts of the site upon which these calculations have been made;

K. A preliminary plan and plat for the first, or next, phase of site development illustrating:

1. New street centerlines, rights-of-way, and street classification types;

2. Names of existing and proposed streets;

3. Generalized lot and block layouts, indicating and illustrating property lines, minimum lot areas, minimum building setbacks and yards, location and extent of major off-street parking areas, etc.;

4. Subareas of the site to be developed, by land use type, housing types, and housing densities, including subarea statistics;

5. Location of proposed structures including approximate square footage, use types, primary entranceways, and associated service or loading areas;

6. Common open areas, public lands, and natural scenic easements, including the area of each;

7. Proposed landscape treatment of the site;

8. Proposed utility patterns and provisions, including sanitary sewer, individual waste disposal systems, storm sewer, trash collection systems, outdoor lighting, and water supply, including relevant easements and engineering feasibility studies or other evidences of reasonableness;

9. Provisions for accommodating surface drainage runoff;

10. Proposed architectural design criteria, if applicable;

11. Proposed pedestrian/bicycle pathways and equestrian paths, including locations, dimensions, landscape and construction, including relationships of such pathways to existing and proposed future pathways on surrounding property;

12. Overall site development statistics comparing this plan for development with requirements of this Zoning Ordinance and with the comprehensive plan and indicating that all requirements of this Zoning Ordinance and the comprehensive plan have been met in this preliminary plan and will be met in final development, as well as any requested deviations from the Zoning Ordinance.

L. Projected development schedule by subareas of the entire planned development site, and for the first, or next, phase of development, including land uses, public areas, natural and scenic reserves, streets, buildings, utilities, and other facilities, indicating the relationship of the proposed development to existing and probable uses of surrounding areas during the development timetable;

M. An overall traffic scheme, illustrating points of access, parking areas, including the number of parking spaces and indicating visitor, employee and service traffic flow, illustrating calculated peak hour traffic use for residents and employees as well as deliveries and other transport and the impact of this traffic on the City's road network.

N. If to be developed in phases, the entire site development shall be described in outline and diagrammatic plan form, and in a complementing detailed text in a manner calculated to assure City officials that Planned Development requirements and other requirements of this Zoning Ordinance shall be met in the detailed development of the phases to follow, and that the entire Planned Development area will meet all of the requirements of this Zoning Ordinance, such diagrams and descriptive texts being accepted with, and becoming a part of the extended zoning plan for the entire site;

(7) Evidences, as determined by the Zoning Administrator or their designee, of the ability of the applicant to carry forth its plan by control of the land and the engineering feasibility of the plan, and that the applicant has sufficient control over the land and financing to initiate the proposed development plan phase within two years;

(8) Evidence of the applicant's ability to post a bond if the plan is approved assuring completion of public service facilities to be constructed within the project area by the developer;

(9) Verification by the owner of the property that all the information in the application is true and correct to the best of his knowledge.

(10) A statement of the character and nature of the development including the cost range or rent levels for housing in residential development and the general types of business or industrial and commercial developments.

(11) A statement of the general impact the development will have on the infrastructure, municipality and schools including projected demographics, a traffic impact study and a fiscal impact analysis may be required by the Planning and Zoning Commission.

(12) A fee as established by ordinance.

(d) *Planning and Zoning Commission Public Hearing.* The Planning and Zoning Commission shall schedule a public hearing on a complete preliminary development plan application based on the recommendation of the Zoning Administrator or their designee. The recommendation will include analysis of how the

preliminary development plan meets the requirements of this Zoning Ordinance, the comprehensive plan, and other applicable City policies.

(e) *Notice of Public Hearing.*

(1) Before holding the public hearing, notice of such Commission hearing shall be given on the City's website at least ten days before the date of said hearing. The notice shall set forth the time and place of the public hearing, a general description of the planned district development, and a statement that, after the public hearing and after submission of a final development plan, the matter will be referred to the Council for further determination.

(2) Written notice of such hearing shall be sent at least ten days before the hearing, to all owners of property within 250 feet of the property in question and to other interested parties identified by the Commission. Notices to individual property owners shall contain the same information as required of notices published on the City's website.

(f) *Public Access to Proposed Planned District Plans.* For a period of at least ten days prior to the public hearing by the Planning and Zoning Commission, all information relating to the planned district development plan shall be available for public inspection.

(g) *Action on a Preliminary Development Plan.* The Planning and Zoning Commission shall review the preliminary development plan to determine if it is consistent with the intent of this Zoning Ordinance and other applicable City policies. If it does, the Commission shall approve the preliminary development plan. If it does not, the Commission shall either recommend supplementary conditions to address outstanding items or recommend changes and additions needed for approval and await a resubmission.

In reviewing a preliminary development plan, the Planning and Zoning Commission shall consider:

(1) If the proposed development is consistent with the intent and requirements of this Zoning Ordinance;

(2) The appropriateness of the proposed land uses with regard to their type, location, amount, and intensity, where not specifically specified in this Zoning Ordinance;

(3) The relationships between uses, and between uses and public facilities, streets, and pathways;

(4) Adequacy of provisions for traffic and circulation, and the geometry and characteristics of street and pathway systems;

(5) Adequacy of yard spaces and uses at the periphery of the development;

(6) Adequacy of open spaces and natural preserves and their relationships to land use areas and public accessways;

(7) The order, or phases, in which the development will occur and the land uses and quantities to be developed at each phase;

(8) Estimates of the time required to complete the development and its various phases;

(9) Improvements to be made by the Municipality, if any, and their cost;

(10) The community cost of providing public services to the development, and

(11) Impacts of the development on surrounding or adjacent areas.

The Commission's approval of the preliminary development plan shall be necessary before an applicant may submit a final development plan. Approval shall not be construed to endorse a precise location of uses, configuration of parcels, or engineering feasibility.

(h) *Submission of Final Development Plan.* After approval of the preliminary development plan, the applicant shall submit a final development plan for review. The final development plan shall be in general conformance with the preliminary development plan that was approved. The submission of a final development plan is a formal request for approval of a specific phase or phases of development that is consistent with the intent of this Zoning Ordinance, the comprehensive plan, and other applicable City policies.

(i) *Final Development Plan Application Contents.* An application for a final development plan shall be filed with the Zoning Administrator or their designee by the owner of the property or their representative. Each application shall be signed by the owner, attesting to the truth and exactness of all information supplied on the application for the final development plan. At a minimum, the application shall contain:

(1) All of the information required for submission of the preliminary planned district development plan application;

(2) All plan materials rendered on an engineering survey of the proposed development site, showing the dimensions and bearings of property lines, property areas in acres, topography, existing features of the development site including major wooded areas, structures, easements, utility lines, land uses, and maximum building footprint areas for all non-residential uses and residential uses other than single-family detached and two-family dwellings;

(3) Engineering feasibility studies and plans showing, as necessary, water, sewer, drainage, electricity, telephone, and natural gas installations; waste disposal facilities; street improvements; and the nature and extent of earthwork required for site preparation and development.

(4) A detailed landscape plan showing existing and proposed future landscape materials, ground cover, paving patterns and materials.

(5) A final development plan fee as established by Ordinance.

(j) *Planning and Zoning Commission Public Hearing.* The Planning and Zoning Commission shall schedule a public hearing on a complete final development plan application based on the recommendation of the Zoning Administrator or their designee. The recommendation will include analysis of how the final development plan adheres to the approved preliminary development plan and meets the requirements of this Zoning Ordinance, the comprehensive plan, and other applicable City policies. Notice and public inspection of the application shall be as specified in subsections (e) and (f).

(k) *Recommendation by the Planning and Zoning Commission.* The Planning and Zoning Commission shall review a final development plan to determine if it is consistent with the intent of this Zoning Ordinance and other applicable City policies. The Planning and Zoning Commission shall make a recommendation to City Council that the final development plan be approved as presented, approved with supplementary conditions, or disapproved.

Before making its recommendation, the Planning and Zoning Commission shall consider:

(1) The proposed development phase(s) can be initiated within two years of the date of approval and can be completed within five years;

(2) The requirements of the Comprehensive Plan relative to the site at issue have been fulfilled;

(3) The streets proposed are suitable and adequate to carry the anticipated traffic, and increased densities will not generate traffic in such amounts as to overload the street network outside the planned district plan area;

(4) Proposed non-residential developments can be justified at the location and in the amounts proposed;

(5) Housing densities are warranted by amenities and conditions incorporated in the final development plan and are in accordance with these planned district development requirements;

(6) Lands to be dedicated to public use are of acceptable and usable size, shape, and location;

(7) The area surrounding the development can be planned and zoned in coordination with and in substantial compatibility with the proposed development;

(8) The existing and proposed utility services are adequate for the population densities and uses proposed, and

(9) Adequate provision has been made for the detention and channelization of surface drainage runoff.

(l) *Public Hearing by Council.* After receiving the recommendation from the Planning and Zoning Commission, City Council shall hold a public hearing on the final development plan within a reasonable time.

(m) *Notice of Public Hearing by Council.*

(1) Before holding its public hearing, notice of such hearing shall be given on the City's website at least ten days before the hearing. The notice shall set forth the time and place of the public hearing, the nature and general description and summary of the planned district development, and a statement that all papers relating to the planned district development are on file with the Clerk and are open for public inspection.

(2) Written notice of the hearing shall be mailed, at least ten days before the date of the public hearing, to all owners of property within 250 feet of the proposed planned district development and to other interested parties as identified by Council. Notices to individual property owners should contain the same information as required of notices published on the City's website.

(n) *Action by Council.* The Council shall review a final development plan based on the recommendation of the Planning and Zoning Commission to determine if it is consistent with the intent of this Zoning Ordinance and other applicable City policies. If it does, the Council shall approve the final development plan by ordinance. If it does not, the Council shall either recommend supplementary conditions to address outstanding items or recommend changes and additions needed for approval and await resubmission.

(o) *Supplementary Conditions and Safeguards.* In approving any final development plan application, both the Planning and Zoning Commission and the Council may prescribe appropriate conditions and safeguards in conformity with this Zoning Ordinance. Any violation of such conditions or safeguards, which have been made a part of the terms under which the final development plan has been approved, shall constitute a violation of this Zoning Ordinance and shall be punishable as such.

(p) *Expiration of Approval Period.* The approval of a final development plan be for a period not to exceed five years to allow for preparation and recording of the required subdivision plat and development of the project. Where a project is completed within five years, the approved final development plan shall remain as the effective zoning control over the area included in the plan, in addition to the requirements of this Zoning Ordinance. If required plats are not properly recorded and/or if no construction has begun on the site within two years of such approval, the approved final development plan shall be void unless an application for a time extension is submitted and approved.

(q) *Extension of Time Limit.* An extension of the time limits set in subsection (p) hereof, as a modification of the approved final development plan, may be approved by Council upon the recommendation of the

Planning and Zoning Commission. Such approval shall be granted only upon a finding of a valid purpose and necessity for such extension and evidences of reasonable and diligent efforts toward accomplishment of the original development plan within the originally established time limits, and upon finding that such extension is not in conflict with the general health, welfare and safety of the public or development standards of the district. No extension of time shall be granted except on application filed with the Zoning Administrator or their designee not later than 30 days before the expiration of the time limits set in subsection (p).

(r) *Amended Final Development Plans.* Once a final development plan has been approved by Council, all subsequent substantial changes to that plan shall only be permitted by resubmission as an amended plan. "Substantial change" for the purposes of this section shall mean any modification of an approved final development plan, as determined by the Zoning Administrator or their designee, that results in:

(1) Any increase in the number, or change in the type and/or mix of residences, and/or non-residential building area or land use;

(2) Decrease in the approved minimum lot size, number of parking spaces to be provided, and/or trash storage areas;

(3) Change in the approved location of land uses, land use subareas or sub-elements, streets, public or private parklands and other public facilities, and/or natural environmental preserves or scenic easements by more than 30 feet;

(4) Reduction in area of public and/or private parklands or other public facilities and/or natural environmental preserves or scenic easements;

(5) Alteration of the basic geometry and/or operational characteristics of any element of the approved street pattern, parking facilities, service access, trash storage facilities, and/or system of pedestrian and/or equestrian paths that results in a change in operating characteristics or character;

(6) Any circumstance below the minimum requirements established in this Zoning Ordinance or as required in the approval of a conditionally permitted use in a planned district.

(s) *Zoning Amendments outside the Planned District Process.* No zoning amendment passed during the time period granted for the initiation and completion of an approved final development plan shall in any way affect the terms under which the approval of the planned district development was granted.

(t) *Plat Required.*

(1) In a Planned District, no use shall be established or changed and no structure shall be constructed or altered until any required subdivision plat has been prepared and recorded in accordance with the Development Regulations.

(2) In the event that any public service facilities not to be otherwise guaranteed by a public utility have not been constructed prior to the recording of the plat, the owner of the project shall post a performance bond, or other such alternative form of surety as approved by the City Law Director, in favor of the appropriate public officers in a satisfactory amount assuring the expeditious completion of said facilities within one year after the recording of said plat. In no event, however, shall any zoning certificate be issued for any building or use until such time as the facilities for the phase in which the building or use is located are completed.

(u) *Administrative Review Application.* An application for an administrative review is a request for action by the Zoning Administrator or their designee on a proposal that is not considered a “substantial change” through an amended final development plan. The application may contain any of the information an applicant is seeking action on including site layout, intended land uses, landscape treatment, architectural character, or other similar items. The Zoning Administrator or their designee

shall review the request to ensure it is in keeping with the intent of this zoning ordinance and all applicable approved development plans. The Planning and Zoning Commission may review an application based on the recommendation of the Zoning Administrator or their designee. Notice of Planning and Zoning Commission review of an application shall be as specified in subsection (e).

(v) *Informal Review Application*. An application for informal review may be filed for review at any time during the planned district process. The informal review is a request for feedback by the Planning and Zoning Commission on a proposal for a future sketch plan, preliminary development plan, final development plan, or amended final development plan. The application may contain any of the information an applicant is seeking feedback on including site layout, intended land uses, landscape treatment, architectural character, or other similar items. The Planning and Zoning Commission shall review an application based on the recommendation of the Zoning Administrator or their designee. Notice of an application shall be as specified in subsection (e) and no action will be taken by the Planning and Zoning Commission at the public hearing.

1135.03 CONTENTS OF APPLICATION FOR ZONING CERTIFICATE.

(a) Application for a zoning certificate shall be made in writing and be signed by the owner or applicant attesting to the truth and exactness of all information supplied on the application. Each application shall clearly state that the certificate shall expire and may be revoked if work has not begun within six months or substantially completed within one year. At a minimum, the application shall contain the following information and be accompanied by all required fees:

(1) Name, address, and phone number of applicant;

(2) Legal description of property;

(3) Existing use;

(4) Proposed use;

(5) Zoning district;

(6) Plans ~~in triplicate~~ drawn to scale, showing the actual dimensions and the shape of the lot to be built upon; the exact size and location of existing buildings on the lot, if any; the location and dimensions of the proposed building(s) or alteration; front, side, and rear yard setbacks;

(7) Building heights;

(8) Location and design of access drives;

(9) Number of dwelling units;

(10) If applicable, application for a sign permit or a conditional, special, or temporary use permit, unless previously submitted;

(11) A separate off-street parking and loading plan indicating the number of off-street parking spaces or loading spaces, and their layout, as specified in this Zoning Ordinance, and other such information;

(12) Such other documentation as may be necessary to determine compliance with all the applicable provisions of, and to provide for the enforcement of, this Zoning Ordinance;

(13) In every case where the lot is not served and is not proposed to be served with public water supply and/or the disposal of sanitary wastes by means of public sewers, the application shall be accompanied by a certificate of approval by the Delaware County Health Department for the proposed method of water supply and/or disposal of sanitary wastes.

~~(14) Documentation that the proposal has been submitted in writing to the homeowners association involved with the property in question, if architectural review is required by deed restriction and covenant, and that such submittal was received by the association.~~

1135.04 APPROVAL OF ZONING CERTIFICATE.

~~Within 30 days after the receipt of an application, the~~The Zoning Administrator or their designee shall either approve or disapprove the application in conformance with the provisions of the Zoning Ordinance. ~~If the application has involvement with a homeowner's association architectural review, as identified in Section 1135.03(a)(14), then the Zoning Administrator shall approve the zoning certificate if one of the following occur and all other zoning requirements are met:~~

~~(a) That the application has been approved by the association.~~

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(b) That more than 30 days have elapsed since such submittal and such submittal has not been denied by the homeowners association or the homeowners association has failed to take action in writing denying such application.

(c) That the homeowner association has acted in denying such application and listed the reasons behind such denial, but the Zoning Administrator finds the homeowner has made a good faith effort to accommodate the concerns of the homeowners association.

One copy of the plans shall be returned to the applicant by the Zoning Administrator, after the Zoning Administrator shall have marked such copy either as approved or disapproved and attested to same by his signature on such copy. One copy of plans, similarly marked, shall be retained by the Zoning Administrator. The Zoning Administrator shall issue a placard, to be posted in a conspicuous place on the property in question, attesting to the fact that the activity is in conformance with the provisions of this Zoning Ordinance.

1135.05 PERIOD OF EFFECTIVENESS OF A ZONING CERTIFICATE.

Any new proposed construction for which a Zoning Certificate is issued shall be commenced within six months of issuance of the certificate and the ground story framework, including structural parts of a second floor or roof shall have been completed within one year after the issuance of the Zoning Certificate; provided, however, that any project or building originally contemplated to be constructed in phases or for a period longer than one year may be completed in phases or during such extended time if in accordance with a timetable placed on file with the Zoning Administrator with the original request for the certificate.

1135.07 EXPIRATION OF ZONING CERTIFICATE.

If the work described in any zoning certificate has not ~~begun~~ been completed within ~~six months~~one year from the date of issuance thereof, said certificate shall expire; it shall be revoked by the Zoning Administrator or their designee; and written notice thereof shall be given to the persons affected. The Zoning Administrator or their designee may grant a one-time extension of six months to an issued zoning certificate provided that the applicant contacts the Zoning Administrator or their designee at least 30 days prior to the expiration date. ~~If the work described in any zoning certificate has not been substantially completed within one year of the date of issuance thereof, as described in Section 1135.05, said certificate shall expire and be revoked by the Zoning Administrator, and written notice thereof shall be given to the persons affected, together with notice that further work as described in the canceled certificate shall not proceed unless and until a new zoning certificate has been obtained or an extension granted.~~

1143.11 PROCEDURES FOR APPROVAL OF PLANNED DISTRICT DEVELOPMENT PLANS.

Planned District Development Plans shall be approved in accordance with the procedures established herein in this section.

(a) ~~*Pre-application Meeting, otherwise known as a*~~ *Sketch Plan Application.* The ~~developer~~ applicant shall ~~meet with the City Manager, with the Zoning Administrator, and with the Planning and Zoning Commission prior to submission of a preliminary development plan~~file a sketch plan application in conformance with Section 1109.06 outlining their intent for developing a planned district for review by the Planning and Zoning Commission if one or more of the following conditions are met:~~.~~

(1) The proposal does not align with the future land use recommendations of the comprehensive plan;

(2) Except for properties zoned DR, Downtown Residence District or DB, Downtown Business District, the proposal includes new development on five (5) or more acres. For properties zoned DR, Downtown Residence District or DB, Downtown Business District, proposals for new development of one (1) or more acres shall require a Sketch Plan application;

(3) The proposal will be developed in three (3) or more phases; or,

(4) The proposal includes the creation of new public roadways or extension of existing public roadways.

The purpose of ~~such meetings~~ this application is to discuss early and informally the ~~purpose and~~ effect of this Zoning Ordinance and the criteria and standards contained herein, and to familiarize the ~~developer~~ applicant with zoning and other applicable regulations~~; it being understood that~~. ~~no statements by officials of Powell, Ohio, or Planning and Zoning Commission members, made in such informal meetings shall be binding on either party.~~ The Planning and Zoning Commission shall schedule a public hearing on a complete sketch plan application based on the recommendation of the Zoning Administrator or their designee.

(b) *Filing of a Combined Preliminary and Final Development Plan.* ~~Upon approval of the Planning and Zoning Commission at the pre-application (Sketch Plan) meeting, and~~ An applicant may ~~be permitted to~~ file a combined preliminary and final development plan ~~following the~~. Any combined application shall provide all application requirements as outlined in subsections (c) and (i) and shall follow the ~~procedures as set forth in subsection (h)~~ review procedures of a final development plan application.~~hereof, as if the applicant had received approval in principal of the preliminary development plan.~~

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(c) *Preliminary ~~Planned District~~ Development Plan Application Requirements.* An application for preliminary Planned District Development Plan approval shall be filed with the Zoning Administrator or their designee by the owner of the property for which Planned District development is proposed. At a minimum, the application shall contain the following information. Where any of this information is missing or incomplete, the Zoning Administrator or their designee shall ~~so~~ notify the applicant and no additional actions need be taken until such missing material is provided.

(1) Name, address, and phone number of the applicant(s);

(2) Name, address, and phone number of registered surveyor, registered engineer and/or urban planner assisting in the preparation of the preliminary development plan;

(3) Legal description of the property;

(4) A description of present land use(s) ~~on and of the land~~;

(5) A vicinity map ~~at a scale approved by the Zoning Inspector~~ showing all property lines, existing streets and alleys, approved future streets and land uses on adjacent Planned District areas, transportation and land use elements of the ~~Municipality's~~ City's adopted Comprehensive Plan, current zoning classifications and boundaries, and current land uses on the site of the proposed Planned District development and in the surrounding areas ~~to the physical extent deemed necessary by the Zoning Inspector~~, but no less than 250 feet beyond the limits of the proposed Planned District Development Plan.

(6) A preliminary development plan ~~at a scale approved by the Zoning Administrator~~ illustrating:

A. The property line definition and dimensions of the perimeter of the site;

B. Rights-of-way~~s~~ and paving widths of all existing, currently platted, and previously approved Planned District streets and alleys adjacent to, on, or abutting the site;

C. The area of the site and its subareas in acres;

D. The topography of the site and abutting areas at no more than ~~five~~ five-foot contour intervals;

E. Existing surface drainageways and surface sheet flow patterns;

F. Flood plain areas, ravine-bottom areas, and areas of ground slope in excess of six percent;

G. Existing vegetation on the site with specific tree ~~spots~~ locations for all trees six inches ~~in diameter~~ or greater diameter at breast height (DBH)~~, measured 24 inches from the ground~~;

H. Existing easements on the site with notations as to their type, extent, and nature;

I. The location and dimensions of existing utilities on and adjacent to the site, including the nearest sanitary sewer, with manhole invert elevations;

J. Calculation of the maximum residential units permitted on the site under the terms of this Zoning Ordinance, including delineation of the subdistricts of the site upon which these calculations have been made;

K. A preliminary plan and plat for the first, or next, phase of site development illustrating:

1. New street centerlines, rights-of-way~~s~~, and street classification types;

2. Names of existing and proposed streets;

3. Generalized lot and block layouts, indicating and illustrating property lines, minimum lot areas, minimum building setbacks and yards, location and extent of major off-street parking areas, etc.;

4. Subareas of the site to be developed, by land use type, housing types, and housing densities, including subarea statistics;

5. ~~All~~ Location of proposed structures ~~shall be located showing~~including approximate square footage, ~~tenant or~~ use~~r~~ types, ~~and expected~~primary entranceways, and associated service or loading areas;

6. Common open areas, public lands, and natural scenic easements, including the area of each;

7. Proposed landscape treatment of the site;

8. Proposed utility patterns and provisions, including sanitary sewer, individual waste disposal systems, storm sewer, trash collection systems, outdoor lighting, and water supply, including relevant easements and engineering feasibility studies or other evidences of reasonableness;

9. Provisions for accommodating surface drainage runoff;

10. Proposed architectural design criteria, if applicable;

11. Proposed pedestrian/~~jogging/~~bicycle pathways and equestrian paths, including locations, dimensions, landscape and construction, including relationships of such pathways to existing and proposed future pathways on surrounding property;

12. Overall site development statistics comparing this plan for development with requirements of this Zoning Ordinance and with the comprehensive plan and indicating that all requirements of this Zoning Ordinance and the comprehensive plan have been met in this preliminary plan and will be met in final development, as well as any requested deviations from the Zoning Ordinance.

L. Projected development schedule by subareas of the entire planned development site, and for the first, or next, phase of development, including land uses, public areas, natural and scenic reserves, streets, buildings, utilities, and other facilities, indicating the relationship of the proposed development to existing and probable uses of surrounding areas during the development timetable;

M. An overall traffic scheme, illustrating points of access, parking areas, including the number of parking spaces and indicating visitor, employee and service traffic flow, illustrating calculated peak hour traffic use for residents and employees as well as deliveries and other transport and the ~~effect~~ impact of this traffic on the ~~community traffic ways~~City's road network.

N. If to be developed in phases, the entire site development shall be described in outline and diagrammatic plan form, and in a complementing detailed text in a manner calculated to assure City officials that Planned Development requirements and other requirements of this Zoning Ordinance shall be met in the detailed development of the phases to follow, and that the entire Planned Development area will meet all of the requirements of this Zoning Ordinance, such diagrams and descriptive texts being accepted with, and becoming a part of the extended zoning plan for the entire site;

(7) Evidences, as determined by the Zoning Administrator ~~in his/her sole discretion~~or their designee, of the ability of the applicant to carry forth its plan by control of the land and the engineering feasibility of the plan, and that the applicant has sufficient control over the land and financing to initiate the proposed development plan phase within two years;

(8) Evidence of the applicant's ability to post a bond if the plan is approved assuring completion of public service facilities to be constructed within the project area by the developer;

(9) Verification by the owner of the property that all the information in the application is true and correct to the best of his knowledge.

(10) A statement of the character and nature of the development including the cost range or rent levels for housing in residential development and the general types of business or industrial and commercial developments.

(11) A statement of the general impact the development will have on the infrastructure, municipality and schools including projected demographics, a traffic impact study and a fiscal impact analysis may be required by the Planning and Zoning Commission.

(12) A fee as established by ordinance.

(d) *Planning and Zoning Commission Public Hearing.* The Planning and Zoning Commission shall schedule a public hearing on ~~the~~ a complete preliminary development plan application ~~for approval of the preliminary development plan not less than ten or more than 40 days from the date of filing of a completed application and certification by the~~based on the recommendation of the Zoning Administrator or their designee. The recommendation will include analysis of how the preliminary development plan meets the requirements of this Zoning Ordinance, the comprehensive plan, and other applicable City policies. ~~that to the best of his knowledge the preliminary development plan application is complete and that the preliminary development plan, as best he can determine, meets all of the requirements of this Zoning Ordinance and the comprehensive plan.~~

(e) *Notice of Public Hearing.*

(1) Before holding the public hearing, notice of such Commission hearing shall be given on the ~~Municipality of Powell~~City's website at least ten days before the date of said hearing. The notice shall set forth the time and place of the public hearing, a general description of the planned district development, and a statement that, after the public hearing and after submission of a final development plan, the matter will be referred to the Council for further determination.

(2) ~~Also before holding the public hearing, written~~ Written notice of such hearing shall be sent ~~by the Planning and Zoning Commission by first class mail,~~ at least ten days before the hearing, to all owners of property ~~Contiguous to, directly across the street from and~~ within 250 feet of the property in question and to ~~such~~ other~~s~~ interested parties identified by~~as~~ the Commission ~~determines should receive such notice~~. Notices to individual property owners shall contain the same information as required of notices published on the City's website.

(f) *Public Access to Proposed Planned District Plans.* For a period of at least ten days prior to the public hearing by the Planning and Zoning Commission, all ~~papers~~ information relating to the planned district development plan shall be available for public inspection ~~in the office of the Zoning Administrator or on the Municipality of Powell website.~~ .

(g) ~~*Approval in Principle of*~~*Action on a Preliminary Development Plan.* ~~Within 30 days after the public hearing,~~ T~~t~~he Planning and Zoning Commission shall review the preliminary development plan to determine if it is consistent with the intent of this Zoning Ordinance and ~~meets or otherwise justifies modification of all of its requirements~~other applicable City policies~~, as determined by the Planning and Zoning Commission~~. If it does, the Commission shall approve the preliminary development plan ~~in~~

~~principle~~. If it does not, the Commission shall either recommend supplementary conditions to address outstanding items or recommend changes and additions needed for approval and await a resubmission.

In ~~approving~~ reviewing a preliminary development plan ~~in principle~~, the Planning and Zoning Commission shall consider:

(1) If the proposed development is consistent with the intent and requirements of this Zoning Ordinance;

(2) The appropriateness of the proposed land uses with regard to their type, location, amount, and intensity, where not specifically specified in this Zoning Ordinance;

(3) The relationships between uses, and between uses and public facilities, streets, and pathways;

(4) Adequacy of provisions for traffic and circulation, and the geometry and characteristics of street and pathway systems;

(5) Adequacy of yard spaces and uses at the periphery of the development;

(6) Adequacy of open spaces and natural preserves and their relationships to land use areas and public accessways;

(7) The order, or phases, in which the development will occur and the land uses and quantities to be developed at each phase;

(8) Estimates of the time required to complete the development and its various phases;

(9) Improvements to be made by the Municipality, if any, and their cost;

(10) The community cost of providing public services to the development, and

(11) Impacts of the development on surrounding or adjacent areas.

~~The Planning and Zoning Commission may require the staging of the planned development to minimize early stage major impacts on the community infrastructure and services systems, and may require the staging of land uses to be generally consistent with the phased development of supporting land uses and public services and facilities.~~

The Commission's approval ~~in principle~~ of the preliminary development plan shall be necessary before an applicant may submit a final development plan. Approval ~~in principle~~ shall not be construed to endorse a precise location of uses, configuration of parcels, or engineering feasibility.

(h) *Submission of Final Development Plan.*

~~(1)~~ After approval ~~in principle~~ of the preliminary development plan, the ~~developer~~ applicant shall submit a final development plan ~~to the Zoning Administrator~~for review. The final development plan shall be in general conformance with the preliminary development plan that was approved ~~in principle~~. ~~For the~~ The ~~purposes of this Zoning Ordinance,~~ submission of a final development plan is a formal request for ~~an amendment addition to the zoning of the property in question, and upon final approval by Council becomes the zoning of the property in question in addition to the other requirements of this Zoning Ordinance.~~ approval of a specific phase or phases of development that is consistent with the intent of this Zoning Ordinance, the comprehensive plan, and other applicable City policies.

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~~(2) Copies of the final development plan as specified by the Zoning Administrator shall be submitted and may be endorsed by a qualified professional team which should include an urban planner, licensed architect, registered land surveyor, registered civil engineer, and registered landscape architect.~~

(i) *Final Development Plan Application Contents.* An application for ~~approval of the~~a final development plan shall be filed with the Zoning Administrator or their designee by the owner of the property or their representative ~~for which planned district development is proposed~~. Each application shall be signed by the owner, attesting to the truth and exactness of all information supplied on the application for the final development plan. ~~Each application shall clearly state that the approval shall expire and may be revoked if construction on the project has not begun within two years from the date of issuance of the approval.~~ At a minimum, the application shall contain:

(1) All of the information required for submission of the preliminary planned district development plan application;

(2) All plan materials rendered on an engineering survey of the proposed development site, showing the dimensions and bearings of property lines, property areas in acres, topography, existing features of the development site including major wooded areas, structures, easements, utility lines, land uses, and maximum building footprint areas for all non-residential uses and residential uses other than single-family detached and two-family dwellings;

(3) Engineering feasibility studies and plans showing, as necessary, water, sewer, drainage, electricity, telephone, and natural gas installations; waste disposal facilities; street improvements; and the nature and extent of earthwork required for site preparation and development.

(4) A detailed landscape plan showing existing and proposed future landscape materials, ground cover, paving patterns and materials.

~~(5) Deed restrictions, protective covenants, and other legal statements or devices to be used to control the use, development and maintenance of the land and the improvements thereon, including those areas which are to be commonly owned and maintained, and~~

(~~6~~5) A final development plan fee as established by Ordinance.

(j) ~~*Public Hearing by*~~ *Planning and Zoning Commission Public Hearing.* The Planning and Zoning Commission shall schedule a public hearing on a complete final development plan application based on the recommendation of the Zoning Administrator or their designee. The recommendation will include analysis of how the final development plan adheres to the approved preliminary development plan and meets the requirements of this Zoning Ordinance, the comprehensive plan, and other applicable City policies. ~~Within 30 days after submission of a completed application for a final development plan and certification by the Zoning Administrator that the plan application is complete and that to the best of his knowledge the plan meets the requirements of this Ordinance and is in compliance with the preliminary development plan that was approved in principle, the Planning and Zoning Commission shall hold a public hearing.~~ Notice and public inspection of the application shall be as specified in subsections (e) and (f).

(k) *Recommendation by the Planning and Zoning Commission.* ~~Within 30 days after the Public Hearing on the final development plan the~~ The Planning and Zoning Commission shall review a final development plan to determine if it is consistent with the intent of this Zoning Ordinance and other applicable City policies. The Planning and Zoning Commission shall make a recommendation to City Council ~~recommend~~ that the final development plan be approved as presented, approved with supplementary conditions, or disapproved~~, and shall transmit all papers constituting the record and the recommendations to Council~~.

Before making its recommendation, the Planning and Zoning Commission shall ~~find that the facts submitted with the application and presented at the public hearing establish that~~consider:

(1) The proposed ~~planned district~~ development phase(s) can be initiated within two years of the date of approval and can be completed within five years;

(2) The requirements of the Comprehensive Plan relative to the site at issue have been fulfilled;

(3) The streets proposed are suitable and adequate to carry the anticipated traffic, and increased densities will not generate traffic in such amounts as to overload the street network outside the planned district plan area;

(4) Proposed non-residential developments can be justified at the location and in the amounts proposed;

(5) Housing densities are warranted by amenities and conditions incorporated in the final development plan and are in accordance with these planned district development requirements;

(6) Lands to be dedicated to public use are of acceptable and usable size, shape, and location;

(7) The area surrounding the development can be planned and zoned in coordination with and in substantial compatibility with the proposed development;

(8) The existing and proposed utility services are adequate for the population densities and uses proposed, and

(9) Adequate provision has been made for the detention and channelization of surface drainage runoff.

(l) *Public Hearing by Council.* After receiving the recommendation from the Planning and Zoning Commission, ~~the~~ City Council shall hold a public hearing on the ~~planned district~~ final development plan within a reasonable time.

(m) *Notice of Public Hearing by Council.*

(1) Before holding its public hearing, notice of such hearing shall be given on the ~~Municipality of Powell~~ City's website at least ten days before the hearing. The notice shall set forth the time and place of the public hearing, the nature and general description and summary of the planned district development, and a statement that all papers relating to the planned district development are on file with the Clerk and are open for public inspection.

(2) Written notice of the hearing ~~on the planned district development~~ shall be mailed ~~by the Clerk by first class mail~~, at least ten days before the date of the public hearing, to all owners of property ~~contiguous to, directly across the street from and~~ within 250 feet of the proposed planned district development and to ~~such~~ other~~s~~ interested parties as identified by Council ~~may determine should receive such notice~~. Notices to individual property owners should contain the same information as required of notices published on the City's website.

(n) *Action by Council.* ~~After the public hearing, t~~The Council shall review a final development plan based on the recommendation of the Planning and Zoning Commission to determine if it is consistent with the intent of this Zoning Ordinance and other applicable City policies. If it does, the Council shall approve the final development plan by ordinance. If it does not, the Council shall either recommend supplementary conditions to address outstanding items or recommend changes and additions needed for approval and await resubmission. ~~either adopt or deny the recommendation of the Planning and Zoning Commission or adopt some modification thereof. In the event Council makes a substantial change to the recommendation of the Planning and Zoning Commission, it must do so by a vote of not less than three-fourths (six) of all Members of Council or by approval of a majority of all members of Council (four) and subsequent approval by the Planning and Zoning Commission. If approved by a majority of Council with a substantial change but by less than three-fourths, such ordinance with proposed substantial change stated separately shall be submitted to the Planning and Zoning Commission at the next regularly scheduled meeting. If approved by the Commission, then such ordinance with the substantial change shall take effect. If not approved by the Commission, then at the next scheduled Council meeting, Council shall adopt or deny the recommendation of the Planning and~~

~~Zoning Commission without the substantial changes or adopt the Commission's recommendations with substantial changes with not less than three-fourths (six) of all members of Council. No such Ordinance shall be passed unless it has been fully and distinctly read on two different days and no Ordinance in accordance with the recommendation of the Planning and Zoning Commission shall be deemed to pass or take effect without the concurrence of at least a majority of the full membership of Council. The Council shall be deemed to have rejected the recommendation of the Planning and Zoning Commission when less than a majority of its members (four) vote for its adoption.~~

(o) *Supplementary Conditions and Safeguards.* In approving any ~~planned district~~final development plan application, both the Planning and Zoning Commission and the Council may prescribe appropriate conditions and safeguards in conformity with this Zoning Ordinance. Any violation of such conditions or safeguards, which have been made a part of the terms under which the final development plan has been approved, shall constitute a violation of this Zoning Ordinance and shall be punishable as such.

(p) *Expiration of Approval Period.* The approval of a final development plan ~~for a planned district development shall~~ be for a period not to exceed five years to allow for preparation and recording of the required subdivision plat and development of the project. Where a project is completed within five years, the approved final development plan shall remain as the effective zoning control over the area included in the plan, in addition to the requirements of this Zoning Ordinance. If required plats are not properly recorded and/or if no construction has begun on the site within two years of such approval, the approved final development plan shall be void unless an application for a time extension is submitted and approved~~, which approval may be withheld for good cause~~.

(q) *Extension of Time Limit.* An extension of the time limits set in subsection (p) hereof, as a modification of the approved final development plan, may be approved by Council upon the recommendation of the Planning and Zoning Commission. Such approval shall be granted only upon a finding of a valid purpose and necessity for such extension and evidences of reasonable and diligent efforts toward accomplishment of the original development plan within the originally established time limits, and upon finding that such extension is not in conflict with the general health, welfare and safety of the public or development standards of the district. No extension of time shall be granted except on application filed with the Zoning Administrator or their designee not later than 30 days before the expiration of the time limits set in subsection (p)~~ hereof~~.

(r) ~~*Amendment or Alteration of Approved Planned District*~~*Amended Final Development Plans.* Once a final development plan ~~for a planned district~~ has been approved by Council, all subsequent substantial changes to that plan shall only be permitted by resubmission as ~~a new substitute~~an amended plan~~ and repatriation of the procedures established in these sections~~. "Substantial change" for the purposes of this section shall mean any modification of an approved ~~planned district~~final development plan, as determined by the Zoning Administrator or their designee, that results in:

(1) Any increase in the number, or change in the type and/or mix of residences, and/or non-residential building area or land use;

(2) Decrease in the approved minimum lot size, number of parking spaces to be provided, and/or trash storage areas;

(3) Change in the approved location of land uses, land use subareas or sub-elements, streets, public or private parklands and other public facilities, and/or natural environmental preserves or scenic easements by more than 30 feet;

(4) Reduction in area of public and/or private parklands or other public facilities and/or natural environmental preserves or scenic easements;

(5) Alteration of the basic geometry and/or operational characteristics of any element of the approved street pattern, parking facilities, service access, trash storage facilities, and/or system

of pedestrian and/or equestrian paths that results in a change in operating characteristics or character;

(6) Any circumstance below the minimum requirements established in this Zoning Ordinance or as required in the approval of a conditionally permitted use in a planned district.

(s) ~~*Subsequent* *Zoning Amendments* *Initiated by Other Than*~~*outside the* *Planned District Process*~~*es*~~. No zoning amendment passed during the time period granted for the initiation and completion of an approved final development plan shall in any way affect the terms under which the approval of the planned district development was granted.

(t) *Plat Required.*

(1) In a Planned District, no use shall be established or changed and no structure shall be constructed or altered until any required subdivision plat has been prepared and recorded in accordance with the Development Regulations.

(2) In the event that any public service facilities not to be otherwise guaranteed by a public utility have not been constructed prior to the recording of the plat, the owner of the project shall post a performance bond, or other such alternative form of surety as approved by the City Law Director, in favor of the appropriate public officers in a satisfactory amount assuring the expeditious completion of said facilities within one year after the recording of said plat. In no event, however, shall any zoning certificate be issued for any building or use until such time as the facilities for the phase in which the building or use is located are completed.

(u) *Administrative Review* *Application*. An application for an administrative review is a request for action by the Zoning Administrator or their designee on a proposal that is not considered a "substantial change" through an amended final development plan. The application may contain any of the information an applicant is seeking action on including site layout, intended land uses, landscape treatment, architectural character, or other similar items. The Zoning Administrator or their designee shall review the request to ensure it is in keeping with the intent of this zoning ordinance and all applicable approved development plans. The Planning and Zoning Commission may review an application based on the recommendation of the Zoning Administrator or their designee. Notice of Planning and Zoning Commission review of an application shall be as specified in subsection (e).

(v) *Informal Review Application*. An application for informal review may be filed for review at any time during the planned district process. The informal review is a request for feedback by the Planning and Zoning Commission on a proposal for a future sketch plan, preliminary development plan, final development plan, or amended final development plan. The application may contain any of the information an applicant is seeking feedback on including site layout, intended land uses, landscape treatment, architectural character, or other similar items. The Planning and Zoning Commission shall review an application based on the recommendation of the Zoning Administrator or their designee. Notice of an application shall be as specified in subsection (e) and no action will be taken by the Planning and Zoning Commission at the public hearing.

~~All plats, construction drawings, restrictive covenants and other necessary documents shall be submitted to the Zoning Administrator, to the Planning and Zoning Commission, and to the Council or to their designated technical advisors upon request for administrative review to assure substantial compliance with the final approved development plan.~~

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Powell
OHIO

OFFICE OF THE CITY MANAGER

47 Hall Street | Powell, OH 43065 | 614.885.5380 | cityofpowell.us

MEMO

From: **Andrew D. White, City Manager**

To: **Members of City Council**

Initiated By: **Logan Stang, Planning Director**
Claudia D. Husak, AICP, Planning Manager

Re: **Ordinance 2024-39 – An Ordinance amending Sections 1145.06 – Parking and Storage of Vehicles, Motor Homes, Campers, Boats, Recreational Vehicles, and Trailers and 1145.28 – Driveway Construction to clarify requirements and align with modern enforcement practices.**

Date: **November 6, 2024**

Summary:

The Planning Department is intending to rewrite the entire zoning code in 2025 to prepare for new development throughout the City. In the short-term, there are several updates that can improve the effectiveness of the zoning ordinance. This effort will include amending or updating strategic code sections to clarify, modernize, and improve the effectiveness of the current code. This ordinance focuses on amending sections that relate to code enforcement for vehicle parking and driveway standards. A summary of the intent of the code amendments and background on each code section is provided in this memo.

The Planning and Zoning Commission recommended approval of the code amendments to City Council at their October 9, 2024 meeting.

Code Updates:

The following is a summary of the proposed code updates:

Section 1145.06 – Vehicle, Boat, Etc. Parking

The intent of this amendment is to update location and timing allowances. The zoning code limits the duration that a trailer, boat, motor home, camper or other similar vehicle can be parked on a residential lot. The code currently allows for up to 48 hours in a ten-day period and does not provide any direction as to when a vehicle is considered to have moved. This has posed a challenge to enforce requiring multiple inspections to verify compliance, time restrictions that extend the enforcement process, and minimal guidance on what constitutes moving the vehicle.

Amending this code section to remove the ten-day period and only allow for up to 48 consecutive hours will make the regulations clear to residents. The amendments also provide the Zoning Inspector or their designee the authority to determine if the vehicle / trailer is located in the same general location or if it has been moved to comply with the ordinance. This will improve the enforcement method for City staff and clarify the intent of the regulations.

Section 1145.28 – Driveway Construction

The intent of this amendment is to clarify driveway standards, specifically for concrete driveways. The zoning code outlines regulations for driveway design that include detailed requirements for concrete material composition. These requirements extend beyond the intent of the zoning ordinance and provide a level of standard that is uncommon for communities. Material composition, construction practices, and other standards are established through separate policies such as the Ohio Department of Transportation Construction and Material Specifications. Amending this code section will lessen prescriptive requirements in the zoning code and prevent conflict between standard practices and policies

Legal Review:

The Law Director has reviewed the legislation and approved to form.

Financial Review:

The Finance Director has reviewed and supports the legislation.

Recommendation:

Staff recommends approval of Ordinance 2024-39 on November 6, 2024.

ORDINANCE 2024-39

AN ORDINANCE AMENDING SECTIONS 1145.06 – PARKING AND STORAGE OF VEHICLES, MOTOR HOMES, CAMPERS, BOATS, RECREATIONAL VEHICLES, AND TRAILERS AND 1145.28 – DRIVEWAY CONSTRUCTION TO CLARIFY REQUIREMENTS AND ALIGN WITH MODERN ENFORCEMENT PROCEDURES.

WHEREAS, City Council has established a goal to improve the efficiency of City operations through modernizing and streamlining processes; and,

WHEREAS, Staff have identified potential updates to the Codified Ordinances in a continued effort to analyze code requirements, procedures, and standards; and,

WHEREAS, the periodic analyzing, revising, and updating of the Codified Ordinances to reflect best practices and streamline processes is in the best interest of the City.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF POWELL, COUNTY OF DELAWARE, AND STATE OF OHIO, AS FOLLOWS:

Section 1: That Part Eleven of the Codified Ordinances are hereby amended as set forth in the document attached hereto as Exhibit A and incorporated herein by reference.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to passage of this Ordinance were adopted in an open meeting of the Council and that all deliberations of this Council and any of its committees which resulted in such formal actions were in meetings so open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 3: That this Ordinance shall take effect on the earliest period allowed by law.

Tom Counts Date
Mayor

Elaine McCloskey Date
City Clerk

EFFECTIVE DATE: December 6, 2024

This legislation has been posted in accordance with the City Charter on this date _____ .
_____City Clerk

1145.06 PARKING AND STORAGE OF VEHICLES, MOTOR HOMES, CAMPERS, BOATS, RECREATIONAL VEHICLES, AND TRAILERS.

(a) *Parking of Disabled Vehicles.* The parking of a disabled vehicle within any district for a period of more than one week, unless otherwise permitted in this Zoning Ordinance, shall be prohibited, except that such a vehicle may be stored in an enclosed garage or other accessory building, provided that no business shall be conducted in connection therewith while such vehicle is parked or stored unless permitted elsewhere in this Zoning Ordinance.

(b) *Outdoor Storage of Inoperable, Unlicensed or Unused Motor Vehicles.* Outdoor storage of inoperable, unlicensed or unused motor vehicles for a period exceeding seven days is prohibited unless specifically authorized elsewhere in this Zoning Ordinance or specifically permitted as incident and necessary to a permitted or conditional use. Said vehicles, if stored on the premises for periods exceeding seven days, shall be enclosed within a building so as not to be visible from any adjoining property or public road.

(c) *Parking in Residential Areas.*

(1) No trailer of any type, no boats, no campers, no recreational vehicles, no motor homes, and no equipment of any type shall be parked in front of the front building line on any parcel for more than 48 consecutive hours in the same general location, as determined by the Zoning Inspector or their designee. If a building is located on said lot, the building line shall be considered the front wall of the building even if said building is located behind the minimum building line established by this Ordinance or the restrictions on the plat or subdivision.

(2) No trailer of any type, no boats, no campers, no recreational vehicles, no motor homes, and no equipment of any kind shall be parked within 50 feet of a road right-of-way on any parcel in an "R-Residence" District.

(3) No more than one vehicle for sale shall be parked on any residential lot at any one time. No vehicle for sale shall be parked on the lawn area of any lot.

(d) *Storage Outside of an Enclosed Structure.* Storage of a camper, trailer, motor home, boat or recreational vehicle, in any residential district or residential area of a planned district outside of an enclosed structure for more than 48 consecutive hours in the same general location, as determined by the Zoning Inspector or their designee, shall be prohibited unless provided for elsewhere in this Ordinance. The trailer, camper, boat, recreational vehicle, or motor home shall be parked on a sealed surface such as concrete, asphalt, or other material as approved by the Zoning Administrator or their designee.

(e) *Occupancy by Guest of Resident Owner.* A motor home, recreational vehicle, or camper of any type may be occupied by a guest or a resident owner in a residential district or residential area of a planned district, but such occupancy shall not exceed 14 days in any one calendar year.

(f) *Mobile Homes, Mobile Office Structures, and Portable Storage Units.*

(1) Except as provided for elsewhere in this Ordinance, no mobile home structure shall be placed or occupied in any district.

(2) Temporary structures such as mobile office structures and temporary buildings of a non-residential character may be used incident to construction work on the premises or on adjacent public projects or during a period while the permanent structure is being constructed. The user of said structure shall obtain a permit for such temporary use, which permit shall be valid for six months and may be renewed not more than twice. Renewal of the permit shall be at the discretion of the Zoning Administrator or their designee on finding of reasonable progress toward completion of the permanent structure or project. The Zoning Administrator or their designee may require provisions for sanitary waste disposal, solid waste disposal, and water supply, as they deem necessary. The fees for such

permit and renewals thereof shall be established by the Council. Said temporary structure shall be removed not later than ten days after expiration of said permit. No such unit shall be occupied as a residence.

(3) Portable Storage Units.

A. "Portable Storage Units" means any portable structure intended to be used on a temporary basis for the loading of materials out of a location within the City of Powell and then moved to another location by a contracted third party or the unloading of materials into a location within the City of Powell in which the portable structure was brought to the location by a third party.

B. Portable Storage Units (PSU). The use of PSUs within the municipality, or other similar units, shall be permitted in any zoning district only for the purpose of loading or unloading in association with moving in or out of a building. PSUs shall be parked upon the receiving property for a period not to exceed 72 hours without a Zoning Certificate, and in no case shall a PSU remain on a property for more than seven days. PSUs shall be placed outside of the public right-of-way or private streets, and shall be located on a sealed surface such as asphalt or concrete. In the event that a PSU needs to be placed within the public right-of-way or on a private street, the Zoning Administrator or their designee shall issue a Zoning Certificate for the location of the PSU, with conditions taken into consideration regarding public health, safety, and welfare. Under no circumstances shall a PSU be located within the ROW of a cul-de-sac bulb.

(g) *Parking and Storage of Commercial Vehicles.*

(1) For purposes of this Section, "commercial vehicle" means any motor vehicle or trailer that is registered with the Ohio Bureau of Motor Vehicles as a commercial motor vehicle or a commercial trailer pursuant to Chapter 4503 of the Ohio Revised Code.

(2) With the exception of the vehicles listed in subsection (b)(3) below, no commercial vehicle shall be parked in any residential district except for the purpose of delivery to or the receiving of goods or other articles, or in connection with the construction, repair or other services being performed, during the actual parking time.

(3) The following commercial vehicles may be parked in a residential district. Such vehicles shall be parked in a garage or on a sealed surface such as concrete, asphalt, or other material as approved by the Zoning Administrator or their designee in a location least intrusive:

A. Vehicles associated with legally established home occupations pursuant to Section 1147.08;

B. Vehicles with a GVWR (Gross Vehicle Weight Rating) less than 10,000 pounds;

C. Any vehicle required to respond on an emergency basis for the public health, safety and welfare, and has received a certificate of exemption from the Chief of Police or their designee.

1145.28 DRIVEWAY DESIGN.

The following design standards are established for driveways throughout the City:

(a) *All driveways (any use).* In addition to the conditions or specifications imposed in subsections (b) or (c), the following specifications are recommended for all driveways, regardless of the use served:

(1) All driveways, including approaches and aprons, shall be in accordance with the most current edition of the Ohio Department of Transportation Construction and Material Specifications (ODTS). Alternative specifications may be approved by the City Engineer or their designee.

(2) The driveway shall provide an appropriate grade, up or down, from the public road pavement as determined by the City Engineer or their designee.

(3) At the point where the driveway intersects the public road, the same shall have such radii and drain pipe as specified or required by the governmental agency (state, county, or town-ship) which controls the public roadway.

(4) If the driveway leaves the public road on an upgrade, design and construction shall include a vertical curve or saddle to prevent the flow of surface drainage from said driveway onto the traveled portion of the public road.

(5) If any driveway crosses a drainage swale, stream or ditch, the same shall be bridged by pipe or such structure as required to permit the unobstructed passage of all surface water generated by a five-year storm. Any pipe shall be of sufficient length to extend not less than three feet beyond the toe of the slope of the fill over said pipe unless a properly designed headwall is installed to protect the end of such pipe. Any bridge or structure spanning a stream or ditch shall be designed by a professional engineer with HS 15 loading. No bridge shall be less than 12 feet in width. If the driveway serves a commercial or industrial use, the bridge shall not be less than 18 feet in width.

(6) If a fill is placed over any drainage structure or placed to alter the grade of any driveway, the vertical slopes on said fill shall be no steeper than a two-to-one slope. All fill areas shall be scalped of vegetation and excavated to load bearing soil before fill material is placed over it. Such fill shall be free of all humus and organic material and shall be compacted to a density of 95 percent proctor. The fill shall be of sufficient width to include a compacted berm beside the graveled or paved area of reasonable width to facilitate safe passage of vehicles. Guard rails or barriers shall be installed when deemed necessary by the City Engineer or their designee to create safe conditions.

(7) Drainage ditches shall be constructed as necessary parallel to said driveway which ditch should be graded to a good and sufficient outlet. Siltation control shall be placed in any ditch and such siltation shall not flow to roadside ditches along public roads.

(8) All curves in the driveway shall be of sufficient radius (not less than 50 feet) to permit unhindered passage of public safety vehicles, including fire vehicles and all other vehicles reasonably expected to utilize the same.

(9) All trees, overhanging branches or other obstructions to the free passage of public safety vehicles shall be removed.

(10) Obstructions on the prevailing wind-ward side of the driveway which contribute to drifting of snow shall, when possible, be removed.

(b) *Residential Driveways.* In addition to the conditions imposed by subsection (a), the following standards are established for driveways serving residential structures or uses:

(1) Driveways serving individual residential structures shall not be less than ten feet in width or greater than 20 feet in width at the property line and shall be constructed over an aggregate base of reasonable depth.

(2) If the driveway serves two or more residences (not including multi-family structures), the driveway shall be at least 12 feet in width and shall be constructed over an aggregate base of reasonable depth.

(3) If any residential driveway is over 500 feet in length, widened paved passing areas at least 15 feet in width shall be provided at frequent intervals, but not more than 300 feet distant from each other, to permit the free passage of traffic over said drive.

(4) Dust control shall be provided on an "as needed" basis.

(c) *Commercial, Industrial, Public Facility and Multi-family Driveways.* In addition to the conditions established by subsection (a), the following standards are established for driveways serving commercial and industrial uses and multi-family containing ten or more units served by a common parking area:

(1) Driveways shall be at least 20 feet in width.

(2) Driveway base and surface shall be designed by a professional engineer to sufficient depth for anticipated use and access by public safety vehicles.

(3) The finished surface of the driveway shall be hard surfaced and may be of any Ohio Department of Transportation approved materials, such as concrete, asphalt or impervious pavers/pavement.

1145.06 PARKING AND STORAGE OF VEHICLES, MOTOR HOMES, CAMPERS, BOATS, RECREATIONAL VEHICLES, AND TRAILERS.

(a) *Parking of Disabled Vehicles.* The parking of a disabled vehicle within any district for a period of more than one week, unless otherwise permitted in this Zoning Ordinance, shall be prohibited, except that such a vehicle may be stored in an enclosed garage or other accessory building, provided that no business shall be conducted in connection therewith while such vehicle is parked or stored unless permitted elsewhere in this Zoning Ordinance.

(b) *Outdoor Storage of Inoperable, Unlicensed or Unused Motor Vehicles.* Outdoor storage of inoperable, unlicensed or unused motor vehicles for a period exceeding seven days is prohibited unless specifically authorized elsewhere in this Zoning Ordinance or specifically permitted as incident and necessary to a permitted or conditional use. Said vehicles, if stored on the premises for periods exceeding seven days, shall be enclosed within a building so as not to be visible from any adjoining property or public road.

(c) *Parking in Residential Areas.*

(1) No trailer of any type, no boats, no campers, no recreational vehicles, no motor homes, and no equipment of any type shall be parked in front of the front building line on any parcel for more than 48 consecutive hours in the same general location, as determined by the Zoning Inspector or their designee ~~in any ten day period~~. If a building is located on said lot, the building line shall be considered ~~to be~~ the front wall of the building even if said building is located behind the minimum building line established by this Ordinance or the restrictions on the plat or subdivision.

(2) No trailer of any type, no boats, no campers, no recreational vehicles, no motor homes, and no equipment of any kind shall be parked within 50 feet of a road right-of-way on any parcel in an "R-Residence" District.

(3) No more than one vehicle for sale shall be parked on any residential lot at any one time. No vehicle for sale shall be parked on the lawn area of any lot.

(d) *Storage Outside of an Enclosed Structure.* Storage of a camper, trailer, motor home, boat or recreational vehicle, in any residential district or residential area of a planned district outside of an enclosed structure for more than 48 consecutive hours in the same general location, as determined by the Zoning Inspector or their designee, ~~in any ten day period~~ shall be prohibited unless provided for elsewhere in this Ordinance. The trailer, camper, boat, recreational vehicle, or motor home shall be parked on a sealed surface such as concrete, asphalt, or other material as approved by the Zoning Administrator or their designee.

(e) *Occupancy by Guest of Resident Owner.* A motor home, recreational vehicle, or camper of any type may be occupied by a guest or a resident owner in a residential district or residential area of a planned district, but such occupancy shall not exceed 14 days in any one calendar year.

(f) *Mobile Homes, Mobile Office Structures, and Portable Storage Units.*

(1) Except as provided for elsewhere in this Ordinance, no mobile home structure shall be placed or occupied in any district.

(2) Temporary structures such as mobile office structures and temporary buildings of a non-residential character may be used incident to construction work on the premises or on adjacent public projects or during a period while the permanent structure is being constructed. The user of said structure shall obtain a permit for such temporary use, which permit shall be valid for six months and may be renewed not more than twice. Renewal of the permit shall be at the discretion of the Zoning Administrator or their designee on finding of reasonable progress toward completion of the permanent structure or project. The Zoning Administrator or their designee may require provisions for sanitary waste disposal, solid waste disposal, and water supply, as ~~he~~ they deem~~s~~ necessary. The fees for such

permit and renewals thereof shall be established by the Council. Said temporary structure shall be removed not later than ten days after expiration of said permit. No such unit shall be occupied as a residence.

(3) Portable Storage Units.

A. "Portable Storage Units" means any portable structure intended to be used on a temporary basis for the loading of materials out of a location within the City of Powell and then moved to another location by a contracted third party or the unloading of materials into a location within the City of Powell in which the portable structure was brought to the location by a third party.

B. Portable Storage Units (PSU). The use of PSUs within the municipality, or other similar units, shall be permitted in any zoning district only for the purpose of loading or unloading in association with moving in or out of a building. PSUs shall be parked upon the receiving property for a period not to exceed 72 hours without a Zoning Certificate, and in no case shall a PSU remain on a property for more ~~that~~ than seven days. PSUs shall be placed outside of the public right-of-way or private streets, and shall be located on a~~n~~ sealed surface such as asphalt or concrete ~~surface~~. In the event that a PSU needs to be placed within the public right-of-way or on a private street, the Zoning Administrator or their designee shall issue a Zoning Certificate for the location of the PSU, with conditions taken into consideration regarding public health, safety, and welfare. Under no circumstances shall a PSU be located within the ROW of a cul-de-sac bulb.

(g) *Parking and Storage of Commercial Vehicles.*

(1) For purposes of this Section, "commercial vehicle" means any motor vehicle or trailer that is registered with the Ohio Bureau of Motor Vehicles as a commercial motor vehicle or a commercial trailer pursuant to Chapter 4503 of the Ohio Revised Code.

(2) With the exception of the vehicles listed in subsection (b)(3) below, no commercial vehicle shall be parked in any residential district except for the purpose of delivery to or the receiving of goods or other articles, or in connection with the construction, repair or other services being performed, during the actual parking time.

(3) The following commercial vehicles may be parked in a residential district. Such vehicles shall be parked in a garage or on a~~n improved impervious~~sealed surface such as concrete, asphalt, or other material as approved by the Zoning Administrator or their designee in a location least intrusive:

A. Vehicles associated with legally established home occupations pursuant to Section 1147.08;

B. Vehicles with a GVWR (Gross Vehicle Weight Rating) less than 10,000 pounds;

C. Any vehicle required to respond on an emergency basis for the public health, safety and welfare, and has received a certificate of exemption from the Chief of Police or ~~his~~ their designee.

1145.28 DRIVEWAY ~~CONSTRUCTION~~DESIGN.

~~It being considered important that driveways serving any property or use be constructed in a manner which insures access by emergency vehicles and the free and safe flow of traffic from public streets or roads, t~~The following design standards are established for ~~such~~ driveways throughout the City:

(a) *All driveways (any use).* In addition to the conditions or specifications imposed in subsections (b) or (c) ~~hereinafter established~~, the following specifications are recommended for all driveways, regardless of the use served ~~thereby~~:

(1) All driveways, including approaches and aprons, shall be in accordance with the most current edition of the Ohio Department of Transportation Construction and Material Specifications (ODTS). Alternative specifications may be approved by the City Engineer or their designee.

(2) The ~~D~~driveway shall ~~not have~~provide an appropriate ~~a~~ grade, up or down, from the public road pavement ~~level exceeding eight percent~~as determined by the City Engineer or their designee.

~~(2) Driveway shall not, at any point over its entire length, contain a grade exceeding eight percent.~~

(3) At the point where the driveway intersects the public road, the same shall have such radii and drain pipe as specified or required by the governmental agency (state, county, or town-ship) which controls the public roadway.

(4) If the driveway leaves the public road on an upgrade, design and construction shall include a vertical curve or saddle to prevent the flow of surface drainage from said driveway onto the traveled portion of the public road.

(5) If any driveway crosses a drainage swale, stream or ditch, the same shall be bridged by pipe or such structure as required to permit the unobstructed passage of all surface water generated by a five-year storm. Any pipe shall be of sufficient length to extend not less than three feet beyond the toe of the slope of the fill over said pipe unless a properly designed headwall is installed to protect the end of such pipe. Any bridge or structure spanning a stream or ditch shall be designed by a professional engineer with HS 15 loading. No bridge shall be less than 12 feet in width. If the driveway serves a commercial or industrial use, the bridge shall not be less than 18 feet in width.

(6) If a fill is placed over any drainage structure or placed to alter the grade of any driveway, the vertical slopes on said fill shall be no steeper than a two-to-one slope. All fill areas shall be scalped of vegetation and excavated to load bearing soil before fill material is placed over it. Such fill shall be free of all humus and organic material and shall be compacted to a density of 95 percent proctor. The fill shall be of sufficient width to include a compacted berm beside the graveled or paved area of reasonable width to facilitate safe passage of vehicles. Guard rails or barriers shall be installed when deemed necessary by the ~~Zoning Administrator~~City Engineer or their designee to create safe conditions.

(7) Drainage ditches shall be constructed as necessary parallel to said driveway which ditch should be graded to a good and sufficient outlet. Siltation control shall be placed in any ditch and such siltation shall not flow to roadside ditches along public roads.

(8) All curves in the driveway shall be of sufficient radius (not less than 50 feet) to permit unhindered passage of public safety vehicles, including fire vehicles and all other vehicles reasonably expected to utilize the same.

(9) All trees, overhanging branches or other obstructions to the free passage of public safety vehicles shall be removed.

(10) Obstructions on the prevailing wind-ward side of the driveway which contribute to drifting of snow shall, when possible, be removed.

(b) *Residential Driveways.* In addition to the conditions imposed by subsection (a) ~~hereinbefore set forth~~, the following standards are established for driveways serving residential structures or uses:

(1) Driveways serving individual residential structures shall not be less than ten feet in width or greater than 20 feet in width at the property line and shall be constructed over an aggregate base of reasonable depth.

(2) If the driveway serves two or more residences (not including ~~apartment~~ multi-family structures), the ~~same~~ driveway shall be at least 12 feet in width and shall be constructed over an aggregate base of reasonable depth.

(3) If any residential driveway is over 500 feet in length, widened paved passing areas at least 15 feet in width shall be provided at frequent intervals, but not more than 300 feet distant from each other, to permit the free passage of traffic over said drive.

(4) Dust control shall be provided on an "as needed" basis.

(c) *Commercial, Industrial, Public Facility and ~~Apartment Complex~~Multi-family Driveways.* In addition to the conditions established by subsection (a) ~~hereinbefore set forth~~, the following standards are established for driveways serving commercial and industrial uses and ~~apartment complexes~~multi-family containing ten or more units ~~and~~ served by a common parking area:

(1) Driveways shall be ~~not less than~~at least 20 feet in width.

(2) Driveway base and surface shall be designed by a professional engineer to sufficient depth for anticipated use and access by public safety vehicles.

(3) The finished surface of the driveway shall be hard surfaced and may be of any Ohio Department of Transportation approved materials, such as concrete, asphalt or impervious pavers/pavement.

~~(d) Concrete driveways in addition to the conditions imposed by subsections (a) and (b) or (c) hereinbefore set forth, the following construction standards are established for concrete driveways including the driveway apron and approach, whether or not such is intended for public or private use.~~

~~(1) *Concrete usage; quality.* Any and all concrete used shall:~~

~~A. Contain a cement content of six bags per cubic yard at 94 pounds per bag of Portland cement.~~

~~B. Have an air entrainment of six percent to eight percent at the time of pour.~~

~~C. Consist of sound, coarse aggregate of one inch or smaller.~~

~~D. Contain no more water than will permit a slump between a minimum of four inches and a maximum of six inches.~~

~~E. Have a uniform thickness of four inches.~~

~~(2) *Curing; mixing; finishing.*~~

~~A. Curing compound must be applied immediately after broom finishing, according to manufacturer's recommendation.~~

~~B. Calcium chloride or other admixtures shall not be added at the jobsite.~~

C. Minimum floating shall be required. A broom finish shall be required. Finishing must be delayed until water sheen (bleed water) has disappeared from the surface.

(3) *Base.*

A. Base must be smooth and consist of undisturbed or compacted earth. A stone, gravel, limestone screenings, or nonsettling material approved by the building official may be used as a leveling course. Excavations or trenches under a drive must be compacted or filled with nonsettling material.

B. Subgrade or base shall be dampened if it becomes dry before pouring.

(4) *Joints.*

A. Control joints, whether hand-tooled or sawn, shall be to a depth of one-quarter the thickness of the slab. The dimension of any control joint shall not exceed ten feet.

B. Isolation joints shall be required where concrete abuts any structure including, but not limited to, foundations, garage floors, stoops, and paved streets.

(5) *Time of pour.*

A. If the temperature in the surrounding area is below 70 degrees Fahrenheit, the maximum allowable time from loading to pour shall be one and one-half hours.

B. If the temperature in the surrounding area is above 70 degrees Fahrenheit, the maximum time from loading to pour shall be one hour.

Powell
OHIO
OFFICE OF THE CITY MANAGER
47 Hall Street | Powell, OH 43065 | 614.885.5380 | cityofpowell.us

MEMO

From: **Andrew D. White, City Manager**

To: **Members of City Council**

Initiated By: **Logan Stang, Planning Director**
Claudia D. Husak, AICP, Planning Manager

Re: **Ordinance 2024-40 – An Ordinance amending Sections 1123.01 – Definitions, 1143.16.2 – Downtown Business District, 1149.03 – Submission of a Parking / Loading Facilities Plan, 1149.05 – Off-Street Parking Design Standards, and 1149.09 – Location of Off-Street Parking Facilities to permit standalone public parking lots in the Downtown District.**

Date: **November 6, 2024**

Summary:

The Planning Department is intending to rewrite the entire zoning code in 2025 to prepare for new development throughout the City. In the short-term, there are several updates that can improve the effectiveness of the zoning ordinance. This effort will include amending or updating strategic code sections to clarify, modernize, and improve the effectiveness of the current code. This ordinance focuses on amending various code sections to allow for standalone public parking lots in downtown.

Within the zoning code, parking lots are not permitted as a standalone use and are dependent on a primary use (office, restaurant, retail, etc.) being on the property. The City is intending to pursue a public parking lot as part of the Scioto Street extension to address parking needs, however there are a few existing properties that this ordinance would support. 44 N. Liberty Street, which is a city-owned property, has portions of the parking lot that are actually located on separate properties. 100 S. Liberty Street is a site where the parking lot was constructed several years ago but the corresponding development has not yet been built. Both of these properties would be considered non-conforming under the existing zoning code.

These amendments would not only support City efforts, but would also address non-conforming sites which are either publicly owned or have the potential to provide public parking through an agreement. The Planning and Zoning Commission recommended approval of the code amendments to City Council at their October 9, 2024 meeting.

Code Updates:

The following is a summary of the proposed code updates:

Section 1143.16.2 – Downtown Business District and Chapter 1149 – Off-street Parking and Loading

The intent of this amendment is to allow for standalone public parking lots in Downtown Powell. Public parking demand and availability has been a challenge in downtown. With planned and anticipated development in the district, there is a need to ensure adequate parking is provided both on a temporary and permanent basis. The Scioto Street extension and associated parking lot will address the need for a substantial portion of the district. However, temporary facilities will be needed to support businesses and public events while public and private projects are underway. Amending these code sections will allow for the establishment of standalone public parking lots to address the challenge of availability and support development growth. As the intent is to only allow for public parking lots, use restrictions are outlined that require the property be owned by the City or that an agreement is established with the owner for the public use of parking areas.

Legal Review:

The Law Director has reviewed the legislation and approved to form.

Financial Review:

The Finance Director has reviewed and supports the legislation.

Recommendation:

Staff recommends approval of Ordinance 2024-40 on November 6, 2024.

ORDINANCE 2024-40

AN ORDINANCE AMENDING SECTIONS 1123.01 – DEFINITIONS, 1143.16.2 – DOWNTOWN BUSINESS DISTRICT, 1149.03 – SUBMISSION OF A PARKING / LOADING FACILITIES PLAN, 1149.05 – OFF-STREET PARKING DESIGN STANDARDS, AND 1149.09 – LOCATION OF OFF-STREET PARKING FACILITIES TO PERMIT STANDALONE PUBLIC PARKING LOTS IN THE DOWNTOWN DISTRICT.

WHEREAS, City Council has established a goal to improve the efficiency of City operations through modernizing and streamlining processes; and,

WHEREAS, Staff have identified potential updates to the Codified Ordinances in a continued effort to analyze code requirements, procedures, and standards; and,

WHEREAS, the periodic analyzing, revising, and updating of the Codified Ordinances to reflect best practices and streamline processes is in the best interest of the City.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF POWELL, COUNTY OF DELAWARE, AND STATE OF OHIO, AS FOLLOWS:

Section 1: That Part Eleven of the Codified Ordinances are hereby amended as set forth in the document attached hereto as Exhibit A and incorporated herein by reference.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to passage of this Ordinance were adopted in an open meeting of the Council and that all deliberations of this Council and any of its committees which resulted in such formal actions were in meetings so open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 3: That this Ordinance shall take effect on the earliest period allowed by law.

Tom Counts Date
Mayor

Elaine McCloskey Date
City Clerk

EFFECTIVE DATE: December 6, 2024

This legislation has been posted in accordance with the City Charter on this date _____ .
_____City Clerk

1123.01 – DEFINITIONS.

(112) *Parking, standalone surface lot*: An area intended for the use of off-street parking spaces that is not associated with a primary use or structure which is located at-grade with the adjacent street(s).

1143.16.2 DB-DOWNTOWN BUSINESS DISTRICT.

(a) *Purpose*. There is hereby created an "DB" ("Downtown Business") District to preserve, protect, and promote the village-scale central commercial and office environment through promotion of mixed use pursuits developed in a manner that is pleasant, safe, and convenient, the promotion of adaptive reuse of older commercial and office structures, and those constructed originally as residences, for appropriate village-scale commercial and office purposes, retention of the village scale and character through the limitation of uses, the provision for the realization of a fine-grained intermixture of small-scale residential, office, and retail uses that was the hallmark of village life, and minimization of the impact of provisions for auto parking on loss of community character. This district shall be reserved for property located within the downtown district overlay district.

(b) Unless otherwise noted on the Official Zoning Map and associated materials, the following uses are permitted in the Downtown Business District:

Retail Shops

Office Facilities

Consumer and Trade Service Facilities

Convenience Businesses

Personal Services

Commercial recreation and entertainment facilities, indoors

Museums and Galleries

Zero Lot Line Development

Accessory Buildings and Uses

Public Use Facilities

Religious, education, and cultural uses

Home Occupations

Dwelling, Single-Family Detached

Dwelling, Single-Family Attached

Dwelling, Two-Family

Dwelling, Multi-Family

Parking, standalone surface lot (see subsection (g)(9))

(c) Unless otherwise noted on the Official Zoning Map and associated materials, the following uses are conditionally permitted in the Downtown Business District:

Drive-Through Facilities for Permitted Use

Bed and Breakfast Inns

Outside Display of Products for Sale in Yard or Parking Areas

Child-Day Care

Class I, Type B Group Residence Facilities (5 or less residents)

Life Care Facilities

Elderly Housing Facilities

Convalescent Home

Nursing Homes

Congregate Housing

Veterinarian Offices

Roadside Sale of Agricultural Products Produced on the Premises

Commercial and Noncommercial Playgrounds, Playfields, and Picnic Areas

(d) *Principal building setbacks are as follows:*

Front: Minimum 20 feet, Maximum 25 feet

Side: 5 feet

Rear: 5 feet

(e) *Accessory building setbacks are as follows:*

Front: 35 feet

Side: 5 feet

Rear: 5 feet

(f) *Additional Requirements.*

(1) Maximum lot coverage is 20 percent. The Planning and Zoning Commission can set density bonuses up to an additional five percent lot coverage for development that includes the expansion and/or creation of public amenities such as streetscape improvements, public gathering spaces, park improvements, and other notable public amenities as determined by the Planning and Zoning Commission.

(2) Minimum building separation is ten feet.

(3) Maximum building height is 35 feet for principal buildings and 23 feet for accessory buildings.

(4) The first floor of all structures facing a public street must be occupied by a non-residential use, unless specifically authorized in an approved Final Development Plan.

(5) Residential dwellings in this district shall meet the requirements of the DR-Downtown Residence District.

(6) The setbacks required for any non-residential use adjacent to existing residential uses shall be a minimum of 25 feet.

(g) *Supplemental Regulations.*

(1) In determining the uses permitted in this district, the following retail uses primarily engaged in the selling of merchandise for personal or household consumption, or uses deemed to be substantially similar, shall be permitted in this district:

hardware stores	grocery stores	meat markets
seafood markets	fruit stores	vegetable markets

candy stores	drug stores	proprietary stores
liquor stores	carry-outs	florists
music stores	antique shops	curio stores
cloth/yarn shops	tea rooms	sit-down restaurants
book stores	laundromats	laundry shops
dry cleaning shops	beauty parlors	barber shops
photo studios	health spas	shoe repair shops
drinking places	gift shops	

(2) In determining the uses permitted in this district, the following office uses that provide personal services, or uses deemed to be substantially similar, shall be permitted in this district:

insurance agencies	insurance brokers	real estate offices
law offices	physician offices	dentist offices
osteopath offices	chiropractor offices	podiatrist offices
allied medical office	allied dental office	optical office
accountant office	architect office	engineer office
credit agencies	loan offices	banks

(3) In determining the uses permitted in this district, the following consumer and trade service facilities that commonly provide home and office citizen services, or uses deemed to be substantially similar, shall be permitted "consumer and trade service" uses in this district:

copy shops	letter services	box and mail shops
gift wrap services		

(4) Veterinarian's offices shall be conditionally permitted uses in this district provided that the practice is limited to small domestic animals, that no animals are boarded on the premises, and that no outside runs or exercise areas are provided.

(5) Child day-care facilities must be architecturally compatible with the neighborhood, and provision must be made for adequate vehicular access and parking during peak pick-up and drop-off periods, and fences must be provided to control the access of children to adjoining hazardous conditions such as roads, streets, lakes, creeks, ponds, and to adjacent property. If the adjacent property is residential, the child care facility building must be no less than ten feet from the residential property line.

(6) Where this district abuts a residential zone, side and rear yard spaces adjoining the residential zone shall be the same as for that residential zone.

(7) The parking provisions set forth in Chapter 1149 shall be met; provided, however, the Planning and Zoning Commission, through an Administrative Review, can consider reductions to those requirements

provided it is sufficiently demonstrated through data, applicable standards, and/or other materials and information that the minimum requirement is not necessary, in accordance with subsection (h) below and any other applicable provisions of Chapter 1149.

(8) Parking areas, except standalone surface parking lots, shall be located behind principal buildings in manner to minimize the view of the parking area from any public right-of-way. If, in the opinion of the Planning and Zoning Commission, a parking area is not satisfactorily screened from view, additional landscape or other screening may be required.

(9) Parking, standalone surface lots shall meet the following use specific standards:

A. Standalone surface lots shall be for public use either through ownership by the City or established agreement between the property owner and City.

B. Standalone surface lots shall provide appropriate pedestrian circulation within the parking area and connectivity to public sidewalks or bike paths to the satisfaction of the City Engineer or their designee.

C. Standalone surface lots shall meet all applicable requirements of Section 1149.05.

(10) Adequate provision for storm drainage and sanitary sewer shall be required for the approval of any development or the initiation of a new land use in this district.

(11) Except as specifically provided for in this Zoning Ordinance, no mobile home or mobile structure shall be placed or occupied in this district.

(12) It is preferred all services and delivery be made to the rear of the structure or use except under unusual conditions for which service can be made to the side or front of the structure.

(13) There shall be no overnight display of items for sale that are not normally intended for permanent outdoor use (e.g. upholstered furniture).

(14) No commercial or business activity, other than those activities permitted as home occupations, shall be conducted in a unit designed for residential use without consent of the Planning and Zoning Commission.

(h) *Parking Regulations.* To preclude destruction of the unique village scale and character of the Downtown Business District by the provision of modern large-scale off-street parking facilities and loading spaces, the off-street parking and loading requirements of this Zoning Ordinance are hereby altered as set forth below as they apply to land uses and structures located in the Downtown Business District:

(1) Useable on-street curbside parallel parking spaces on streets upon which the relevant property abuts may be counted toward meeting the parking needs of the abutting use.

(2) The number of off-street parking spaces required to be provided may be reduced in the Downtown Business District at the discretion of the Planning and Zoning Commission to one-half that required in other districts for the same use. Notwithstanding this provision for uses within the Downtown Business District, those uses that generally require a larger amount of parking for higher capacity turnover business, such as but not limited to restaurants and bars, shall not be reduced in half, but can be planned for some reduction as approved by the Planning and Zoning Commission as an Administrative Review if allowances are made for parking spaces that can be utilized on adjacent or nearby properties (public or private) that is a reasonable plan for sharing parking spaces.

(3) In the Downtown Business District and on properties immediately abutting that district that are separated from the district by an alley, back-out spaces from alleys will be permitted, as parking off of rear alleys in this district is preferable to the provision of parking in more visible locations.

(4) No off-street loading spaces shall be required for any use in the Downtown Business District.

1149.03 SUBMISSION OF A PARKING/LOADING FACILITIES PLAN.

A parking/loading facilities plan shall be required for all uses except for single-family and two-family detached residential uses. The parking/loading facility plan shall be submitted to the Zoning Administrator or their designee as a part of the application for a zoning permit. At a minimum, this plan shall show on a plan drawn to scale:

(a) The general location of the property in relation to surrounding streets, properties, buildings and uses;

(b) The boundaries of the property;

(c) Existing and proposed buildings and uses on the site including their extent and nature relative to the specified conditions generative of facility needs;

(d) Parking spaces, aisles, and loading facilities that are proposed to meet these needs;

(e) Access driveways;

(f) On-site and off-site circulation patterns;

(g) Parking/loading area drainage;

(h) Parking/loading facility construction plans and typical details;

(i) Details of the location and nature of boundary walls, wheel blocks, stall and lane striping patterns, fences, landscaping, and screening;

(j) Details of lighting facilities to be provided;

(k) Expected pedestrian flow patterns from parking spaces to destinations with walk facilities to accommodate same, and

(l) Enumeration data, each parking stall being numbered, with a total number of parking stalls provided on the site noted and parking row capacities noted at the end of each row of spaces.

1149.05 OFF-STREET PARKING DESIGN STANDARDS.

All off-street parking facilities, including entrances, exits, maneuvering areas, and parking spaces shall be provided in accord with the following standards and specifications.

(a) *Parking Space Dimensions:* Each off-street parking space shall have dimensions and shall be served by aisle widths that are no less than the following dimensions, and shall all be of usable shape and condition:

	Minimum Stall Width	Minimum Length	Minimum Aisle Width
(1) 90-degree angle parking	9′	19′	22′
(2) parallel parking	10′	23′	14′
(3) 60-degree angle parking	10′	19′	20′
(4) 45-degree angle parking	10′	20′	20′

(b) *Access:* There shall be adequate provision for easy and safe ingress and access to all parking spaces. Where the lot or parking spaces do not provide direct access to a public street or alley, an access drive shall be provided, with a dedicated easement of access if necessary, as follows:

(1) For one single-, two- or three-family residential structure, the access drive shall be a minimum of ten feet in width.
(2) For a combined driveway serving two single-family residences, side-by-side, the access drive shall be a minimum of 16 feet in width.
(3) For all other uses, the access drive shall be a minimum of 20 feet in width.
(4) Additional access drive width may be required in planned districts where the nature of the uses served and their intensity are deemed to require additional lanes or lane widths for safe operation of the accessway.
(5) All parking spaces, except those required single-family or two-family dwellings, shall have access to a public street or alley in such a manner that any vehicle leaving or entering the parking area from or into a public street or alley shall be traveling in a forward motion.

(c) *Setbacks:*

(1) Off-street parking facilities may be located in required side and rear yards as specified elsewhere in this Zoning Ordinance.
(2) Except for standalone surface parking lots, single-family and two-family residences, no parking shall be permitted in a required front yard.
(3) In no case, however, shall any part of a parking area be located closer than 15 feet to any public street or alley.
(4) Nor shall any part of a parking facility for more than five vehicles be located closer than 15 feet to a residentially zoned property, and such a facility shall not be located closer than three feet to a nonresidential zoned property.
(5) No part of a parking facility shall be located closer than 20 feet to any existing dwelling unit, school, hospital, or to any institution for human care, that is located on an adjacent lot.

(d) *Screening:* In addition to the setback requirements specified in this Zoning Ordinance for off-street parking facilities for more than five vehicles, screening shall be provided on each side of the parking area that abuts any existing residence or any residential district. Such screening shall comply with the requirements of Section 1145.29.

(e) *Paving:* All required parking spaces, together with their driveways, accessways, aisles, and other circulation areas, shall be hard-surfaced with an all-weather surfaced pavement having an asphalt or concrete binder, provided, however, that variances for parking related to school auditoria, assembly areas, sports fields and other such community meeting or recreation areas may be granted, provided that paved areas are provided for all daily use parking areas. Where paving is not required, proper dust control measures shall be undertaken and maintained.

(f) *Drainage:* All parking spaces, together with driveways, aisles, and other circulation areas shall be graded and drained so as to dispose of surface water which might accumulate within or on such areas, and shall be designed to prevent the excess drainage of surface water onto adjacent properties, walkways, or onto the public streets. Adequate arrangements shall be made to assure acceptable diversion to an adequate storm water drainageway or system.

(g) *Wheel Blocks:* Where the extension of a vehicle beyond the front line of a parking space would interfere with drive or aisle access, wheel blocks or other such devices shall be used to preclude such extension.

(h) *Visibility:*

(1) Access or driveways for parking areas and loading facilities shall be located in such a way that any vehicle entering or leaving shall be clearly visible for a reasonable distance by any pedestrian or motorist approaching the access or driveway from a public or private street or alley.
(2) No driveway shall be located so that it enters a public road within 100 feet of the intersection of any two or more public roads unless there are two driveways serving the lot, one of which is more than 100 feet and the other not less than 40 feet from said intersection.

(3) All driveways shall be located and the adjoining land graded so that vehicular traffic entering a public road has an unobstructed sight distance of no less than 300 feet.

(i) *Marking:* All parking areas for 12 or more spaces shall be marked with double paint lines located parallel to each other and 24 inches apart, which sets of lines shall be centered on the lines designating the side boundaries of each parking space. These lines shall run continuously from the frontmost to the rearmost limit of each space, facilitating movement into and out of the parking stalls by both vehicles and their occupants.

(j) *Maintenance:* Any owner of property used for parking areas or loading facilities shall maintain such areas in good condition without holes and free of dust, trash, and other debris.

(k) *Signs:* Where deemed necessary due to multiple curb cuts or possibly confusing circulation patterns, the entrances, exits, and intended circulation paths of a parking area shall be clearly marked. Where a heavy night use is projected, such markings shall be illuminated.

(l) *Lighting:*

(1) All off-street parking areas for other than one-family and two-family residences shall be adequately lighted.

(2) Lights used to illuminate a parking lot shall be so arranged as to direct the light away from adjoining property.

1149.09 LOCATION OF OFF-STREET PARKING FACILITIES.

(a) All off-street parking facilities, except standalone surface parking lots, for all uses shall be located on the same lot as the uses they serve.

(b) Required parking spaces for apartments, attached single-family condominiums, dormitories or similar residential uses shall be located no more than 150 feet from the main entry door of the dwelling unit they serve.

(c) Parking of vehicles on lawn areas is prohibited for no more than 24 hours. Upon written application, a Zoning Certificate may be issued by the Zoning Administrator for parking on grass for special events.

1123.01 – DEFINITIONS.

(112) *Parking, standalone surface lot*: An area intended for the use of off-street parking spaces that is not associated with a primary use or structure which is located at-grade with the adjacent street(s).

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1143.16.2 DB-DOWNTOWN BUSINESS DISTRICT.

(a) *Purpose.* There is hereby created an "DB" ("Downtown Business") District to preserve, protect, and promote the village-scale central commercial and office environment through promotion of mixed use pursuits developed in a manner that is pleasant, safe, and convenient, the promotion of adaptive reuse of older commercial and office structures, and those constructed originally as residences, for appropriate village-scale commercial and office purposes, retention of the village scale and character through the limitation of uses, the provision for the realization of a fine-grained intermixture of small-scale residential, office, and retail uses that was the hallmark of village life, and minimization of the impact of provisions for auto parking on loss of community character. This district shall be reserved for property located within the downtown district overlay district.

(b) Unless otherwise noted on the Official Zoning Map and associated materials, the following uses are permitted in the Downtown Business District:

Retail Shops

Office Facilities

Consumer and Trade Service Facilities

Convenience Businesses

Personal Services

Commercial recreation and entertainment facilities, indoors

Museums and Galleries

Zero Lot Line Development

Accessory Buildings and Uses

Public Use Facilities

Religious, education, and cultural uses

Home Occupations

Dwelling, Single-Family Detached

Dwelling, Single-Family Attached

Dwelling, Two-Family

Dwelling, Multi-Family

Parking, standalone surface lot (see subsection (g)(9))

(c) Unless otherwise noted on the Official Zoning Map and associated materials, the following uses are conditionally permitted in the Downtown Business District:

Drive-Through Facilities for Permitted Use

Bed and Breakfast Inns

Outside Display of Products for Sale in Yard or Parking Areas

Child-Day Care

Class I, Type B Group Residence Facilities (5 or less residents)

Life Care Facilities

Elderly Housing Facilities

Convalescent Home

Nursing Homes

Congregate Housing

Veterinarian Offices

Roadside Sale of Agricultural Products Produced on the Premises

Commercial and Noncommercial Playgrounds, Playfields, and Picnic Areas

(d) *Principal building setbacks are as follows:*

Front: Minimum 20 feet, Maximum 25 feet

Side: 5 feet

Rear: 5 feet

(e) *Accessory building setbacks are as follows:*

Front: 35 feet

Side: 5 feet

Rear: 5 feet

(f) *Additional Requirements.*

(1) Maximum lot coverage is 20 percent. The Planning and Zoning Commission can set density bonuses up to an additional five percent lot coverage for development that includes the expansion and/or creation of public amenities such as streetscape improvements, public gathering spaces, park improvements, and other notable public amenities as determined by the Planning and Zoning Commission.

(2) Minimum building separation is ten feet.

(3) Maximum building height is 35 feet for principal buildings and 23 feet for accessory buildings.

(4) The first floor of all structures facing a public street must be occupied by a non-residential use, unless specifically authorized in an approved Final Development Plan.

(5) Residential dwellings in this district shall meet the requirements of the DR-Downtown Residence District.

(6) The setbacks required for any non-residential use adjacent to existing residential uses shall be a minimum of 25 feet.

(g) *Supplemental Regulations.*

(1) In determining the uses permitted in this district, the following retail uses primarily engaged in the selling of merchandise for personal or household consumption, or uses deemed to be substantially similar, shall be permitted in this district:

hardware stores	grocery stores	meat markets
seafood markets	fruit stores	vegetable markets

candy stores	drug stores	proprietary stores
liquor stores	carry-outs	florists
music stores	antique shops	curio stores
cloth/yarn shops	tea rooms	sit-down restaurants
book stores	laundromats	laundry shops
dry cleaning shops	beauty parlors	barber shops
photo studios	health spas	shoe repair shops
drinking places	gift shops	

(2) In determining the uses permitted in this district, the following office uses that provide personal services, or uses deemed to be substantially similar, shall be permitted in this district:

insurance agencies	insurance brokers	real estate offices
law offices	physician offices	dentist offices
osteopath offices	chiropractor offices	podiatrist offices
allied medical office	allied dental office	optical office
accountant office	architect office	engineer office
credit agencies	loan offices	banks

(3) In determining the uses permitted in this district, the following consumer and trade service facilities that commonly provide home and office citizen services, or uses deemed to be substantially similar, shall be permitted "consumer and trade service" uses in this district:

copy shops	letter services	box and mail shops
gift wrap services		

(4) Veterinarian's offices shall be conditionally permitted uses in this district provided that the practice is limited to small domestic animals, that no animals are boarded on the premises, and that no outside runs or exercise areas are provided.

(5) Child day-care facilities must be architecturally compatible with the neighborhood, and provision must be made for adequate vehicular access and parking during peak pick-up and drop-off periods, and fences must be provided to control the access of children to adjoining hazardous conditions such as roads, streets, lakes, creeks, ponds, and to adjacent property. If the adjacent property is residential, the child care facility building must be no less than ten feet from the residential property line.

(6) Where this district abuts a residential zone, side and rear yard spaces adjoining the residential zone shall be the same as for that residential zone.

(7) The parking provisions set forth in Chapter 1149 shall be met; provided, however, the Planning and Zoning Commission, through an Administrative Review, can consider reductions to those requirements

provided it is sufficiently demonstrated through data, applicable standards, and/or other materials and information that the minimum requirement is not necessary, in accordance with subsection (h) below and any other applicable provisions of Chapter 1149.

(8) Parking areas, except standalone surface parking lots, shall be located behind principal buildings in manner to minimize the view of the parking area from any public right-of-way. If, in the opinion of the Planning and Zoning Commission, a parking area is not satisfactorily screened from view, additional landscape or other screening may be required.

(9) Parking, standalone surface lots shall meet the following use specific standards:

A. Standalone surface lots shall be for public use either through ownership by the City or established agreement between the property owner and City.

B. Standalone surface lots shall provide appropriate pedestrian circulation within the parking area and connectivity to public sidewalks or bike paths to the satisfaction of the City Engineer or their designee.

C. Standalone surface lots shall meet all applicable requirements of Section 1149.05.

(~~9~~10) Adequate provision for storm drainage and sanitary sewer~~age~~ shall be required for the approval of any development or the initiation of a new land use in this district.

(~~10~~11) Except as specifically provided for in this Zoning Ordinance, no mobile home or mobile structure shall be placed or occupied in this district.

(~~11~~12) It is preferred all services and delivery be made to the rear of the structure or use except under unusual conditions for which service can be made to the side or front of the structure.

(~~12~~13) There shall be no overnight display of items for sale that are not normally intended for permanent outdoor use (e.g. upholstered furniture).

(~~13~~14) No commercial or business activity, other than those activities permitted as home occupations, shall be conducted in a unit designed for residential use without consent of the Planning and Zoning Commission.

(h) *Parking Regulations.* To preclude destruction of the unique village scale and character of the Downtown Business District by the provision of modern large-scale off-street parking facilities and loading spaces, the off-street parking and loading requirements of this Zoning Ordinance are hereby altered as set forth below as they apply to land uses and structures located in the Downtown Business District:

(1) Useable on-street curbside parallel parking spaces on streets upon which the relevant property abuts may be counted toward meeting the parking needs of the abutting use.

(2) The number of off-street parking spaces required to be provided may be reduced in the Downtown Business District at the discretion of the Planning and Zoning Commission to one-half that required in other districts for the same use. Notwithstanding this provision for uses within the Downtown Business District, those uses that generally require a larger amount of parking for higher capacity turnover business, such as but not limited to restaurants and bars, shall not be reduced in half, but can be planned for some reduction as approved by the Planning and Zoning Commission as an Administrative Review if allowances are made for parking spaces that can be utilized on adjacent or nearby properties (public or private) that is a reasonable plan for sharing parking spaces.

(3) In the Downtown Business District and on properties immediately abutting that district that are separated from the district by an alley, back-out spaces from alleys will be permitted, as parking off of rear alleys in this district is preferable to the provision of parking in more visible locations.

(4) No off-street loading spaces shall be required for any use in the Downtown Business District.

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1149.03 SUBMISSION OF A PARKING/LOADING FACILITIES PLAN.

A parking/loading facilities plan~~, as a separate item for submission,~~ shall be required for all uses except for single-family and two-family detached residential uses. The parking/loading facility plan shall be submitted to the Zoning Administrator or their designee as a part of the application for a zoning permit. ~~As~~ At a minimum, this plan shall show on a plan drawn to scale:

(a) The general location of the property in relation to surrounding streets, properties, buildings and uses;

(b) The boundaries of the property;

(c) Existing and proposed buildings and uses on the site including their extent and nature relative to the specified conditions generative of facility needs;

(d) Parking spaces, aisles, and loading facilities that are proposed to meet these needs;

(e) Access driveways;

(f) On-site and off-site circulation patterns;

(g) Parking/loading area drainage;

(h) Parking/loading facility construction plans and typical details;

(i) Details of the location and nature of boundary walls, wheel blocks, stall and lane striping patterns, fences, landscaping, and screening;

(j) Details of lighting facilities to be provided;

(k) Expected pedestrian flow patterns from parking spaces to destinations with walk facilities to accommodate same, and

(l) Enumeration data, each parking stall being numbered, with a total number of parking stalls provided on the site noted and parking row capacities noted at the end of each row of spaces.

1149.05 OFF-STREET PARKING DESIGN STANDARDS.

All off-street parking facilities, including entrances, exits, maneuvering areas, and parking spaces shall be provided in accord with the following standards and specifications.

(a) *Parking Space Dimensions:* Each off-street parking space shall have dimensions and shall be served by aisle widths that are no less than the following dimensions, and shall all be of usable shape and condition:

	Minimum Stall Width	Minimum Length	Minimum Aisle Width
(1) 90-degree angle parking	9′	19′	22′
(2) parallel parking	10′	23′	14′
(3) 60-degree angle parking	10′	19′	20′
(4) 45-degree angle parking	10′	20′	20′

(b) *Access:* There shall be adequate provision for easy and safe ingress and access to all parking spaces. Where the lot or parking spaces do not provide direct access to a public street or alley, an access drive shall be provided, with a dedicated easement of access if necessary, as follows:

(1) For one single-, two- or three-family residential structure, the access drive shall be a minimum of ten feet in width.
(2) For a combined driveway serving two single-family residences, side-by-side, the access drive shall be a minimum of 16 feet in width.
(3) For all other uses, the access drive shall be a minimum of 20 feet in width.
(4) Additional access drive width may be required in planned districts where the nature of the uses served and their intensity are deemed to require additional lanes or lane widths for safe operation of the accessway.
(5) All parking spaces, except those required single-family or two-family dwellings, shall have access to a public street or alley in such a manner that any vehicle leaving or entering the parking area from or into a public street or alley shall be traveling in a forward motion.

(c) *Setbacks:*

(1) Off-street parking facilities may be located in required side and rear yards as specified elsewhere in this Zoning Ordinance.
(2) Except for standalone surface parking lots, single-family and two-family residences, no parking shall be permitted in a required front yard.
(3) In no case, however, shall any part of a parking area be located closer than 15 feet to any public street or alley.
(4) Nor shall any part of a parking facility for more than five vehicles be located closer than 15 feet to a residentially zoned property, and such a facility shall not be located closer than three feet to a ~~nonresidentially~~nonresidential zoned property.
(5) No part of a parking facility shall be located closer than 20 feet to any existing dwelling unit, school, hospital, or to any institution for human care, that is located on an adjacent lot.

(d) *Screening:* In addition to the setback requirements specified in this Zoning Ordinance for off-street parking facilities for more than five vehicles, screening shall be provided on each side of the parking area that abuts any existing residence or any residential district. Such screening shall comply with the requirements of Section 1145.29.

(e) *Paving:* All required parking spaces, together with their driveways, accessways, aisles, and other circulation areas, shall be hard-surfaced with an all-weather surfaced pavement having an asphalt or concrete binder, provided, however, that variances for parking related to school auditoria, assembly areas, sports fields and other such community meeting or recreation areas may be granted, provided that paved areas are provided for all daily use parking areas. Where paving is not required, proper dust control measures shall be undertaken and maintained.

(f) *Drainage:* All parking spaces, together with driveways, aisles, and other circulation areas shall be graded and drained so as to dispose of surface water which might accumulate within or on such areas, and shall be designed to prevent the excess drainage of surface water onto adjacent properties, walkways, or onto the public streets. Adequate arrangements shall be made to assure acceptable diversion to an adequate storm water drainageway or system.

(g) *Wheel Blocks:* Where the extension of a vehicle beyond the front line of a parking space would interfere with drive or aisle access, wheel blocks or other such devices shall be used to preclude such extension.

(h) *Visibility:*

(1) Access or driveways for parking areas and loading facilities shall be located in such a way that any vehicle entering or leaving shall be clearly visible for a reasonable distance by any pedestrian or motorist approaching the access or driveway from a public or private street or alley.
(2) No driveway shall be located so that it enters a public road within 100 feet of the intersection of any two or more public roads unless there are two driveways serving the lot, one of which is more than 100 feet and the other not less than 40 feet from said intersection.

(3) All driveways shall be located and the adjoining land graded so that vehicular traffic entering a public road has an unobstructed sight distance of no less than 300 feet.

(i) *Marking:* All parking areas for 12 or more spaces shall be marked with double paint lines located parallel to each other and 24 inches apart, which sets of lines shall be centered on the lines designating the side boundaries of each parking space. These lines shall run continuously from the frontmost to the rearmost limit of each space, facilitating movement into and out of the parking stalls by both vehicles and their occupants.

(j) *Maintenance:* Any owner of property used for parking areas or loading facilities shall maintain such areas in good condition without holes and free of dust, trash, and other debris.

(k) *Signs:* Where deemed necessary due to multiple curb cuts or possibly confusing circulation patterns, the entrances, exits, and intended circulation paths of a parking area shall be clearly marked. Where a heavy night use is projected, such markings shall be illuminated.

(l) *Lighting:*

(1) All off-street parking areas for other than one-family and two-family residences shall be adequately lighted.

(2) Lights used to illuminate a parking lot shall be so arranged as to direct the light away from adjoining property.

1149.09 LOCATION OF OFF-STREET PARKING FACILITIES.

(a) All off-street parking facilities, except standalone surface parking lots, for all uses shall be located on the same lot as the uses they serve.

(b) Required parking spaces for apartments, attached single-family condominiums, dormitories or similar residential uses shall be located no more than 150 feet from the main entry door of the dwelling unit they serve.

(c) Parking of vehicles on lawn areas is prohibited for no more than 24 hours. Upon written application, a Zoning Certificate may be issued by the Zoning Administrator for parking on grass for special events.

Powell OHIO
OFFICE OF THE CITY MANAGER
47 Hall Street | Powell, OH 43065 | 614.885.5380 | cityofpowell.us

MEMO

From: **Andrew D. White, City Manager**

To: **Members of City Council**

Initiated By: **Logan Stang, Planning Director**
Claudia D. Husak, AICP, Planning Manager

Re: **Ordinance 2024-41 – An Ordinance amending Section 1143.18 – DD-Downtown District Overlay District to clarify the Historic Downtown Advisory Commission review process and Downtown District boundary.**

Date: **November 6, 2024**

Summary:

The Planning Department is intending to rewrite the entire zoning code in 2025 to prepare for new development throughout the City. In the short-term, there are several updates that can improve the effectiveness of the zoning ordinance. This effort will include amending or updating strategic code sections to clarify, modernize, and improve the effectiveness of the current code. This ordinance focuses on amending the downtown district overlay to clarify and require review by the Historic Downtown Advisory Commission (HDAC) for specific properties.

The proposed amendment would retain the existing process for the majority of downtown, where the Planning and Zoning Commission can request that HDAC provide feedback on an application. However, within the proposed Downtown District boundary, noted on the official zoning map, all development applications would be required to obtain feedback from HDAC. This provides an additional level of protection for the core until such time that the historic property survey is complete. The ordinance will also automatically expire on December 31, 2025 to ensure that a permanent solution is established in a timely manner. The Planning and Zoning Commission recommended approval of the code amendment to City Council at their October 9, 2024 meeting.

Code Updates:

The following is a summary of the proposed code update:

Section 1143.18 – DD-Downtown District Overlay District

The intent of this amendment is to clarify the downtown district boundary and the Historic Downtown Advisory Commission (HDAC) review process. Recent development pressure in Downtown Powell has revealed a need to explore the historic designation for the district. While the zoning overlay provides some regulation, through research of previous efforts it was determined that the downtown area is not a state identified historic district. Preserving historically significant properties will require the evaluation and documentation of sites through a historic survey along with updates to the zoning code and architectural design guidelines. Staff has initiated the process to begin the historic survey, however that effort will take several

months to complete. In the short-term, amending the downtown overlay to focus on the historic core will ensure that key sites are preserved until the survey work is complete.

The amendment will define a new boundary for downtown to provide the necessary review process and regulations to preserve historic properties. The process is clarified to require HDAC review for all properties within the boundary while retaining the option for the Planning and Zoning Commission to recommend HDAC review for properties zoned Downtown Business District or Downtown Residence District. This would provide an additional level of review by requiring HDAC review in a specific area of downtown where there is a cluster of potentially historic structures. This is intended as a temporary measure until the survey is complete at which time staff will initiate code amendments and updates to the architectural design guidelines to preserve the identified historic properties.

Legal Review:

The Law Director has reviewed the legislation and approved to form.

Financial Review:

The Finance Director has reviewed and supports the legislation.

Recommendation:

Staff recommends approval of Ordinance 2024-41 on November 6, 2024.

ORDINANCE 2024-41

AN ORDINANCE AMENDING SECTION 1143.18 – DD-DOWNTOWN DISTRICT OVERLAY DISTRICT TO CLARIFY THE HISTORIC DOWNTOWN ADVISORY COMMISSION REVIEW PROCESS AND DOWNTOWN DISTRICT BOUNDARY.

WHEREAS, City Council has established a goal to improve the efficiency of City operations through modernizing and streamlining processes; and,

WHEREAS, Staff have identified potential updates to the Codified Ordinances in a continued effort to analyze code requirements, procedures, and standards; and,

WHEREAS, the periodic analyzing, revising, and updating of the Codified Ordinances to reflect best practices and streamline processes is in the best interest of the City.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF POWELL, COUNTY OF DELAWARE, AND STATE OF OHIO, AS FOLLOWS:

Section 1: That Part Eleven of the Codified Ordinances are hereby amended as set forth in the document attached hereto as Exhibit A and incorporated herein by reference.

Section 2: That the Official Zoning Map is hereby amended as set forth in the document attached hereto as Exhibit C and incorporated herein by reference.

Section 3: It is hereby found and determined that all formal actions of this Council concerning and relating to passage of this Ordinance were adopted in an open meeting of the Council and that all deliberations of this Council and any of its committees which resulted in such formal actions were in meetings so open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 4: That this Ordinance shall take effect on the earliest period allowed by law.

Section 5: That the provisions of this Ordinance shall automatically expire on December 31, 2025 absent further legislative action by City Council.

Tom Counts Date
Mayor

Elaine McCloskey Date
City Clerk

EFFECTIVE DATE: December 6, 2024

This legislation has been posted in accordance with the City Charter on this date _____ .
_____City Clerk

City Council
Tom Counts, Mayor
Leif Carlson David Lester Christina Drummond Heather Karr Ferzan Ahmed Tyler Herrmann

1143.18 DD-DOWNTOWN DISTRICT OVERLAY DISTRICT.

(a) *Purpose.* It is the purpose of the Downtown District Overlay District (herein after referred to as the "Downtown District") to promote the public, health, safety, and welfare by providing for the regulation of the downtown area through a single, unified district. This district is created to permit the careful and coordinated physical planning, development, and redevelopment of the land, and to provide flexibility in the location of land uses, housing types, and intensity. This district shall preserve, protect, and promote the historical nature of downtown by pursing development that encourages a mix of uses in a manner that is safe, pleasant, convenient, and in context with the history of the area. It is also the purpose of the Downtown District to:

(1) Safeguard the heritage of the City by preserving sites and structures within the historic central core of the City that reflect the City's history and its architectural history.

(2) Stabilize and improve property values.

(3) Strengthen the economy of the City by promoting business development through the allowance of buildings that provide flexible commercial opportunities yet in keeping with the village scale and character.

(4) Protect and enhance the City's attractions to residents and visitors.

(5) Enhance the visual and aesthetic character, diversity, and interest of the City's history.

(6) Foster civic pride in the beauty, human scale, and human details of the City's history.

(7) Promote excellence in small town design, incorporating elements that are consistent with the existing character of the area.

(8) Promote the use and preservation of historic sites and structures for the education and general welfare of the people of the City.

(9) Preserve sound existing housing stock in the historic central area of the City and safeguard the residential scale of the district and the character of sub-areas that are primarily residential in character.

(b) *Definitions.* For the purpose of sections of this Zoning Ordinance specifically addressed to the Downtown District, certain terms and words are herewith defined as follows:

(1) *A.I.A.* means the American Institute of Architects.

(2) *Alter* or *alteration* means any change involving the exterior architectural features, including landscaping, of any property which lies within a Downtown District, not including demolition, removal or new construction.

(3) *Applicant* means any person, persons, association, organization, partnership, units of government, public bodies and corporations who apply for a Certificate of Appropriateness in order to undertake an environmental change within the Downtown District.

(4) *Certificate of appropriateness* means a certificate authorizing any environmental change within the Downtown District.

(5) *Council* means the City Council of the City of Powell.

(6) *Demolition* means the complete or substantial removal or destruction of any structure which is located within the Downtown District.

(7) *Environmental change* means any exterior alteration, demolition, removal or new construction of any property resulting in a visual exterior change to the property subject to the provisions of these sections.

(8) *Exterior architectural feature* means the architectural style, general design and arrangement of the exterior of a structure including, but not limited to, the type, color and texture of the building material, doors, windows, roof, porches and other appurtenant fixtures.

(9) *Downtown District* means the district designated as such in this Zoning Ordinance.

(10) *Historic downtown advisory commission* means the appointed board established to review environmental changes within the Downtown District, having specific powers and duties subject to the provisions of these sections.

(11) *Planning and zoning commission* means the Planning and Zoning Commission of the City of Powell.

(12) *Preservation* means the process, including maintenance, of treating an existing building to arrest or slow future deterioration, stabilize the structure and provide structural safety without changing or adversely affecting the character of appearance of the structure.

(13) *Property owner* means the owner(s) of record.

(14) *Rehabilitation* or *renovation* means the modification of or change to an existing building. Rehabilitation extends the useful life or utility of the building through repairs or alterations, sometimes major, while the features of the building that contributed to its architectural, cultural, or historical character are preserved and/or restored.

(15) *Standards and guidelines* means the building construction and building rehabilitation criteria derived from historical and architectural information reflecting that particular Downtown District to be used by the Historic Downtown Commission in considering Certificate of Appropriateness applications. This refers to the "Downtown District Architectural Guidelines" found elsewhere in the Zoning Code.

(16) *Structure* means any building including houses, stores, warehouses, churches, schools, garages, barns, carriage houses, tool sheds, or similar buildings, and also fences, walls, light fixtures, steps, signs, works of art, or other like fixtures or any appurtenances thereto, or any significant landscaping.

(17) *Zoning administrator* means the Zoning Administrator or their designee of the City of Powell.

(c) *Conformance with Existing Laws.* Where the existing laws and ordinances are not replaced or modified by these sections the existing laws and ordinances shall remain in effect. In the event of a conflict between these standards and any other standard prescribed in the Planning and Zoning Code, these standards shall apply.

(d) *Correlation with City Programs.* The City shall consider its Capital Improvements Program, land purchases, and other plans in or proximate to the Downtown District, with respect to the purpose and requirements of these sections and shall, whenever feasible, support it and conform thereto.

(e) *Land Use Review.* The City shall notify the Historic Downtown Commission of any activity requiring Planning and Zoning Commission review which is in the Downtown District or 250 feet from its boundary. Notification shall be given to the Historic Downtown Commission no less than ten calendar days before the Planning and Zoning Commission hearing on the matter.

(f) *Establishment as a Receiving Area for the Transfer of Development Rights.* As authorized by Section 1143.12, the Downtown District is hereby established as a receiving area for the transfer of surplus development rights. The transfer of development rights shall meet any requirements and procedures set forth in Section 1143.12. In addition, the transfer of development rights to any property or properties in the downtown district shall only be allowed for those development plans that are considered exemplary plans by the Planning and Zoning Commission in advancing the purposes of the Downtown District, as stated in this section.

(g) *Downtown District Boundaries.* The location and extent of the Downtown District Overlay District shall be as designated on the official Zoning Map of the Municipality of Powell.

(h) *Development Plan Required.* Unless the provisions of this section state otherwise, a development plan shall be required in accordance with the procedures described in the planned district requirements of this zoning code.

(i) *Establishment of the Historic Downtown Advisory Commission.* The Downtown District is held to have a distinctive nature. In the interest of the public health, safety, and welfare it is considered a public necessity to protect the qualities of the Downtown District and enhance the unique characteristics of this area.

(1) There is hereby established a Historic Downtown Advisory Commission.

(2) The Historic Downtown Advisory Commission shall be empowered to hear, review, approve, deny, and recommend modifications to proposals for Certificates of Appropriateness involving environmental changes within the district. Applications for Certificates of Appropriateness shall be judged using the adopted Downtown District Architectural Guidelines.

A. The Historic Downtown Advisory Commission shall establish, within the spirit and purposes of this section, procedures for which the Historic Downtown Advisory Commission will evaluate applications for Certificates of Appropriateness. Such information shall be written and published within three months after the Historic Downtown Advisory Commission members have been appointed and may be revised from time to time.

B. The Historic Downtown Advisory Commission shall maintain files, available to the public, containing all applications granted or denied to serve as a basis for prospective applicants to conform their plans to established policy.

C. The Historic Downtown Advisory Commission may make recommendations to the City Council and Planning and Zoning Commission regarding amendments to these sections and with respect to other legislation affecting the Downtown District.

D. The Historic Downtown Advisory Commission shall work for the continuing education of both the Downtown District residents and businesses which it serves and the residents of the City as a whole with respect to these sections and the district's historic heritage and architectural significance. In addition, the Historic Downtown Advisory Commission may publish informational literature and hold periodic public meetings to disseminate information on preservation and rehabilitation techniques and resources.

E. The Historic Downtown Advisory Commission may delegate to the Zoning Administrator or their designee review authority over certain Environmental Changes on historically and architecturally documented criteria adopted by the Historic Downtown Advisory Commission. The Zoning Administrator or their designee shall then review, grant, deny and/or recommend modifications in writing for such applications.

F. The Historic Downtown Advisory Commission shall serve as the architectural review commission for all areas that fall within the boundaries of the Downtown District.

(3) The Historic Downtown Advisory Commission shall have six members appointed by Council. The purpose of the Historic Downtown Advisory Commission will be to administer the delegated functions as set forth in this chapter, to provide advice to the City Council, Planning and Zoning Commission, and property owners and developers in the Downtown District, and to oversee new construction, remodeling, rehabilitations, restorations and additions made in the Downtown District. The Historic Downtown Advisory Commission membership shall be as follows:

A. A registered architect, pursuant to O.R.C. Chapter 4703 appointed by Council. Council shall appoint a person, whose background, education and/or professional experience is in historic design, preservation, renovation, or rehabilitation, to the Historic Downtown Advisory Commission. This member may be a nonresident of the City of Powell. This member shall serve in an advisory capacity and shall not vote.

B. Two residents of the City of Powell appointed by Council, one of which must be a resident of the Downtown District.

C. One owner of a business located in the Downtown District appointed by Council. This member may be a nonresident of the City of Powell.

D. One representative with a professional background or experience in historic design, preservation, restoration, renovation, or construction appointed by Council. This member may be a nonresident of the City of Powell.

E. One representative from the Planning and Zoning Commission as appointed by City Council.

F. If no citizens have the qualifications set forth above or if in the majority opinion of City Council no individuals are qualified to carry forth the purpose, goals, and objectives of the Historic Downtown Advisory Commission as stated in this section are available at the time of appointment, then Council may appoint any resident, property owner, or business owner of the city to fill any of these positions.

(4) Members shall serve a three-year term.

(5) Members of the Commission may be removed by a majority vote of City Council.

(6) Members shall serve without compensation, except for the A.I.A. representative, who is eligible for compensation as set by Council.

(7) A vacancy during the term of any member shall be filled for the unexpired term in the manner authorized for the original appointment.

(8) The Historic Downtown Advisory Commission shall select one of its members to serve as chairperson and one as vice-chairperson. The Zoning Administrator or their designee shall provide such staff assistance as is necessary and available. All City departments and agencies shall cooperate in expediting the work of the Historic Downtown Advisory Commission.

(9) The Historic Downtown Advisory Commission shall adopt rules and regulations consistent with these sections governing its procedures and transactions. The Historic Downtown Advisory Commission shall meet as required to carry out the review of applications for Certificates of Appropriateness, and such other related work as may be accepted through request of the Planning and Zoning Commission or Council. Meetings shall be held at least once each month when there are applications to be considered.

(j) *Certificate of Appropriateness Required.* No environmental changes shall be made to any property within the Downtown District unless a Certificate of Appropriateness has been previously issued by the Planning and Zoning Commission, Historic Downtown Advisory Commission, or the Zoning Administrator, when authorized.

(1) Applications for a Building Permit, Zoning Certificate, Development Plan, Amendment to Development Plan, or Zoning Amendment, or applications for environmental changes within the Downtown District shall be deemed as applications for Certificates of Appropriateness provided any applicable submittal requirements are met.

(2) Any change in the outward appearance of a property within the Downtown District shall require approval of Certificate of Appropriateness by the Planning and Zoning Commission if any change in the outward appearance of a property within the Downtown District results in one or more of the following:

A. The plans call for a new non-residential structure or addition of occupiable space to an existing non-residential structure, whether principal or accessory; or

B. The plans call for two or more new residential dwelling units; or

C. There will be a demolition of a structure larger than 75 square feet in ground floor area; or

D. There is a request for rezoning, zoning variance, or subdivision of land within the Downtown District.

(3) Any change in the outward appearance of a property within the Downtown District shall require approval of Certificate of Appropriateness by the Historic Downtown Advisory Commission if any change in the outward appearance of a property within the Downtown District results in one or more of the following:

A. The plans call for not more than one new residential dwelling unit or addition of occupiable space to an existing residential structure; or

B. There will be any changes which affect the outward appearance of a structure, such as installation of different windows, or the construction or reconstruction, including replacement, of such architectural elements as, for example, porches or chimneys; or

C. There will be repairs that might change the outside appearance of a building, such as foundations, walls, porches, roofs or chimneys where the original materials are not matched; or

D. There will be any change in the outward appearance of a structure or property, not otherwise described in these sections, requiring a Zoning Certificate or Building Permit.

(4) External color and/or material changes relative to any structure in the Downtown District shall require approval of a Certificate of Appropriateness by the Historic Downtown Advisory Commission.

A. If the proposed colors and/or materials are approved colors and/or materials included in the adopted standards and guidelines, the color and/or materials may be approved directly by the Zoning Administrator or their designee if this is the only change proposed.

B. If the Zoning Administrator or their designee determines that the proposed colors and/or materials are not the existing colors and/or materials and do not match those of the approved standards and guidelines, the change must be submitted to the Historic Downtown Advisory Commission for review.

(5) Landscape changes, signs, lighting fixtures, etc. inconsistent with those indicated in the adopted standards and guidelines must be submitted for approval of a Certificate of Appropriateness by the Historic Downtown Advisory Commission. Those that are so consistent, including landscape changes within rights-of-ways, may be approved directly by the Zoning Administrator or their designee.

(6) Changes that do not require review and approval include:

A. Changes that do not change the exterior appearance of a property, such as repainting a house in the exact same colors or replacing windows with exact duplicates, provided such changes are in conformance with the adopted standards and guidelines;

B. Repairs that do not alter the outside appearance of a property such as repairing foundations, walls, porches, roofs, chimneys or downspouts with original materials in original colors;

C. Interior changes to a structure, such as plumbing, or electrical repairs, or other interior remodeling as long as these changes do not affect the outside appearance of the structure;

D. Flowers and annuals anywhere, and trees and shrubs beyond rights-of-way, do not need to be reviewed and do not need approvals.

(7) Upon receipt of all pertinent documents, the Zoning Administrator or their designee:

A. Shall inform the applicant of the review procedures and application requirements;

B. Shall have the authority to request from the applicant additional pertinent information regarding the proposed environmental change, including architectural drawings and detailed drawings of significant architectural features and details at a proper and legible scale, as well as sample materials and color chips;

C. Shall inform applicants having applications requiring Planning and Zoning Commission and/or Historic Downtown Advisory Commission review of the date(s) on which the application will be heard; and

D. Shall inform the Planning and Zoning Commission and Historic Downtown Advisory Commission of the Certificate of Appropriateness applications.

(k) *Certificate of Appropriateness Hearing Procedures.*

(1) A Development Plan, amendment to a Development Plan, or Zoning Amendment approval or denial by the Planning and Zoning Commission shall be considered the same for a Certificate of Appropriateness. Any Certificate of Appropriateness being reviewed by the Planning and Zoning Commission shall follow the requirements of a planned district.

(2) The following procedures shall apply to recommendations for Certificates of Appropriateness:

A. For properties located in the Downtown District Boundary, the Historic District Advisory Commission shall review applications and provide written comments and recommendations to the Planning and Zoning Commission for consideration.

B. For properties zoned DR, Downtown Residence District or DB, Downtown Business District that are not located in the Downtown District Boundary, the Planning and Zoning Commission may ask the Historic District Advisory Commission to review applications and provide written comments and recommendations for consideration.

C. The Planning and Zoning Commission shall consider recommendations as part of the approval process, providing their reasoning for whether or not the recommendations correspond to the adopted standards, guidelines, and requirements of this zoning ordinance.

D. Should the Historic District Advisory Commission not provide written comments and recommendations on an application, it shall not prohibit the Planning and Zoning Commission from acting upon the application.

(3) A hearing on an application for a Certificate of Appropriateness, shall be conducted at the next regularly scheduled Historic Downtown Advisory Commission meeting. The Historic Downtown Advisory Commission chairperson may call special meetings at the request of the Zoning Administrator.

(4) The chairperson shall conduct meetings of the Historic Downtown Advisory Commission and a record of minutes shall be kept and maintained as a permanent record. The minutes of meetings shall be a public record.

(5) The Historic Downtown Advisory Commission shall post the agenda in a manner consistent with other city boards, commissions, and city council. Other owners, residents, and neighborhood organizations may be notified as determined by the Historic District Advisory Commission or Zoning Administrator to carry out the intent of these sections.

(6) The majority of the Historic Downtown Advisory Commission members shall constitute a quorum. For the taking of official action, a majority vote of the quorum shall be required.

(7) In ruling upon an application for a Certificate of Appropriateness, the Historic Downtown Advisory Commission shall consider the following:

A. The adherence of the environmental change to the district's adopted standards and guidelines, as well as other requirements established in these sections, and

B. The effect of the Historic Downtown Advisory Commission's decision upon the applicant.

(8) At the hearing, the Historic Downtown Advisory Commission shall issue a decision, setting forth its findings and analysis. In the event that no action is taken within 45 days, the Certificate of Appropriateness shall be forwarded to the Planning and Zoning Commission for action at their next scheduled meeting.

(9) Unless the work described in the Certificate of Appropriateness is commenced within one year and continued progress is made and is completed within two years from the date of issuance of the Certificate of Appropriateness, the Certificate of Appropriateness shall expire as a matter of law. The Historic Downtown Advisory Commission may grant an extension of time for good cause shown.

(l) *Demolition Hearing Procedures.*

(1) A Certificate of Appropriateness is not required for the demolition of structures less than 75 square feet in area unless determined to be of historical value by the Zoning Administrator or their designee. A written request for demolition with supporting documentation and all other applicable permits are required.

(2) In cases where an applicant applies for a Certificate of Appropriateness to demolish a structure within the Downtown District, the Planning and Zoning Commission shall approve the demolition and issue a Certificate of Appropriateness following the procedures stated in Section 1143.18(k)(2) when:

A. At a minimum, a Sketch Plan showing possible future redevelopment of the property is reviewed and found generally reasonable by the Historic Downtown Advisory Commission; and it is determined that one or both of the following conditions prevail:

1. That the structure contains no features of architectural and/or historic significance;

2. That 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, or that deterioration has progressed to the point where it is not economically feasible to restore the structure as demonstrated by the applicant through supporting documents such as cost analyses, structural reports, and/or other necessary documents.

(3) Every effort shall be made to reuse existing structures through adaptive reuse and to restore their historic character. Under no condition shall a structure that is able to be rehabbed be demolished for an off-street parking facility or loading space.

(m) *Appeals.*

(1) Decisions by the Zoning Administrator or their designee related to the approval of a Certificate of Appropriateness may be appealed by any interested party to the Historic Downtown Advisory Commission. Written notice of appeal shall be made within seven days of the decision. The appeal shall be heard at the next regularly scheduled meeting of the Historic Downtown Advisory Commission. A majority vote of the members of the Historic Downtown Advisory Commission shall be required to overturn a decision of the Zoning Administrator.

(2) Decisions by the Historic Downtown Advisory Commission may be appealed by any interested party to the Planning and Zoning Commission in writing within seven days of the Historic Downtown Advisory Commission hearing.

(3) The Planning and Zoning Commission shall consider an appeal and shall utilize the written findings of the Historic Downtown Advisory Commission to present historic, architectural, and aesthetic features of such structure, the nature and character of the surrounding area, the use of such structure and its importance to the City. A majority vote of the members of the Planning and Zoning Commission shall be required to overturn a decision of the Historic Downtown Commission.

(4) No building permit or other permit required for the activity applied for shall be issued during the seven-day period or while an appeal is pending.

(n) *Exclusions.*

(1) Nothing in these sections shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any property that does not involve a change in design, material, or other appearance thereof covered by the Historic Downtown Advisory Commission's adopted standards and guidelines.

(2) Nothing in these sections shall be construed to prevent authorized Municipal officers from abating public nuisances.

(o) *Downtown District General Requirements.*

(1) Standards for Rehabilitation. These "Standards for Rehabilitation" are adopted and shall be complied with within the Downtown District in addition to other standards and guidelines that may be adopted:

A. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

B. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

C. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

D. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

E. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

F. Distinctive historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

G. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

H. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

I. New additions, exterior alterations, or related new construction may not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

J. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(2) A primary component of this district shall be landscaping features which minimize potential negative impact of this district's uses on abutting suburban style residential areas.

A. A minimum 50 feet wide dedicated buffer zone should be provided within the Downtown District along the west boundary line of the Bartholomew Run residential subdivision. This buffer zone will be dedicated at the time of the construction of a building within this district or the change of use from a single-family dwelling to a different permitted use. This buffer zone should be subject to a tree planting program encouraging planting of a mixture of year-round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the City's approved list of trees.

B. This buffer zone shall be a part of a 75 feet "No Structure Zone" for new commercial and non-single-family structures and a 60 feet "No Structure Zone" for a single-family structure converted to a commercial structure with a 60 feet "No Parking Zone."

C. The existing private school use at 284 South Liberty Street will not be subject to the landscaping requirements stated above, but will be subject to the approved Final Development Plan and future approved Development Plans to be submitted for future phases of the school use. However, should this use change, or if the school ceases to be a going concern, the buffer zone/landscaping requirements above shall be fully implemented based on future development.

D. Any new single-family dwelling proposed on a parcel affected by the buffer zone shall be exempt from the requirements of the buffer zone provided no more than one single-family dwelling is proposed on that parcel and no lot split is required. All structures shall meet the setback requirements of the principal structure.

(3) When a non-residential use, including when an existing residential property is changed to a non-residential use is adjacent to any residential property, a 25 feet side yard (except in cases of zero lot line development) and rear yard buffer zone shall be incorporated which requires the planting of a mixture of year-round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the approved list of trees. Said plantings must have minimum year-round opaqueness of 75 percent. This buffer zone is required only along the common property line of the other residential use and only as long as the adjacent lot is being used as a residential use.

(4) A mix of non-residential and residential uses is encouraged where permissible by the underlying zoning district, including within the same building. First floor non-residential uses are highly encouraged for any structure fronting Olentangy and Liberty Streets.

(5) Whenever possible, drive aisles from public streets shall be shared.

1143.18 DD-DOWNTOWN DISTRICT OVERLAY DISTRICT.

(a) *Purpose.* It is the purpose of the Downtown District Overlay District (herein after referred to as the "Downtown District") to promote the public, health, safety, and welfare by providing for the regulation of the downtown area through a single, unified district. This district is created to permit the careful and coordinated physical planning, development, and redevelopment of the land, and to provide flexibility in the location of land uses, housing types, and intensity. This district shall preserve, protect, and promote the historical nature of downtown by pursing development that encourages a mix of uses in a manner that is safe, pleasant, convenient, and in context with the history of the area. It is also the purpose of the Downtown District to:

(1) Safeguard the heritage of the City by preserving sites and structures within the historic central core of the City that reflect the City's history and its architectural history.

(2) Stabilize and improve property values.

(3) Strengthen the economy of the City by promoting business development through the allowance of buildings that provide flexible commercial opportunities yet in keeping with the village scale and character.

(4) Protect and enhance the City's attractions to residents and visitors.

(5) Enhance the visual and aesthetic character, diversity, and interest of the City's history.

(6) Foster civic pride in the beauty, human scale, and human details of the City's history.

(7) Promote excellence in small town design, incorporating elements that are consistent with the existing character of the area.

(8) Promote the use and preservation of historic sites and structures for the education and general welfare of the people of the City.

(9) Preserve sound existing housing stock in the historic central area of the City and safeguard the residential scale of the district and the character of sub-areas that are primarily residential in character.

(b) *Definitions.* For the purpose of sections of this Zoning Ordinance specifically addressed to the Downtown District, certain terms and words are herewith defined as follows:

(1) *A.I.A.* means the American Institute of Architects.

(2) *Alter* or *alteration* means any change involving the exterior architectural features, including landscaping, of any property which lies within a Downtown District, not including demolition, removal or new construction.

(3) *Applicant* means any person, persons, association, organization, partnership, units of government, public bodies and corporations who apply for a Certificate of Appropriateness in order to undertake an environmental change within the Downtown District.

(4) *Certificate of appropriateness* means a certificate authorizing any environmental change within the Downtown District.

(5) *Council* means the City Council of the City of Powell.

(6) *Demolition* means the complete or substantial removal or destruction of any structure which is located within the Downtown District.

(7) *Environmental change* means any exterior alteration, demolition, removal or new construction of any property resulting in a visual exterior change to the property subject to the provisions of these sections.

(8) *Exterior architectural feature* means the architectural style, general design and arrangement of the exterior of a structure including, but not limited to, the type, color and texture of the building material, doors, windows, roof, porches and other appurtenant fixtures.

(9) *Downtown District* means the district designated as such in this Zoning Ordinance.

(10) *Historic downtown advisory commission* means the appointed board established to review environmental changes within the Downtown District, having specific powers and duties subject to the provisions of these sections.

(11) *Planning and zoning commission* means the Planning and Zoning Commission of the City of Powell.

(12) *Preservation* means the process, including maintenance, of treating an existing building to arrest or slow future deterioration, stabilize the structure and provide structural safety without changing or adversely affecting the character of appearance of the structure.

(13) *Property owner* means the owner(s) of record.

(14) *Rehabilitation* or *renovation* means the modification of or change to an existing building. Rehabilitation extends the useful life or utility of the building through repairs or alterations, sometimes major, while the features of the building that contributed to its architectural, cultural, or historical character are preserved and/or restored.

(15) *Standards and guidelines* means the building construction and building rehabilitation criteria derived from historical and architectural information reflecting that particular Downtown District to be used by the Historic Downtown Commission in considering Certificate of Appropriateness applications. This refers to the "Downtown District Architectural Guidelines" found elsewhere in the Zoning Code.

(16) *Structure* means any building including houses, stores, warehouses, churches, schools, garages, barns, carriage houses, tool sheds, or similar buildings, and also fences, walls, light fixtures, steps, signs, works of art, or other like fixtures or any appurtenances thereto, or any significant landscaping.

(17) *Zoning administrator* means the Zoning Administrator or their designee of the City of Powell.

(c) *Conformance with Existing Laws.* Where the existing laws and ordinances are not replaced or modified by these sections the existing laws and ordinances shall remain in effect. In the event of a conflict between these standards and any other standard prescribed in the Planning and Zoning Code, these standards shall apply.

(d) *Correlation with City Programs.* The City shall consider its Capital Improvements Program, land purchases, and other plans in or proximate to the Downtown District, with respect to the purpose and requirements of these sections and shall, whenever feasible, support it and conform thereto.

(e) *Land Use Review.* The City shall notify the Historic Downtown Commission of any activity requiring Planning and Zoning Commission review which is in the Downtown District or 250 feet from its boundary. Notification shall be given to the Historic Downtown Commission no less than ten calendar days before the Planning and Zoning Commission hearing on the matter.

(f) *Establishment as a Receiving Area for the Transfer of Development Rights.* As authorized by Section 1143.12, the Downtown District is hereby established as a receiving area for the transfer of surplus development rights. The transfer of development rights shall meet any requirements and procedures set forth in Section 1143.12. In addition, the transfer of development rights to any property or properties in the downtown district shall only be allowed for those development plans that are considered exemplary plans by the Planning and Zoning Commission in advancing the purposes of the Downtown District, as stated in this section.

(g) *Downtown District Boundaries.* The location and extent of the Downtown District Overlay District shall be as designated on the official Zoning Map of the Municipality of Powell ~~and shall only include those properties zoned DR, Downtown Residence District and DB, Downtown Business District, both of which are planned districts~~.

(1) *Proposals to expand, or modify the Downtown District boundaries.*

A. Initiation.

1. Proposals to expand or modify the Downtown District boundaries shall be initiated by resolution of City Council, with referral to the Planning and Zoning Commission. Proposals to expand, or modify the Downtown District shall include the following documentation:

a. Evidence that the area is of architectural and historic significance.

b. A boundary description.

(2) *Study and hearing.*

A. General procedures to expand, or modify the Downtown District boundaries shall be in accordance with the required procedures for zone changes as provided in this Zoning Ordinance.

B. Planning and Zoning Commission report. The Planning and Zoning Commission report to Council shall include information as to how the proposed Downtown District expansion or modification is of special historical and architectural significance. The Planning and Zoning Commission report shall include the following:

1. A recommendation from the Historic Downtown Advisory Commission.

2. Whether the area or buildings in the area are listed on the National Register of Historic Places;

3. Whether it provides significant examples of architectural styles of the past;

4. A description of the area and structures to serve as an informational resource. The description shall include, but need not be limited to, the following:

a. A geographic description including location and its relationship to the entire municipality and current boundaries of the downtown district;

b. A description of the general land uses;

c. A general description of the building conditions;

d. A general description of the socioeconomic characteristics;

e. A description of existing developmental plans or programs within or including the area;

f. A list of neighborhood organizations within, serving or otherwise interested in the area in question.

(3) *City Council designation.*

A. City Council hearing. City Council shall hold public hearings on proposals to expand, or modify the Downtown District. These hearings shall be in the same manner as for any proposed change in the Zoning Map.

B. Zoning Map Overlay. The Zoning Administrator shall cause the designation to be shown upon the official Zoning Map of the City of Powell as an Overlay without changing the underlying zoning. Whenever there is a conflict between regulation of the zoning district and the regulations of the Downtown District, the more restrictive shall apply.

C. Notification of designation. Upon expansion or modification of the boundaries of the Downtown District, the clerk shall promptly notify the Zoning Administrator, who shall notify all interested of affected property owners, groups, boards and commissions.

(h) *Development Plan Required.* Unless the provisions of this section state otherwise, a development plan shall be required in accordance with the procedures described in the planned district requirements of this zoning code.

(i) *Establishment of the Historic Downtown Advisory Commission.* The Downtown District is held to have a distinctive nature. In the interest of the public health, safety, and welfare it is considered a public necessity to protect the qualities of the Downtown District and enhance the unique characteristics of this area.

(1) There is hereby established a Historic Downtown Advisory Commission.

(2) The Historic Downtown Advisory Commission shall be empowered to hear, review, approve, deny, and recommend modifications to proposals for Certificates of Appropriateness involving environmental changes within the district. Applications for Certificates of Appropriateness shall be judged using the adopted Downtown District Architectural Guidelines.

A. The Historic Downtown Advisory Commission shall establish, within the spirit and purposes of this section, procedures for which the Historic Downtown Advisory Commission will evaluate applications for Certificates of Appropriateness. Such information shall be written and published within three months after the Historic Downtown Advisory Commission members have been appointed and may be revised from time to time.

B. The Historic Downtown Advisory Commission shall maintain files, available to the public, containing all applications granted or denied to serve as a basis for prospective applicants to conform their plans to established policy.

C. The Historic Downtown Advisory Commission may make recommendations to the City Council and Planning and Zoning Commission regarding amendments to these sections and with respect to other legislation affecting the Downtown District.

D. The Historic Downtown Advisory Commission shall work for the continuing education of both the Downtown District residents and businesses which it serves and the residents of the City as a whole with respect to these sections and the district's historic heritage and architectural significance. In addition, the Historic Downtown Advisory Commission may publish informational literature and hold periodic public meetings to disseminate information on preservation and rehabilitation techniques and resources.

E. The Historic Downtown Advisory Commission may delegate to the Zoning Administrator or their designee review authority over certain Environmental Changes on historically and architecturally documented criteria adopted by the Historic Downtown Advisory Commission. The Zoning Administrator or their designee shall then review, grant, deny and/or recommend modifications in writing for such applications.

F. The Historic Downtown Advisory Commission shall serve as the architectural review commission for all areas that fall within the boundaries of the Downtown District.

(3) The Historic Downtown Advisory Commission shall have six members appointed by Council. The purpose of the Historic Downtown Advisory Commission will be to administer the delegated functions as set forth in this chapter, to provide advice to the City Council, Planning and Zoning Commission, and property owners and developers in the Downtown District, and to oversee new construction, remodeling, rehabilitations, restorations and additions made in the Downtown District. The Historic Downtown Advisory Commission membership shall be as follows:

A. ~~One member of the A.I.A.~~A registered architect, pursuant to O.R.C. Chapter 4703 appointed by Council. Council shall appoint a person, whose background, education and/or professional experience is in historic design, preservation, renovation, or rehabilitation, to the Historic Downtown Advisory Commission. This member may be a nonresident of the City of Powell. This member shall serve in an advisory capacity and shall not vote.

B. Two residents of the City of Powell appointed by Council, one of which must be a resident of the Downtown District.

C. One owner of a business located in the Downtown District appointed by Council. This member may be a nonresident of the City of Powell.

D. One representative with a professional background or experience in historic design, preservation, restoration, renovation, or construction appointed by Council. This member may be a nonresident of the City of Powell.

E. One representative from the Planning and Zoning Commission as appointed by City Council.

F. If no citizens have the qualifications set forth above or if in the majority opinion of City Council no individuals are qualified to carry forth the purpose, goals, and objectives of the Historic Downtown Advisory Commission as stated in this section are available at the time of appointment, then Council may appoint any resident, property owner, or business owner of the city to fill any of these positions.

(4) Members shall serve a ~~three-year~~three-year term.

(5) Members of the Commission may be removed by a majority vote of City Council.

(6) Members shall serve without compensation, except for the A.I.A. representative, who is eligible for compensation as set by Council.

(7) A vacancy during the term of any member shall be filled for the unexpired term in the manner authorized for the original appointment.

(8) The Historic Downtown Advisory Commission shall select one of its members to serve as chairperson and one as vice-chairperson. The Zoning Administrator~~, or agent,~~ or their designee shall provide such staff assistance as is necessary and available. All City departments and agencies shall cooperate in expediting the work of the Historic Downtown Advisory Commission.

(9) The Historic Downtown Advisory Commission shall adopt rules and regulations consistent with these sections governing its procedures and transactions. The Historic Downtown Advisory Commission shall meet as required to carry out the review of applications for Certificates of Appropriateness, and such other related work as may be accepted through request of the Planning and Zoning Commission or Council. Meetings shall be held at least once each month when there are applications to be considered. ~~and not less than once every three months. Special meetings may be held at the call of the chairperson of the Historic Downtown Commission.~~

(j) *Certificate of Appropriateness Required.* No environmental changes shall be made to any property within the Downtown District unless a Certificate of Appropriateness has been previously issued by the Planning and Zoning Commission, Historic Downtown Advisory Commission, or the Zoning Administrator, when authorized.

(1) Applications for a Building Permit, Zoning Certificate, Development Plan, Amendment to Development Plan, or Zoning Amendment, or applications for environmental changes within the Downtown District shall be deemed as applications for Certificates of Appropriateness provided any applicable submittal requirements are met.

(2) Any change in the outward appearance of a property within the Downtown District shall require approval of Certificate of Appropriateness by the Planning and Zoning Commission if any change in the outward appearance of a property within the Downtown District results in one or more of the following:

A. The plans call for a new non-residential structure or addition of ~~occupyable~~occupiable space to an existing non-residential structure, whether principal or accessory; or

B. The plans call for two or more new residential dwelling units; or

C. There will be a demolition of a structure larger than 75 square feet in ground floor area; or

D. There is a request for rezoning, zoning variance, or subdivision of land within the Downtown District.

(3) Any change in the outward appearance of a property within the Downtown District shall require approval of Certificate of Appropriateness by the Historic Downtown Advisory Commission if any change in the outward appearance of a property within the Downtown District results in one or more of the following:

A. The plans call for not more than one new residential dwelling unit or addition of ~~occupyable~~occupiable space to an existing residential structure; or

B. There will be any changes which affect the outward appearance of a structure, such as installation of different windows, or the construction or reconstruction, including replacement, of such architectural elements as, for example, porches or chimneys; or

C. There will be repairs that might change the outside appearance of a building, such as foundations, walls, porches, roofs or chimneys where the original materials are not matched; or

D. There will be any change in the outward appearance of a structure or property, not otherwise described in these sections, requiring a Zoning Certificate or Building Permit.

(4) External color and/or material changes relative to any structure in the Downtown District shall require approval of a Certificate of Appropriateness by the Historic Downtown Advisory Commission.

A. If the proposed colors and/or materials are approved colors and/or materials included in the adopted standards and guidelines, the color and/or materials may be approved directly by the Zoning Administrator or their designee if this is the only change proposed.

B. If the Zoning Administrator or their designee determines that the proposed colors and/or materials are not the existing colors and/or materials and do not match those of the approved standards and guidelines, the change must be submitted to the Historic Downtown Advisory Commission for review.

(5) Landscape changes, signs, lighting fixtures, etc. inconsistent with those indicated in the adopted standards and guidelines must be submitted for approval of a Certificate of Appropriateness by the Historic Downtown Advisory Commission. Those that are so consistent, including landscape changes within rights-of-ways, may be approved directly by the Zoning Administrator or their designee.

(6) Changes that do not require review and approval include:

A. Changes that do not change the exterior appearance of a property, such as repainting a house in the exact same colors or replacing windows with exact duplicates, provided such changes are in conformance with the adopted standards and guidelines;

B. Repairs that do not alter the outside appearance of a property such as repairing foundations, walls, porches, roofs, chimneys or downspouts with original materials in original colors;

C. Interior changes to a structure, such as plumbing, or electrical repairs, or other interior remodeling as long as these changes do not affect the outside appearance of the structure;

D. Flowers and annuals anywhere, and trees and shrubs beyond rights-of-way, do not need to be reviewed and do not need approvals.

(7) Upon receipt of all pertinent documents, the Zoning Administrator or their designee:

A. Shall inform the applicant of the review procedures and application requirements;

B. Shall have the authority to request from the applicant additional pertinent information regarding the proposed environmental change, including architectural drawings and detailed drawings of

significant architectural features and details at a proper and legible scale, as well as sample materials and color chips;

C. Shall inform applicants having applications requiring Planning and Zoning Commission and/or Historic Downtown Advisory Commission review of the date(s) on which the application will be heard; and

D. Shall inform the Planning and Zoning Commission and Historic Downtown Advisory Commission of the Certificate of Appropriateness applications.

(k) *Certificate of Appropriateness Hearing Procedures.*

(1) A Development Plan, amendment to a Development Plan, or Zoning Amendment approval or denial by the Planning and Zoning Commission shall be considered the same for a Certificate of Appropriateness. Any Certificate of Appropriateness being reviewed by the Planning and Zoning Commission shall follow the requirements of a planned district.

(2) The following procedures shall apply to recommendations for Certificates of Appropriateness:

A. For properties located in the Downtown District Boundary, the Historic District Advisory Commission shall review applications and provide written comments and recommendations to the Planning and Zoning Commission for consideration.

B. For properties zoned DR, Downtown Residence District or DB, Downtown Business District that are not located in the Downtown District Boundary, the Planning and Zoning Commission may ask the Historic District Advisory Commission to review applications and provide written comments and recommendations for consideration.

C. The Planning and Zoning Commission shall consider recommendations as part of the approval process, providing their reasoning for whether or not the recommendations correspond to the adopted standards, guidelines, and requirements of this zoning ordinance.

D. Should the Historic District Advisory Commission not provide written comments and recommendations on an application, it shall not prohibit the Planning and Zoning Commission from acting upon the application. ~~The Planning and Zoning Commission may ask the Historic Downtown Advisory Commission to review a Certificate of Appropriateness application with city staff and provide written comments and recommendations to the Planning and Zoning Commission for consideration. Such recommendations shall be part of the Planning and Zoning Commission approval unless the Planning and Zoning Commission finds the recommendations do not correspond to the adopted standards and guidelines or approval process as required by the zoning code. For any recommendation by the Historic Downtown Advisory Commission found to not correspond to the adopted standards and guidelines or approval process as required by the zoning code, the Planning and Zoning Commission shall provide a written reason for such finding. Should the Historic District Advisory Commission not provide written comments and recommendations for any application, for any reason, it shall not prohibit the Planning and Zoning Commission from acting upon any application.~~

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(3) A hearing on an application for a Certificate of Appropriateness, ~~as defined in Sections~~ shall be conducted at the next regularly scheduled Historic Downtown Advisory Commission meeting~~, no later than 45 days after the filing of the application~~. The Historic Downtown Advisory Commission chairperson may call special meetings ~~with the applicant for consultation at their own discretion or~~ at the request of the Zoning Administrator ~~or the chairperson of the Planning and Zoning Commission prior to the regularly scheduled Historic Downtown Advisory Commission meeting~~.

~~(4) At the Historic Downtown Advisory Commission's discretion, a maximum of one deferral not to exceed 45 days beyond the originally scheduled hearing date may be granted.~~

(~~5~~4) The chairperson shall conduct meetings of the Historic Downtown Advisory Commission and a record of minutes shall be kept and maintained as a permanent record. The minutes of meetings shall be a public record.

(~~6~~5) The Historic Downtown Advisory Commission shall post the agenda in a manner consistent with other city boards, commissions, and city council. Other owners, residents, and neighborhood organizations may be notified as determined by the Historic District Advisory Commission or Zoning Administrator to carry out the intent of these sections.

(~~7~~6) The majority of the Historic Downtown Advisory Commission members shall constitute a quorum. For the taking of official action, a majority vote of the quorum shall be required.

(~~8~~7) In ruling upon an application for a Certificate of Appropriateness, the Historic Downtown Advisory Commission shall consider the following:

A. The adherence of the environmental change to the district's adopted standards and guidelines, as well as other requirements established in these sections, and

B. The effect of the Historic Downtown Advisory Commission's decision upon the applicant.

(~~9~~8) At the hearing, the Historic Downtown Advisory Commission shall issue a~~n oral decision followed by a written~~ decision ~~within 45 days after the date of the hearing~~, setting forth~~, with specificity,~~ its findings and analysis. In the event that no action is taken within 45 days, the Certificate of Appropriateness shall be forwarded to the Planning and Zoning Commission for action at their next scheduled meeting.

(~~10~~9) Unless the work described in the Certificate of Appropriateness is commenced within one year and continued progress is made and is completed within two years from the date of issuance of the Certificate of Appropriateness, the Certificate of Appropriateness shall expire as a matter of law. The Historic Downtown Advisory Commission may grant an extension of time for good cause shown.

(l) *Demolition Hearing Procedures.*

(1) A Certificate of Appropriateness is not required for the demolition of structures less than 75 square feet in area unless determined to be of historical value by the Zoning Administrator or their designee. A written request for demolition with supporting documentation and all other applicable permits are required.

(2) In cases where an applicant applies for a Certificate of Appropriateness to demolish a structure within the Downtown District, the Planning and Zoning Commission shall approve the demolition and issue a Certificate of Appropriateness following the procedures stated in Section 1143.18(k)(2) when:

A. At a minimum, a Sketch Plan showing possible future redevelopment of the property is reviewed and found generally reasonable by the Historic Downtown Advisory Commission; and it is determined that one or both of the following conditions prevail:

1. That the structure contains no features of architectural and/or historic significance;

2. That 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, or that deterioration has progressed to the point where it is not economically feasible to restore the structure as demonstrated by the applicant through supporting documents such as cost analyses, structural reports, and/or other necessary documents.

(3) Every effort shall be made to reuse existing structures through adaptive reuse and to restore their historic character. Under no condition shall a structure that is able to be rehabbed be demolished for an off-street parking facility or loading space. ~~Where structures must be removed, they shall be replaced with buildings of historic character and qualities of the District.~~

(m) *Appeals.*

(1) Decisions by the Zoning Administrator or their designee related to the approval of a Certificate of Appropriateness may be appealed by any interested party to the Historic Downtown Advisory Commission. Written notice of appeal shall be made within seven days of the decision. The appeal shall be heard at the next regularly scheduled meeting of the Historic Downtown Advisory Commission. A

majority vote of the members of the Historic Downtown Advisory Commission shall be required to overturn a decision of the Zoning Administrator.

(2) Decisions by the Historic Downtown Advisory Commission may be appealed by any interested party to the Planning and Zoning Commission in writing within seven days of the Historic Downtown Advisory Commission hearing.

(3) The Planning and Zoning Commission shall consider an appeal ~~within 45 days of receipt~~ and shall utilize the written findings of the Historic Downtown Advisory Commission to present historic, architectural, and aesthetic features of such structure, the nature and character of the surrounding area, the use of such structure and its importance to the City. A majority vote of the members of the Planning and Zoning Commission shall be required to overturn a decision of the Historic Downtown Commission.

(4) No building permit or other permit required for the activity applied for shall be issued during the ~~seven day~~seven-day period or while an appeal is pending.

(n) *Exclusions.*

(1) Nothing in these sections shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any property that does not involve a change in design, material, or other appearance thereof covered by the Historic Downtown Advisory Commission's adopted standards and guidelines.

(2) Nothing in these sections shall be construed to prevent authorized Municipal officers from abating public nuisances.

(o) *Downtown District General Requirements.*

(1) Standards for Rehabilitation. These "Standards for Rehabilitation" are adopted and shall be complied with within the Downtown District in addition to other standards and guidelines that may be adopted:

A. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

B. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

C. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

D. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

E. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

F. Distinctive historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

G. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

H. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

I. New additions, exterior alterations, or related new construction may not destroy historic materials that characterize the property. The new work shall be differentiated from the old and

shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

J. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(2) A primary component of this district shall be landscaping features which minimize potential negative impact of this district's uses on abutting suburban style residential areas.

A. A minimum 50 feet wide dedicated buffer zone should be provided within the Downtown District along the west boundary line of the Bartholomew Run residential subdivision. This buffer zone will be dedicated at the time of the construction of a building within this district or the change of use from a ~~single family~~single-family dwelling to a different permitted use. This buffer zone should be subject to a tree planting program encouraging planting of a mixture of ~~year round~~year-round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the City's approved list of trees.

B. This buffer zone shall be a part of a 75 feet "No Structure Zone" for new commercial and non-single-family structures and a 60 feet "No Structure Zone" for a single-family structure converted to a commercial structure with a 60 feet "No Parking Zone."

C. The existing private school use at 284 South Liberty Street will not be subject to the landscaping requirements stated above, but will be subject to the approved Final Development Plan and future approved Development Plans to be submitted for future phases of the school use. However, should this use change, or if the school ceases to be a going concern, the buffer zone/landscaping requirements above shall be fully implemented based on future development.

D. Any new single-family dwelling proposed on a parcel affected by the buffer zone shall be exempt from the requirements of the buffer zone provided no more than one single-family dwelling is proposed on that parcel and no lot split is required. All structures shall meet the setback requirements of the principal structure.

(3) When a non-residential use, including when an existing residential property is changed to a non-residential use is adjacent to any residential property, a 25 feet side yard (except in cases of zero lot line development) and rear yard buffer zone shall be incorporated which requires the planting of a mixture of ~~year round~~year-round vegetation, such as evergreens, and trees of an especially aesthetically pleasing nature in regard to autumn colors selected from the approved list of trees. Said plantings must have minimum ~~year round~~year-round opaqueness of 75 percent. This buffer zone is required only along the common property line of the other residential use and only as long as the adjacent lot is being used as a residential use.

(4) A mix of non-residential and residential uses is encouraged where permissible by the underlying zoning district, including within the same building. First floor non-residential uses are highly encouraged for any structure fronting Olentangy and Liberty Streets.

(5) Whenever possible, drive aisles from public streets shall be shared.

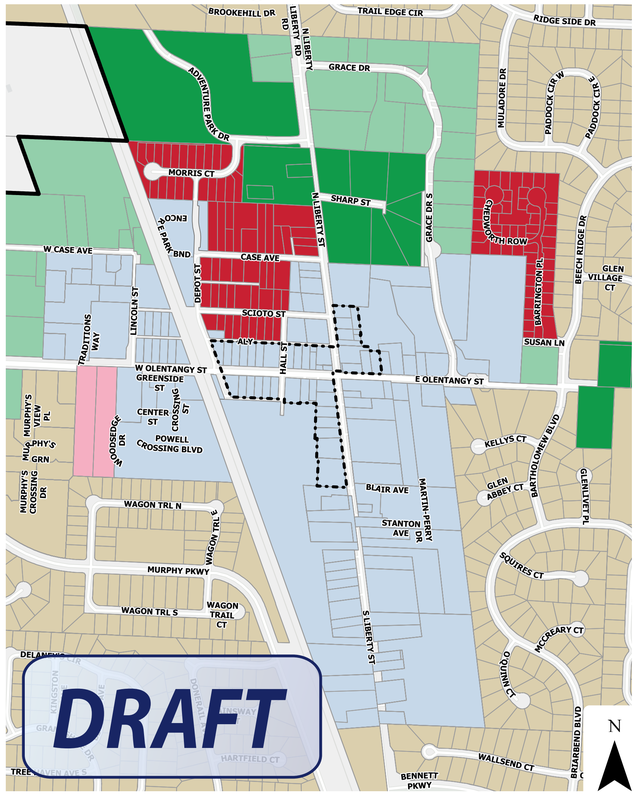
Official Zoning Map

City of Powell, Ohio Oct. 2024

DRAFT

- City of Powell Boundary
- Downtown District Boundary
- Parcel Lines
- DB - Downtown Business District
- DR - Downtown Residence District
- PI - Planned Industrial District
- PC - Planned Commercial District
- PO - Planned Office District
- PR - Planned Residence District
- R - Residence District
- LT-PC - Liberty Township Planned Commercial District
- FR-1 - Liberty Township Farm Residence District

Downtown Zoning Map



See Downtown Zoning Map

N

Exhibit C

Powell
OHIO

OFFICE OF THE CITY MANAGER

47 Hall Street | Powell, OH 43065 | 614.885.5380 | **cityofpowell.us**

MEMO

From: **Andrew D. White, City Manager**

To: **Members of City Council**

Initiated By: **Yazan Ashrawi, Law Director**

Re: **Ordinance 2024-42**

Date: **November 6, 2024**

Summary:

On July 31, 2024, an annexation petition was filed with the Board of Delaware County Commissioners for annexation of 2.052 acres, more or less, located along W. Powell Road, to the City of Powell by Yazan Ashrawi, agent for the petitioner, Powell Community Improvement Corporation. The filing of the annexation petition triggered the annexation process for this property. Since the filing of the petition, the Board of Commissioners of Delaware County has approved the annexation petition, and the City adopted a resolution identifying the municipal services it would provide to the property if annexed.

As Council will recall, the Powell Community Improvement Corporation (now known as the Powell Development Corporation) ("PDC") purchased the property located at 4630 W Powell Road in March of 2023. At the time, the property was occupied by a residential tenant who has since moved out. After the tenant moved out, the structure on the property was demolished, and the property now sits vacant and undeveloped. Currently, the property is located in unincorporated Liberty Township but is contiguous to the City's municipal corporate limits.

Approval of this annexation ordinance will be the final legislative step to annex this property into the City of Powell.

Legal Review:

The Law Director has reviewed this ordinance and approved it as to form.

Financial Review:

The Finance Director has reviewed and is supportive of the legislation.

Recommendation:

Staff recommends approval of Ordinance 2024-42 at the second reading/public hearing on November 19, 2024.

0128851.0615531 4893-4394-3127v3

ORDINANCE 2024-42

AN ORDINANCE ACCEPTING THE ANNEXATION OF 2.052 ACRES, MORE OR LESS, FROM LIBERTY TOWNSHIP TO THE CITY OF POWELL (PETITIONER: POWELL COMMUNITY IMPROVEMENT CORPORATION).

WHEREAS, An annexation petition was filed with the Board of Delaware County Commissioners for annexation of 2.052 acres, more or less, to the City of Powell by Yazan S. Ashrawi, Esq., agent for the petitioner; and

WHEREAS, The Board of Commissioners of Delaware County conducted a proceeding and approved the annexation petition on August 29, 2024; and

WHEREAS, More than sixty (60) days have elapsed from the date of filing of the transcript of such approval by the Board of Delaware County Commissioners with the City Clerk.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF POWELL, COUNTY OF DELAWARE, STATE OF OHIO AS FOLLOWS:

Section 1**:** That the proposed annexation, as submitted by Yazan S. Ashrawi, Esq., Agent for the Petitioner, which petition was filed with the Board of County Commissioners of Delaware County, Ohio on July 31, 2024, and which petition prayed for the annexation to the City of Powell of certain territory adjacent thereto and hereinafter described, which petition was approved for annexation to the City of Powell by the Board of County commissioners on August 29, 2024, be, and hereby is, accepted. The territory annexed hereby is described in the legal description attached hereto as Exhibit "A" and made a part hereof as though fully rewritten herein. The certified transcript of proceedings for annexation with an accurate map of the territory, together with the petition for annexation and other papers relating to the proceedings thereto of the County Commissioners are all on file with the Clerk of the City of Powell and have been for more than 60 days.

Section 2**:** That the Clerk be, and hereby is, authorized and directed to make three copies of this Ordinance, to each of which shall be attached a copy of the transcript of proceedings of the Board of County Commissioners relating thereto and a certificate as to the correctness thereof. The Clerk shall then forthwith deliver one copy to the County Auditor, one copy to the County Auditor, one copy to the County Recorder, and one copy to the Secretary of State, and shall filed notice of this annexation with the Board of Elections within thirty days after it becomes effective.

Section 3: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of Council and that all deliberations of Council and any of the decision making bodies of the City of Powell which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 4: That this Ordinance shall take effect on the earliest period allowed by law.

Tom Counts Date Mayor	Elaine McCloskey Date City Clerk

EFFECTIVE DATE: December 19, 2024

This legislation has been posted in accordance with the City Charter on this date _____ .
_____ City Clerk

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Delaware County Commissioners

Jeff Benton
Barb Lewis
Gary Merrell

County Administrator
Tracie Davies

Deputy Administrators
Dawn Huston
Aric Hochstettler

Clerk to the Commissioners
Jennifer Walraven

RECEIVED
SEP 05 2024
BY: .....

September 3, 2024

City of Powell
Attn: Elaine McCloskey
47 Hall Street
Powell, Ohio 43065

RE: Annexation of 2.052 Acres of Land in the Township of Liberty to the City of Powell

Clerk McCloskey:

The Delaware County Commissioners in Regular Session on August 29, 2024 adopted a Resolution granting Prayer of Petition for Annexation of 2.052 Acres of Land in the Township of Liberty to the City of Powell.

I am herewith forwarding a certified copy of the Commissioners' Journal Resolution 24-677. and a copy of the annexation Petition.

Sincerely,

Jennifer M. Walraven
Clerk to the Board of Commissioners Delaware County
91 N. Sandusky Street P.O. Box 8006
Delaware, OH 43015
740-833-2108

Delaware County Commissioners

Jeff Benton
Barb Lewis
Gary Merrell

County Administrator
Tracie Davies

Deputy Administrators
Dawn Huston
Aric Hochstettler

Clerk to the Commissioners
Jennifer Walraven

RESOLUTION NO. 24-677

IN THE MATTER OF GRANTING ANNEXATION PETITION FROM POWELL COMMUNITY IMPROVEMENT CORPORATION, REQUESTING ANNEXATION OF 2.052 ACRES OF LAND IN LIBERTY TOWNSHIP TO THE CITY OF POWELL:

It was moved by Mrs. Lewis, seconded by Mr. Benton, to approve the following resolution:

WHEREAS, on July 31, 2024, the Clerk to the Board of the Delaware County Commissioners received an annexation petition filed by Yazan S. Ashrawi, Attorney-at-Law, agent for the petitioner, Powell Community Improvement Corporation, requesting annexation of 2.052 acres, more or less, from Liberty Township to the City of Powell; and
WHEREAS, pursuant to section 709.023 of the Revised Code, if the Municipality or Township does not file an objection within 25 days after filing of the annexation petition, the Board at its next regular session shall enter upon its journal a resolution granting the proposed annexation; and

WHEREAS, 25 days have passed and the Clerk of the Board has not received an objection from the City of Powell or the Township of Liberty;

NOW, THEREFORE, BE IT RESOLVED that the Delaware County Board of Commissioners grants the petition requesting annexation of 2.052 acres, more or less, from Liberty Township to the City of Powell.

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye Mr. Benton Aye

I, Brandy Wilson, Deputy Clerk to the Board of Delaware County Commissioners hereby certify that the foregoing is a true and correct copy of a resolution of the Board of County Commissioners of Delaware County duly adopted on August 29, 2024, and appearing upon the official records of said Board.

Brandy Wilson, Deputy Clerk to Commissioners

Jeff Benton
County Commissioner

Barb Lewis
County Commissioner

Gary Merrell
County Commissioner

Frost Brown Todd
ATTORNEYS

Yazan S. Ashrawi
Partner
614.559.7202 (t)
614.464.1737 (f)
yashrawi@fbtlaw.com

July 31, 2024

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Elaine McCloskey, City Clerk
City of Powell, Ohio
47 Hall Street
Powell, Ohio 43065

Re: *Notice Pursuant to Ohio Revised Code 709.023*

Dear Ms. McCloskey:

Please be advised, this serves as notice pursuant to Ohio Revised Code 709.023 of the ***Expedited Type II Petition for Annexation (Section 709.023) to the City of Powell, of 2.052± acres, more or less, from Liberty Township, Delaware County*** ("Petition"), which was filed with Delaware County on July 31, 2024, at approximately 2:46 P.M., for the annexation of approximately 2.052 acres of territory from Liberty Township to the City of Powell, Ohio.

A copy of the Petition and corresponding documents are enclosed for your convenience.

Yazan S. Ashrawi

/s/ Yazan S. Ashrawi

Yazan S. Ashrawi

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DELAWARE COUNTY COMMISSIONERS
2024 AUG -7 AM 8:35
RECEIVED

Powell
OHIO

RESOLUTION CERTIFICATION

I, Elaine McCloskey, being the duly appointed City Clerk of the City of Powell, Delaware, County, Ohio, do hereby certify that the attached is a true, complete, and correct copy of Resolution No. 2024-28, entitled, **" A RESOLUTION INDICATING WHAT SERVICES THE CITY OF POWELL WILL PROVIDE 2.052+/- ACRES OF LAND, LOCATED IN LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO, IF SAID PROPERTY IS HEREAFTER ANNEXED TO THE CITY OF POWELL, OHIO AND TO PROVIDE FOR BUFFER REQUIREMENTS."** and the corresponding Exhibit "A" adopted on August 6, 2024, by Powell City Council.

Elaine McCloskey 8-6-2024

Elaine McCloskey
City Clerk

Date

RECEIVED
2024 AUG -7 AM 8:34
DELAWARE COUNTY
COMMISSIONERS

In accordance with Powell City Charter Resolution No. 2024-28, will be posted at the Village Green Municipal Building, 47 Hall Street, Powell, Ohio from August 6, 2024 until December August 20, 2024 and on the City website at www.cityofpowell.us.

Powell
OHIO

RESOLUTION 2024-28

A RESOLUTION INDICATING WHAT SERVICES THE CITY OF POWELL WILL PROVIDE 2.052+/- ACRES OF LAND, LOCATED IN LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO, IF SAID PROPERTY IS HEREAFTER ANNEXED TO THE CITY OF POWELL, OHIO AND TO PROVIDE FOR BUFFER REQUIREMENTS.

WHEREAS, on July 31, 2024, pursuant to Ohio Revised Code Sections 709.02 through 709.11, Yazan S. Ashrawi, Esq., as agent for the property owner Powell Community Improvement Corporation, filed a Petition with the Delaware County Commissioners seeking annexation of 2.052 +/- acres, along W Powell Road, contiguous to the City of Powell, a copy of which is attached hereto as Exhibit "A," notice of which will be duly served upon the City of Powell as prescribed by law; and

WHEREAS, Ohio Revised Code Section 709.023(C) provides that within twenty (20) days after the date that the petition is filed, the municipal corporation to which annexation is sought shall adopt a resolution stating what services the municipal corporation will provide to the territory seeking annexation and an approximate date by which it will provide those services should the municipal corporation annex the territory; and

WHEREAS, Ohio Revised Code Section 709.023(C) also provides that within that same twenty (20) days period, a municipal corporation shall adopt a resolution stating that if the territory is annexed and becomes subject to zoning by the municipal corporation and that if the municipal corporation's zoning permits uses in the annexed territory that the municipal corporation determines are clearly incompatible with the uses permitted under current county or township zoning regulations in the adjacent land remaining in the township from which the territory was annexed, the municipal corporation shall require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed territory to provide a buffer separating the use of the annexed territory and the adjacent land remaining within the township.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, DELAWARE COUNTY, OHIO AS FOLLOWS:

Section 1: That upon annexation to the City of Powell of the 2.052 +/- acres along W Powell Road owned by Powell Community Improvement Corporation, and described and delineated on the attached Exhibit "A" the City will provide the full range of available municipal services consistent with those services available to the existing residents of, and to the property within, the City of Powell, including but not limited to police protection, street maintenance, refuse collections via private contract, planning and zoning, and parks and recreation, all of which can be provided immediately upon the effective date of the annexation as provided by law. Should it be determined that as a result of the annexation, the boundary line between the township and the City divides or segments a street or highway so as to create a road maintenance problem for the Village, as a condition of annexation, the City shall assume the maintenance of that street or highway or otherwise correct the problem.

City Council
Tom Counts, Mayor
Leif Carlson David Lester Christina Drummond Heather Karr Ferzan Ahmed Tyler Herrmann

Section 2: If the Property is annexed and becomes subject to the City of Powell zoning and the City zoning permits uses in the annexed territory that the City determines are clearly incompatible with the uses permitted under applicable county or township zoning regulations in effect at the time of filing of the petition on the land adjacent to the annexed territory remaining in the unincorporated area of the Township, then the City will require the owner of the annexed territory to provide a buffer separating the use of the annexed territory and the adjacent land remaining within the township.

Section 3: The Clerk of Council is hereby directed to forward and file certified copies of this Resolution with the Delaware County Board of Commissioners immediately upon execution and to furnish a copy to the Agent for Petitioner for the annexation to insure the statutory requirement is met within twenty (20) days following the date that the petition was filed.

Section 4: This Resolution shall be in full force and effect immediately upon adoption.

8/6/24
Tom Counts Date
Mayor

Elaine McCloskey 8-6-2024
Elaine McCloskey Date
City Clerk

EFFECTIVE DATE: August 6, 2024

This legislation has been posted in accordance with the City Charter on this date ~~8-6-2024~~ 8-7-2024
E McCloskey
City Clerk

City Council
Tom Counts, Mayor
Leif Carlson David Lester Christina Drummond Heather Karr Ferzan Ahmed Tyler Herrmann

Frost Brown Todd
ATTORNEYS

Yazan S. Ashrawi
Partner
614.559.7202 (t)
614.464.1737 (f)
yashrawi@fbtlaw.com

July 31, 2024

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Elaine McCloskey, City Clerk
City of Powell, Ohio
47 Hall Street
Powell, Ohio 43065

Re: *Notice Pursuant to Ohio Revised Code 709.023*

Dear Ms. McCloskey:

Please be advised, this serves as notice pursuant to Ohio Revised Code 709.023 of the ***Expedited Type II Petition for Annexation (Section 709.023) to the City of Powell, of 2.052± acres, more or less, from Liberty Township, Delaware County*** ("Petition"), which was filed with Delaware County on July 31, 2024, at approximately 2:46 P.M., for the annexation of approximately 2.052 acres of territory from Liberty Township to the City of Powell, Ohio.

A copy of the Petition and corresponding documents are enclosed for your convenience.

Yazan S. Ashrawi

/s/Yazan S. Ashrawi

Yazan S. Ashrawi

0128851.0615531 4883-5154-2480v1

DELAWARE COUNTY
COMMISSIONERS
2024 AUG -1 AM 8:35
RECEIVED

EXPEDITED TYPE II PETITION FOR ANNEXATION (SECTION 709.023) TO THE CITY OF POWELL, OF 2.052± ACRES, MORE OR LESS, FROM LIBERTY TOWNSHIP, DELAWARE COUNTY

TO THE BOARD OF COUNTY COMMISSIONERS
OF DELAWARE COUNTY, OHIO

The undersigned, petitioners in the premises, and being THE SOLE OWNERS OF REAL ESTATE in the territory described, consisting of 2.052± acres, more or less, with a total length of the annexation perimeter of 1,196± feet, more or less, in the Township of Liberty, which area is contiguous along 298± feet, more or less, such that approximately 24.92% of the perimeter of the area is contiguous to the City of Powell, do hereby pray that said territory be annexed to the City of Powell, according to the statutes of the State of Ohio and that no island of unincorporated area will be created by this annexation.

A full and accurate description and a plat of said territory so prayed to be annexed are attached hereto as Exhibit "A" and "B" and made part hereof. In support of said Petition, the petitioner states that there are within the territory so prayed to be annexed one OWNER OF REAL ESTATE.

Yazan S. Ashrawi, attorney at law, is hereby appointed Agent for the undersigned petitioner as required by Ohio Revised Code section 709.02(C)(3). Said agent is hereby authorized to make any amendment and/or deletion which in his absolute and complete discretion is necessary or proper under the circumstances then existing, and in particular to make such amendment in order to correct any discrepancy or mistake noted by the Delaware County Engineer in his examination of an amended plat and description to the Board of Commissioners on, before, or after the date set for hearing on this Petition.

RECEIVED
2024 JUL 31 PM 2:46
DELAWARE COUNTY
COMMISSIONERS

AGENT:

Yazan S. Ashrawi, Esq.
FROST BROWN TODD LLP
10 West Broad Street, Suite 2300
Columbus, OH 43215-3484
Telephone: (614) 559-7202
Facsimile: (614) 464-1737
yashrawi@fbtlaw.com

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE.

NAME	***ADDRESS***	***DATE***
Andrew S. Wilde		7/29/2024
Powell Community Improvement Corporation	47 Hall Street Powell, OH 43065	

EXHIBITS

Exhibit A= Legal Description

Exhibit B= Plat Map

Exhibit C= Adjacent Parcel Owner List

Exhibit A

Proposed Annexation

Containing 2.052 +/- Acres

From Township of Liberty to the City of Powell

The petition is filed as expedited II annexation proceeding
under sections 709.021 and 709.023 of the Ohio Revised Code

Situated in the State of Ohio, County of Delaware, Township of Liberty, Farm Lot 13, Quarter Township 3, Township 3 North, Range 19 West, United States Military Lands, being all of a 2.052 acre tract (PID 31931601003000) as conveyed to Powell Community Improvement Corporation, of record in Official Record 2024, Page 586, of all document references are to the records the Recorder's Office of Delaware County, Ohio, and being more particularly described as follows:

BEGINNING at the southwest corner of Lot 3697 of that subdivision entitled "Verona Phase 1" as dedicated in Plat Cabinet 4, Slide 43, being a point in the existing City of Powell Corporation Line, of record in Official Record 1383, Page 945, Ordinance Number 2015-41, being the northeasterly corner of a 0.2066 acre tract (Parcel 6-WD) as conveyed to the Ohio Department of Transportation, of record in Official Record 1331, Page 152, also in the westerly line of Farm Lot 12 and the easterly line of Farm Lot 13 and being a point in the northerly right of way line of West Powell Road (State Route 750) (DEL-750-0.00);

Thence with the perimeter of said 2.052 acre tract the following courses:

North 87°26'13" West, with the northerly line of said 0.2066 acre tract and said northerly right of way line, a distance of 300.00 feet to the northwesterly corner of said 0.2066 acre tract and being an easterly line of that plat entitled "Wedgewood Park", as dedicated in Plat Cabinet 2, Slide 689;

North 2°02'19" East, with the easterly line of said "Wedgewood Park", a distance of 298.00 feet to a point;

South 87°26'13" East, continuing with said easterly line, a distance of 300.00 feet to a point in the westerly line of said "Verona Phase 1" and being the easterly line of said Farm Lot 13 and said existing City of Powell Corporation Line;

South 2°02'19" West, with said easterly line of Farm Lot 13, the westerly line of said "Verona Phase 1", and with said existing City of Powell Corporation Line, a distance of 298.00 feet to the **POINT OF BEGINNING,** containing **2.052 +/-** acres, more or less.

This annexation description is a general description of the location of the property to be annexed and is not a boundary survey as defined in the O.A.C. Chapter 4733-37. The above description is for annexation purposes only and not intended to be used for the transfer of real property.This Annexation does not create any unincorporated islands.

The above annexation contains 298 +/- lineal feet that is contiguous with the Existing Corporation Line of the City of Powell, with a total perimeter of 1196 +/- lineal feet to be annexed to the City of Powell, that being 24.92% of the perimeter length that is contiguous to the Existing Corporation Line of the City of Powell

STATE OF OHIO
MATTHEW J. ACKROYD
S-8897
REGISTERED
PROFESSIONAL SURVEYOR

CESO Inc.

5/14/24

Matthew J. Ackroyd, PS
Registered Surveyor No. 8897

Delaware County Engineer:
Map Department

I hereby certify the within to be a true copy of the original on file in the Map Department.

Chris E. Bauserman, P.E., P.S.,
County Engineer

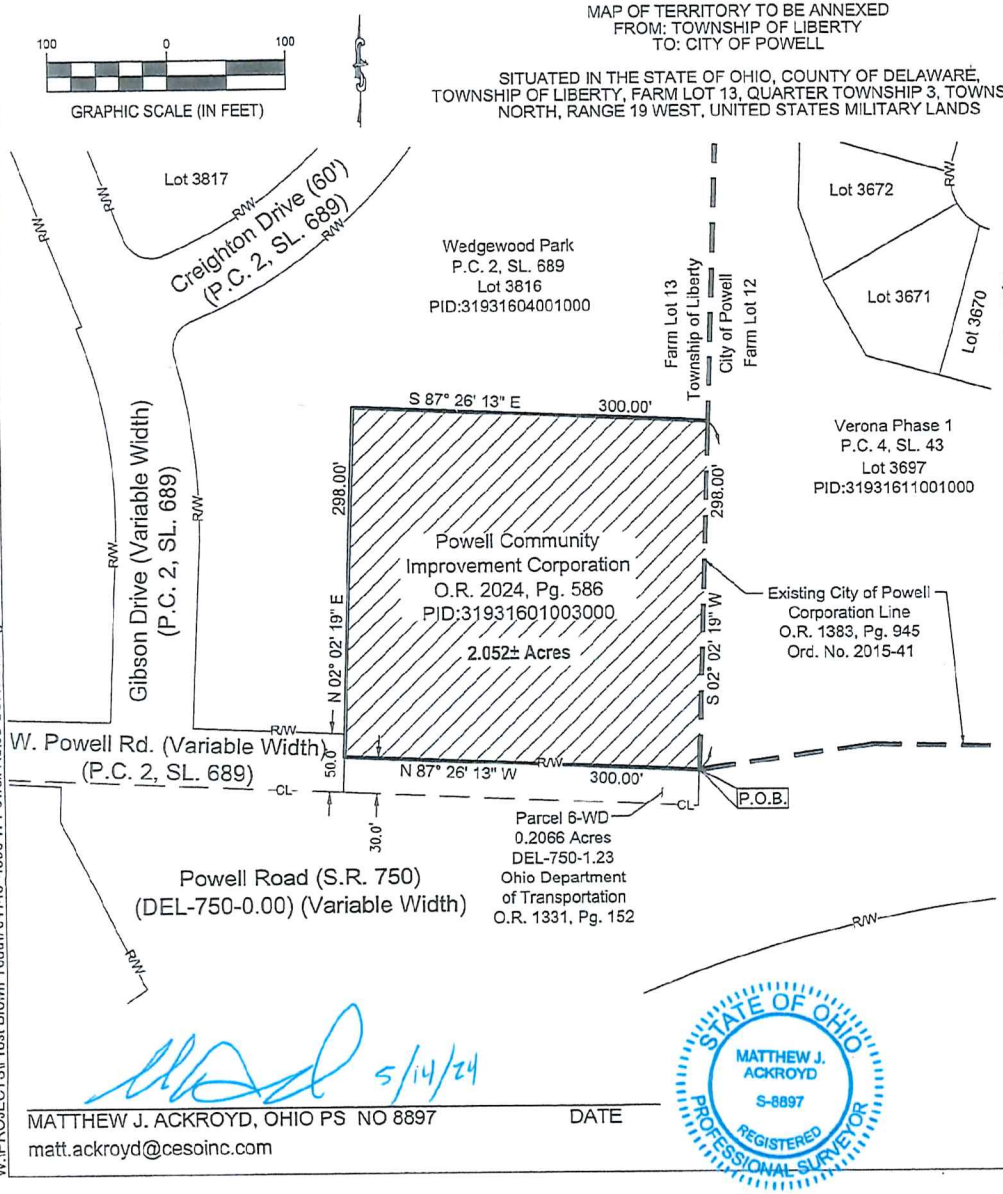
Supervisor Aysel Shamis Date 5/15/24

CESO

764146_Frost Brown Todd_W Powell Road_Annexation_2.052-AC

MAP OF TERRITORY TO BE ANNEXED
FROM: TOWNSHIP OF LIBERTY
TO: CITY OF POWELL

SITUATED IN THE STATE OF OHIO, COUNTY OF DELAWARE,
TOWNSHIP OF LIBERTY, FARM LOT 13, QUARTER TOWNSHIP 3, TOWNSHIP 3
NORTH, RANGE 19 WEST, UNITED STATES MILITARY LANDS



LEGEND

- PROPOSED CITY OF SUNBURY CORPORATION LINE
- EXIST. PARCEL LINE
- EXIST. RIGHT-OF-WAY
- EXISTING CORPORATION LINE
- PROP. AREA TO BE ANNEXED FROM LIBERTY TOWNSHIP

DELAWARE COUNTY ENGINEER:
MAP DEPARTMENT

I HERBY CERTIFY THE WITHIN TO BE A TRUE COPY OF THE ORIGINAL ON FILE IN THE MAP DEPARTMENT.

CHRIS E. BAUSERMAN, P.E., P.S.,
COUNTY ENGINEER

SUPERVISOR Aysel Shams DATE 5/15/24

NOTE:
THIS PETITION IS FILED AS AN EXPEDITED II ANNEXATION PROCEEDING UNDER SECTION 709.021 & 703.023 O.R.C.

CONTIGUITY NOTE:
TOTAL PERIMETER OF ANNEXATION AREA IS 1196± FT, OF WHICH 298± FEET IS CONTIGUOUS WITH THE CITY OF POWELL BY ORDINANCE NUMBER 2015-41 AND GIVING 24.92% CONTIGUITY WITH THE EXISTING CITY OF POWELL CORPORATION LINE.

LENGTH OF ROADWAY AFFECTED BY ANNEXATION:

- 0 LINEAL FEET OF TOWNSHIP ROADS
- 0 LINEAL FEET OF COUNTY ROADS
- 0 LINEAL FEET OF U.S. OR STATE ROUTE

THIS ANNEXATION DOES NOT CREATE ANY UNINCORPORATED ISLANDS.

THIS EXHIBIT WAS PREPARED FROM RECORD INFORMATION FROM THE DELAWARE COUNTY ENGINEER, RECORDER, AND AUDITOR'S OFFICE, AND IS NOT INTENDED FOR THE TRANSFER OF REAL PROPERTY

5/14/24

MATTHEW J. ACKROYD, OHIO PS NO 8897 DATE
matt.ackroyd@cesoinc.com

STATE OF OHIO
MATTHEW J. ACKROYD
S-8897
REGISTERED
PROFESSIONAL SURVEYOR

CESO
WWW.CESOINC.COM

Annexation
2.052± Acres

© 2024 CESO, INC.

Project Number:	764146
Scale:	1"=100'
Drawn By:	VJM
Checked By:	ALB
Date:	5/10/2024
Issue:	N/A

Drawing Title:

1

W:\PROJECTS\Frost Brown Todd\764146 4630 W Powell Rd\05-SURVEY\Dwg\764146-Frost Brown Todd-W Powell Rd-Annexation.dwg - 5/10/2024 - Alex Benson

Exhibit C

Owner	Address
WEDGEWOOD PARK OWNERS ASSOCIATION	WEDGEWOOD PARK OWNERS ASSOC ATTN: PSAM P O BOX 395 GROVE CITY OH 43123 USA
VERONA LLC	VERONA MASTER HOA PO BOX 395 GROVE CITY OH 43123 USA

To: City Council
Cc: Finance Committee
From: Andrew D. White, City Manager
Date: November 6, 2024
Re: FY 2025 Budget Estimate

Executive Summary

In accordance with Section 8.02 of the Powell City Charter, it is my pleasure to present the City Manager's recommended FY 2025 Budget. 2025 marks a pivotal year for Powell as we connect our history with our future vision. This year, we'll deepen our connection between our community's past and its aspirations for Powell 2.0. The FY 2025 budget expand on previous investments, explore new opportunities, and unveil strategies to drive the goals established by City Council to improve the lives of residents and businesses.

The City organizes its financial activities through a system of accounting entities called funds. The most important fund is the General Fund which accounts for all the financial activity of the general government, and its most important variable is revenue. A majority of the City's revenue is derived from a 2% income tax, a new rate structure first recorded in February 2022.

Once combined with the projected 2025 unappropriated fund balances of $35,470,640, total resources available for 2025 are approximately $70,886,790. The Fiscal Year 2025 budget totals $38,099,326 across all funds. We estimate unappropriated fund balances of $32,762,464 by the end of 2025. A slight decrease from the previous year.

Income tax collections remained relatively stagnant in 2024 as taxpayers adjust to the new tax rate structure. This trend is expected to persist into 2025. However, a significant boost to income tax revenue is anticipated in 2026 with the arrival of The Ohio State University Wexner Medical Center in the north. This state-of-the-art facility will offer top-tier outpatient services to the community, attracting new residents and businesses and increasing the overall tax base.

Four policy initiatives guide the budget process each year:

- *Capital Infrastructure*
- *Economic Development*
- *Public Safety*
- *Operational Efficiency*

Capital Infrastructure

FY 2025 Budget supports needed investment in infrastructure. A general lack of resources led to years of deferred capital maintenance in favor of operational need. Available resources in 2024 allowed for the largest investment in capital maintenance on record – following the largest investment in 2023. This level of maintenance effort is recommended for continuance in 2025, and roughly $3.5 million is budgeted for street and bike path improvements. The City's 25-29 Capital Improvement Plan was

adopted this fall, allocating in excess of $54.6 million for infrastructure funding to the Capital Projects Fund for the period of 2025 – 2029.

Economic Development

Economic Development is included as part of the Capital Improvement Program (CIP). The Powell Community Development Corporation (PDC) will receive $500,000 in support of operations and strategic land acquisition. The City hired its first Economic Development Administrator in late 2023. The Economic Development Administrator is working diligently to implement the economic development strategy adopted by the PDC in 2023.

Public Safety

The City's Police Department continues to deliver a comprehensive and highly valued range of safety services. The FY 2025 Budget includes allocations for essential equipment and increased funding to support operations and training initiatives. Patrol Officers and Sergeants, represented by the Fraternal Order of Police, will receive pay adjustments documented in 24-26 collective bargaining agreement. This contract prioritizes recruitment, retention, professional development, and competitive compensation.

Operational Efficiencies

The FY 2025 Budget addresses deferred investments in infrastructure and buildings, particularly within engineering and planning as the city evaluates asset conditions and conducts master planning exercises. In response to ongoing resident demand for enhanced quality-of-life programming, the budget includes a corresponding increase in funding.

Lastly, the FY 2025 Budget addresses employment as the City’s total headcount is set at 58, compared to 57 in 2024. The overall headcount remains at low levels, and we continue to evaluate department needs to guarantee City operations support a fully functional organization. The replacement of long-term employees through attrition impacts labor expenses as costs have risen in the marketplace. Personnel expenses represent a 4% increase in expenditure when compared to the 2024 budget, influenced by the FOP contract, two deleted positions, and three new full-time positions.

Conclusion

As we look ahead to 2025, we remain committed to fiscal responsibility and forward-thinking. The annual budget is a cornerstone policy document that guides the City's operations and aligns with our vision for Powell 2.0.

I extend my sincere gratitude to the Finance Director and her team for their exceptional work in organizing and developing this comprehensive budget. Rosa, Samantha, Chloe, and Benita, your dedication and coordination have been invaluable.

Additionally, I would like to acknowledge the continued efforts of the City of Powell staff and the leadership and support of the City Council.

I am excited about the progress we have made as a community and look forward to continuing this momentum. Powell is a dynamic and thriving place to live and work.

ORDINANCE 2024-43

AN ORDINANCE TO ACCEPT THE PROPOSED BUDGET, AND TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF POWELL, COUNTY OF DELAWARE, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF POWELL, COUNTY OF DELAWARE, OHIO, AS FOLLOWS:

Section 1: That, to provide for the current expenses and other expenditures of the said City of Powell during the fiscal year ending December 31, 2025, the sums be and are hereby set aside and appropriated as shown in Exhibit A attached hereto.

Section 2: That the Finance Director is hereby authorized to draw warrants/checks for payment from any of the foregoing appropriations upon receiving proper certificates and vouchers, therefore, or an ordinance or resolution of the Council to make the expenditures.

Section 3: That the Finance Director is hereby authorized to revise projected resources as shown in Exhibit B hereto.

Section 4: That the City Manager is hereby authorized to allocate or re-allocate funds to accounts that are within the level of control established by legally adopted appropriations approved in this Ordinance or any other Ordinance approved by City Council.

Section 5: That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of the Council and that all deliberations of the Council and any of the decision-making bodies of the City of Powell which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the City of Powell, County of Delaware, Ohio.

Section 5: That this Ordinance shall take effect on the earliest period allowed by law.

Tom Counts Date
Mayor

Elaine McCloskey Date
City Clerk

EFFECTIVE DATE: December 19, 2024

This legislation has been posted in accordance with the City Charter on this date _____ .
_____ City Clerk

GENERAL FUND

DEPARTMENT	FUND	PERSONNEL SERVICES	OPERATING EXEPENSES	CAPITAL EQUIPMENT	TOTAL	GRAND TOTAL
City Manager's Office/Administration	100	$ 359,500.00	$ 78,650.00	$ -	$ 438,150.00	
Community Engagement		$ 166,700.00	$ 162,875.00	$ -	$ 329,575.00	
Council & Clerk		$ 208,500.00	$ 121,300.00	$ -	$ 329,800.00	
Economic Development		$ 189,200.00	$ 61,162.00	$ -	$ 250,362.00	
Development/Planning		$ 629,000.00	$ 248,600.00	$ -	$ 877,600.00	
Building		$ 556,000.00	$ 125,200.00	$ -	$ 681,200.00	
Public Service		$ 1,077,000.00	$ 371,000.00	$ -	$ 1,448,000.00	
Engineering		$ 295,500.00	$ 371,300.00	$ -	$ 666,800.00	
Parks Maintenance		$ 496,500.00	$ 326,525.00	$ 15,000.00	$ 838,025.00	
Finance Administration		$ 728,800.00	$ 837,450.00	$ 2,000.00	$ 1,568,250.00	
Information Technology		$ 10,800.00	$ 343,000.00	$ 55,000.00	$ 408,800.00	
HR & Other Charges		$ -	$ 208,050.00	$ -	$ 208,050.00	
Police		$ 4,296,000.00	$ 266,944.00	$ 45,000.00	$ 4,607,944.00	
Legal		$ -	$ 350,000.00	$ -	$ 350,000.00	
Lands & Buildings		$ -	$ 522,600.00	$ 173,000.00	$ 695,600.00	
Fleet Management		$ -	$ 186,750.00	$ 736,700.00	$ 923,450.00	
Transfers to Other Funds		$ -	$ 7,722,500.00	$ -	$ 7,722,500.00	
CONTINGENCIES		$ -		$ -	$ -	
TOTAL BEFORE TRANSFER TO RESTRICTED RESERVE		$ 9,013,500.00	$ 12,303,906.00	$ 1,026,700.00		**$ 22,344,106**
TRANSFER TO RESTRICTED RESERVE	**100**	$ -	$ 300,000.00	$ -	$ 300,000.00	$ 22,644,106
CORMA FUND	105	$ -	$ 230,000.00	$ 50,000.00	$ 280,000.00	
27TH PAYROLL RESERVE	110	$ -	$ -	$ -	$ -	
COMP ABS RESERVE FUND	111	$ -	$ 48,500.00	$ -	$ 48,500.00	
TOTAL GENERAL FUND						**$ 22,972,606**

SPECIAL REVENUE FUNDS

	FUND					
MUNICIPAL MOTOR LICENSE FUND	**210**	**OPERATING EXPENSES**	**CAPITAL OUTLAY**	**TRANSFERS**	**TOTAL**	
TRANSFERS		$ -	$ -	$ 100,000.00	$ 100,000.00	
TOTAL MUNICIPAL MOTOR LICENSE FUND		$ -	$ -	$ 100,000.00		$ 100,000.00
STREET MAINTENANCE & REPAIR FUND	**211**	**OPERATING EXPENSES**	**CAPITAL OUTLAY**	**TRANSFERS**	**TOTAL**	
ENGINEERING DEPARTMENT		$ -	$ -	$ -	$ -	
PUBLIC SERVICE DEPARTMENT		$ 3,385,600.00	$ -	$ -	$ 3,385,600.00	
DEBT SERVICE		$ -	$ -	0	$ -	
TOTAL STREET MAINTENANCE & REPAIR FUND		$ 3,385,600.00	$ -	$ -		$ 3,385,600.00
STATE HIGHWAY IMPROVEMENT FUND	**221**	**OPERATING EXPENSES**	**CAPITAL OUTLAY**	**TRANSFERS**	**TOTAL**	
ENGINEERING DEPARTMENT		$ -	**$ -**	$ -		
PUBLIC SERVICE DEPARTMENT		$ 148,000.00			$ 148,000.00	
TOTAL STATE HIGHWAY IMPROVEMENT FUND		$ 148,000.00	$ -	$ -		$ 148,000.00
RIGHT OF WAY FUND	**231**					
PUBLIC SERVICE DEPARTMENT		$ 40,000.00	$ -	$ -	$ 40,000.00	
		$ 40,000.00	$ -	$ -		$ 40,000.00
PARK DEVELOPMENT FUND	**241**	**OPERATING EXPENSES**	**CAPITAL OUTLAY**	**TRANSFERS**	**TOTAL**	
ROW/LAND ACQUISITION		$ -	$ -	$ -		
CAPITAL EQUIPMENT		$ -	$ 139,000.00	$ -	$ 139,000.00	
TOTAL PARK DEVELOPMENT FUND		$ -	$ 139,000.00	$ -		$ 139,000.00
PARKS & RECREATION PROGRAMMING FUND	**295**	**PERSONNEL**	**OPERATING**	**CAPITAL**	**TOTAL**	
		$ 314,000.00	$ 600,680.00	$ 6,000.00	$ 920,680.00	
TOTAL PARKS & RECREATION PROGRAMMING FUND		$ 314,000.00	$ 600,680.00	$ 6,000.00		$ 920,680.00
LAW ENFORCEMENT ASSISTANCE FUND	**265**	**OPERATING EXPENSES**	**CAPITAL OUTLAY**	**TRANSFERS**	**TOTAL**	
		$ 12,000.00	$ -	$ -	$ 12,000.00	
TOTAL LAW ENFORCEMENT ASSISTANCE FUND		$ 12,000.00	$ -	$ -		$ 12,000.00

LAW ENFORCEMENT FUND	**271**	**OPERATING EXPENSES**	**CAPITAL OUTLAY**	**TRANSFERS**	**TOTAL**	
		$ 5,000.00	$ -	$ -	$ 5,000.00	
TOTAL LAW ENFORCEMENT FUND		$ 5,000.00	$ -	$ -		$ 5,000.00
DUI FUND	**281**	**OPERATING EXPENSES**	**CAPITAL OUTLAY**	**TRANSFERS**	**TOTAL**	
OPERATING EXPENSES		$ 1,000.00	$ -	$ -	$ 1,000.00	
TOTAL DUI FUND		$ 1,000.00	$ -	$ -		$ 1,000.00
BOARD OF PHARMACY LAW ENFORCEMENT FUND	**291**	**OPERATING EXPENSES**	**CAPITAL OUTLAY**	**TRANSFERS**	**TOTAL**	
OPERATING EXPENSES		$ -	$ -	$ -	$ -	$ -
CANINE SUPPORT FUND	**298**	**OPERATING EXPENSES**	**CAPITAL OUTLAY**	**TRANSFERS**	**TOTAL**	
OPERATING EXPENSES		$ 19,740.00	$ -	$ -	$ 19,740.00	
TOTAL CANINE CUPPORT FUND		$ 19,740.00	$ -	$ -		$ 19,740.00
VETERAN'S MEMORIAL FUND	**296**	**OPERATING EXPENSES**	**CAPITAL OUTLAY**	**TRANSFERS**	**TOTAL**	
OPERATING EXPENSES		$ 300.00	$ 8,000.00	$ -	$ 8,300.00	
TOTAL VETERAN'S MEMORIAL FUND		$ 300.00	$ 8,000.00	$ -		$ 8,300.00
MISCELLANEOUSE GRANT FUNDS		**OPERATING EXPENSES**	**CAPITAL OUTLAY**	**TRANSFERS**	**TOTAL**	
ONEOHIO OPIOID SETTLEMENT FUND	**267**	$ 2,500.00	$ -	$ -	$ 2,500.00	
		$ 2,500.00	$ -	$ -		$ 2,500.00
TOTAL SPECIAL REVENUE FUNDS						**$ 4,781,820.00**

DEBT SERVICE FUNDS

	FUND NUMBER					
		PRINCIPAL PAYMENTS	**INTEREST PAYMENTS**	**FEES OR TRANSFERS**	**TOTAL**	
SELDON SEEN TIF	**310**	$ 105,000.00	$ 65,550.00	$ -	$ 170,550.00	
2002,2008 & 2012 CIFA-GOLF VILLAGE DEBT SERVICE FUND	**317**	$ 1,740,000.00	$ 133,000.00		$ 1,873,000.00	
2012 PCIFA DEBT SERVICE FUND	**321**	$ 190,000.00	$ 17,800.00		$ 207,800.00	
2024 BENNETT GO DEBT SERVICE FUND	**322**	$ -	$ 282,000.00		$ 282,000.00	
2024 REDWOOD SPECIAL OBLIGATIONS DEBT SERVICE FUND	**323**	$ 412,000.00	$ 88,000.00		$ 500,000.00	
TOTAL DEBT SERVICE FUNDS		$ 2,447,000.00	$ 586,350.00	$ -		**$ 3,033,350.00**

CAPITAL PROJECT FUNDS

	FUND NUMBER					
		CAPITAL OUTLAY	**AUDITOR'S FEES / OPERATING**	**TRANSFER / ADVANCE**	**TOTAL**	
DOWNTOWN TIF PUBLIC IMPROVEMENTS	**451**	$ 550,000.00	$ 40,000.00		$ 590,000.00	
DOWNTOWN TIF HOUSING RENOVATIONS	**452**		$ 6,000.00		$ 6,000.00	
SELDOM SEEN TIF PUBLIC IMPROVEMENTS FUND	**453**	$ 90,000.00	$ 3,500.00	$ 171,050.00	$ 264,550.00	
SAWMILL CORRIDOR TIF FUND	**455**	$ 600,000.00	$ 18,000.00		$ 618,000.00	
SANITARY SEWER FUND	**470**	$ -	$ 5,000.00	$ 190,000.00	$ 195,000.00	
CAPITAL PROJECT FUNDS	**491**	$ 4,375,000.00		$ 782,000.00	$ 5,157,000.00	
VILLAGE DEVELOPMENT FUND	**492**	$ 300,000.00	$ -	$ -	$ 300,000.00	
VOTED CAPITAL IMPROVEMENTS FUND	**494**	$ -	$ -	$ -	$ -	
SELDON SEEN TIF PARK IMPROVEMENTS FUND	**497**	$ -	$ -		$ -	
TOTAL CAPITAL PROJECT FUNDS		$ 5,915,000.00	$ 72,500.00	$ 1,143,050.00		**$ 7,130,550.00**

TRUST & AGENCY FUNDS

	FUND NUMBER				
		OPERATING EXPENSES	**TRANSFERS**	**TOTAL**	
UNCLAIMED FUNDS FUND (FUND 910)	**910**	$ 500.00	$ 500.00	$ 1,000.00	
FLEXIBLE BENEFITS PLAN FUND (FUND 911)	**911**	$ -		$ -	
BOARD OF BUILDING STANDARDS FUND (FUND 991)	**991**	$ 10,000.00		$ 10,000.00	
ENGINEERING INSPECTION FUND (FUND 992)	**992**	$ 150,000.00	$ -	$ 150,000.00	
ESCROWED DEPOSITS FUND (FUND 994)	**994**	$ 5,000.00		$ 5,000.00	
FINGERPRINT PROCESSING FUND (FUND 996)	**996**	$ 15,000.00		$ 15,000.00	
TOTAL TRUST & AGENCY FUND		$ 180,500.00	$ 500.00		**$ 181,000.00**

GRAND TOTAL ALL APPROPRIATIONS **$ 38,099,326.00**

2025 Operating Budget

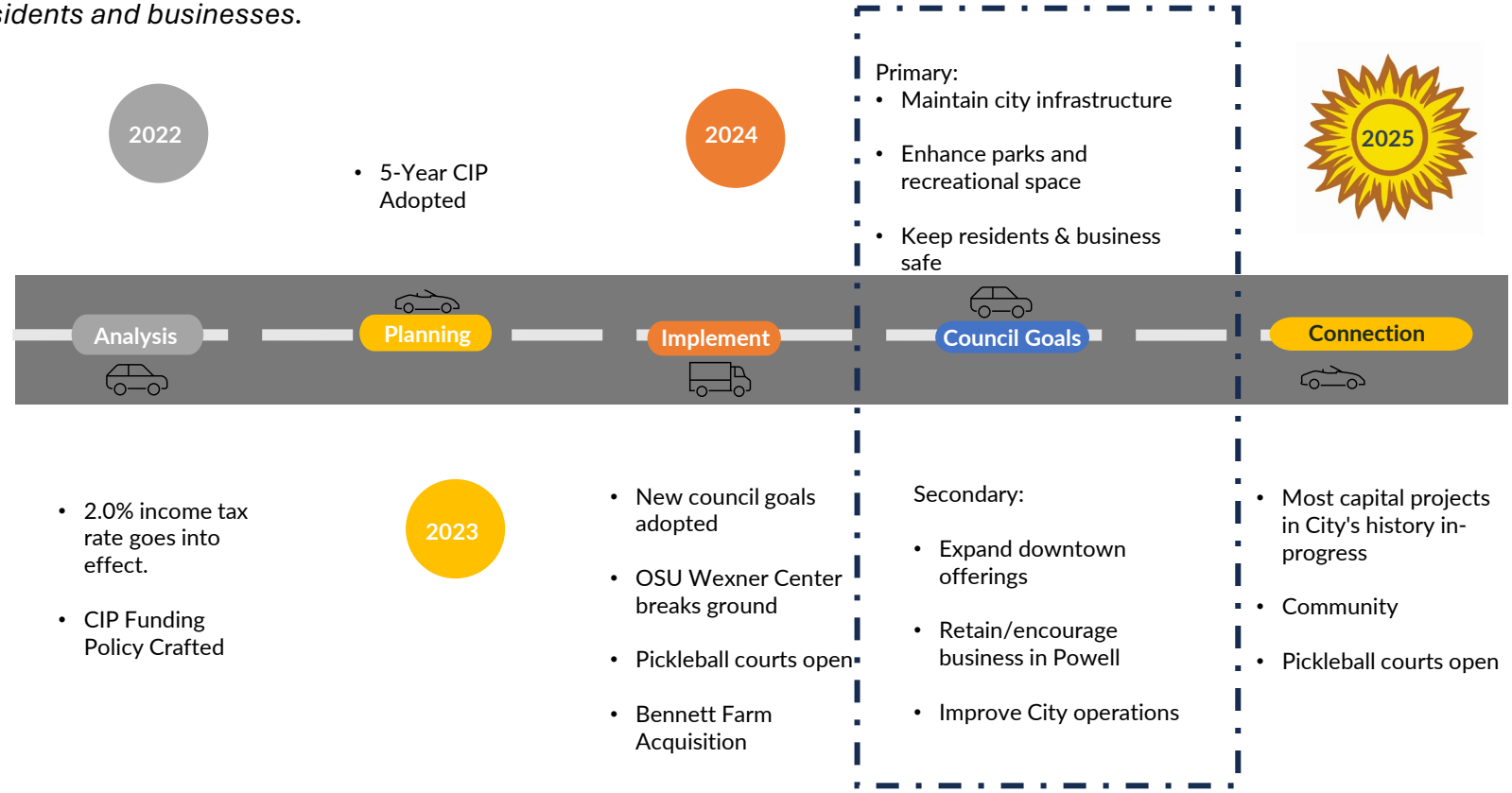
Ord. 2024-43: An Ordinance to Accept the Proposed Budget

Powell
OHIO

2025 Budget Considerations

The Road to Powell 2.0:
The Future is Bright!

2025 marks a pivotal year for Powell as we connect our history with our future vision. This year, we'll deepen our connection between our community's past and its aspirations for Powell 2.0. The FY 2025 budget expand on previous investments, explore new opportunities, and unveil strategies to drive the goals established by City Council to improve the lives of residents and businesses.



2025 Operating Budget

General Fund Summary

General Fund (100) – Executive Summary

Revenue Source	Original Budget 2024	Revised Budget 2024	Proposed Budget 2025	$ Variance	% Variance
Prior Year Unappropriated Funds	$ 19,000,000	$ 21,099,798	$ 21,500,000	$ 400,202	**2%**
Prior Year General Fund Reserve	$ 1,980,000	$ 1,980,000	$ 2,500,000	$ 520,000	**26%**
Total Prior Year Carryforward Balance	$ 20,980,000	$ 23,079,798	$ 24,000,000	$ 920,202	**4%**
Taxes, assessments, & related revenue	$ 20,072,540	$ 19,960,349	$ 18,984,100	$ (976,249)	**-5%**
Local revenue	$ 33,600	$ 33,600	$ 34,100	$ 500	**1%**
Development related revenue	$ 686,970	$ 686,970	$ 572,000	$ (114,970)	**-17%**
Other revenue	$ 659,740	$ 659,740	$ 1,431,000	$ 771,260	**117%**
Total Operating Revenue	$ 21,452,850	$ 21,340,659	$ 21,021,200	$ (319,459)	**-1%**
Total Available Funds	**$ 42,432,850**	**$ 44,420,457**	**$ 45,021,200**	**$ 600,743**	**1%**

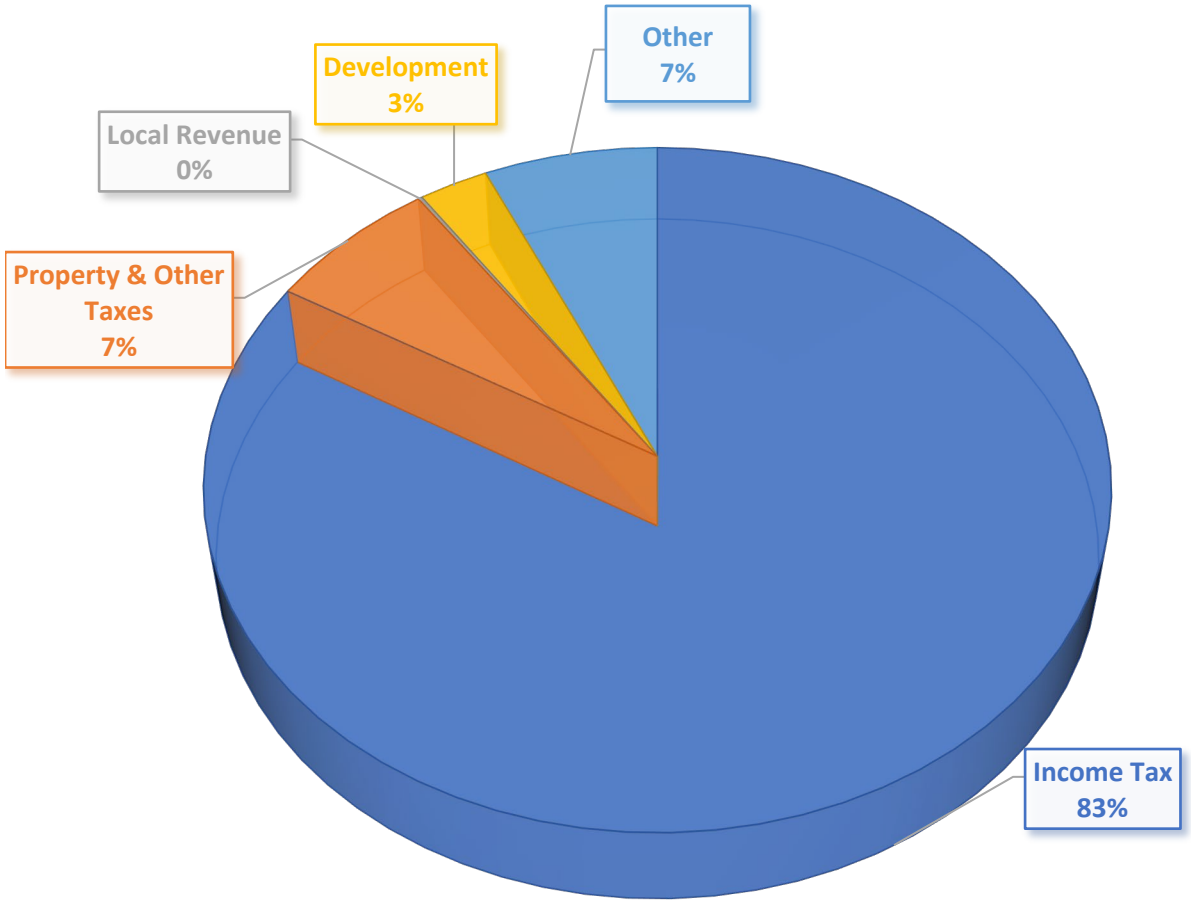
Expenditure Source	Original Budget 2024	Revised Budget 2024	Proposed Budget 2025	$ Variance	% Variance
Personnel	$ 8,634,150	$ 8,634,150	$ 9,013,500	$ 379,350	**4%**
Operating Expenses	$ 4,190,355	$ 4,190,355	$ 4,581,406	$ 391,051	**9%**
Prior Year Remaining Encumbrances		$ 921,954			
Operating Expenditures	$ 12,824,505	$ 13,746,459	$ 13,594,906	$ (151,553)	**-1%**
Excess (deficiency) of operating revenues over operating expenditures	$ 8,628,345	$ 7,594,201	$ 7,426,294	$ (167,907)	**-2%**
Capital Outlay	$ 1,982,310	$ 1,982,310	$ 1,026,700	$ (955,610)	**-48%**
Transfers	$ 7,602,600	$ 7,602,600	$ 7,647,500	$ 44,900	**1%**
Addition to 27th Payroll Reserve	$ 20,000	$ 20,000	$ 50,000	$ 30,000	**150%**
Addition to Comp Abs Reserve	$ 20,000	$ 20,000	$ 25,000	$ 5,000	**25%**
Advances					
Additional to reserve fund balance	$ 870,000	$ 870,000	$ 300,000	$ (570,000)	**-66%**
Contingencies	$ 50,000	$ 50,000	$ -	$ (50,000)	**-100%**
Nonoperating Expenditures	$ 10,544,910	$ 10,544,910	$ 9,049,200	$ (1,495,710)	**-14%**
Total Expenditures	**$ 23,369,415**	**$ 24,291,369**	**$ 22,644,106**	**$ (725,309)**	**-3%**
Excess (deficiency) of revenue over all expenditures	$ (1,916,565)	$ (2,950,709)	$ (1,622,906)		
Ending Year Unappropriated Funds	$ 19,063,435	$ 20,129,088.31	$ 19,877,094.00		
Ending Year General Fund Reserve	$ 2,850,000	$ 2,850,000.00	$ 2,800,000.00		
Total Current Year Balance	$ 21,913,435	$ 22,979,088	$ 22,677,094	$ (301,994)	**-1%**
Total Available Funds	**$ 42,432,850**	**$ 44,420,457**	**$ 45,021,200**	**$ 600,743**	**1%**

Powell
OHIO

2025 Operating Budget

General Fund Revenue

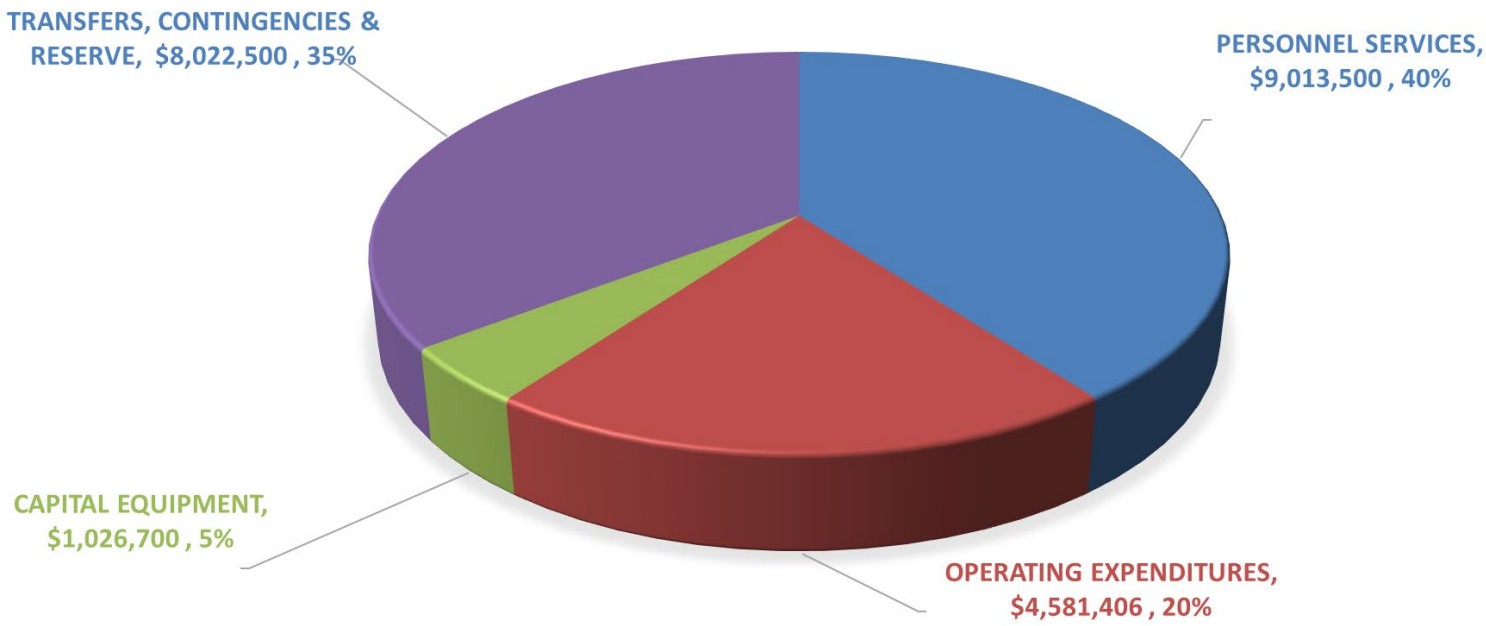
WHERE DOES THE GENERAL FUND (OPERATING) MONEY COME FROM?



2025
Operating Budget

General Fund
Expenditures

General Fund Budget by Category
$22,644,106



Powell OHIO

General Fund Summary by Department

DEPARTMENT	2025 Proposed Budget PERSONNEL SERVICES	OPERATING EXPENDITURES	CAPITAL	TOTAL	2024 Budget	Variance	%
City Manager's Office/Administration	$ 359,500	$ 78,650	$ -	$ 438,150	$ 545,500	$ (107,350)	-19.7%
Community Engagement	$ 166,700	$ 162,875	$ -	$ 329,575	$ 283,725	$ 45,850	16.2%
Council & Clerk	$ 208,500	$ 121,300	$ -	$ 329,800	$ 307,405	$ 22,395	7.3%
Economic Development	$ 189,200	$ 61,162	$ -	$ 250,362	$ 907,200	$ (656,838)	-72.4%
Development/Planning	$ 629,000	$ 248,600	$ -	$ 877,600	$ 659,900	$ 217,700	33.0%
Building	$ 556,000	$ 125,200	$ -	$ 681,200	$ 653,250	$ 27,950	4.3%
Public Service	$ 1,077,000	$ 371,000	$ -	$ 1,448,000	$ 1,458,600	$ (10,600)	-0.7%
Engineering	$ 295,500	$ 371,300	$ -	$ 666,800	$ 571,100	$ 95,700	16.8%
Parks Maintenance	$ 496,500	$ 326,525	$ 15,000	$ 838,025	$ 696,025	$ 142,000	20.4%
Finance Administration	$ 728,800	$ 837,450	$ 2,000	$ 1,568,250	$ 1,508,400	$ 59,850	4.0%
Information Technology	$ 10,800	$ 343,000	$ 55,000	$ 408,800	$ 667,950	$ (259,150)	-38.8%
HR & Other Charges	$ -	$ 208,050	$ -	$ 208,050	$ 201,750	$ 6,300	3.1%
Police	$ 4,296,000	$ 266,944	$ 45,000	$ 4,607,944	$ 4,612,210	$ (4,266)	-0.1%
Legal	$ -	$ 350,000	$ -	$ 350,000	$ 350,000	$ -	0.0%
Lands & Buildings	$ -	$ 522,600	$ 173,000	$ 695,600	$ 534,800	$ 160,800	30.1%
Fleet Management	$ -	$ 186,750	$ 736,700	$ 923,450	$ 849,000	$ 74,450	8.8%
Subtotal Operating Expenditures	$ 9,013,500	$ 4,581,406	$ 1,026,700	$ 14,621,606	$ 14,806,815	$ (185,209)	-1.3%
Transfers	$ -	$ 3,320,000	$ -	$ 3,320,000	$ 3,317,600	$ 2,400	0.1%
Addition to 27th Payroll Reserve	$ -	$ 25,000	$ -	$ 25,000	$ 20,000	$ 5,000	25.0%
Addition to Comp Abs Reserve	$ -	$ 50,000	$ -	$ 50,000	$ 20,000	$ 30,000	150.0%
Advances	$ -	$ -	$ -	$ -	$ -	$ -	
Add to General Fund Reserve	$ -	$ 300,000	$ -	$ 300,000	$ 870,000	$ (570,000)	-65.5%
Add to CIP Fund	$ -	$ 4,327,500	$ -	$ 4,327,500	$ 4,285,000	$ 42,500	1.0%
Contingencies	$ -	$ -	$ -	$ -	$ 50,000	$ (50,000)	-100.0%
Subtotal Non-Operating Expenditures	$ -	$ 8,022,500	$ -	$ 8,022,500	$ 8,562,600	$ (540,100)	-6.3%
TOTALS	**$ 9,013,500**	**$ 12,603,906**	**$ 1,026,700**	**$ 22,644,106**	**$ 23,369,415**	**$ (725,309)**	**-3.1%**

Personnel Services Summary

Department/Division	2025	2024	Variance	% Change
City Manager's Office/Administration	$ 359,500	$ 466,000	$ (106,500)	-22.9%
Community Engagement	$ 166,700	$ 145,500	$ 21,200	14.6%
Council & Clerk	$ 208,500	$ 215,500	$ (7,000)	-3.2%
Economic Development	$ 189,200	$ 367,000	$ (177,800)	N/A
Development/Planning	$ 629,000	$ 382,500	$ 246,500	64.4%
Building	$ 556,000	$ 504,000	$ 52,000	10.3%
Public Service	$ 1,077,000	$ 1,078,500	$ (1,500)	-0.1%
Engineering	$ 295,500	$ 174,600	$ 120,900	69.2%
Parks Maintenance	$ 496,500	$ 358,500	$ 138,000	38.5%
Finance Administration	$ 728,800	$ 721,000	$ 7,800	1.1%
Information Technology	$ 10,800	$ 153,550	$ (142,750)	-93.0%
HR & Other Charges	$ -	$ -	$ -	N/A
Police	$ 4,296,000	$ 4,067,500	$ 228,500	5.6%
Total	**$ 9,013,500**	**$ 8,634,150**	**$ 379,350**	**4.4%**

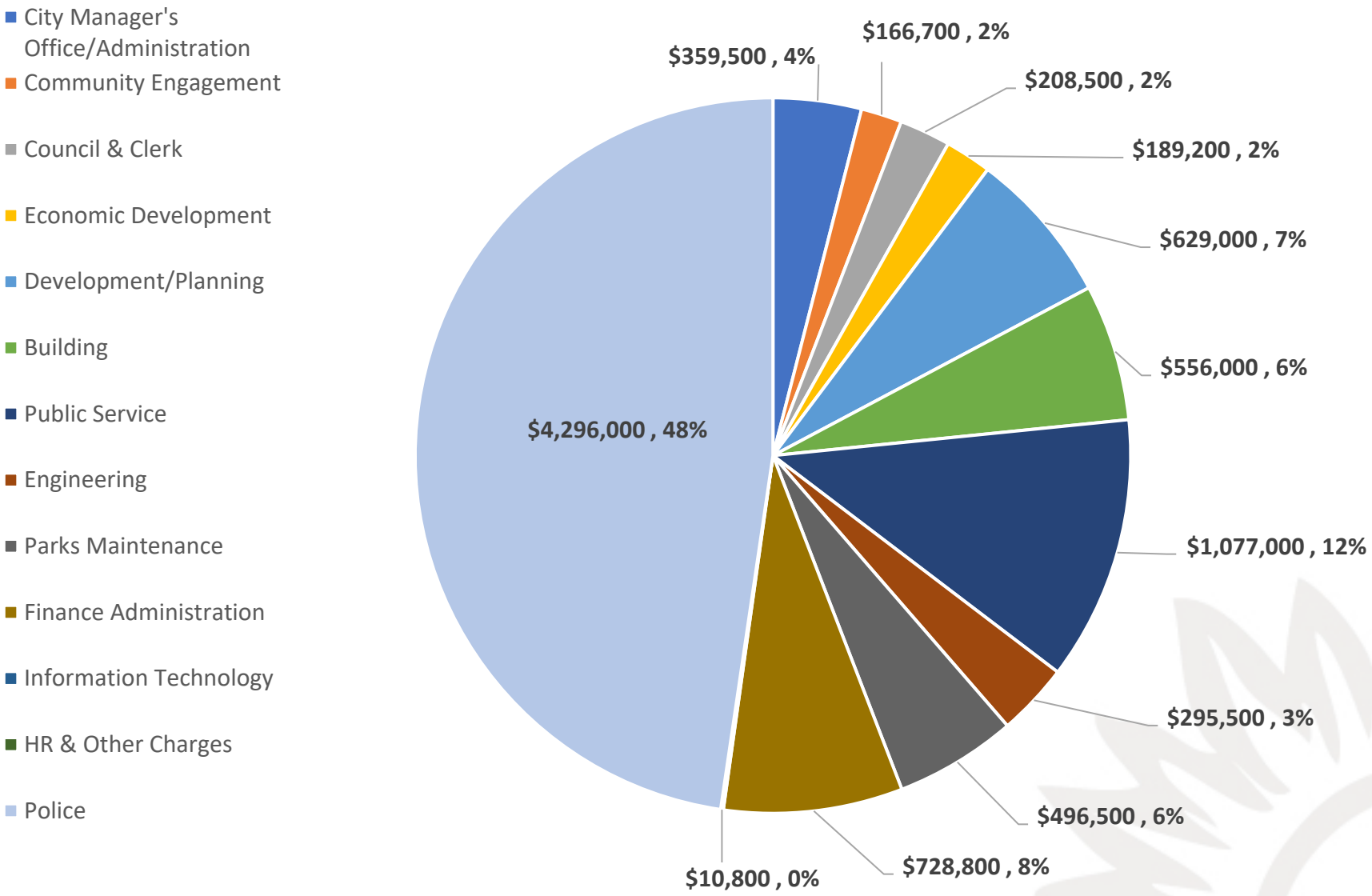
Summary of Changes:

• (2) New Full-Time Positions and (3) Interns - Fully loaded	$ 334,700
• (2) Deleted Positions	$ (200,650)
• Merit increase & Salary Adjustments (Non-Union)	$ 126,700
• Merit increase & Salary Adjustments (Union)	$ 246,100
• 2024 New Hires	$ 65,500
• Health Insurance Savings	$ (276,000)
• Change in OT and Projected Retirement Payouts	$ 83,000
Total	$ 379,350

Staffing Summary

Department	2024 Total	2025 FT	2025 PT	2025 Total	Diff.	Notes
Administration	3	2	0	2	-1	Removes (1) Management Analyst
Building	4	4	0	4	0	
Clerk & Council	1	1	0	1	0	
Planning	3	4	0	4	+1	Move (1) Community Development Director from Economic Development
Economic Development	2	1	0	1	-1	Move (1) Community Development Director to Planning
Engineering	1	2	0	2	+1	Add (1) Engineering Inspector
Finance	5	5	0	5	0	
Parks & Rec	3	4	0	4	+1	Re-classifies (1) Maintenance Specialist
Programming	2	1	2	3	+1	Add (1) Part-Time Special Event Coordinator
Police	24	24	0	24	0	
Community Engagement	1	1	0	1	0	
Public Service	7	7	0	7	0	Re-classifies (1) Maintenance Specialist; Adds (1) Maintenance Specialist
IT	1	0	0	0	-1	Removes (1) IT Manager
Grand Total	**57**	**56**	**2**	**58**	**+1**	

Personnel Budget – Distribution by Department



Operating Expenditures Summary

Department/Division	2025	2024	Variance	% Change
City Manager's Office/Administration	$ 78,650	$ 79,500	$ (850)	-1.1%
Communications	$ 162,875	$ 138,225	$ 24,650	17.8%
Council & Clerk	$ 121,300	$ 91,905	$ 29,395	32.0%
Economic Development	$ 61,162	$ 36,200	$ 24,962	69.0%
Development/Planning	$ 248,600	$ 277,400	$ (28,800)	-10.4%
Building	$ 125,200	$ 145,250	$ (20,050)	-13.8%
Public Service	$ 371,000	$ 380,100	$ (9,100)	-2.4%
Engineering	$ 371,300	$ 396,500	$ (25,200)	-6.4%
Parks Maintenance	$ 326,525	$ 307,525	$ 19,000	6.2%
Finance Administration	$ 837,450	$ 769,800	$ 67,650	8.8%
Information Technology	$ 343,000	$ 271,100	$ 71,900	26.5%
HR/Other Charges	$ 208,050	$ 201,750	$ 6,300	3.1%
Police	$ 266,944	$ 351,800	$ (84,856)	-24.1%
Legal	$ 350,000	$ 350,000	$ -	0.0%
Lands & Buildings	$ 522,600	$ 311,800	$ 210,800	67.6%
Fleet Management	$ 186,750	$ 81,500	$ 105,250	129.1%
Total	**$ 4,581,406**	**$ 4,190,355**	**$ 391,051**	**9.3%**

Significant Changes:

Department	Category	Item	Amount
Communications	Contracted Services	Community Attitude Survey and Videos	$ 13,500
Communications	Contracted Services	Website Maintenance	$ 15,000
Fleet Management	Gasoline	Maintenance costs	$ 36,500
Finance	Software Subscription	Ongoing costs for ClearGov and ErpPro	$ 47,600
Finance	Investment Fees	Increase based on assets under management	$ 15,000
Information	Contracted Services	Computer Maintenance - EasyIT	$ 53,000
Information	Software Subscription	Increase due to shift in cloud based services	$ 18,000
Lands and Buildings	Building Maintenance	Salt Dome Roof Replacement	$ 90,000
Lands and Buildings	Building Maintenance	Masonary Repair	$ 15,000
Lands and Buildings	Building Maintenance	Exterior Fascia Replacement	$ 50,000
		Historical Society Donation	$ 10,000
			$ 363,600

General Fund – Capital by Department

Department/Division	2025	2024	Variance	% Change
City Manager's Office/Admin	$ -	$ -	$ -	0.0%
Communications	$ -	$ -	$ -	0.0%
Council & Clerk	$ -	$ -	$ -	0.0%
Economic Development	$ -	$ 504,000	$ (504,000)	-100%
Development/Planning	$ -	$ -	$ -	0.0%
Building	$ -	$ 4,000	$ (4,000)	-100%
Public Service	$ -	$ -	$ -	0.0%
Engineering	$ -	$ -	$ -	0.0%
Parks Maintenance	$ 15,000	$ 30,000	$ (15,000)	-50.0%
Finance Administration	$ 2,000	$ 17,600	$ (15,600)	-88.6%
Information Technology	$ 55,000	$ 243,300	$ (188,300)	-77.4%
HR/Other Charges	$ -	$ -	$ -	0.0%
Police	$ 45,000	$ 192,910	$ (147,910)	-76.7%
Lands & Buildings	$ 173,000	$ 223,000	$ (50,000)	-22.4%
Fleet Management	$ 736,700	$ 767,500	$ (30,800)	-4.0%
Total	**$ 1,026,700**	**$ 1,982,310**	**$ (955,610)**	**-48.2%**

Notable Changes:

- Economic Development - Land acquisition/Redwood moved to debt ($504,000)
- IT – Capital expenditures moved to fund 491 ($188,300)
- Police – Miscellaneous equipment moved to Fleet & IT ($115,510)

General Fund – Capital Itemization

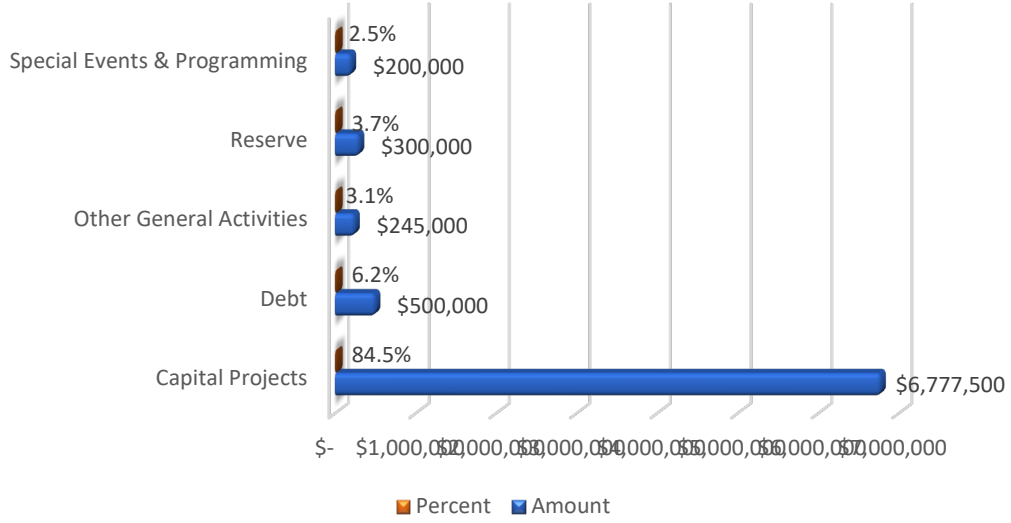
Department	Item		Amount
Fleet	Fleet & Equipment from CIP	$	736,700
Lands & Building	Furniture	$	25,000
Lands & Building	Contingency - Village Green	$	68,000
Lands & Building	Meeting Rooms - Council Chamber & East Room Contingency	$	60,000
Lands & Building	Contingency - Other Facilities	$	20,000
IT	Contingency	$	55,000
Police	Replacement Rifles (CIP)	$	15,000
Police	Drones (CIP)	$	30,000
Parks	Park Equipment - Contingency	$	15,000
Finance	Small Equipment	$	2,000
		$	1,026,700

General Fund – Transfers, Contingencies & Reserve

Interfund Transfer To	2025	2024	Variance	% Change
Debt Service	$ 500,000	$ 197,600	$ 302,400	153.0%
27th Payroll	$ 25,000	$ 20,000	$ 5,000	25.0%
Comp Ab Reserve	$ 50,000	$ 20,000	$ 30,000	150.0%
Right-of-Way Fund	$ -	$ 120,000	$ (120,000)	-100.0%
CORMA Fund (105)	$ 170,000	$ 150,000	$ 20,000	13.3%
Capital Projects	$ 4,327,500	$ 4,285,000	$ 42,500	1.0%
Street Maintenance Fund	$ 2,450,000	$ 2,500,000	$ (50,000)	-2.0%
P&R Programs	$ 200,000	$ 350,000	$ (150,000)	-42.9%
Restricted Reserve*	$ 300,000	$ 870,000	$ (570,000)	-65.5%
Contingencies		$ 50,000	$ (50,000)	-100.0%
Total	**$ 8,022,500**	**$ 8,562,600**	**$ (540,100)**	**-6.3%**

The transfer to the restricted reserve will maintain the reserve balance at 22% of 2025 operating expenses (personnel & operating).

Transfers support the following activities:



Powell
OHIO

General Fund
Fund Balance
5-Yr Forecast

CITY OF POWELL
General Fund Balance Projection

	2025	2026	2027	2028	2029
GENERAL FUND					
Beginning Fund Balance	**$ 21,500,000.00**	**$ 19,877,094.00**	**$ 19,294,545.04**	**$ 17,733,818.04**	**$ 16,597,415.01**
Revenues	$ 21,021,200.00	$ 22,498,540.00	$ 22,770,100.00	$ 23,359,100.00	$ 24,000,000.00
Expenditures (annual increase = 3% plus adjustments below)	$ (22,644,106.00)	$ (23,081,088.96)	$ (24,330,827.00)	$ (24,495,503.03)	$ (25,188,700.37)
Annual Cash Difference	**$ (1,622,906.00)**	**$ (582,548.96)**	**$ (1,560,727.00)**	**$ (1,136,403.03)**	**$ (1,188,700.37)**
Ending Fund Balance*	**$ 19,877,094.00**	**$ 19,294,545.04**	**$ 17,733,818.04**	**$ 16,597,415.01**	**$ 15,408,714.64**

General Fund Balance Policy

At 50% of 5-yr revenue average or above	**128.31%**	**94.33%**	**81.30%**	**74.77%**	**67.79%**

Below 50% - Payroll and day-to-day operations only.

Revenue Adjustments

OSU Revenue Increase

Kroger Revenue Increase

2% Annual Increase

Expenditure Adjustments

Assumes 8% increase in personnel for contract increases and new positions

Redwood debt paid off ($500,000)

Percent of Budget to Available Resources	**53%**	**54%**	**58%**	**60%**	**62%**

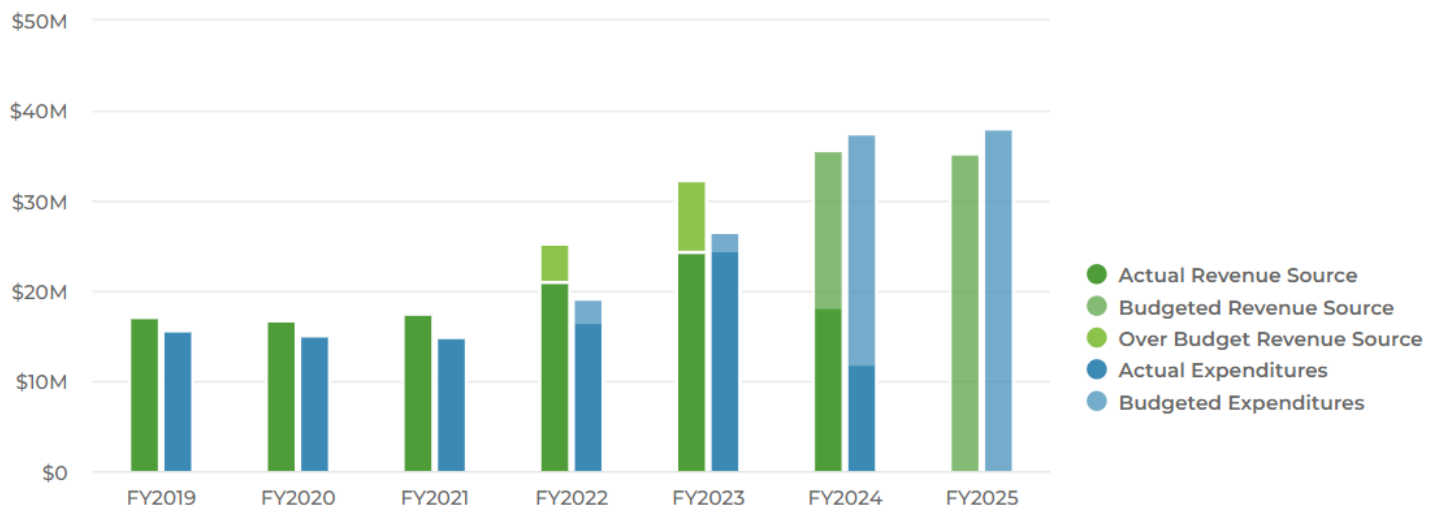
(=exp / beg fund balance + revenues)

2025
Operating Budget

All Funds
Summary

All Funds Summary

The City of Powell is projecting $35.42M of revenue in FY2025, which represents a 1.0% decrease over the prior year. Budgeted expenditures are projected to increase by 1.2% or $455.18K to $38.1M in FY2025.



Powell OHIO

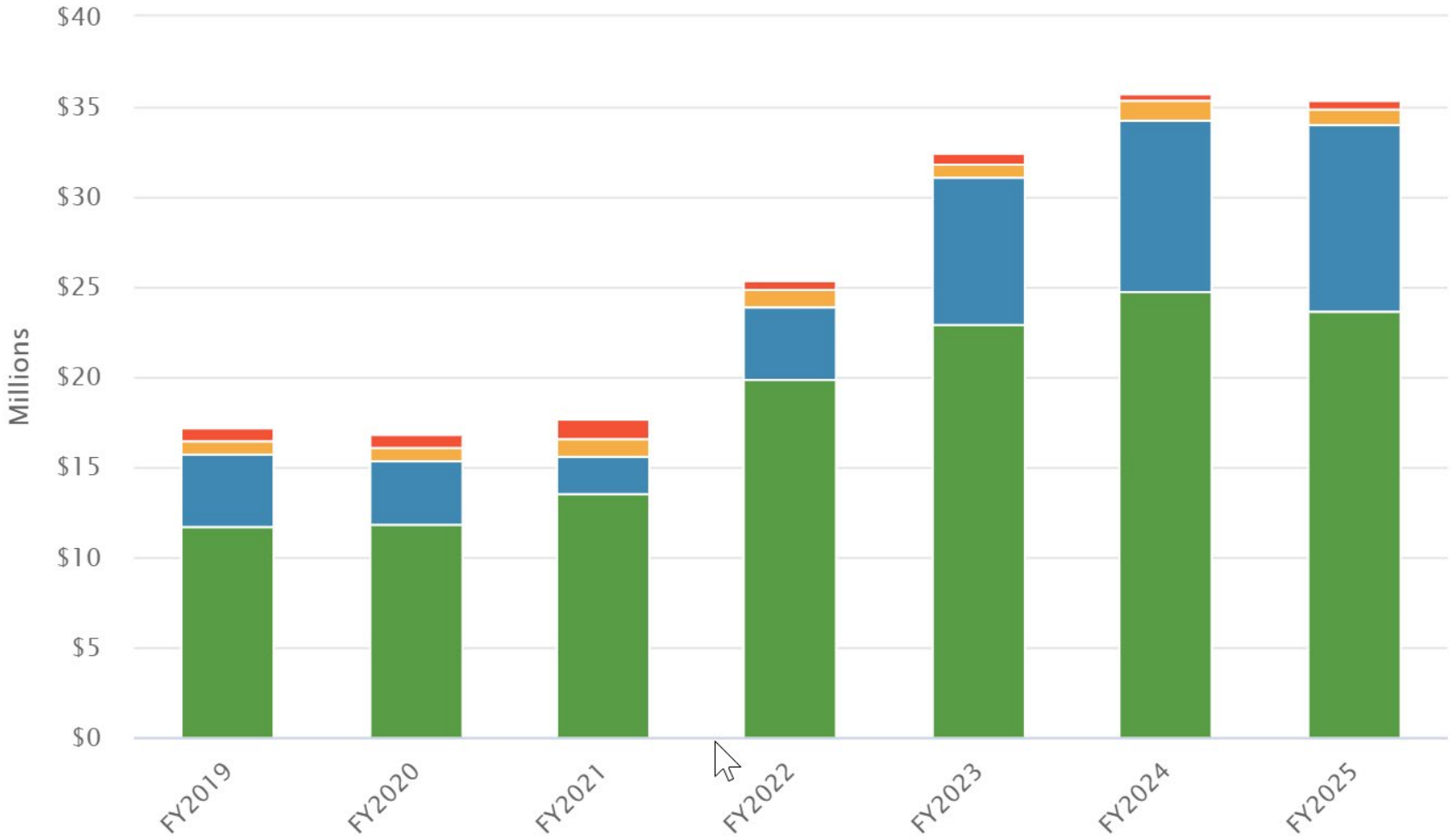
All Funds – 2025 Budget Summary

City of Powell

2025 Budget Summary

FUND	Est. 2025 Beg. Balance	Adopted Revenues	Proposed Expenditures	Est. 2025 End Balance	2024 Original Expenditures	Variance	% Change
GENERAL FUND	$ 21,500,000	$ 21,021,200	$ 22,644,106	$ 19,877,094	$ 23,369,415	$ (725,309)	-3.1%
GENERAL FUND RESERVE	$ 2,500,000	$ 300,000	$ -	$ 2,800,000	$ -	$ -	0.0%
CORMA FUND	$ 100,000	$ 220,000	$ 280,000	$ 40,000	$ 215,000	$ 65,000	30.2%
27TH PAY RESERVE FUND	$ 170,000	$ 25,000	$ -	$ 195,000	$ -	$ -	0.0%
COMP ABS RESERVE FUND	$ -	$ 50,000	$ 48,500	$ 1,500	$ 20,000	$ 28,500	142.5%
General Fund Total	**$ 24,270,000**	**$ 21,616,200**	**$ 22,972,606**	**$ 22,913,594**	**$ 23,604,415**	**$ (631,809)**	**-2.7%**
Special Revenue Total	**$ 1,565,140**	**$ 4,530,400**	**$ 4,781,820**	**$ 1,313,720**	**$ 5,360,041**	**$ (578,221)**	**-10.8%**
Debt Total	**$ -**	**$ 3,033,350**	**$ 3,033,350**	**$ -**	**$ 2,448,050**	**$ 585,300**	**23.9%**
Capital Total	**$ 9,153,000**	**$ 6,056,000**	**$ 7,130,550**	**$ 8,078,450**	**$ 5,873,667**	**$ 1,256,883**	**21.4%**
Trust & Agency Total	**$ 482,500**	**$ 180,200**	**$ 181,000**	**$ 481,700**	**$ 361,000**	**$ (180,000)**	**-49.9%**
GRAND TOTAL ALL	**$ 35,470,640**	**$ 35,416,150**	**$ 38,099,326**	**$ 32,787,464**	**$ 37,647,173**	**$ 452,153**	**1.2%**

All Funds – Budgeted and Historical Revenues by Source



Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
Revenue Source					
Taxes, Assessments and Related Revenue	$13,561,623	$19,843,679	$22,903,994	$24,716,325	$23,645,900
Local Revenue	$1,100,293	$551,205	$552,559	$439,200	$564,500
Development Related Revenue	$900,396	$885,145	$784,962	$1,097,050	$807,000
Other Revenue	$2,065,709	$4,119,548	$8,178,217	$9,523,490	$10,398,750
Total Revenue Source:	**$17,628,020**	**$25,399,577**	**$32,419,732**	**$35,776,065**	**$35,416,150**

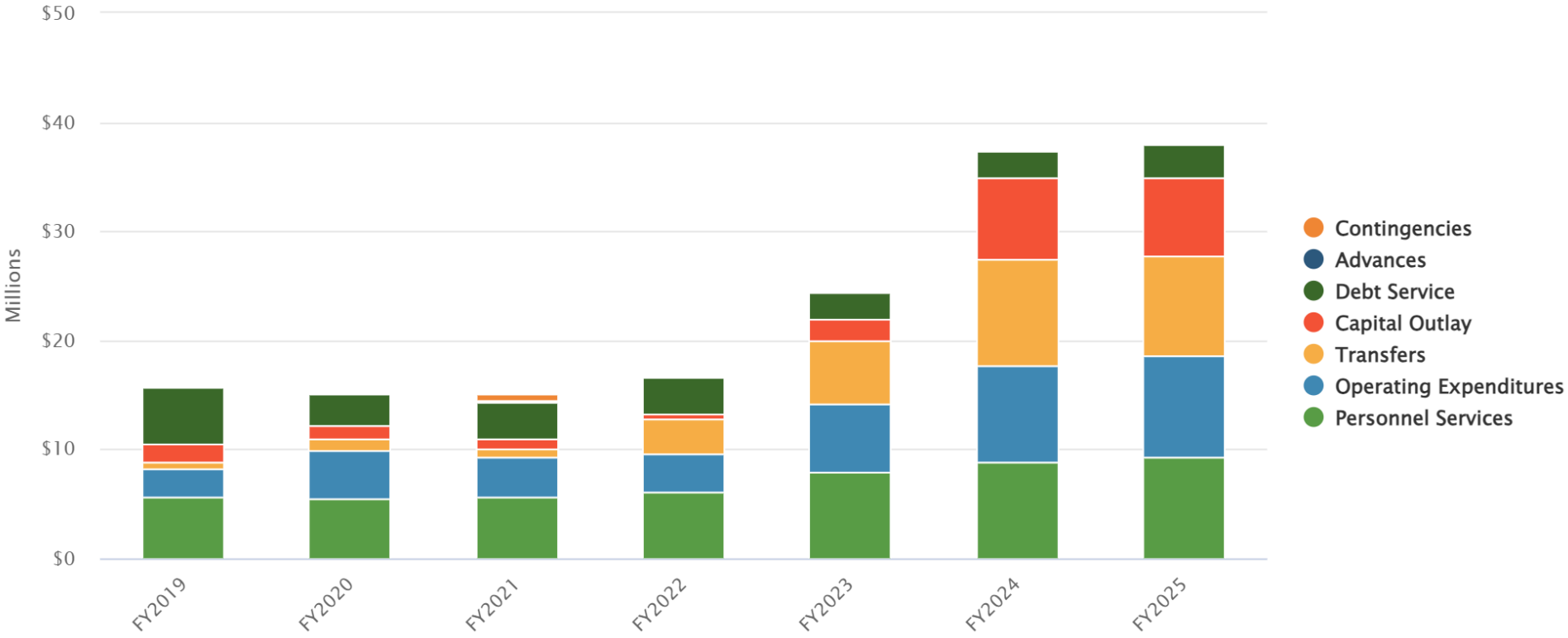
All Funds – Change in Cash Position

- Transfers reallocate **funds** within the City, ensuring that money is directed to areas that need it most. These transfers are recorded as **interfund transactions** in the financial statements, showing how resources move between different funds. By facilitating the redistribution of funds, operating transfers help manage **cash flow** effectively and ensure that departments have the financial support they need to accomplish their goals.

- **Adopted revenues** are adjusted to reflect the impact of these transfers, reducing them by the amount transferred to show the City's **net** revenue. This helps to accurately represent the City's overall financial position

FUND	Adopted Revenues/Available Resources	Transfers In - from Other Funds	Change in Cash Position
GENERAL FUND	$ 21,021,200	$ (186,000)	$ 20,835,200
GENERAL FUND RESERVE	$ 300,000	$ (300,000)	$ -
CORMA FUND	$ 220,000	$ (170,000)	$ 50,000
27TH PAY RESERVE FUND	$ 25,000	$ (25,000)	$ -
COMP ABS RESERVE FUND	$ 50,000	$ (50,000)	$ -
General Fund Total	**$ 21,616,200**	**$ (731,000)**	**$ 20,885,200**
Special Revenue Total	**$ 4,530,400**	**$ (2,800,000)**	**$ 1,730,400**
Debt Total	**$ 3,033,350**	**$ (952,550)**	**$ 2,080,800**
Capital Total	**$ 6,056,000**	**$ (4,325,000)**	**$ 1,731,000**
Trust & Agency Total	**$ 180,200**	**$ (200)**	**$ 180,000**
GRAND TOTAL ALL	**$ 35,416,150**	**$ (8,808,750)**	**$ 26,607,400**

All Funds – Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
Expense Objects					
Personnel Services	$5,576,827	$6,094,127	$7,916,078	$8,892,650	$9,327,500
Operating Expenditures	$3,759,082	$3,537,414	$6,321,479	$8,823,896	$9,232,226
Capital Outlay	$989,037	$559,026	$1,981,334	$7,517,417	$7,136,700
Debt Service	$3,369,474	$3,294,765	$2,466,987	$2,486,050	$3,038,350
Advances	$85,519	$107,688	$176,418	$151,080	$170,000
Transfers	$680,694	$3,118,918	$5,690,733	$9,673,050	$9,144,550
Contingencies	$582,934	$23,014	$30,150	$100,000	$50,000
Total Expense Objects:	**$15,043,566**	**$16,734,952**	**$24,583,178**	**$37,644,143**	**$38,099,326**

Powell
OHIO

2025

Special Revenue Funds

Special Revenue Funds Summary

Fund	Beginning Fund Balance	Revenues	Expenditures	Est. End Fund Balance	2024 Original Budget	Variance	% Change
210 - MUNICIPAL MOTOR VEHICLE LICENSE FUND	$ 110,000	$ 70,000	$ 100,000	$ 80,000	$ 90,000	$ 10,000	11.1%
211 - STREET CONSTRUCTION MAINTENANCE	$ 500,000	$ 3,500,000	$ 3,385,600	$ 614,400	$ 3,086,000	$ 299,600	9.7%
221 - STATE HIGHWAY IMPROVEMENT	$ 350,000	$ 90,000	$ 148,000	$ 292,000	$ 430,000	$ (282,000)	-65.6%
231 - RIGHT OF WAY FUND	$ 120,000	$ 40,000	$ 40,000	$ 120,000	$ 100,000	$ (60,000)	-60.0%
241 - PARKS & RECREATION	$ 200,000	$ 75,000	$ 139,000	$ 136,000	$ 683,000	$ (544,000)	-79.6%
265 - LAW ENFORCEMENT ASSISTANCE FUND	$ 20,000	$ -	$ 12,000	$ 8,000	$ 12,000	$ -	0.0%
267 - ONEOHIO OPIOID SETTLEMENT FUND	$ 9,000	$ 5,000	$ 2,500	$ 11,500	$ -	$ 2,500	N/A
271 - LAW ENFORCEMENT FUND	$ 15,000	$ -	$ 5,000	$ 10,000	$ 5,000	$ -	0.0%
281 - DRUG LAW ENFORCEMENT	$ 5,600	$ 200	$ 1,000	$ 4,800	$ 1,000	$ -	0.0%
291 - BOARD OF PHARMACY-LAW ENFORCEMENT	$ 7,300	$ -	$ -	$ 7,300	$ -	$ -	N/A
295 - P&R REC. PROGRAMS	$ 200,000	$ 750,000	$ 920,680	$ 29,320	$ 925,000	$ (4,320)	-0.5%
296 - VETERAN'S MEMORIAL FUND	$ 8,500	$ 200	$ 8,300	$ 400	$ 8,300	$ -	0.0%
298 - POLICE CANINE SUPPORT FUND	$ 19,740	$ -	$ 19,740	$ -	$ 19,740	$ -	0.0%
Total	**$ 1,565,140**	**$ 4,530,400**	**$ 4,781,820**	**$ 1,313,720**	**$ 5,360,040**	**$ (578,220)**	**-10.8%**

Budgeted expenditures are projected to decrease by 10.7% or $575.22K to $4.78M in FY2025.

The parks and recreation fund budget has been decreased by $544,000 previously appropriated for park improvements. Once an improvement project is identified, staff will determine available resources and, if necessary, present a supplemental appropriation request to Council.

2025 Street Maintenance Program estimated at $2,815,000.

Traffic signs and guardrail expenses estimated at $358,000.

Please see the next page for details about programming and special events (Fund 205).

POWELL FESTIVAL & SPECIAL EVENTS

	2017	2018	2019	2020	2021	2022	2023	2024*	2025*
Beginning Cash Balance	**$ 87,768**	**$128,665**	**$ 184,785**	**$ 243,819**	**$232,727**	**$ 183,526**	**$ 75,230**	**$193,199**	**$ 172,351**
Revenue:									
Donations & Contributions	$136,513	$133,292	$ 111,231	$ 7,320	$ 29,375	$ 104,677	$122,460	$116,205	$ 150,000
Festival Sales	$ 39,729	$ 42,912	$ 68,109	-	-	$ 86,601	$122,358	$ 74,965	$ 100,000
Special Events Sales	$ -	$ -	$ -	-	-	$ -	$ 12,945	$ 4,217	$ -
Transfers from General Fund	-	-	-	-	-	-	$250,000	$250,000	$ 200,000
Total Revenue Received	**$176,242**	**$176,205**	**$ 179,340**	**$ 7,320**	**$ 29,375**	**$ 191,278**	**$507,763**	**$445,387**	**$ 450,000**
Expenditures:									
Powell Festival	$107,616	$111,804	$ 111,974	$ 8,603	$ 64,229	$ 184,577	$191,906	$230,102	$ 260,000
Repay Advance	$ 20,000	-	-	-	-	-	-	-	-
Festival Expenditure Total	**$127,616**	**$111,804**	**$ 111,974**	**$ 8,603**	**$ 64,229**	**$ 184,577**	**$191,906**	**$230,102**	**$ 260,000**
Running Balance Made at Festival	$136,394	$193,065	$ 252,150	$ 242,536	$197,872	$ 190,226	$391,087	$408,484	$ 362,351
Expenditures:									
Event Management Fee	-	-	-	-	-	$ 61,250	$105,000	$ 75,000	$ -
Special Events Coordinator									$ 55,000
Special Events	$ 7,729	$ 8,280	$ 8,332	$ 9,809	$ 14,346	$ 53,746	$ 92,888	$161,134	$ 93,000
Other Expenditure Total	**$ 7,729**	**$ 8,280**	**$ 8,332**	**$ 9,809**	**$ 14,346**	**$ 114,996**	**$197,888**	**$236,134**	**$ 148,000**
Ending Special Event Cash Balance	**$128,665**	**$184,785**	**$ 243,819**	**$ 232,727**	**$183,526**	**$ 75,230**	**$193,199**	**$172,351**	**$ 214,351**

Fund 295 - P&R Recreation Programming

	2017	2018	2019	2020	2021	2022	2023	2024*	2025*
Beginning Cash Balance	**$148,781**	**$166,229**	**$ 169,773**	**$ 178,010**	**$136,971**	**$ 152,517**	**$145,821**	**$148,087**	**$ 123,683**
Revenue:									
Recreation Fees	$205,509	$169,090	$ 152,323	$ 20,891	$131,930	$ 164,262	$210,732	$275,000	$ 250,000
Refunds & Reimbursements	$ 154	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ 10	$ 300	$ -	$ -	$ -	$ 2,000	$ 336	$ 596	$ -
Transfers from General Fund	-	-	-	-	-	-	$ -	$ -	$ -
Total Revenue Received	**$205,672**	**$169,390**	**$ 152,323**	**$ 20,891**	**$131,930**	**$ 166,262**	**$211,068**	**$275,596**	**$ 250,000**
Expenditures:									
Recreation	$188,224	$165,846	$ 144,085	$ 61,931	$116,384	$ 172,958	$208,802	$300,000	$ 512,680
Repay Advance	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Recreation Expenditure Total	**$188,224**	**$165,846**	**$ 144,085**	**$ 61,931**	**$116,384**	**$ 172,958**	**$208,802**	**$300,000**	**$ 512,680**
Ending Recreation Balance	**$166,229**	**$169,773**	**$ 178,010**	**$ 136,971**	**$152,517**	**$ 145,821**	**$148,087**	**$123,683**	**$(138,997)**
Ending Recreation Cash Balance	$166,229	$169,773	$ 178,010	$ 136,971	$152,517	$ 145,821	$148,087	$123,683	$(138,997)
Special Events Cash Balance	$128,665	$184,785	$ 243,819	$ 232,727	$183,526	$ 75,230	$193,199	$172,351	$ 214,351
Fund 295 Cash Balance	**$294,894**	**$354,557**	**$ 421,829**	**$ 369,697**	**$336,043**	**$ 221,051**	**$341,286**	**$296,033**	**$ 75,353**

2025 Special Events

Event	# Of Events	Date	2024 Budget	2025 Budget	Variance	Notes
Economic Development Events						
Third Fridays - Monthly	5		$ 25,000	$ -	$ (25,000)	Transition to Visit Powell; Supported by PDC
Community Events						
Powell Festival		June 20-21	$ 265,000	$ 260,000	$ (5,000)	
Memorial Day Parade			$ 1,000	$ 1,000	$ -	
Holidays in Powell		Dec 5	$ 45,000	$ 35,000	$ (10,000)	Includes lights for downtown and village green
Veterans Day Ceremony			$ 1,000	$ 1,500	$ 500	
Passport to Powell			$ 5,000	$ 7,500	$ 2,500	
Event Manager/Contracted Services			$ 75,000	$ -	$ (75,000)	Recommending Part-time event coordinator
Recreational Events						
Egg Hunt			$ 1,500	$ 2,000	$ 500	
Earth Day/Beautify Powell			$ 1,000	$ 1,000	$ -	
Touch-A Truck			$ 1,000	$ 2,000	$ 1,000	
Lolli-Pops	6		$ 10,000	$ 12,000	$ 2,000	
National Night Out			$ 1,000	$ 3,000	$ 2,000	
Candy by the Carload			$ 3,000	$ 3,000	$ -	
Contingency			$ 22,000	$ 25,000	$ 3,000	
Total			**$ 456,500**	**$ 353,000**	**$ (103,500)**	

Dates will be finalized by the end of the year.

Debt Schedule

Bonds	Type	Interest Rate	Maturity Date	Outstanding 12/1/2023	FY2025 Requirements Interest	FY2025 Requirements Principal
General Obligation-Limited Tax						
Series 2015 Powell Refunding Bonds						
2006 Bonds Police Facility	UVE	2.0-4.0%	12/1/2024	$ -		
2008 Bonds Various Purpose	UVE	2.0-4.0%	12/1/2029	$ 2,804,200	$ 385,000	$ 83,200
Total Series 2015				**$ 2,804,200**	**$ 385,000**	**$ 83,200**
Series 2019 Various Purpose Bond	UVE	3.0-4.0%	12/1/2039	**$ 2,704,500**	**$ 105,000**	**$ 65,550**
Series 2021 Various Purpose Refunding Bonds						
Powell CIFA	UVE	2.0%	12/1/2029	$ 1,148,100	$ 190,000	$ 17,800
Liberty CIFA	UVE	2.0%	12/1/2026	$ 3,967,300	$ 1,355,000	$ 49,800
Total Series 2021				**$ 5,115,400**	**$ 1,545,000**	**$ 67,600**
Series 2024 Various Purpose Notes (Tax-Exempt)*	**UVE**	4.00%	8/20/2025	**$ 6,521,650**	**$ 6,260,000**	**$ 261,650**
Series 2024 Various Purpose Notes (Federally Taxable)*	**UVE**	5.13%	8/20/2025	**$ 1,802,650**	**$ 1,715,000**	**$ 87,650**
Total General Obligations Bond		2.0-4.0%		**$ 18,948,400**	**$ 10,010,000**	**$ 565,650**

UVE = unvoted debt and exempt from 5.5%

* Expected to be refunded in 2025

Powell
OHIO

2025

Capital Funds

Capital Funds Summary

Fund	Beginning Fund Balance	Revenues	Expenditures	Est. 2025 End Fund Balance	2024 Original Budget	Variance	% Change
451 - DOWNTOWN TIF PUBLIC IMPROVEMENT	$ 2,600,000	$ 613,000	$ 590,000	$ 2,623,000	$ 200,000	$ 390,000	195.0%
452 - DOWNTOWN TIF HOUSING RENOVATION	$ 7,000	$ 6,000	$ 6,000	$ 7,000	$ 31,000	$ (25,000)	-80.6%
453 - SELDOM SEEN TIF PUBLIC IMPROVEMENTS FUND	$ 14,000	$ 270,000	$ 264,550	$ 19,450	$ 255,450	$ 9,100	3.6%
455 - SAWMILL CORRIDOR COMM IMPR TIF	$ 970,000	$ 612,000	$ 618,000	$ 964,000	$ 1,002,000	$ (384,000)	-38.3%
470 - SANITARY SEWER AGREEMENTS	$ -	$ 195,000	$ 195,000	$ -	$ 190,080	$ 4,920	2.6%
491 - CAPITAL PROJECTS FUND	$ 5,000,000	$ 4,325,000	$ 5,157,000	$ 4,168,000	$ 3,760,000	$ 1,397,000	37.2%
492 - VILLAGE DEVELOPMENT FUND	$ 300,000	$ 35,000	$ 300,000	$ 35,000	$ 300,000	$ -	0.0%
494 - VOTED CAPITAL IMPROVEMENT FUND	$ -	$ -	$ -	$ -	$ 35,107	$ (35,107)	-100.0%
497 - SELDOM SEEN TIF PARK IMPROVEMENTS FUND	$ 262,000	$ -	$ -	$ 262,000	$ 100,000	$ (100,000)	-100.0%
Total	**$ 9,153,000**	**$ 6,056,000**	**$ 7,130,550**	**$ 8,078,450**	**$ 5,873,637**	**$ 1,256,913**	**21.4%**

Budgeted expenditures are projected to increase by 21.4% or $1.26 million in 2025. The 2025 CIP is the main driver of this increase.

The 2024 CIP accounts for $5.2 million or 72.3% of the capital funds budget.

Debt Service and TIF Payments accounts for 15.3% or $1.10 million of the budget.

- Harpers Pointe/Downtown $100,000
- COHatch/Downtown $450,000
- Liberty Township/Seldom Seen $85,000
- Career Center Reimbursement/Sawmill TIF $10,000
- Seldom Seen Debt Payment Transfer $170,550
- Bennett Farm Debt Payment Transfer $282,000

Other items include:

- Verona Sewer Agreement - Advance Repayment (P&I) $195,000
- Auditor Fees - Across all Funds $48,500

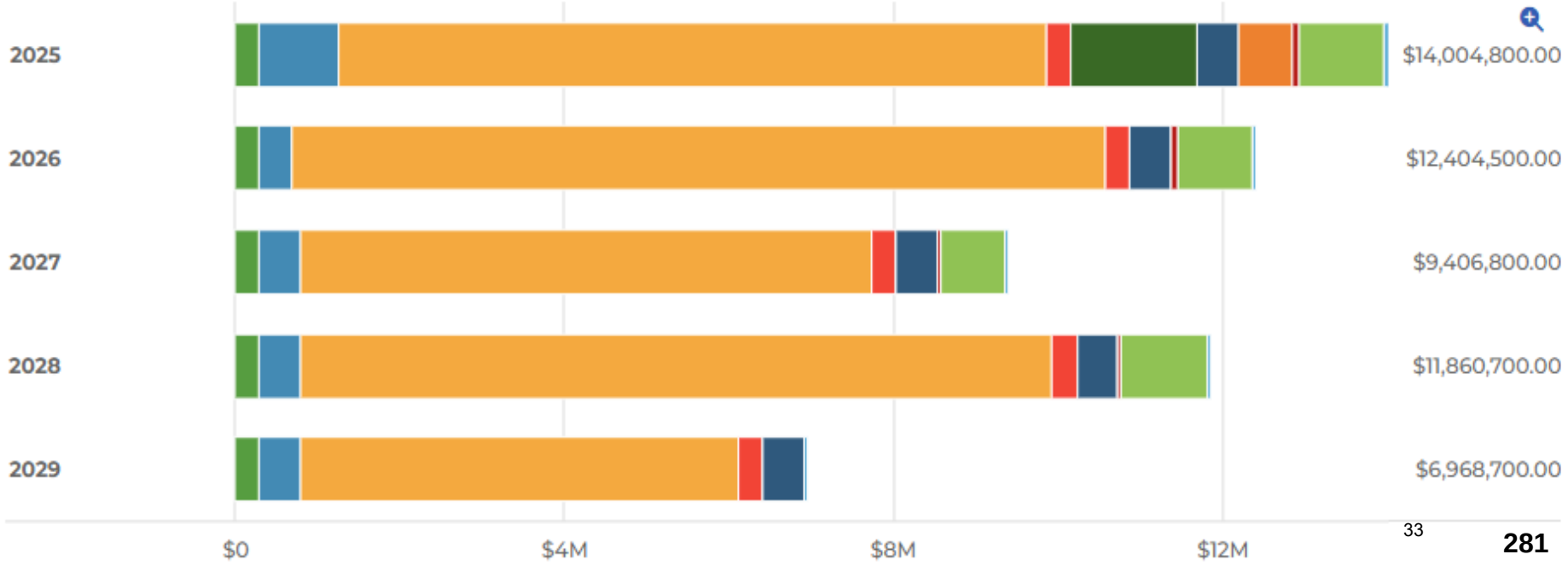
Capital Improvements: Multi-year Plan

Total Capital Requested

$54,645,500

31 Capital Improvement Projects

Total Funding Requested by Department



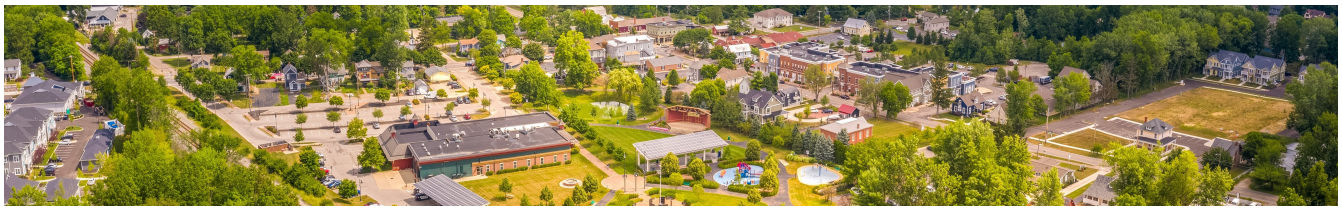
2025
Operating Budget

Detailed Review
(ClearGov)

Powell
OHIO

Questions?

City of Powell
2025 Budget



Preliminary Version - 11/05/2025

Last updated 11/04/24

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INTRODUCTION

Transmittal Letter

Andrew D. White, City Manager

Dear Council Members:

In accordance with Section 8.02 of the Powell City Charter, it is my pleasure to present the City Manager's recommended FY 2025 Budget. 2025 marks a pivotal year for Powell as we connect our history with our future vision. This year, we'll deepen our connection between our community's past and its aspirations for Powell 2.0. The FY 2025 budget expand on previous investments, explore new opportunities, and unveil strategies to drive the goals established by City Council to improve the lives of residents and businesses.

The City organizes its financial activities through a system of accounting entities called funds. The most important fund is the General Fund which accounts for all the financial activity of the general government, and its most important variable is revenue. A majority of the City's revenue is derived from a 2% income tax, a new rate structure first recorded in February 2022.

Once combined with the projected 2025 unappropriated fund balances of $35,470,640, total resources available for 2025 are approximately $70,886,790. The Fiscal Year 2025 budget totals $38,099,326 across all funds. We estimate unappropriated fund balances of $32,762,464 by the end of 2025. A slight decrease from the previous year.

Income tax collections remained relatively stagnant in 2024 as taxpayers adjust to the new tax rate structure. This trend is expected to persist into 2025. However, a significant boost to income tax revenue is anticipated in 2026 with the arrival of The Ohio State University Wexner Medical Center in the north. This state-of-the-art facility will offer top-tier outpatient services to the community, attracting new residents and businesses and increasing the overall tax base.

Four policy initiatives guide the budget process each year:

- *Capital Infrastructure*
- *Economic Development*
- *Public Safety*
- *Operational Efficiency*

Capital Infrastructure

FY 2025 Budget supports needed investment in infrastructure. A general lack of resources led to years of deferred capital maintenance in favor of operational need. Available resources in 2024 allowed for the largest investment in capital maintenance on record – following the largest investment in 2023. This level of maintenance effort is recommended for continuance in 2025, and roughly $3.5 million is budgeted for street and bike path improvements. The City's 25-29 Capital Improvement Plan was adopted this fall, allocating in excess of $54.6 million for infrastructure funding to the Capital Projects Fund for the period of 2025 – 2029.

Economic Development

Economic Development is included as part of the Capital Improvement Program (CIP). The Powell Community Development Corporation (PDC) will receive $500,000 in support of operations and strategic land acquisition. The City hired its first Economic Development Administrator in late 2023. The Economic Development Administrator is working diligently to implement the economic development strategy adopted by the PDC in 2023.

Public Safety

The City's Police Department continues to deliver a comprehensive and highly valued range of safety services. The FY 2025 Budget includes allocations for essential equipment and increased funding to support operations and training initiatives. Patrol Officers and Sergeants, represented by the Fraternal Order of Police, will receive pay adjustments documented in 24-26 collective bargaining agreement. This contract prioritizes recruitment, retention, professional development, and competitive compensation.

Operational Efficiencies

The FY 2025 Budget addresses deferred investments in infrastructure and buildings, particularly within engineering and planning as the city evaluates asset conditions and conducts master planning exercises. In response to ongoing resident demand for enhanced quality-of-life programming, the budget includes a corresponding increase in funding.

Lastly, the FY 2025 Budget addresses employment as the City's total headcount is set at 58, compared to 57 in 2024. The overall headcount remains at low levels, and we continue to evaluate department needs to guarantee City operations support a fully functional organization. The replacement of long-term employees through attrition impacts labor expenses as costs have risen in the marketplace. Personnel expenses represent a 4% increase in expenditure when compared to the 2024 budget, influenced by the FOP contract, two deleted positions, and three new full-time positions.

Conclusion

As we look ahead to 2025, we remain committed to fiscal responsibility and forward-thinking. The annual budget is a cornerstone policy document that guides the City's operations and aligns with our vision for Powell 2.0.

I extend my sincere gratitude to the Finance Director and her team for their exceptional work in organizing and developing this comprehensive budget. Rosa, Samantha, Chloe, and Benita, your dedication and coordination have been invaluable.

Additionally, I would like to acknowledge the continued efforts of the City of Powell staff and the leadership and support of the City Council.

I am excited about the progress we have made as a community and look forward to continuing this momentum. Powell is a dynamic and thriving place to live and work.

Andrew D. White
City Manager

How to Use this Budget Book

The budget book provides detailed information about the City of Powell's estimated revenues and expenditures for 2025. It also serves as a work plan for the City and its departments, including a framework for setting priorities, strategic initiatives, and performance measures. The City of Powell's budget book is divided into six sections:

Introduction
Includes a letter from the City Manager, the City of Powell's Mission & Vision, demographic information, a Citywide organizational chart, information on the City's fund structure and basis of budgeting, financial policies, an overview of the budget process, and a glossary of key terms.

Budget Overview
The Budget Overview section contains an overview of the budget process, funds structure, a well as details of revenue sources and expenditures by category.

Fund Summaries
Outlines revenues and expenditures, as well as the purpose, of the General Fund, Special Revenue Funds, Debt Service Funds, Agency Funds, and Capital Project Funds.

Departments
Shows historical and current financial data for each of the City's organizational departments. Also included are the purpose and function of the City of Powell's various departments, their goals, staffing trends, department-level organization charts, and budgetary trends and highlights.

Capital Improvements
This section outlines the City's capital plan, including planned projects, funding sources, expected timelines, and anticipated expenses.

Debt
Details the City's long-term debt obligations

The City's strategic location in southern Delaware County has promoted its development as a semi-rural, suburban greenbelt town. Residential development combined with open space preservation has made Powell one of te premier residential communities within central Ohio.

The City of Powell was listed as No. 33 on Business Insider's list of Best Places to Live in America in 2017, as well as the Safest City to Live in Ohio (Population 10,000-30,000) by Elite Personal Finance. In 2018, Powell was named the second-best Place to Raise a Family in Ohio by WalletHub and the 28th Safest City in America by SafeWise.

In May 2021, 66% of voters approved an income tax restructuring, raising the City income tax from 0.75% to 2%. The income tax increase went into effect on January 1, 2022, allowing City staff and City Council to develop a new Capital Improvement Plan, which is reflected in the 2023 and 2024 budget documents. The plan addresses needed maintenance of existing infrastructure, including roads and buildings throughout the City, as well as construction of new infrastructure to maintain a high quality of life for residents.

Children of Powell residents who enroll in public schools attend Olentangy Local Schools. The District consists of four high schools, six middle schools, 17 elementary schools, and a preschool program. As of 2023, a total of 23,751 students were enrolled in the District. The District projects that by the 2033-34 school year, total enrollment will increase to 28,000. The District uses these projections to continuously evaluate when and where new facilities will be constructed to accommodate their expected growth.

Several public and private two-year and four-year colleges and universities are located within commuting distance. These colleges and universities provide a wide range of facilities and opportunities. They include: Ohio State University, Capital University, Ohio Wesleyan University, Otterbein University, Ohio Dominican University, Franklin University, and Columbus State Community College. The Delaware Area Career Center offers evening and adult education courses at a location within eight miles or ten minutes of the City.

The City is served by several hospitals within the Cities of Columbus, Delaware, Dublin, and Westerville, including Riverside Methodist Hospital, The Ohio State University Hospitals, Grady Memorial Hospital, Dublin Methodist Hospital, and Mount Carmel St. Ann's Hospital, all of which are within 20 minutes or less drive time from the City.

Commercial passenger air service is available at John Glenn Columbus International Airport, approximately 30 minutes away. Public transport is available through the Central Ohio Transportation Authority (COTA), with a park and ride station within a few minutes of the City, and the Delaware Area Transit Agency (DATA), with both a fixed-route and on-demand request service.

The City is also conveniently located near many museums and cultural venues. These venues offer a wide range of facilities, events, and entertainment, giving residents access to everything from art and historical events, to concerts, plays, comedy shows, and sporting events, including the Columbus Blue Jackets, Columbus Crew, Columbus Clippers, and the Ohio State Buckeyes.

The City has seven recreation parks within City limits. These parks include a splash pad, skate park, assorted playground equipment, an amphitheater, and two ponds. A number of recreational areas are located within commuting distance of the City, including the 4,600-acre Alum Creek State Park, the 1,200-acre Highbanks Metro Park, and the Columbus Zoo/Zoombezi Bay complex, consisting of a 400-acre zoo housing over 7,000 animals, a 20-acre water park, and a 140-acre golf club.

City Administration

City Council appoints a City Manager who serves at the pleasure of Council. The City Manager is the Chief Executive Officer of the City and is charged with the responsibility to conserve the peace and enforce all laws, ordinances, and terms of the Charter. The City Charter also creates several administrative departments, including a Department of Public Service, a Department of Finance, a Development Department, and a Department of Law. The City Council retains the power to create other such departments as needed. The management staff (administration) report directly to the City Manager except for the Law Director and Finance Director, who report to both the City Manager and City Council.

The conditions of employment of the City Manager are subject to contract and reviewed on an annual basis. The conditions of employment for the management staff (administration) are subject to the provisions of the general employee personnel rules except for the Law Director, which is under a legal service contract.

City Administration		
City Manager	Andrew D. White	April 2020
Asst. City Manager/Community Development Director	Jeffrey Tyler	November 2020
Finance Director	Rosa Ocheltree	November 2021
Police Chief	Ron Sallows	January 2024
Law Director	Yazan Ashrawi	October 2020
Public Service Director	Grant Crawford	October 2022
City Clerk	Elaine McCloskey	August 2023

Population Overview

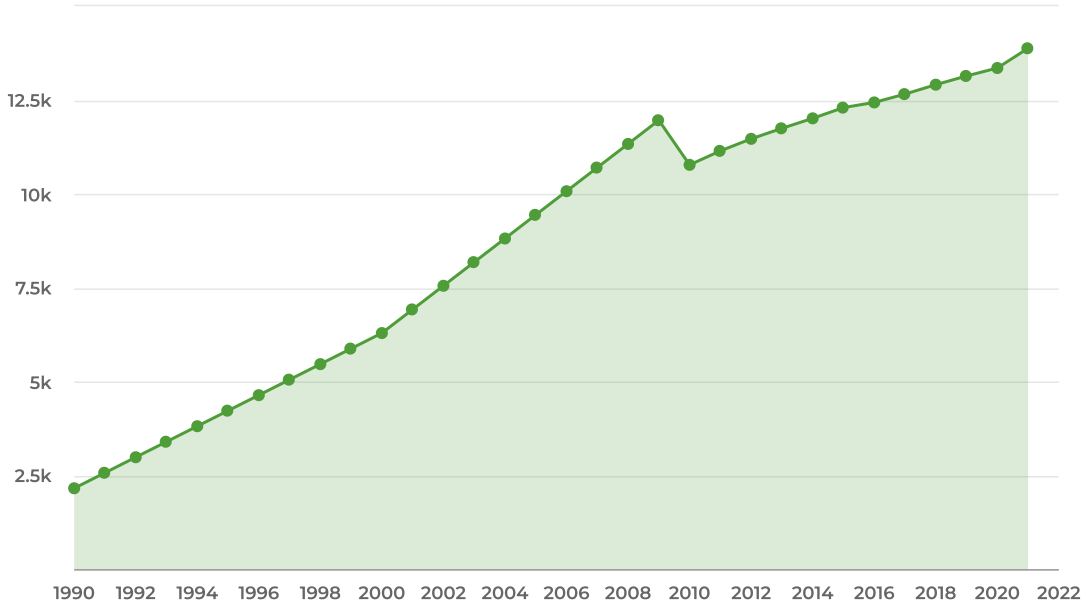
TOTAL POPULATION

13,879

▲ 3.9%
vs. 2020

GROWTH RANK

610 out of **2242**
Municipalities in Ohio



** Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses*

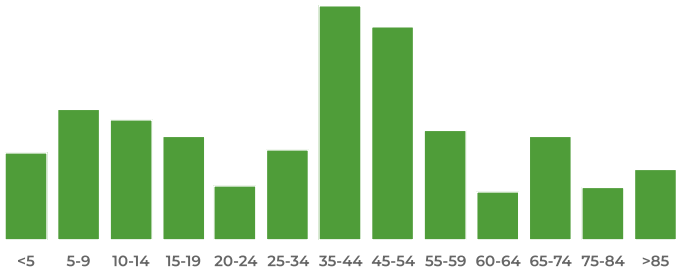
DAYTIME POPULATION

12,437

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

** Data Source: American Community Survey 5-year estimates*

POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

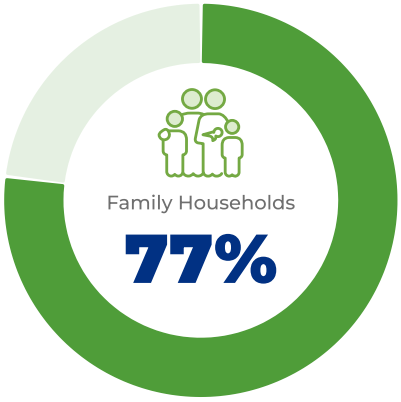
** Data Source: American Community Survey 5-year estimates*

Household Analysis

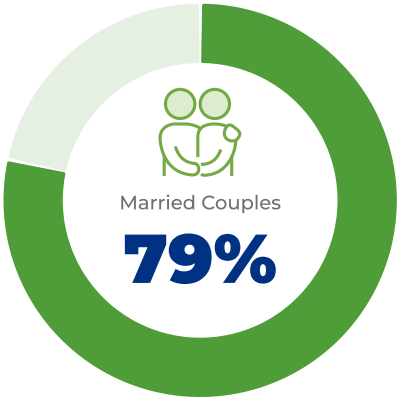
TOTAL HOUSEHOLDS

4,624

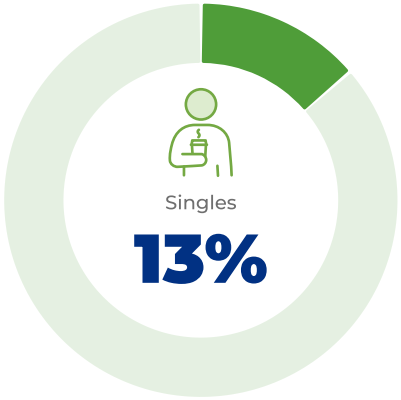
Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



▲ 70%
higher than state average



▲ 70%
higher than state average



▼ 56%
lower than state average

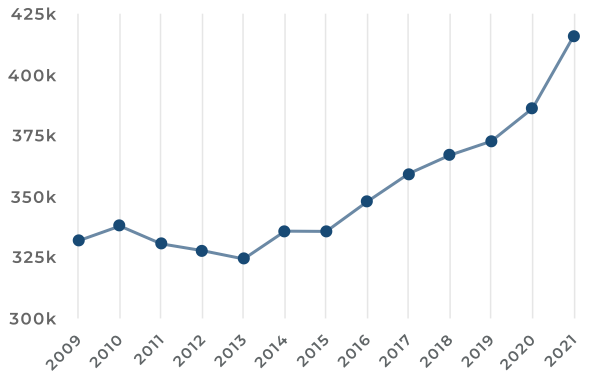
▼ 43%
lower than state average

** Data Source: American Community Survey 5-year estimates*

Housing Overview

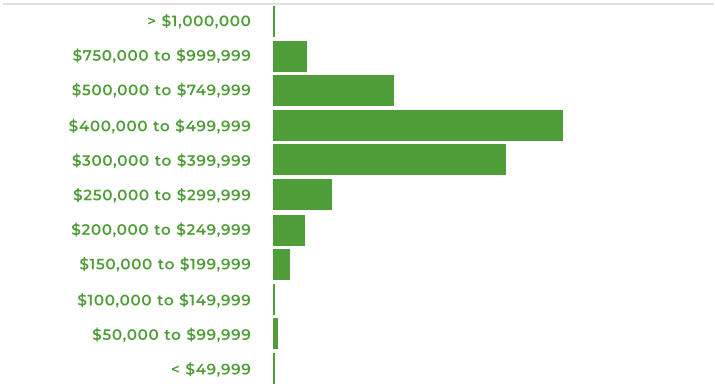
2021 MEDIAN HOME VALUE

$416,000



** Data Source: 2021 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME VALUE DISTRIBUTION



** Data Source: 2021 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME OWNERS VS RENTERS

** Data Source: 2021 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

Government Structure

In 1989, the citizens of Powell adopted a City Charter that took effect on February 1, 1990, and has been amended from time to time with the most recent amendments taking effect on January 1, 2015. The City's Charter, similar to other municipal charters throughout the state, takes advantage of home rule provisions of the Ohio constitution and enables the City to be governed in a professional and efficient manner.

The Charter reads, in part, *"The municipality of the City of Powell shall have all the powers of local self-government and the benefits of a municipal home rule that may now or hereafter be lawfully possessed or exercised by municipal corporations under the Constitution and the laws of the State of Ohio. All such powers shall be exercised in the manner prescribed in this Charter or, to the extent that the manner is not prescribed herein, in such manner as shall be provided by ordinance or resolution of the Council. When not prescribed in this Charter or by ordinance or resolution, then the powers shall be exercised in the manner as may now or hereafter be provided by the laws of the State of Ohio.*

The Charter vests the legislative power of the City in City Council and outlines the responsibilities of the City Manager and the administrative departments. It also creates various Boards and Commissions, describes the personnel system for the City, and establishes basic provisions regulating the financial aspects of the City.

City Council

The City Council is nonpartisan and consists of seven members elected to four-year overlapping terms. All of the members of Council are elected at-large and the terms of Council are staggered so they do not expire at the same time. A Mayor and Vice Mayor are selected from the elected members of Council and appointed by a majority vote of Council to serve a two-year term. The Mayor is the official head of the City for all ceremonial purposes and serves as the President of Council. The Mayor has no veto power, but has full voting and other privileges of Council membership.

The City Council is the legislative and taxing authority for the City, and it has the power to enact ordinances and resolutions; adopt and modify a master plan for the City; authorize and levy taxes; issue bonds; and take other measures necessary to carry out municipal functions. The City Council also has the power to delegate various municipal duties to the City's administrative departments, a specific City officer, or the City's boards and commissions.

Members of City Council

Mayor	Tom Counts	6th Term	Term Expires 12/31/25
Vice Mayor	Heather Karr	2nd Term	Term Expires 12/31/27
Member	Ferzan Ahmed	2nd Term	Term Expires 12/31/25
Member	Christina Drummond	1st Term	Term Expires 12/31/25
Member	David Lester	1st Term	Term Expires 12/31/25
Member	Leif Carlson	1st Term	Term Expires 12/31/27
Member	Tyler Herrmann	1st Term	Term Expires 12/31/27

Top Row (Left to Right): Leif Carlson, David Lester, Tyler Herrmann, Ferzan Ahmed
Bottom Row (Left to Right): Christina Drummond, Tom Counts, Heather Karr

Mission & Vision

The Powell City Council adopted a Mission statement as part of their Strategic Plan. This statement guides the council and city committees in evaluating proposals and helps ensure Powell remains a vibrant, healthy, and balanced community. The statement was updated in January 2024.

Mission:

To make the life of Powell residents easier and better.

Vision:

The City of Powell is one of Central Ohio's premier communities, sought after for its high quality of life, unique community character, and vibrant business environment.

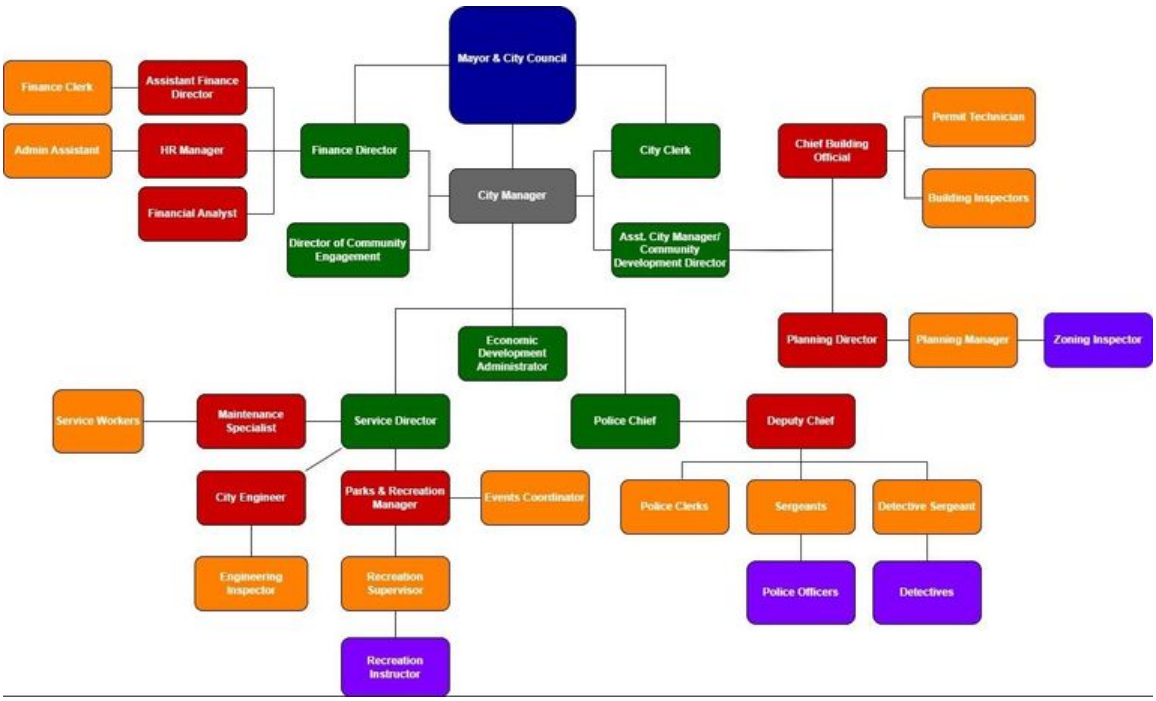
2024-2025 Council Goals and Objectives

The Powell City Council sets goals to prioritize community needs for both the short and long term. At their January 6, 2024, workshop, council members and city staff discussed current goals and priorities. They also reviewed the city's strengths and weaknesses to identify six key goals designed to improve the lives of Powell residents.

Council Goal	Objectives
Maintaining City Infrastructure, Reducing Traffic Congestion, and Increasing Downtown Parking Options	- Strengthen shared use path planning, programming, and maintenance - Complete and update a thoroughfare and circulation plan - Support bicycle initiatives throughout the community - Utilize published sign standards - Utilize data and evaluation to maintain roadways at an acceptable level - Coordinate with CSX to improve railroad crossing conditions and safety for pedestrians and vehicular traffic
Enhancing Parks and Recreational Space and Making More Bike and Walking Path Connections	- Develop a comprehensive parks master plan and facilities assessment - Increase the number of pickleball courts available for residents and visitors to play - Pursue partnerships with the YMCA and Liberty Township - Evaluate City's role/partnership with the Olentangy Swim Association - Provide resources to staff and evaluate staffing levels to support proactive playground and amenity maintenance - Evaluate and review event programming - Review public art opportunities
Keeping Our Residents and Businesses Safe	- Implement technological solutions to aid in crime prevention, rapid response, and overall community well-being - Maintain optimal police staffing levels to align with the needs of our community - Establish and maintain strong partnerships between residents, businesses, local organizations, and law enforcement - Provide residents with reliable, efficient, and responsive services to prioritize safety and security
Expanding the Downtown Area's Offerings, Walkability, and Amenities	- Provide adequate and well-maintained parking facilities - Develop and improvement strategy for Scioto Street - Create a vision for downtown to help Powell evolve while maintaining a walkable village atmosphere with strong amenities
Retaining Existing and Encouraging New Businesses in Powell	- Establish business outreach, expansion, and retention programming - Create an economic development infrastructure necessary to maintain, grow, and attract businesses and site development - Establish tourism as an economic development priority for the greater Powell community - Enhance the capacity of the PDC - Align land use to achieve economic development goals - Establish economic development back office operations - Support growing industries and related opportunities through business attraction - Continue to look for opportunities to collaborate on economic development and land use with surrounding townships and the county

Improving City Operations by way of Efficiency, Prudent Financial Management, and Communications	- Effectively utilize technology to improve City services, accessibility, community engagement, and customer service - Diversify City communication channels to share our story in a variety of different methods and promote citizen engagement - Encourage positive community interaction with City staff and elected officials - Increase proactive and transparent communication with residents to foster greater understanding of City initiatives - Enhance governance by updating and revising the City Charter and codes to ensure alignment with current needs and regulations - Improve governance transparency through regular dynamic reporting, enhancing focus from static data points to comprehensive annual and multiyear trends - Strengthen governance procedures by updating Council rules, enhancing agenda clarity, and defining objectives for communities, commissions, and advisory boards - Enhance governance effectiveness by updating zoning codes and comprehensive plans to reflect current community needs - Strengthen governance relations by fostering a positive and strategic partnership with Liberty Township - Improve governance through the creation and implementation of a comprehensive City Facility Plan - Enhance City responsiveness to residents' needs and concerns through efficient communication channels - Position the City to utilize municipal bonds and other types of debt to fund public infrastructure and large initiatives to spread the cost of significant long-term assets over their useful life - Establish a systematic approach to identify, engage, and secure individual donors and sponsors for community projects - Cultivate a dynamic workforce for innovative and impactful service delivery - Pursue grant funding from federal, state, and other sources, consistent with identified City goals and objectives - Establish the finance function as a trusted and strategic partner to drive informed decision-making and foster stakeholder confidence through best-in-class reporting and transparency - Drive financial acumen within the City through educational and training opportunities - Centralize and streamline financial services to provide staff and Council with information needed to make sound financial decisions - Ensure the City is fiscally responsible

City of Powell's Organizational Structure



Staffing Summary

Department	2024 Total	2025 FT	2025 PT	2025 Total	Diff.	Notes
Administration	3	2	0	2	-1	Removes (1) Management Analyst
Building	4	4	0	4	0	
Clerk & Council	1	1	0	1	0	
Planning	3	4	0	4	+1	Move (1) Community Development Director from Economic Development
Economic Development	2	1	0	1	-1	Move (1) Community Development Director to Planning
Engineering	1	2	0	2	+1	Add (1) Engineering Inspector
Finance	5	5	0	5	0	
Parks & Rec	3	4	0	4	+1	Re-classifies (1) Maintenance Specialist
Programming	2	1	2	3	+1	Add (1) Part-Time Special Event Coordinator
Police	24	24	0	24	0	
Community Engagement	1	1	0	1	0	
Public Service	7	7	0	7	0	Re-classifies (1) Maintenance Specialist; Adds (1) Maintenance Specialist
IT	1	0	0	0	-1	Removes (1) IT Manager
Grand Total	**57**	**56**	**2**	**58**	**+1**	

Headcount by Year

	2018	2019	2020	2021	2022	2023	2024	2025	Change
Full-Time	50	50	49	46	50	52	54	56	+2
Full- Time (Temporary)	0	0	0	0	0	0	2	0	-2
Part-Time	7	6	6	3	1	2	1	2	+1
Total	57	56	55	49	51	54	57	58	+1

Department to Fund Relationship

The City of Powell's organizational structure consists of Departments/Divisions performing various activities necessary for the City's operations, while the City's finances are reported in Funds. The following table is a guide to understanding the use of Funds by Department/Division.

DEPARTMENT/DIVISION	General Fund	SPECIAL REVENUE FUNDS							Debt	Capital
		Street Construction	State Highway	Parks & Rec Dev	Law Enforcement Assist.	Parks & Rec Program	Veteran's Memorial	Police Canine		
OFFICE OF THE CITY MANAGER/ADMINISTRATION	X									
COMMUNICATIONS	X									
COUNCIL & CLERK	X									
ECONOMIC DEVELOPMENT	X									X
LEGAL SERVICES (CONTRACTUAL)	X									
LANDS & BUILDINGS	X									X
ASSISTANT CITY MANAGER - COMMUNITY DEVELOPMENT DIRECTOR	X									
DEVELOPMENT	X									X
BUILDING	X									
POWELL DEVELOPMENT CORPORATION (COMPONENT UNIT)	X									
FINANCE DIRECTOR	X									
FINANCE ADMINISTRATION	X								X	X
HR	X									
INFORMATION TECHNOLOGY	X									
OTHER CHARGES	X									
PUBLIC SERVICE DIRECTOR	X									
ENGINEERING	X	X	X							X
PUBLIC SERVICE	X	X	X							X
PARKS	X			X						X
RECREATION/PROGRAMMING						X	X			
CHIEF OF POLICE - PUBLIC SAFETY/POLICE	X				X			X		

BUDGET OVERVIEW

Basis of Budgeting

The term "basis of accounting" is defined by the Government Finance Officers Association as:

"Basis of accounting is used to describe the timing of recognition that is *when* the effects of transactions or events should be recognized. Disparities between GAAP and the budgetary basis of accounting often occur because regulations governing budgeting (i.e. laws or ordinances of the state, county, city, or some other jurisdiction) differ from GAAP. An understanding of GAAP basis of accounting is critical to the proper budgeting of available financial resources."

Basis of Accounting

The budget basis of accounting or budgetary basis refers to the type of accounting used to estimate financing resources (revenues) and financing uses (expenditures or expenses) in the budget. The four different bases of accounting that can be used are cash basis, accrual basis, modified accrual basis, and modified cash basis.

- Cash basis indicates transactions are recognized only when cash is received (increased) or disbursed (decreased).
- Accrual basis indicates revenues are recognized when they are earned (whether or not the cash has been received) and expenditures are recognized when goods and services are received (whether or not cash has been disbursed).
- Modified accrual basis modifies the accrual basis by recognizing expenditures when goods and services are received except for long-term expenditures, and used cash basis revenue except for material and/or available revenues that are accrued to reflect items levied and earned.
- Modified cash basis modifies the cash basis by recognizing expenditures when goods and services are committed (encumbered/encumbrance).

Examples:

1. Capital assets are not included in the modified accrual, modified cash, or cash basis of accounting. Capital assets reflect the value of vehicles, infrastructure, buildings, and other equipment that has already been purchased.
2. Property taxes that have been levied and earned but not received are not included in modified cash or cash basis of accounting.
3. Commitment to purchase a vehicle that needs to be "created" is not included in the cash basis of accounting.

State law establishes the budget basis of accounting for all entities in Ohio; therefore, the City utilizes a modified cash basis of accounting. Revenues are recognized when the cash is received, while expenditures include cash payments for goods and services, as well as encumbrances. An encumbrance is a commitment to purchase goods and services, and includes one or more years of payments depending on the relationship between the services rendered and the stream of payments.

For purposes of the completion of the Annual Comprehensive Financial Report, expenses are recognized at the time they are incurred (accrual accounting). The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in governmental funds.

Budget Process

Definition

One of the most important activites undertaken each year by the City is the budget process. The quality of the decisions made in the budget process conveys the City's long-range plans and policies for current and future services and programs.

A good budget process is defined by the Government Finance Officers Association as:

"Far more than the preparation of a legal document that appropriates funds for a series of line items. Good budgeting is a broadly defined process that has political, managerial, planning, communication, and financial dimensions. A good budget process is characterized by several essential features. A good budget process incorporates a long-term perspective; establishes linkages to broad organizational goals; focuses budget decisions on results and outcomes; involves and promotes effective communication with stake holders; and provides incentives to government management and employees."

The budget serves as a means to communicate these goals and objectives through the details of this budget document. Traditional items such as balancing revenues and expenditures one year at a time through detailing the costs of City services and programs and the revenues that support these activites are also supplied in this budget document. The City defines a balanced budget as when the revenue is anticipated to exceed the anticipated operating expenditures. This shows during the current year that there are sufficient funds being generated to pay for the services of the City.

The City will continue to consider alternative funding options as well as possible areas to reduce expenditures. While total expenditures exceed expected revenue in some years, the City does not consider nonoperating expenditures when determining whether the City's budget is balanced. Nonoperating expenditures include capital expenditures, transfers, advances, and contingencies that are general budgeted for specific projects not related to the day to day operation of the City.

Mission of the Budget Process

The budget document serves as the guide to the various departments in implementing their goals and objectives.

Communication and Involvement

It is important that the budget process communicates with and involves the "stakeholders" of the City. Who are the "stakeholders" of Powell? They are the citizens, elected officials, staff, management, businesses, and all other parties interested in the City. The budget process should involve and promote effective communication with these stakeholders by identifying stakeholder issues and concerns; obtaining stakeholder support for the budget process with different opportunities to get involved or express opinions; achieving stakeholder knowledge and understanding of the goals and resource allocation; and reporting to stakeholders on services and resource utilization.

The budget process is a year-round activity because regular reporting is necessary to provide accountability, understanding, and confidence in the City. The City provides different types of reporting activities to facilitate this process. These reports include but are not limited to the City's annual report; quarterly newsletters; monthly department reports; budget documents; popular annual financial report (PAFR); and audited annual comprehensive financial report (ACFR). Social media activites allow for comments, public notices, and in-person contact beyond the traditional forms of communication.

Principal Steps of the Budget Process

The principal steps of the budget process reflect that all stakeholders are involved in the development of the City's budget because it conveys the long-range plans and policies for current and future services and programs.

1. Review - to adjust services and service levels to needs and preferences; improve performance by better understanding what is expected; and to adjust long-term strategies to provide for a fiscally sustainable future
2. Develop - to understand priorities in planning, budgeting, and managing services; to establish long-term strategies to provide for a fiscally sustainable future; measure performance to perception; differentiate among expectations; ensure capital investment decisions are informed; and provide information to the public
3. Budget - to understand priorities in planning, budgeting, and managing services; understanding the financial constraints the City has currently and in the future
4. Evaluate - all stakeholders are involved in reviewing the performance of programs, functions, and financial planning; and provide information to make evaluations

Specific Steps of Budget	Generic Step	Occurrence	Citizens	Elected Officials	Staff	Management	Businesses	Other
Strategic Planning	Review & Evaluate	Bi-annually	✓	✓	✓	✓	✓	✓
Survey	Review & Evaluate	Bi-annually	✓					
Reporting	Develop & Evaluate	Various Intervals	✓	✓	✓	✓	✓	✓
Focus Groups/Task Forces	Review & Evaluate	As needed						
Budget Calendar	Budget	Annually		✓	✓	✓		✓
Capital Improvements	Review, Develop, & Evaluate	Annually	✓	✓	✓	✓	✓	✓
Expenditure Calculations	Budget	Annually			✓	✓		✓
Revenue Calculations	Budget	Annually			✓	✓		✓
Discuss Calculations	Budget	Annually			✓	✓		
Finance Committee	Develop & Budget	Annually	✓	✓	✓	✓	✓	✓
Public Hearings	Review & Evaluate	Annually	✓	✓	✓	✓	✓	✓
City Council Approval	Budget	Annually		✓				

"Other" includes: Council Committees, Advisory Boards, Delaware County Commissions, Delaware County Auditor, State of Ohio, and miscellaneous companies for estimations

Budget Process, Continued

Reviewing and Developing the Budget

Officially, the next year's budget starts with the presentation of the budget calendar. However, the budget process is a year-round activity, so on any day the City can find itself reviewing the current budget while developing a future budget.

The City has three legally required elements of a budget. First, Finance completes and submits the tax budget report to City Council for its approval. After City Council approves the tax budget, it is sent to the Delaware County Budget Commission. Sending to the Budget Commission starts the process to set up funding from property taxes. The Budget Commission will set the millage requirements for the following year based on passed legislation and ballot issues for the general fund and voted debt obligations. No change can be requested at this level to add millage for additional taxes; this requires a ballot question and vote. The second required element is City Council approving the millage requirements set forth by the Budget Commission before September 30th. The last requirement is sending the approved budget ordinance along with the estimated year-end numbers to the Budget Commission before December 31st.

The internal process utilized by the City to compile the budget is detailed by the budget calendar. Each department head is requested to review his or her goals and needs and complete the budget worksheets to start the budget process. Before receiving the budget worksheets, the department head has participated in strategic planning; attended committee meetings to review and adjust needs, services, and long-term strategies; researched costs; and reviewed applicable financial reports.

Finance works on personnel and benefit costs along with estimating revenue streams during the time the department heads are working on operating and capital expenditures. Throughout the year, Finance has been monitoring the local economy, the investment market, federal and state legislation, contract negotiation, and other factors that affect the collection of revenue and personnel costs. The City Manager and Finance Director belong to several organizations that assist the City in keeping abreast of these changes.

The City Manager and Finance Director meet with department heads to review the expenditure and revenue projections. Department Heads are asked to justify their needs compared to the priorities and financial constraints of the City. This process allows the City Manager and Finance Director to compare total needs to the revenue projections to make sure there is adequate funding. The preliminary budget is then presented to the Finance Committee for a detailed review and additional input. The Finance Committee is composed of council members and members of the public. Once the budget has passed through the Finance Committee, it goes to City Council for adoption.

Adopting and Revising the Budget

City Council holds a public hearing during its first reading of the budget. The City manager and Finance Director present the budget, detailing the changes in service levels; staffing; new or additional funding requests; capital equipment and improvements; and revenue projections. The proposed budget is available before the meeting in paper form and on the City's website.

The budget is officially adopted at the first meeting in December unless significant changes were requested during the first meeting, in which case the budget is officially adopted a the second meeting in December. The fiscal year for the City of Powell is the calendar year (January 1 through December 31) so the budget is effective on January 1. The budget ordinance that is presented to City Council is presented in the budgetary level of control format (fund, department, and category). The budget book is presented on a fund, department, category, and object level format to assist the staff and Council members in their ongoing review and evaluation of the City.

The budget can be amended (or revised) as needed during the year by two methods. The City Manager can move funds within the object level format. An example is moving funding from lab test fees to gasoline for the Police Department. City Council must approve all other changes to the budget through either an appropriation

amendment ordinance or transfer appropriation amendment ordinance. Unless stipulated as an emergency measure, the amendment requires reading at two (2) meetings and takes effect immediately after passage.

An example of an appropriation amendment is adding funding to operating expenses for Park Department utilities. An example of a transfer appropriation amendment is moving funding from salaries to operating expenses to pay for temporary assistance through an agency.

Evaluate

All stakeholders are involved in evaluating the performance of programs, functions, and financial planning as the stakeholders receive their various forms of communication reports from the staff, and public perception and expectations are reformed. The budget process then begins again.

City of Powell's 2025 Budget Schedule

Powell
OHIO

2025 Budget Schedule

January – March	Council/Administration Strategic Planning
April – May	CIP Workshops: Finance/Council/Staff
April 5 - June 7*	CIP Project Submission Window
June 24 – July 12*	Operating Budget Submission Window
July 15 – 26	The Finance Department Analyses Operating Requests
July 30	2025-29 CIP Presented to the Finance Committee 2025 Tax Budget Presented to Finance Committee
August	Finance Director, City Manager, and Budget Owners Meet to Review and Adjust Requests
August 2*	Staff Sends Fee Schedule Updates to Finance
August 6	City Council Resolution: 2025 Revenue Tax Budget
August 20	City Council Ordinance: First Reading of 25 – 29 CIP
September 3	City Council Ordinance: Second Reading of 25 – 29 CIP City Council Resolution: Accepting Rates as Determined by the Budget Commission
September	The Finance Department Prepares Budget Presentation for the Finance Committee Meeting
September 10	The 2025 Fee Schedule is Presented to the Finance Committee
September 17	City Council Resolution: Adopting the 2025 Fee Schedule
October 8	The Finance Committee Reviews the 2025 Budget
November 5	City Council Ordinance: First Reading of 2025 Budget
November 19	City Council Ordinance: Second Reading of 2025 Budget
January 3, 2025	Finance sends the 2025 Budget to the County Commissioner
January 31, 2025	Budget Certified by County/Budget Book Published
CIP Quarterly Status Update to Council	January, April, July, October

*Staff Deadline

Fund Structure

Fund Accounting

The financial activity of the City is undertaken in accounting entities called funds. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, expenditures, and other financing sources and uses.

The general fund is the City's primary operating fund. It accounts for all the financial activity of the general government, except for those required to be accounted in another fund.

Other fund types are special revenue, capital project, debt service, and agency funds. Special revenue funds are used to account for revenues derived from specific taxes, grants, or other restricted revenue sources. The use and limitation of the special revenue funds are specified by City ordinance or federal or state statutes. Capital project funds are used to account for the acquisition or construction of major capital investments. The debt service fund is used to account for the accumulation of resources to pay the general obligation long-term debt principal, interest, and related costs. Agency funds are used to account for revenues received that belong to parties other than the City.

All funds are budgeted and included in the City's budget document. The general, special revenue, debt service, and capital project funds are appropriated though the annual budget ordinance. Agency funds are not required to be appropriated. All funds are reported in the City's annual financial report. However, many of the funds are consolidated due to Major, Nonmajor, and Agency fund reporting or change in fund structure.

Fund structure changes include combining all debt services funds into one fund for financial reporting; combining the Municipal Motor Vehicle License Tax Fund with Street Construction and Maintenance Fund; and combining the Special Project Fund, CORMA Fund, General Fund Reserve, 27th Payroll Reserve, and Compensated Absences Reserve Funds with the General Fund because of similar fund balance restrictions.

The major funds of the City include the General Fund, Special Revenue Fund, Debt Service Fund, and the Sanitary Sewer Agreements Fund. Occasionally, other funds qualify as major funds, such as the Street Construction and Maintenance Fund and the Downtown TIF Fund in 2020. The agency funds of the City are the same in both the budget and the financial reports. Nonmajor Funds account for all other funds not listed in the Major or Agency funds.

FUNDS
Agency
Flexible Benefits Plan
Board of Building Standards
Unclaimed Funds
Engineering Inspections
Escrowed Deposits
Fingerprint Processing Fees
Capital Projects
Voted Capital Improvements
Sawmill Corridor TIF
Dowtown TIF Public Improvement
Sanitary Sewer Agreements
Dowtown TIF Housing Renovation
Capital Projects Fund
Seldom Seen TIF Public Improvements
Seldom Seen TIF Park Improvements
Village Development Fund
Special Revenue
Law Enforcement Assistance Fund
Municipal Motor Vehicle Licenses
Parks & Recreation
Coronavirus Relief Fund
Police Canine Support
Street Construction Maint. & Repair
Parks & Rec Programming
ARPA Fund
Law Enforcement Fund
State Highway Improvement
Veteran's Memorial Fund
OneOhio Opioid Settlement Fund
Board of Pharmacy - Law Enforcement
Right of Way
General
27th Payroll Reserve
Compensated Absences Reserve
CORMA Fund
General Fund Reserve
General Fund
Debt Service
Seldom Seen TIF
Powell CIFA
Golf Village
Police Facility
Capital Improvements Bond
2024 GO Debt Service
Spec. Oblig. Nontax Rev Notes, Series 2024

Fund Balance

What is a fund balance?

Governments organize their accounting system on a "fund" basis or segregate their financial resources and uses by activity. Governments do this because they must show that they used their financial resources for specific and restricted purposes. An example is the Street Maintenance and Repair Fund. The revenue (or financial resources) is generated from vehicle registrations and gasoline sales. However, this revenue can be spent only on street-related expenditures (restricted purpose).

Again, what is a fund balance? Simply, it is the difference between revenues and expenditures reported in a particular fund. A fund balance can have five separate categories based on the extent to which the City is bound to honor constraints: nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance. The determination of an appropriate fund balance is a critical part of the financial planning and budgeting processes, but it's dependent on the "Fund Balance Policy" of the City. The City's policy formalizes the framework and plan that defines the five categories.

The Government Finance Officers Association has stated that **"it is essential that governments maintain adequate levels of fund balance to mitigate current and future risks and to ensure stable tax rates."** Credit agencies, such as Moody's and Standard & Poor's, monitor levels of fund balances to make their evaluation of credit-worthiness.

- **Non-spendable Fund Balance** includes amounts that cannot be spent because they are (a) not in a spendable form or (b) legally or contractually required to be maintained intact.
- **Restricted Fund Balance** includes amounts that are restricted to specific purposes when constraints are placed on the use of the resources by being either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- **Committed Fund Balance** includes amounts that can only be used for specific purposes pursuant to constraints imposed by either (a) formal action of the City Council by ordinance or resolution; or (b) contractual obligations to that extent the existing resources have been specifically committed.
- **Assigned Fund Balance** includes amounts constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed.
- **Unassigned Fund Balance** is the residual classification for the general fund. These amounts represent the fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund is the only fund that can report an unassigned positive fund balance. The City has a guideline to monitor the level of unrestricted fund balance that will assist in liquidity and allow the City to work on long-term planning.

Contingencies

The City utilizes three different types of contingency funding to assist with liquidity, unpredictability of revenues, and unanticipated or rising costs that are immediate or over a short period of time. The first level of contingency funding is as an expenditure line item. The City budgets, in "Other Charges," an amount for the City Manager to distribute for contingencies. The City also budgets, in "Other Charges," an amount for City Council to distribute for contingencies. The second level of contingency funding is the General Fund Reserve, which is where the City is building an account to have funds available in case of loss of revenue stream, unforeseen hazards, disasters, and/or emergencies. The goal for the General Fund Reserve is 15-20% of the General fund personnel and operating expenditures. This is calculated and monitored on the General Fund Expenditures Summary chart each year. Currently, the General Fund Reserve balance is being maintained at the 20% level. At the third level, the City maintains a level of fund balance to allow for difference in timing of receiving revenues or maturing investments (liquidity).

2025 Budget Summary - All Funds

This budget has been prepared based on input from the City Council and direction. The fiscal year 2025 budget reflects an increase in forecast decrease in forecaster revenue based on the expected 2024 experience, which includes the ongoing impact of the recently adopted municipal income tax rate. As revenue growth stabilizes, the city administration continues to conduct various studies to support the best long-term investments in the policy initiatives outlined in Ordinance 2021-01: Operational Efficiency, Public Safety, Capital Infrastructure, and Economic Development.

Estimated 2025 year-end balances reflect a 7.6% decrease, or $2,683,176, from estimated 2024 year-end fund balances. This is primarily driven by:

- The Capital Improvements Plan and
- Interfund transfers from the General Fund in support of various initiatives.

Below is a summary of the estimated 2025 financial activity by fund category, followed by a summary of budgetary changes.

FUND	Est. 2025 Beg. Balance	Adopted Revenues	Proposed Expenditures	Est. 2025 End Balance
GENERAL FUND	$ 21,500,000	$ 21,021,200	$ 22,644,106	$ 19,877,094
GENERAL FUND RESERVE	$ 2,500,000	$ 300,000	$ -	$ 2,800,000
CORMA FUND	$ 100,000	$ 220,000	$ 280,000	$ 40,000
27TH PAY RESERVE FUND	$ 170,000	$ 25,000	$ -	$ 195,000
COMP ABS RESERVE FUND	$ -	$ 50,000	$ 48,500	$ 1,500
General Fund Total	**$ 24,270,000**	**$ 21,616,200**	**$ 22,972,606**	**$ 22,913,594**
Special Revenue Total	**$ 1,565,140**	**$ 4,530,400**	**$ 4,781,820**	**$ 1,313,720**
Debt Total	**$ -**	**$ 3,033,350**	**$ 3,033,350**	**$ -**
Capital Total	**$ 9,153,000**	**$ 6,056,000**	**$ 7,130,550**	**$ 8,078,450**
Trust & Agency Total	**$ 482,500**	**$ 180,200**	**$ 181,000**	**$ 481,700**
GRAND TOTAL ALL	**$ 35,470,640**	**$ 35,416,150**	**$ 38,099,326**	**$ 32,787,464**

Change in Fund Balance

Understanding why fund balances change year to year is an important part of the budgeting process. The City has illustrated in the Summary of All Funds chart the anticipated change in fund balances for this fiscal year by fund type.

- General Fund: The fund balance is projected to decrease due to inter-fund transfers in support of the 2025-2029 Capital Improvements Plan. In addition, current trends predict income tax revenue to remain flat in 2025.

- Special Revenue: The overall fund balances are projected to decrease slightly as the city continues to address delayed asset maintenance. In 2025, the city will continue to dedicate resources to the street paving and pathway program to address streets starting to show deterioration. In addition, the 2025 budget aims to continue supporting a robust special events calendar. The 2025 calendar of events features 15 community events, including the Powell Festival, the Memorial Day Parade, and the Lolli-Pops! Children's Concert Series.

- Debt Service: The fund balances for most funds are projected to remain fairly constant as the City did not issue new debt or retire debt in 2023. However, the City expects to retire the 2006 Police Facility Bonds. Payment of this bond is supported by a transfer from the General Fund to the Police Facility Debt Service Fund.

- Capital Projects: The fund balances are expected to stay relatively flat. This CIP funding policy adopted in 2022, along with all three TIF funds, supports the 5-year CIP. The CIP serves as a yearly roadmap for the city's prioritized infrastructure projects over the next five years, including the projected costs, how they will be funded, and when the projects are anticipated to be completed. The 2025-2029 CIP includes 31 projects for a $54,645,500 investment.

- Agency—The fund balances are projected to continue decreasing based on a decline in usage and changes in City procedures for several agency funds.

- Reserve – the fund balance is expected to increase as the City plans to meet the reserve fund balance target of 20%.

Budget Overview - Council Presentation

Revenue Summary

The City is dependent on the resources that generate revenue to provide the different services that our residents receive. This dependency is the limiting factor in determining what services can be provided for our residents. These services range from the essential services of public safety and road maintenance to services enhancing the quality of life, such as parks and community events. Our resources are affected by several factors, including city, state, and federal laws; rates; demographics; and local and regional economic conditions.

The following section describes the majority of the revenue (funding) sources, including how they are generated and their relationship to the overall budget.

Income Tax

Effective January 1, 2022, the City of Powell municipal income tax increased from .75% to 2.0%. The municipal income tax applies to residents' earned income, including net profits of local businesses. Residents who work in communities other than Powell receive a 100% credit for taxes paid to the communities in which they work. Most of the city's residents work outside the city limits of Powell. The revenue generated by the tax increase will support capital improvement projects and economic development opportunities, among other things.

The City receives municipal income taxes in three ways: **withholdings** remitted by employers, filings by **individual** residents of the City, and the **net profits** of businesses located in or doing business in the City. The City has mandatory filing requirements for all residents, and the filing deadline is April 15th.

Relationship to Budget

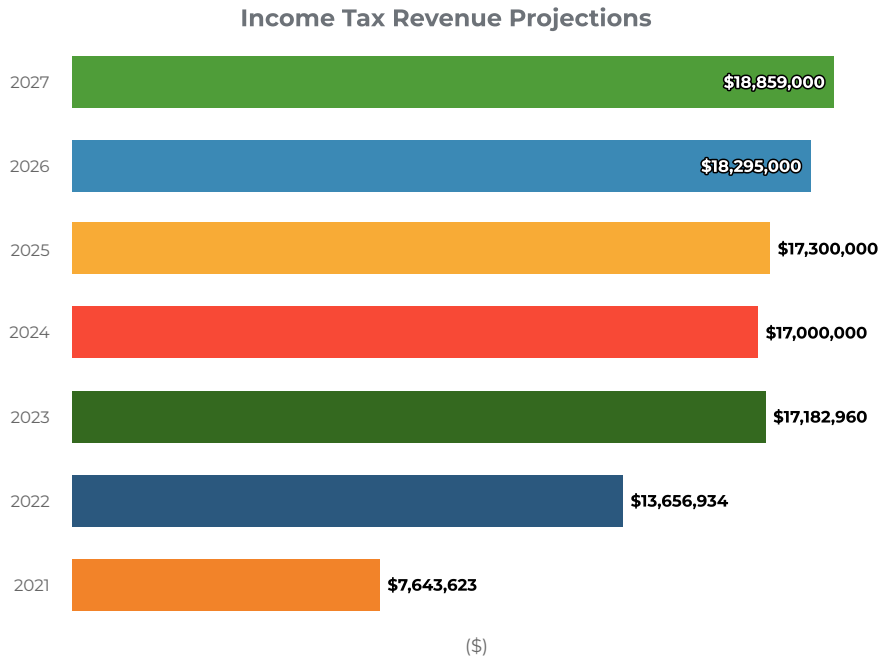
The income tax is the largest source of revenue for the City for all budgetary funds. It is deposited entirely into the General Fund.

In addition, City Council adopted a capital improvement funding policy in early 2022. Pursuant to this policy, the City will transfer to the Capital Projects Fund an amount equal to 25.0% of the City's prior year municipal income tax revenue, subject to the following:

- The transfer will be reduced to an amount necessary to ensure the unassigned General Fund balance remains within the Fiscally Prudent Range (51.0% to 75.0% of the five-year average of General Fund revenues) as set forth in the General Fund Policy; and
- City Council, at its discretion, may transfer to the Powell Development Corporation (PDC) from the Capital Projects Fund up to 5.0% of the City's prior-year municipal income tax revenue in any fiscal year to support the PDC's projects and programs.
- The Capital Projects Fund may be used to fund long-term debt as well as projects and capital expenses on a cash basis.

Statistical Information

The City utilizes knowledge of the local economy and historical trends to analyze and determine future income beyond the budget year



Real Estate or Property Taxes

The real estate tax is a tax levied on all property in the city limits of Powell. The City had a fast-growing base in the 1990's and 2000's due to the number of new housing and commercial developments. The City will continue to experience increases in its real estate tax revenue due to new development; however, not at the rate it experienced during its growth period as it gets closer to build-out. The City also experienced appraisal growth because every six years the County Auditor reappraises all the county's property with a small update in year three.

The City has a fixed general fund real estate tax millage of 1.20. A dedicated general obligation bond millage of .84 was retired in December 2022. No changes can be made to the general fund millage rate without a vote of the residents. The residents would also need to vote for any new dedicated debt millage. There are no plans, at this time, to request additional general operating funding through the real estate tax millage.

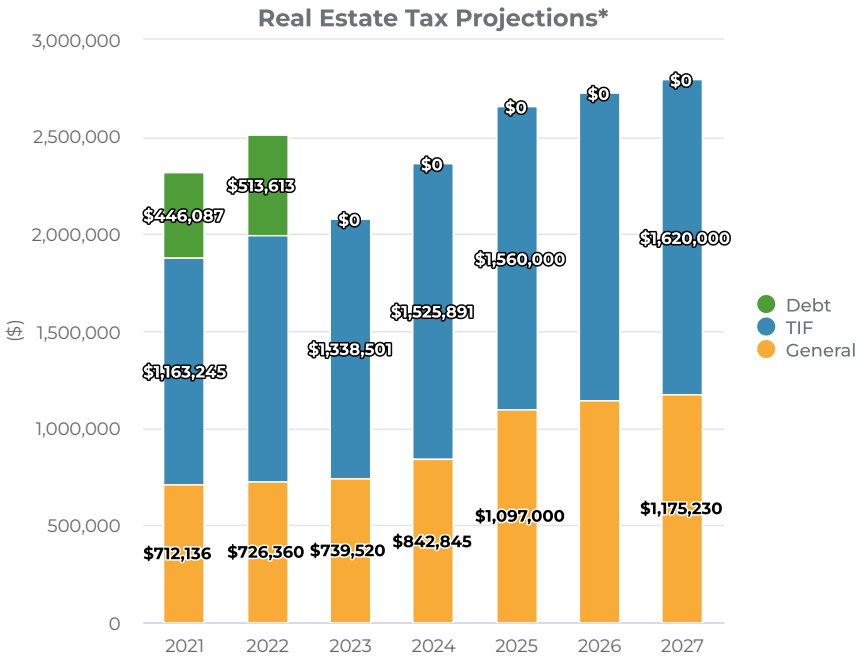
Tax-Increment Financing (TIF) is financing secured by the incremental increase in tax revenues, resulting from the redevelopment of an area. The City has three TIF areas, one called the **Downtown TIF**, which encompasses approximately 300 acres; another called the **Sawmill Parkway Commercial TIF**, which encompasses approximately 260.65 acres; and the third is called the **Seldom Seen TIF**, which encompasses approximately 39.02 acres. The net assessed valuation of the year of inception is the baseline for the TIFs. The baseline for the Downtown TIF is 2005, the Sawmill Parkway Commercial TIF is 2011, and the Seldom Seen TIF is 2015.

Relationship to Budget

The real estate tax makes up a significant portion of the City's revenue for all budgetary (and appropriated) funds. It is usually one of the City's top five revenue sources. The dedicated real estate tax is restricted to pay only debt service on a particular debt obligation, and therefore the dedicated real estate tax is deposited into the appropriate debt service fund. The general fund real estate is deposited into the general fund and the TIF real estate is deposited into the TIF funds.

Statistical Information

The City receives estimates from the Delaware County Auditor's office for the real estate taxes in August or September of each year preceding tax collection year. In 2023 for 2024 collections, the City received its every-three-year appraisal change in net assessed valuation. There was an overall increase in valuation throughout the County. The next triennial update will occur in 2026 for 2027 collections.

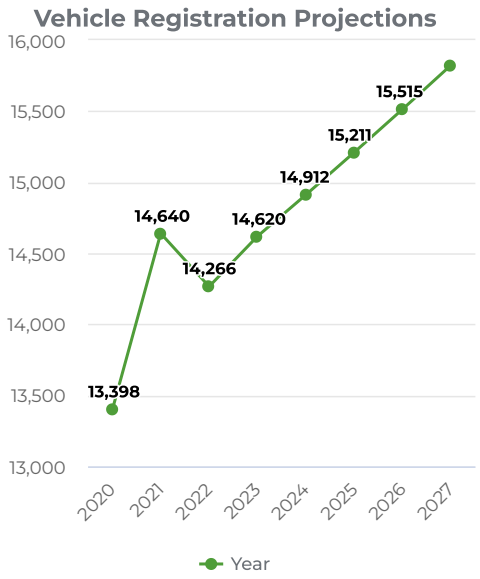


Gasoline Tax and Motor Vehicle License Fees

The gas tax is distributed to the City from the State of Ohio based on the number of vehicles registered in the City compared to the total number of vehicles registered in the State. State law has levied $0.385 per gallon, with about 10.7% of total gas tax collections allocated to the cities. The City receives its allocated share on a monthly basis.

The motor vehicle license fees are distributed to the City from the State of Ohio on a different basis. For each passenger vehicle registered in the City, the State levies a fee of $20.00, of which $6.80 is returned to the City and the remainder is kept by the State. Delaware County and the City have levied an additional $20.00. Of this, the City receives $15.00 and the County receives $5.00. The fees for other types of vehicles vary based on weight and type, but the same allocation methods are used.

The State of Ohio restricts how the money from these two revenues may be spent, and the City has no ability to change the rate or allocation formula for these fees and tax; only the State may do that. The City has not heard of any plans from the State of Ohio to make changes either to the rate or allocation formula.

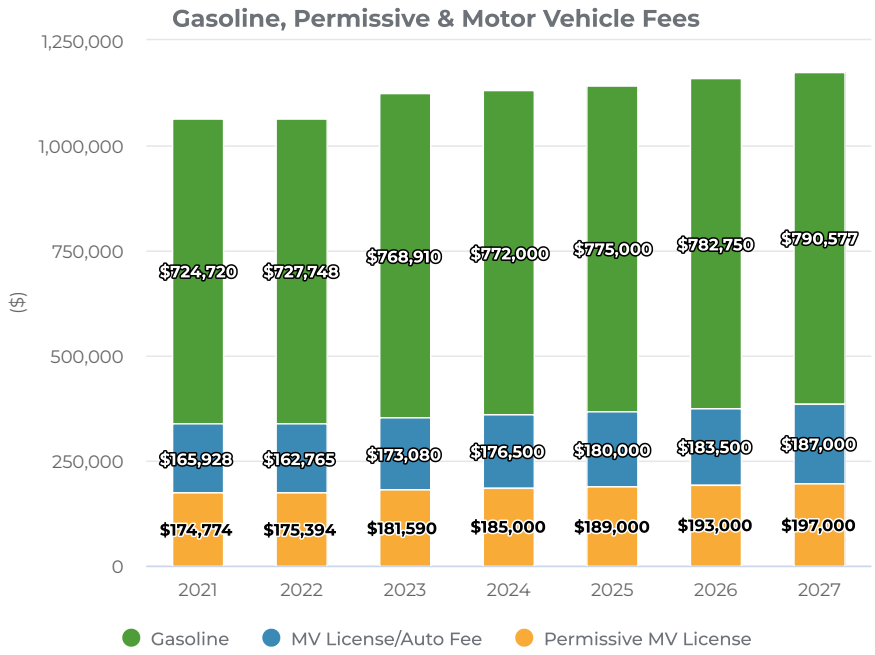


Relationship to Budget

The gasoline tax and motor vehicle license fees make up a significant portion, usually in the top five of the City's sources of revenues for all budgetary (and appropriated) funds. The gasoline and motor vehicle license fees are deposited in three different special revenue accounts: Street Maintenance and Repair Fund, Municipal Motor Vehicle License Tax Fund, and State Highway Improvement Fund.

Statistical Information

The City receives reports from the State that monitors the registration of vehicles. These reports give the City the trend analysis that it needs to project these revenue sources.



Community Development Charges

Liberty Community Infrastructure Financing Authority (LCIFA) assets (consisting of various road and infrastructure improvements) were acquired. As part of the agreement, the LCIFA is required to collect, and remit to the City, the Community Development Charges for payment of the annual principal and interest costs for the City's outstanding general obligation bonds.

Currently, the LCIFA accounts for two outstanding debts. First, the 2011 and 2012 debt that was refinanced in 2021; and second, the 2008 debt that started out as a one-year note that was rolled out until sufficient funds were available to pay both principal and interest.

Powell Community Infrastructure Financing Authority (PCIFA) assets (consisting of various road and infrastructure improvements) were acquired. As part of the agreement, the PCIFA is required to collect, and remit to the City, the Community Development Charges for payment of the annual principal and interest costs for the City's outstanding general obligation bonds.

Currently, the PCIFA accounts for one outstanding debt. The debt was financed in 2021 for debt that had been held by the developer.

The LCIFA is charging the maximum amount allowable (10.25 mills) to pay for the outstanding principal and interest costs. The mills cannot be reduced unless sufficient money is being collected to pay for all the outstanding principal and interest. The only ways to increase this revenue source are increased property values or developing remaining parcels.

The PCIFA is charging the maximum amount allowable (10.25 mills) to pay for the outstanding principal and interest costs. The mills cannot be reduced unless sufficient money is collected to pay for all the outstanding principal and interest. The only ways to increase this revenue source are increased property values or having the last parcel developed.

The LCIFA is a separate governmental entity and has its own financial statements. The PCIFA is also a separate governmental entity and has its own financial statements. A copy of those statements can be found on the Ohio's Auditor of State's web site, www.auditor.state.oh.us (http://www.auditor.state.oh.us).

Relationship to Budget

The community development charges make up a significant portion of the City's sources of revenues for all budgetary (and appropriated) funds, and usually are among the City's top five revenue sources. The debt associated with this charge is in a separate debt service fund called LCIFA Debt Service Fund or PCIFA Debt Service Fund.

Statistical Information

The charges are calculated by the Delaware County Auditor based on the annual millage adopted by the LCIFA and PCIFA. Budget estimations are based on the actual principal and interest needed to fund the debt service, as all excess revenue collections are held by the individual authority. The excess revenue will be utilized once the debt is eligible to be called.

Other Revenue

The City of Powell has many other revenue sources that, in some years, are significant to the yearly budget. Some of the other revenue sources are:

Development Related Revenue
The City has three departments (Building, Engineering and Development) that work with developers, contractors and residents to inspect, review, plan and enforce zoning regulations. These services have a fee that is assessed based on the work being requested. The City publishes a schedule that lists the fee associated with each type of service. The City reviews the rates charged for development-related fees annually. The schedule is reviewed to make sure allowed costs are recovered.

The following categories are listed as development-related revenues:

Zoning Permits	Residential Building Permits	Additional Building Permits
Commercial Building Permits	Alarm Registrations	Sidewalk - Final Inspections Fees
Contractor Registration Fees	Engineering Plan Review Fees	Reinspecting Fees
Storm water Operations Plan Fees	Zoning Plan, Filing & Review Fees	Commercial Building Permits
Plan Review Fees		

The majority of all development-related revenue is deposited into the General Fund, with some types being deposited into special revenue or capital projects dependent on the type of development.

Local Government Fund
The Local Government Fund (LGF) is the State of Ohio's general purpose revenue-sharing program for local governments, including counties, cities, villages, park districts and libraries. The LGF has two components: (1) distribution to the county where each county has a formula for distribution; and (2) distribution straight to the municipalities. The LGF has a long, complicated history that has finally come to conclusion. In the 2018 state budget the LGF distribution was restructured, and the City anticipates continued decreasing revenue from this source. The LGF is deposited into the General Fund for general operating purposes.

Interest Earnings
Interest earnings are a function of cash management. The City takes available cash and invests it at the current market rate. The City invests its monies according to its Investment Policy, which is based on policy examples from the GFOA. A summary of the investment policy is included in the Appendix of this document. Interest income is deposited into several different funds and is allocated based on the percent amount it had deposited on the last day of the month. Funds that receive an allocation are the General Fund, Street Maintenance-related funds and capital project funds funded by general obligation debt.

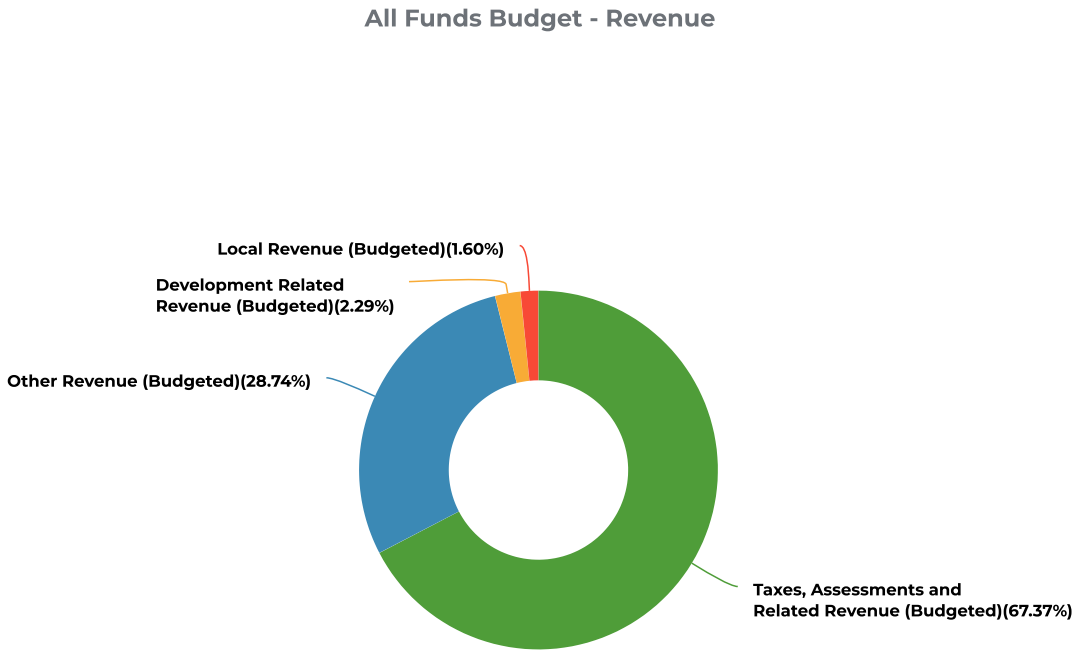
Grants
The City is sometimes a recipient of federal, state or other types of grants. These revenues are segregated into a separate Special Revenue fund that is applicable to the grant. Grants are applied for but not reflected in the budget until the grant acceptance is received.

Miscellaneous Revenue
The City has numerous small revenue sources that assist in stabilizing the revenue sources of the City. Some of these small revenue sources include:

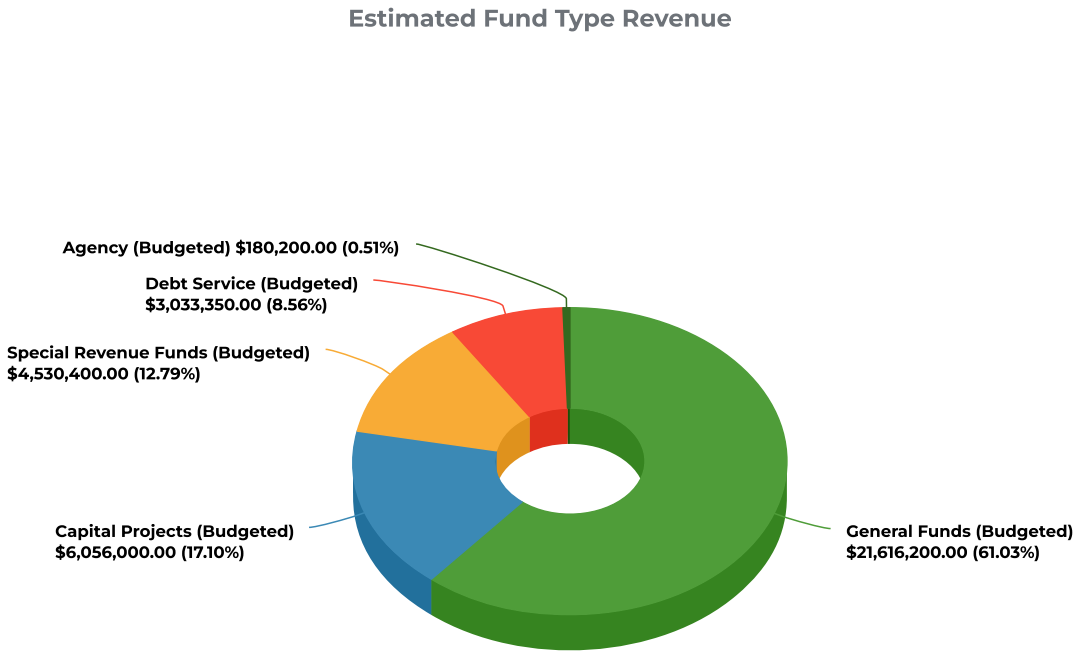
- **Parks and Recreation Programs** – creative programs that residents and non-residents may attend for a fee. These program fees are deposited into the Special Revenue Fund – Parks and Recreation Program Fund. Currently, the number of programs offered by the City is at its maximum due to space limitations. The rates charged are reviewed annually as fees are based on costs associated with the program and only minor increases are anticipated since little to no additional programs can be offered.

- **Police Fines** – fines assessed by the court and by the City for noncompliance of laws. These fines are deposited into the General Fund if assessed by the City or Special Revenue funds if assessed by the court. The majority of the rates are set by the State of Ohio and only the State can change the rate. At this time, no rate changes are anticipated for police fines, nor is it anticipated that the volume of fines will change.
- **Fingerprinting** – costs assessed by the City to process fingerprints for residents and non-residents for purposes other than police activities. These fines are deposited into the General Fund and an Agency fund. The majority of the rate is assessed by the Federal Bureau of Investigation or the State of Ohio. However, costs related to the City for processing the fingerprinting are included. Therefore, the City reviews the rates annually to make sure costs are being recovered. While minor increases in the rates are anticipated, the volume should remain fairly constant.
- **Franchise Fees** – the City receives cable and other utility franchise fees for the use of City-owned right of way. The State of Ohio administers these fees and has standardized the fees. Therefore, the State controls the rates for the franchise fees. These fees are deposited in the General Fund and the City does not anticipate any volume change.

Where the Revenue Comes From



Estimated Revenue by Fund

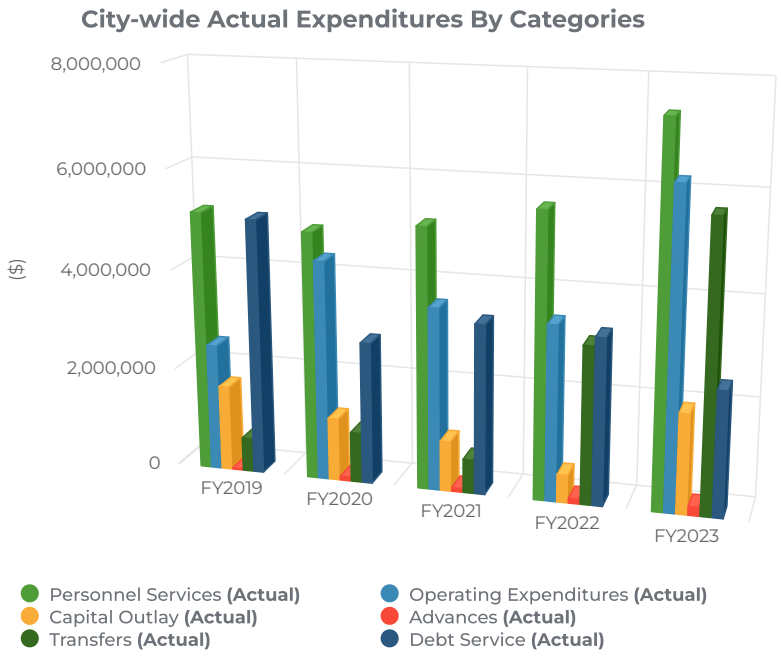


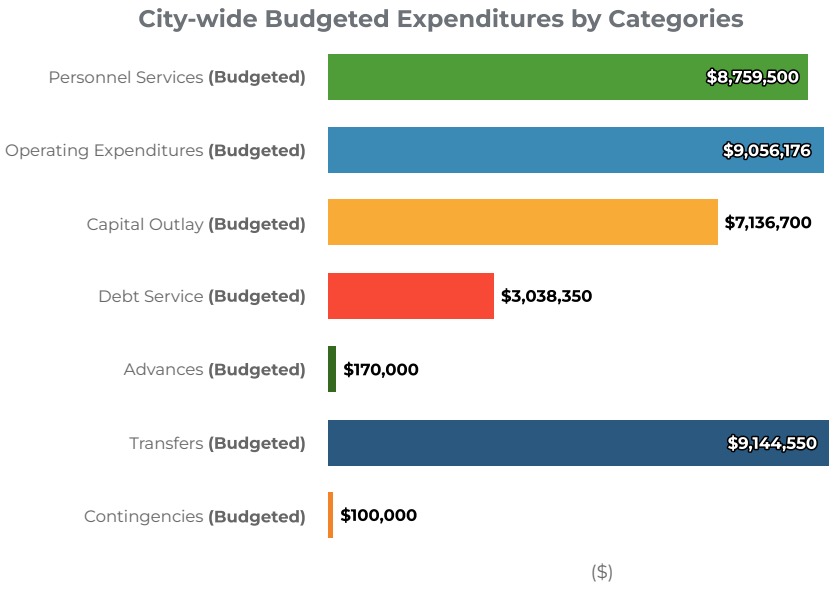
Expenditures Summary

The City provides services that range from the basic services of public safety and road maintenance to services enhancing the quality of life such as parks and community events. The services of the City are classified into the following departments: administration, building, council and clerk, communications, development, engineering, finance, information technology, lands and buildings, other charges, park maintenance, public service and parks & recreation programs. The City also has the following additional classifications: debt service, street improvements, capital improvements, contingencies, transfers, advances and add to restricted reserve.

Expenditures Categories

The City uses four categories to classify its expenditure budgeting. The main three categories are personnel services, operating expenditures and capital outlay. The fourth category segregates the debt payments, advances, transfers and additions to the reserve.




City-wide Budgeted Expenditures by Categories
Personnel Services (Budgeted)
$8,759,500
Operating Expenditures (Budgeted)
$9,056,176
Capital Outlay (Budgeted)
$7,136,700
Debt Service (Budgeted)
$3,038,350
Advances (Budgeted)
$170,000
Transfers (Budgeted)
$9,144,550
Contingencies (Budgeted)
$100,000
($)

Personnel Services

The Personnel Services category consists of salaries and wages, pension expenses and fringe benefits. Salaries and wages are (a) paid by police union contracts, (b) paid by public service/parks maintenance union contract, or (c) set by City Manager and City Council. Pension expenses are where the employees belong to one of two mandatory public retirement systems. Police officers belong to the Ohio Police and Fire Pension Fund and remaining employees belong to the Ohio Public Employee Retirement System. Fringe benefits include health and dental care insurance, life insurance, Medicare, worker's compensation insurance and direct unemployment costs.

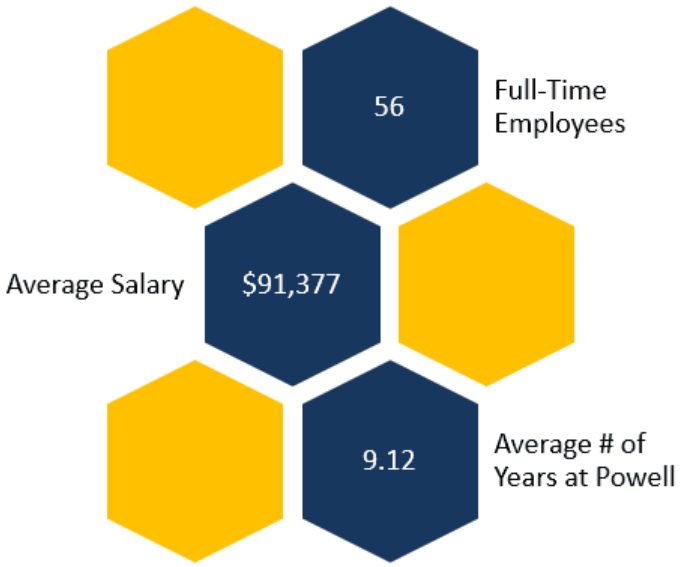
The union ranges are based on negotiated three-year contracts. The current contract periods for a police officer and a sergeant are January 1, 2024 – December 31, 2026 and the public service/parks maintenance contract period is January 1, 2022 – December 31, 2024. The non-union or general employees' salary range is adjusted based on the Department of Labor, Bureau of Labor Statistics, and July to July change in salaries, while their actual raises are based on performance and recommendations by the City Manager.

The City Council's and Mayor's salaries are tied to the minimum earnable salary for full credit at the Ohio Public Employee Retirement System (OPERS). OPERS has increased their minimum earnable salary to $734.07 per month for 2025.

The City offers health and dental care insurance plans for both the employee and his or her family. The cost of the plan varies by four distinct groups: employee only; employee plus child(ren); employee plus spouse; and family for employee, spouse and child(ren). The City implemented a high-deductible health savings account plan in 2010, with the City contributing a portion of the employee's deductible.

The City offers life insurance at one-time the employee's salary, up to $100,000, with the employee having the option to purchase additional life insurance for themselves and their spouse or children. Many cities in Ohio still have employees that do not belong to Medicare; however, all of the City's employees belong to Medicare. As an employer, the City has worker's compensation insurance for employees injured on the job, and unemployment coverage is based on an as-needed basis or at actual cost when it occurs.

The City also offers flexible benefit plans for limited medical and dependent care expenses. The employee has the option of participating in several annuity plans such as Ohio Deferred Compensation or ICMA. Other employee-optional coverage or deductions includes Vision Insurance, AFLAC, College Advantage and United Way.



Operating Expenditures

This category is the catch-all category. If it isn't personnel services, debt service, transfer or capital, then it has to be an operating expenditure. This is where you will find the supplies, reference materials, travel, utilities, contractual services, audit fees, maintenance and other various expenditures. The following are the major operating expenditures that are used in the budget and a brief description of each.

- **Supplies**: The City budgets for generic office supplies in two places – other charges and police departments. Other charges pay for the office supplies for all departments except the police department. Copier-related supplies are budgeted for in the administrative department while specialized supplies are budgeted in the related department needing the specialized supply. Example: a chain saw would be in parks.
- **Utilities**: The City budgets for utility expenses in three places – lands and buildings, public service and park maintenance. Utilities consist of electricity, sewer, water, natural gas and telephone service. Gasoline for vehicles and equipment is budgeted separately under gasoline.
- **Maintenance**: The City budgets for maintenance in each department that needs specialized maintenance, but for overall general maintenance of property it uses Lands and Buildings. Vehicle or cruiser maintenance is budgeted separately in departments that have vehicles.
- **Contracted Services**: The City utilizes multiple companies to assist in maintaining a high level of services without adding additional personnel. It budgets for contracted services in each department that needs assistance. Some of the services contracted include: architecture; legal; street sweeping; audit; insurances; income tax collection; storm water planning; and inspections.
- **Travel/Seminars/Mileage**: The City budgets for travel, seminars, training, mileage and other related travel costs in each department under one line item.
- **Dues/Subscriptions**: Both the City's membership dues and employee's professional organization dues are budgeted under this line item, along with subscriptions to publications and reports. Each department will have its related dues and/or subscriptions.
- **Uniforms/Gear**: The City provides the clothing and related accessories worn by the police officers and parks and public service workers. Each department has a budget line item for this cost.
- **Programs**: The City has a 'Sidewalk Repair Program', 'Street Maintenance Program' and a 'Share-the-cost Tree Program'. These programs are budgeted in the public service and parks department. All revenue or reimbursements for these programs are accounted for in a separate revenue account.
- **Agency**: The City is responsible for maintaining other companies' and individuals' monies for certain functions, such as plumbing inspections, escrowed deposits, employees' flexible benefit plans, fingerprinting and unclaimed funds.
- **Contingency**: The City budgets an amount to add to the general fund reserve each year and two separate contingency lines for miscellaneous increases in costs and unanticipated costs. The City Council has a line item of $50,000 and the City Manager has a line item of $50,000 to move around the general fund.

Capital Outlay

There are two types of capital outlay: equipment and improvements. The capital improvements plan, adopted annually, contains additional or replacement equipment needed in the City's fleet, office, and technology areas, along with capital projects. The capital section discusses details of capital expenditures and planning.

Contingencies for specialized capital equipment are budgeted in the department requesting the equipment, except for information technology equipment. Capital improvements are budgeted by the funding source that will be paying for and/or supporting the improvements. A detailed list of all capital equipment and improvements can be found in the capital section of the budget book.

The City of Powell has two definitions for "capital outlay." The first is the definition for the Comprehensive Annual Financial Report (CAFR):

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and reductions during the year. The City maintains a capitalization threshold of five thousand ($5,000) dollars. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

The second is the definition for budgeting purposes:

Equipment costing less than $1,000 is assumed to be an operating supply or a specialized supply. Equipment costing more than $1,000 is budgeted in the capital equipment budget to allow for management, committees and City Council to review and approve the concept of the purchase. The City's budget is still small enough that monitoring at this level is still valid and an important tool. However, you will find instances of equipment that costs, between $250 - $1000, listed in the capital equipment line, because the department needs one-time assistance in purchasing the needed item.

Debt Service

This category is used to account for the accumulation of resources for, and the payment of, long-term debt principal and interest. The State of Ohio limits the amount of debt that can be issued by the City regardless of the source of revenue used to pay the debt. Debt issued without the vote of the people is limited to 5.5% of the City's net assessed valuation. The limitation for total debt voted and unvoted is 10.5% of the assessed valuation. The state does have some exemptions from the 5.5% unvoted limitation, such as general obligation debt (to the extent that such debt is "self-supporting") and revenue bonds.

Bonds	Type	Interest Rate	Maturity Date	Outstanding 12/1/2023	FY2025 Requirements Interest	FY2025 Requirements Principal
General Obligation-Limited Tax						
Series 2015 Powell Refunding Bonds						
2006 Bonds Police Facility	UVE	2.0-4.0%	12/1/2024	$ -		
2008 Bonds Various Purpose	UVE	2.0-4.0%	12/1/2029	$ 2,804,200	$ 385,000	$ 83,200
Total Series 2015				**$ 2,804,200**	**$ 385,000**	**$ 83,200**
Series 2019 Various Purpose Bond	UVE	3.0-4.0%	12/1/2039	**$ 2,704,500**	**$ 105,000**	**$ 65,550**
Series 2021 Various Purpose Refunding Bonds						
Powell CIFA	UVE	2.0%	12/1/2029	$ 1,148,100	$ 190,000	$ 17,800
Liberty CIFA	UVE	2.0%	12/1/2026	$ 3,967,300	$ 1,355,000	$ 49,800
Total Series 2021				**$ 5,115,400**	**$ 1,545,000**	**$ 67,600**
Series 2024 Various Purpose Notes (Tax-Exempt)*	**UVE**	4.00%	8/20/2025	**$ 6,521,650**	**$ 6,260,000**	**$ 261,650**
Series 2024 Various Purpose Notes (Federally Taxable)*	**UVE**	5.13%	8/20/2025	**$ 1,802,650**	**$ 1,715,000**	**$ 87,650**
Total General Obligations Bond		2.0-4.0%		**$ 18,948,400**	**$ 10,010,000**	**$ 565,650**

UVE = unvoted debt and exempt from 5.5%

* Expected to be refunded in 2025

All Other Categories

Additions to the Reserve

This is one of the methods the City utilizes for contingency funding to assist with liquidity, unpredictability of revenues, and unanticipated or rising costs that are immediate or over a short period of time. The goal for the 'General Fund' reserve is 15 – 20% of the General Fund personnel and operating expenditures. This is calculated and monitored yearly. Currently, the General Fund reserve is at 20%.

Advances and Transfers

The City transfers money from one fund to another for a variety of reasons. Some of the reoccurring reasons are:

1. The City issued debt but did not go to the voters to request additional taxes. The general fund pays for this debt by transferring funds to the appropriate debt service fund.
2. The City has a Parks and Recreation program that works on being self-sufficient; however, that is not always possible. Occasionally, the general fund transfers money to assist the program.
3. The City has multiple restricted funds for street improvements. Revenue collected from the Municipal Income Tax Fund is transferred to the Street Maintenance Fund to assist in paying for street improvements.
4. The City adopted a CIP funding policy. This policy allocates (transfers) 25% of municipal income tax collected to the CIP in support of capital improvements and economic development.

The difference between an advance and a transfer is an "advance" is to be repaid.

The 2024 budget does not include advances.

Transfer to	Funds Transferred From				
	General Fund	Capital Projects	Municipal License Tax	Other	Total
Debt Service	$ 500,000	$ 282,000		$ 171,050	$ 953,050
27th Payroll	$ 25,000				$ 25,000
Comp Ab Reserve	$ 50,000				$ 50,000
Capital Projects	$ 4,327,500				$ 4,327,500
Street Maintenance Program	$ 2,450,000		$ 100,000		$ 2,550,000
P&R Programs	$ 200,000				$ 200,000
CORMA Fund (105)	$ 170,000				$ 170,000
PDC		$ 500,000			$ 500,000
Restricted Reserve	$ 300,000				$ 300,000
Other		$ 20,000		$ 49,000	$ 69,000
Total	**$ 8,022,500**	**$ 802,000**	**$ 100,000**	**$ 220,050**	**$ 9,144,550**

Financial Policies

The City strives to provide safe, reliable, and timely services for its residents. A key element to maintaining these services is the discussion, writing, and adopting of policies for these services. The City utilizes the assistance of many professional organizations and state law to assist it in putting together its business policies and practices. While articulating these policies is a difficult task, it is essential for all concerned that the framework for making service decisions be understood.

Treasury and Investment Management

Identifying specific policies and procedures to improve treasury and investment management is essential in safeguarding the City's financial assets.

- **Investment Policy -** Resolution 2023-36 - establishes the guidance for the safeguarding and efficient management and investment of the City's active, inactive, and interim cash financial assets. The objective of the City is to invest in a manner that will provide the highest investment return with the maximum security, safety, and liquidity to meet all necessary cash flows. The primary objectives, in priority order, of investment activities shall be safety, liquidity, and then yield.

  Suitable and authorized investments include United States Treasury bills, notes, bonds, or any other obligations or securities issued by the United States Treasury or any other obligations guaranteed as to the principal and interest by the United States; interim deposits in authorized depositories, provided those deposits are properly insured or collateralized; and bonds and other obligations of the State of Ohio or other subdivisions of the State that are rated at the time of purchase in the double-A category or higher as established by one of the nationally recognized standard rating agencies.

  With the exception of securities held as collateral for a written repurchase agreement, any investment must mature within five (5) years from the date of settlement, unless the investment is matched to a specific obligation or debt of the City.

  The City's investment policy has a portfolio diversification section that lists by instrument and financial institution the percentage that is allowable portfolio limit.

- **Post-Issuance Compliance Policy** - Resolution 2014-25 - outlines the policies and procedures to promote compliance with federal securities and income tax laws, as well as the requirement set forth in the bond documents for each bond issue.
  The Finance Director will be the City's Compliance Officer. The Compliance Officer will provide to the national and state repositories annual reports, material event disclosures, and other quantitative financial and operating information.

- **Change Fund Policy -** Ordinance 2014-28 Section X. E - authorizes the establishment of cash change funds when the collection of some revenues requires the use of additional cash for making change. A change fund is different from a petty cash fund because no expenditures of any kind can be made from a change fund.

- **Ohio Revised Code** - Section 135.45(F)(2)(a) - participation is offered to subdivisions of the State of Ohio by the State Treasurer for the investment of interim monies. The investment objectives of STAR are the preservation of capital, the maintenance of liquidity, and providing current income.
  StarOhio, the investment pool, has Standard & Poor's highest rating, AAA. It offers consolidated monthly account statements, no charges for wire funds in or out of the fund, online trading, limited free check writing privileges, no minimum investment amount, nor minimum period of investment.

  The State Treasurer invests monies deposited in StarOhio in the same types of instruments as are provided for the investment of interim monies of the State. A copy of the STAR Investment Policy Statement is available at www.STAROHIO.com.

  StarPlus, the investment pool, is backed by the Federal Deposit Insurance Corporation (FDIC) maximum amount, currently $250,000. It offers a competitive yield which is secured by the FDIC, consolidated monthly account statements, no-fee transfers, daily fund deposits, and weekly withdrawals.

  The State Treasurer invests monies deposited in STARPlus in a manner such that the amount each participant has on deposit in any single bank will never exceed the FDIC insurance limit.

Debt Management

Guidelines and restrictions that affect the amount and type of debt issued by the City are essential in the management of issued debt and issuance process.

- **Debt Management** - Resolution 2024-23 - guidelines to improve the quality of decisions, demonstrate commitment to long-term financial planning, provide justification for the structure of debt issuance and identify policy goals that support a multi-year capital improvement plan.

  The City utilizes various debt management elements along with the following criteria to determine which financing source shall be utilized to finance capital improvements. Criteria include: strive for future financial flexibility (low debt service); fairly allocating costs between current and future beneficiaries; matching the useful life of an asset with the duration of the funding; striving to obtain the lowest cost of capital for each project; limiting the purpose for the issuance of debt to capital improvements; and minimizing risk.

  The policy discusses the limitation of debt on the City based on limits set by the State of Ohio, residents of Powell, and policy limits that City Council has imposed on themselves. To ensure that debt capacity is available during emergencies and disasters, the City limits its debt capacity to 10.5% of the City's assessed valuation for voted debt and 5.5% of its assessed valuation for unvoted debt.

  The policy describes the various ways the City may pay for its debt and the various structural and credit enhancement tools that are available in layman terms to assist future Council members in making decisions.

- **Post-Issuance Compliance Policy** - Resolution 2019-06 - outlines the policies and procedures to promote compliance with federal securities and income tax laws, as well as the requirements set forth in the bond documents for each bond issue. The policy also describes the investment of bond proceeds, arbitrage, investor and legal compliance requirements that the City undertakes when it issues bonds and other related debt

Budgeting and Fiscal Policy

Understanding the framework of the financial policies is essential in developing, reviewing, and utilizing the budget and financial reports of the City.

- **Budgetary Policy** - Resolution 2013-03
  - Financial Planning Policies - the financial integrity of our City government is of utmost importance. The key element to maintaining this integrity is the discussion, writing, and adopting of a set of financial policies. These policies address the need for a long-term view and the fundamental principle of a balanced budget.
  - Balancing the Budget - The City shall live within its means. The City shall adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures.
  - Budget Document - A concise summary and guide to the key issues and aspects of the City's budget should be included to help residents understand the City's finances.
  - Financial Forecasting - Assists in the planning of the City's future cash requirements. The budget approach will not be solely based on inflationary indices. The City will involve the public in planning and budgeting and utilize sound procedures to provide an effective budget for personnel costs.
- **Long-Term Financing Planning Policy** - Resolution 2013-05
  - Long-Range Planning - incorporates a perspective to assess the financial implications of policies, cash management, programs, budgets, and assumptions. Establishes the general fund reserve.
  - Capital Planning - Identifies the need for a multi-year capital plan.
  - Succession Management - Making provisions for the strategic development of candidates that have the potential to fill key leadership positions.
- **Asset Management Policy** - Resolution 2013-02
  - Capital Asset Inventory - Allows the City to plan for ongoing financial commitments required to maintain and replace equipment and infrastructure.
  - Environmental Practices in the Capital Improvement Plan - Consider environmental practices that reduce ongoing impacts or footprint, to the extent it is practical to do so.
- **Fiscal Responsibility and Management Policy - Revenue** - Resolution 2015-05
  - Revenue Policies - Understanding the revenue stream is essential to prudent planning. These policies seek stability and to avoid potential service disruptions caused by revenue shortfalls.
  - Revenue Diversification - Sources of revenue are monitored to determine that rates are maximized. The City will pursue federal, state, and private grants and look for new unrestricted revenue sources.
  - Fees and Charges - Charging fees for services where appropriate is permissible. Fees will be reviewed periodically and levied to support the full cost of operations.
  - Use of One- Time Revenues - Pursue one-time revenue, but strictly limit expenses paid with these revenues and budget only when revenue or commitment notice is received.
  - Use of Unpredictable Revenues - Use a conservative approach in making assumptions for growth patterns, including why it is unpredictable. Monitor factors that affect collection and budget lower than anticipated collection.
- **Fiscal Responsibility and Management Policy - Expense** - Resolution 2015-05
  - Expense Policies - Prudent expenditure planning and accountability will ensure fiscal stability
  - Stabilization - Maintain a prudent level of financial resources to protect the public against unexpected operational changes, legislative impacts, or other economic events. Establishes general fund contingency funding at two different levels.
  - Expenditure Accountability - Actual expenditures are periodically reviewed, including reports, analysis, and regular committee discussions.
- **Fund Balance Policy -** Resolution 2012-04 - formalizes the framework and plan that defines the five categories of fund balance for GAAP reporting. It also describes adequate levels of fund balance to mitigate risks, replenishing of the fund, and utilization of fund balance.
- **Purchasing Policy** - Resolution 2022-18 - Provide the most value based on each tax dollar expended by purchasing planning, competitive bidding, quantity buying, annual purchasing agreements, and blanket purchase orders with approved vendors.
- **Uniform Guidance Policy -** Resolution 2021-14 - Provide guidance to staff in understanding federal purchasing requirements.
- **Shared Service Contracts** - describes relationship, financing, cost allocations, monitoring, and mediation of joint government services.

- **Capital Improvement Plan (CIP) Funding Policy -** Resolution 2022-19 - Establishes financial guidelines for the development of the five-year CIP. Under the new policy, 25% of the city's prior-year municipal income tax revenue will be made available to fund capital improvements. Of the 25%, an optional 5% will be available to help support economic development activities.

Accounting, Auditing, and Financial Reporting

Communication is an essential component in the framework of internal controls of the City.

- **Fiscal Responsibility and Management Policy** - Resolution 2015-06
  - Accountability - Identifies a minimum level of financial reporting required to be given to City Council by the Finance Director.
  - Accounting Procedures - Documents the various procedures of the accounts payable, payroll, depositing, and general ledger posting processes.
  - Internal Control - Assigns responsibility for implementing and maintaining a sound and comprehensive framework of internal controls.
  - Revenue and Procurement Payment or Settlement Systems - Managing funds in a manner that assures timely and accurate payment to vendors.
  - Financial Reporting - Monthly financial reports and annual audited Annual Comprehensive Financial Report
- **Audit or Finance Committee** - Resolution 2012-06 - Provides oversight of the financial reporting process, internal controls, and audit process.
- **Employee Benefit Consultant Contract** - Health care, along with other employee benefit costs, are monitored and reviewed on an annual basis to assist with cost containment.
- **Ohio Revised Code** - Describes audit procurement by the Auditor of State's office, prevailing wage contracts, and other relevant financial requirements.

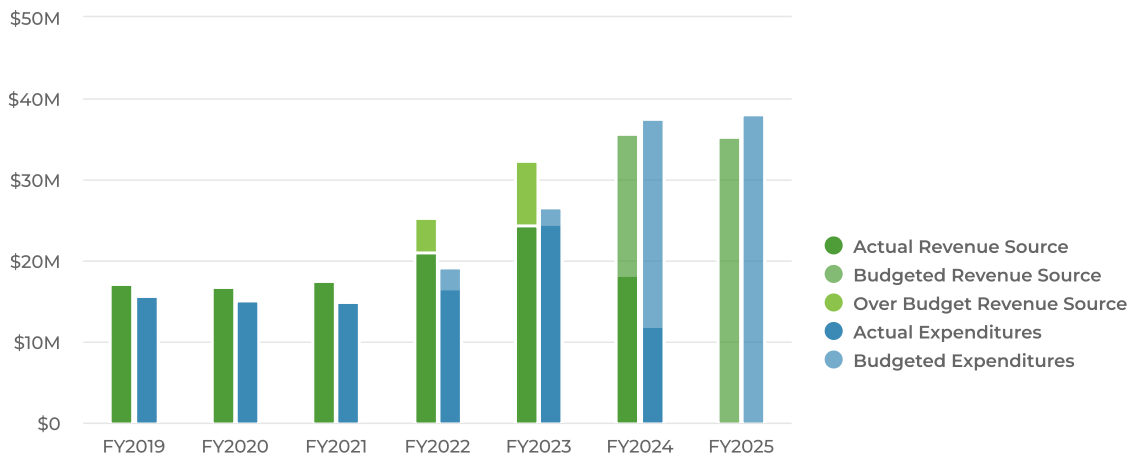
Other Important City Policies

- **Personnel Manual** - Ordinance 2023-33 - A summary of policies formulated to assist City employees in answering questions they may have regarding City operations and their benefits.
- **Income Tax Policy** - Ordinance 2023-35 - Consolidated income tax code and standards of the code in accordance with the Internal Revenue Service and the State of Ohio
- **Records Retention Policy** - Resolution 2011-03 - Identifies records that are stored on a fixed medium and schedules the retention period and destruction method.
- **Public Record Policy** - Resolution 2011-03 - Ability to access records maintained by the City.
- **Disaster Recovery Planning Policy** - Resolution 2013-07 - Address the potential of disasters through preparedness, mitigation, response, and recovery by developing emergency planning documents. Includes: Emergency Operations Plan, Emergency Action Plan, Technology Recovery and Continuity Plan, Business Preparedness and Continuity Plans, Risk Management Program, and Cost Documentation Program.
- **Union Contracts** - The City has three unions that have a variety of employment policies that are different from the policies listed in the personnel manual. Only when the union agreement is silent does the personnel manual policy take precedence.
- **E-mail and Electronic Storage Policy** - Instructs staff on managing electronic mail and overall electronic storage.
- **Communication Plan and Crisis Communication Plan** - Describes how staff should communicate with residents on regular business including how to communicate on social networks on City business. The Crisis Plan describes how staff should communicate with residents on emergency business.
- **Civil Service** - Rule snap regulation in maintaining an established system of personnel administration based on merit principles and personnel methods.
- **Building and Zoning Codes** - Minimum uniform standards of construction, repairs, and alterations for all structures and buildings.

FUND SUMMARIES

Summary

The City of Powell is projecting $35.42M of revenue in FY2025, which represents a 1.0% decrease over the prior year. Budgeted expenditures are projected to increase by 1.2% or $455.18K to $38.1M in FY2025.



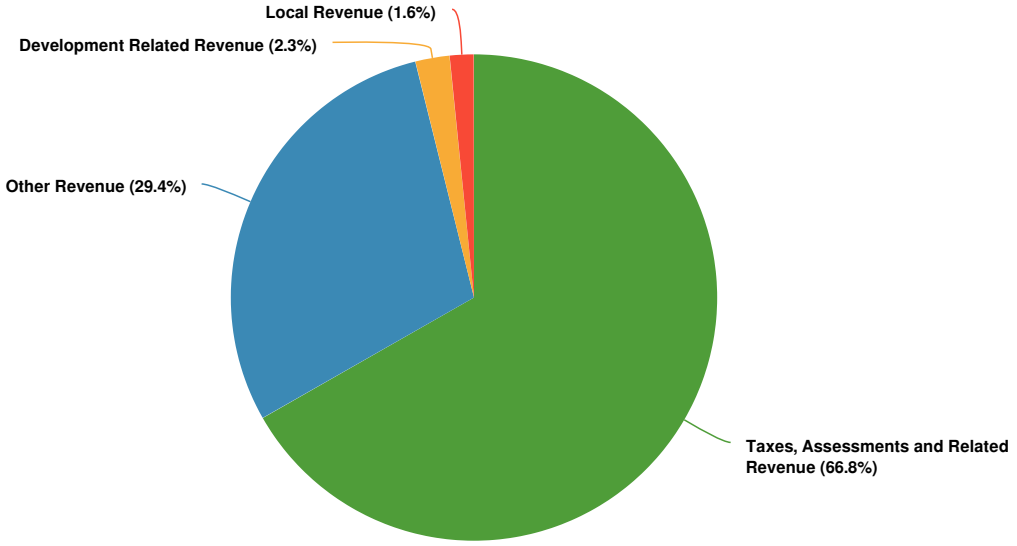
All Fund Summary Comprehensive Summary

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	**$15,956,311**	**$18,968,205**	**$29,089,228**	**$32,724,128**	**$35,470,640**
Revenues					
Taxes, Assessments and Related Revenue	$13,561,623	$19,843,679	$22,903,994	$24,716,325	$23,645,900
Local Revenue	$1,100,293	$551,205	$552,559	$439,200	$564,500
Development Related Revenue	$900,396	$885,145	$784,962	$1,097,050	$807,000
Other Revenue	$2,065,709	$4,119,548	$8,178,217	$9,523,490	$10,398,750
Total Revenues:	**$17,628,020**	**$25,399,577**	**$32,419,732**	**$35,776,065**	**$35,416,150**
Expenditures					
Personnel Services	$5,576,827	$6,094,127	$7,916,078	$8,892,650	$9,327,500
Operating Expenditures	$3,759,082	$3,537,414	$6,321,479	$8,823,896	$9,232,226
Capital Outlay	$989,037	$559,026	$1,981,334	$7,517,417	$7,136,700
Debt Service	$3,369,474	$3,294,765	$2,466,987	$2,486,050	$3,038,350
Advances	$85,519	$107,688	$176,418	$151,080	$170,000
Transfers	$680,694	$3,118,918	$5,690,733	$9,673,050	$9,144,550
Contingencies	$582,934	$23,014	$30,150	$100,000	$50,000

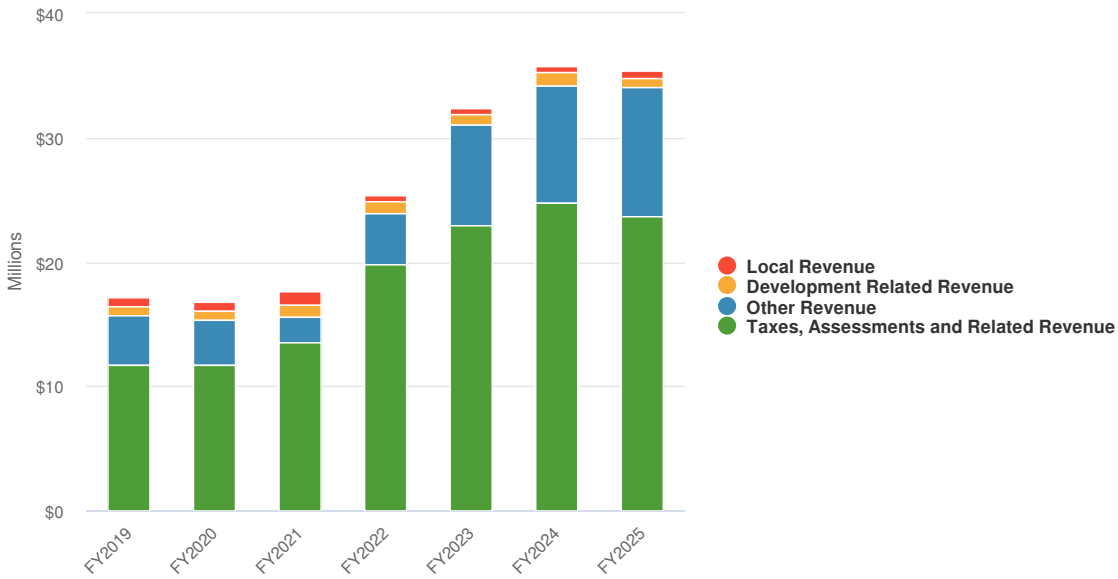
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
Total Expenditures:	$15,043,566	$16,734,952	$24,583,178	$37,644,143	$38,099,326
Total Revenues Less Expenditures:	$2,584,454	$8,664,625	$7,836,554	-$1,868,078	-$2,683,176
Ending Fund Balance:	$18,540,766	$27,632,829	$36,925,782	$30,856,050	$32,787,464

Revenues by Source

Projected 2025 Revenues by Source



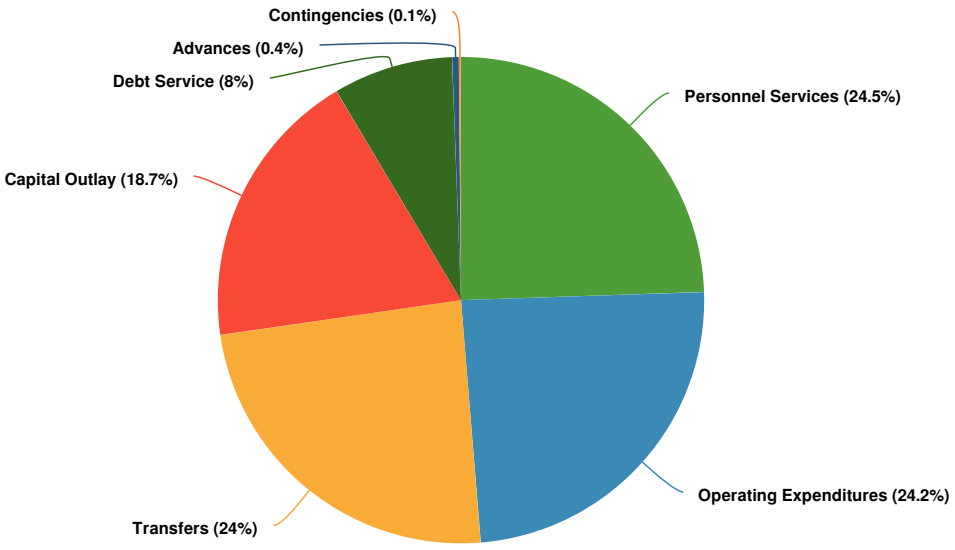
Budgeted and Historical 2025 Revenues by Source



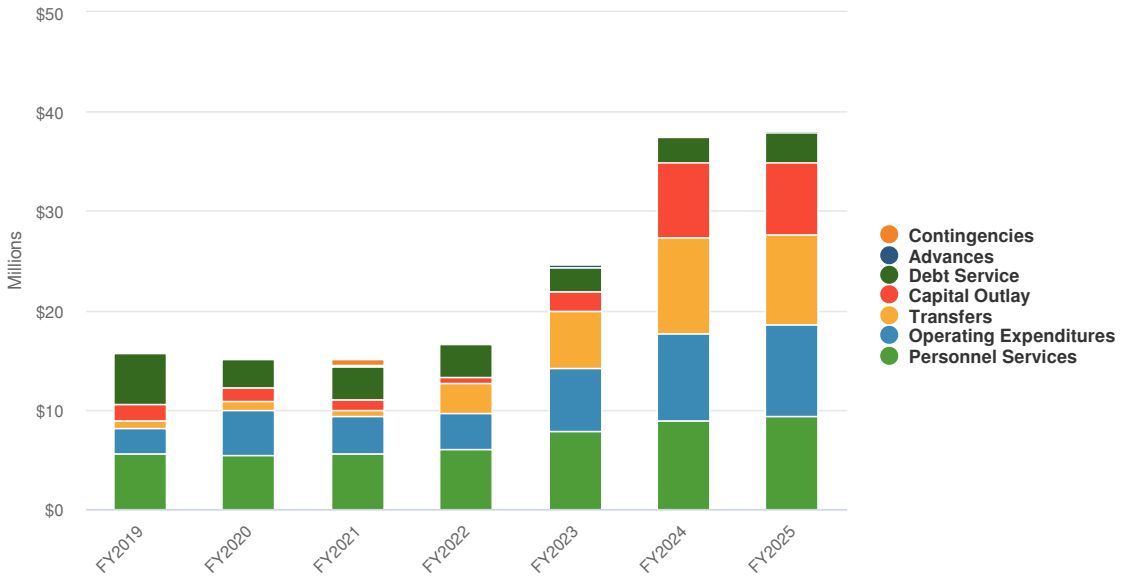
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
Revenue Source					
Taxes, Assessments and Related Revenue	$13,561,623	$19,843,679	$22,903,994	$24,716,325	$23,645,900
Local Revenue	$1,100,293	$551,205	$552,559	$439,200	$564,500
Development Related Revenue	$900,396	$885,145	$784,962	$1,097,050	$807,000
Other Revenue	$2,065,709	$4,119,548	$8,178,217	$9,523,490	$10,398,750
Total Revenue Source:	**$17,628,020**	**$25,399,577**	**$32,419,732**	**$35,776,065**	**$35,416,150**

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



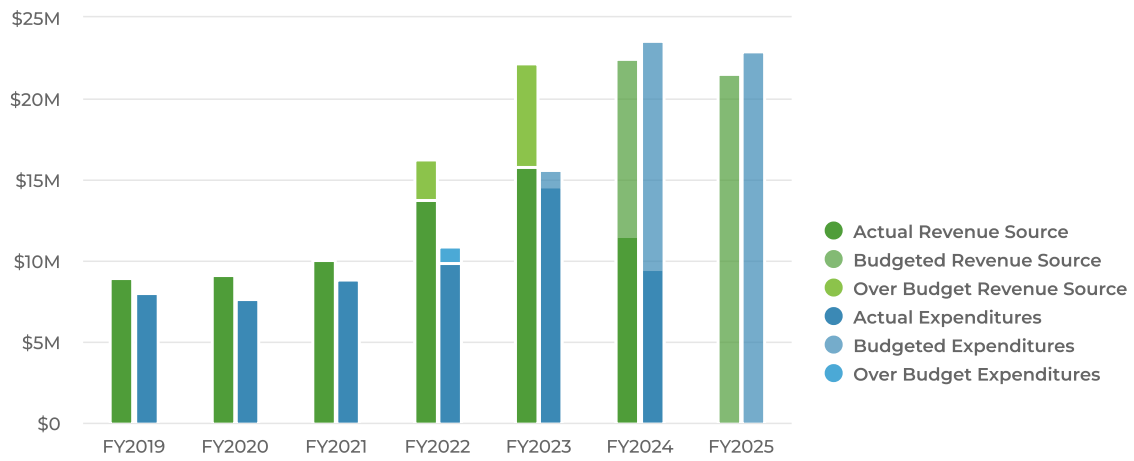
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
Expense Objects					
Personnel Services	$5,576,827	$6,094,127	$7,916,078	$8,892,650	$9,327,500
Operating Expenditures	$3,759,082	$3,537,414	$6,321,479	$8,823,896	$9,232,226
Capital Outlay	$989,037	$559,026	$1,981,334	$7,517,417	$7,136,700
Debt Service	$3,369,474	$3,294,765	$2,466,987	$2,486,050	$3,038,350
Advances	$85,519	$107,688	$176,418	$151,080	$170,000
Transfers	$680,694	$3,118,918	$5,690,733	$9,673,050	$9,144,550
Contingencies	$582,934	$23,014	$30,150	$100,000	$50,000
Total Expense Objects:	**$15,043,566**	**$16,734,952**	**$24,583,178**	**$37,644,143**	**$38,099,326**

General Funds

The General Fund is the City's primary operating fund. It accounts for the majority of all the financial activity of the City including the following departments: police, parks maintenance, development, building, engineering, public service, administration, council, communications, finance, lands and buildings, information technology, and other charges. The City also has "sub-funds" of the General Fund called General Fund Reserve (101), Central Ohio Risk Management Association (105), 27th Payroll Reserve (110), and Compensated Absences Reserve Fund (111)

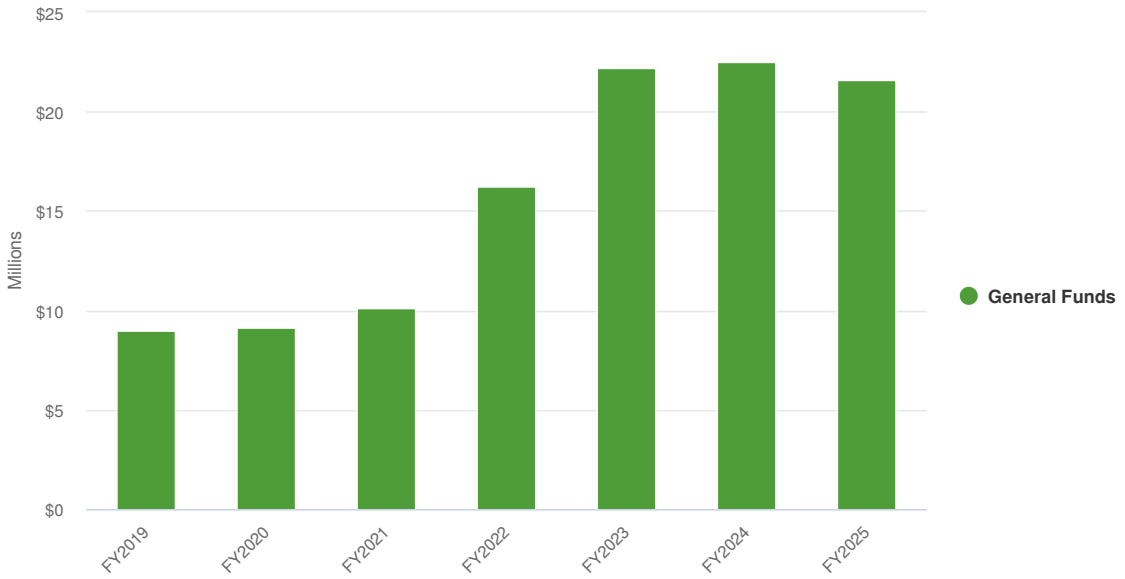
Summary

The City of Powell is projecting $21.62M of revenue in FY2025, which represents a 4.0% decrease over the prior year. Budgeted expenditures are projected to decrease by 2.7% or $631.81K to $22.97M in FY2025.



Revenue by Fund

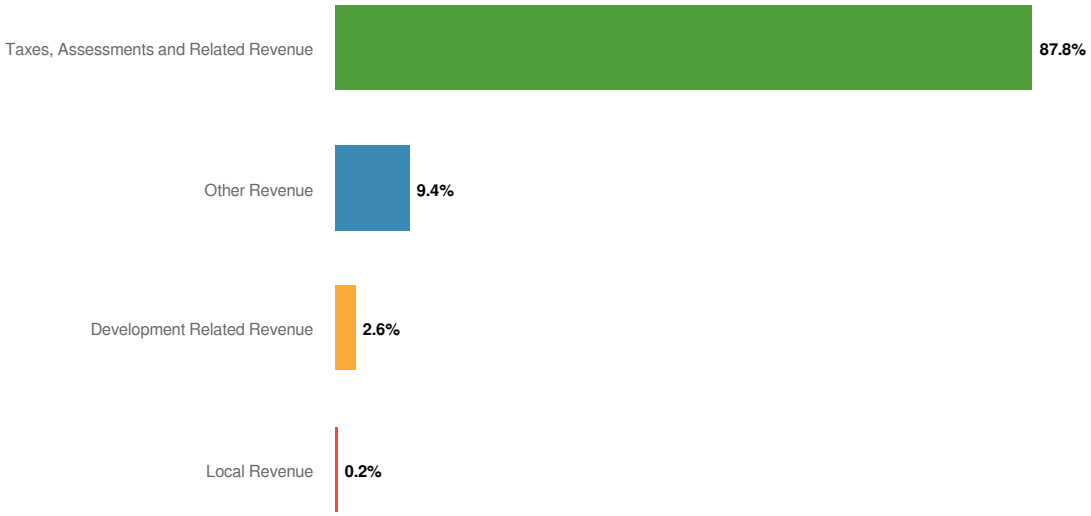
Budgeted and Historical 2025 Revenue by Fund



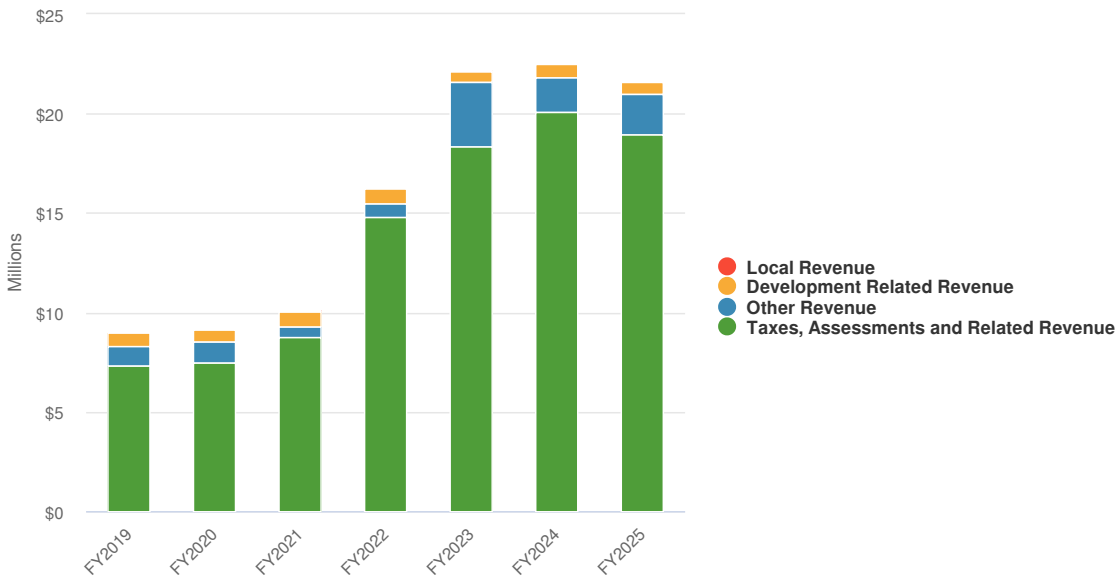
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Actuals vs. FY2025 Budgeted (% Change)
General Funds						
100 - GENERAL FUND	$9,808,315	$15,969,322	$21,437,082	$21,452,850	$21,021,200	83.6%
105 - CORMA FUND	$185,355	$192,501	$181,558	$165,500	$220,000	120%
110 - 27TH PAYROLL RESERVE FUND	$17,829	$18,261	$18,000	$20,000	$25,000	25%
101 - GENERAL FUND RESERVE	$75,000	$75,000	$535,000	$870,000	$300,000	N/A
111 - COMPENSATED ABSENCES RESERVE FUND	$2,356	$10,000	$12,000	$20,000	$50,000	150%
Total General Funds:	**$10,088,856**	**$16,265,084**	**$22,183,640**	**$22,528,350**	**$21,616,200**	**86.5%**

Revenues by Source

Projected 2025 Revenues by Source



Budgeted and Historical 2025 Revenues by Source

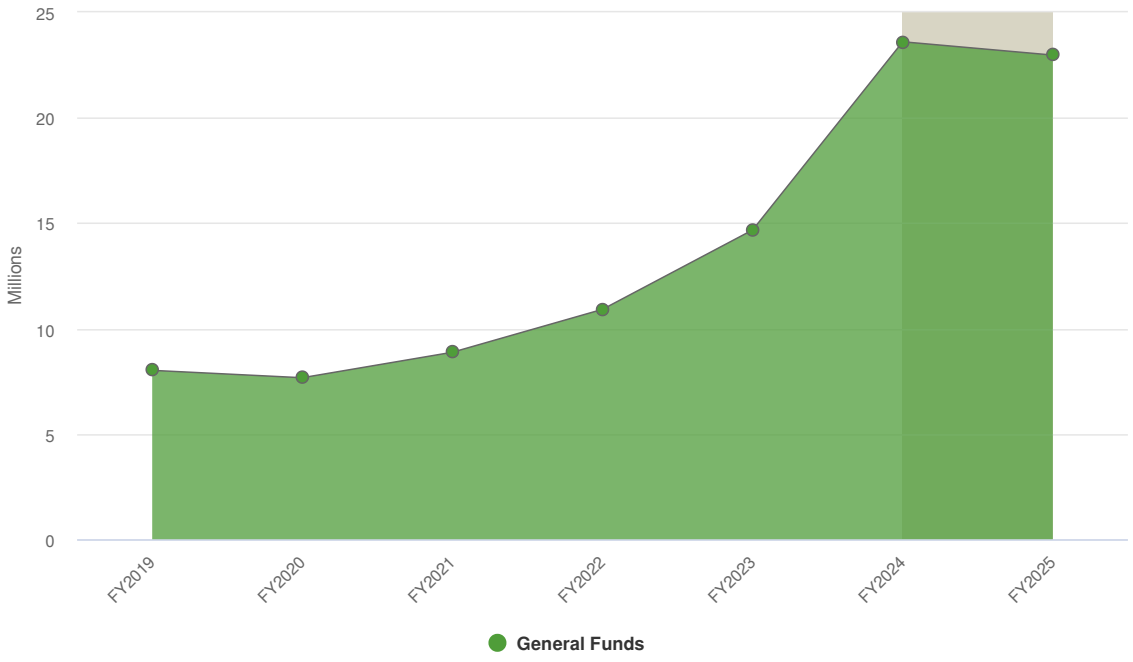


Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Taxes, Assessments and Related Revenue	$8,729,857	$14,810,348	$18,331,065	$20,072,540	$18,984,100	-5.4%
Local Revenue	$20,495	$22,827	$39,355	$33,600	$34,100	1.5%

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Development Related Revenue	$779,692	$742,476	$538,196	$686,970	$572,000	-16.7%
Other Revenue	$558,811	$689,432	$3,275,023	$1,735,240	$2,026,000	16.8%
Total Revenue Source:	**$10,088,856**	**$16,265,084**	**$22,183,640**	**$22,528,350**	**$21,616,200**	**-4%**

Expenditures by Fund

Historical Expenditures by Fund

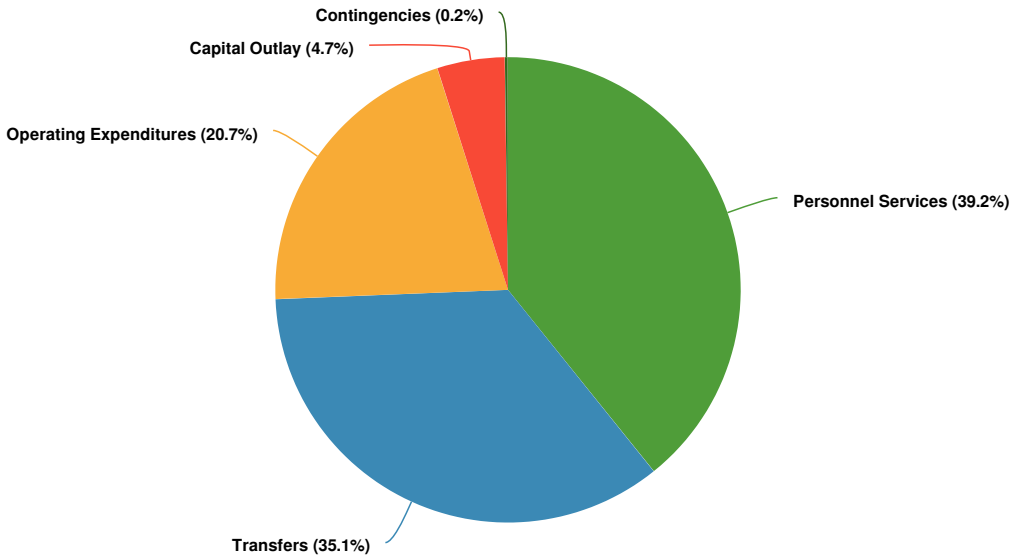


Grey background indicates budgeted figures.

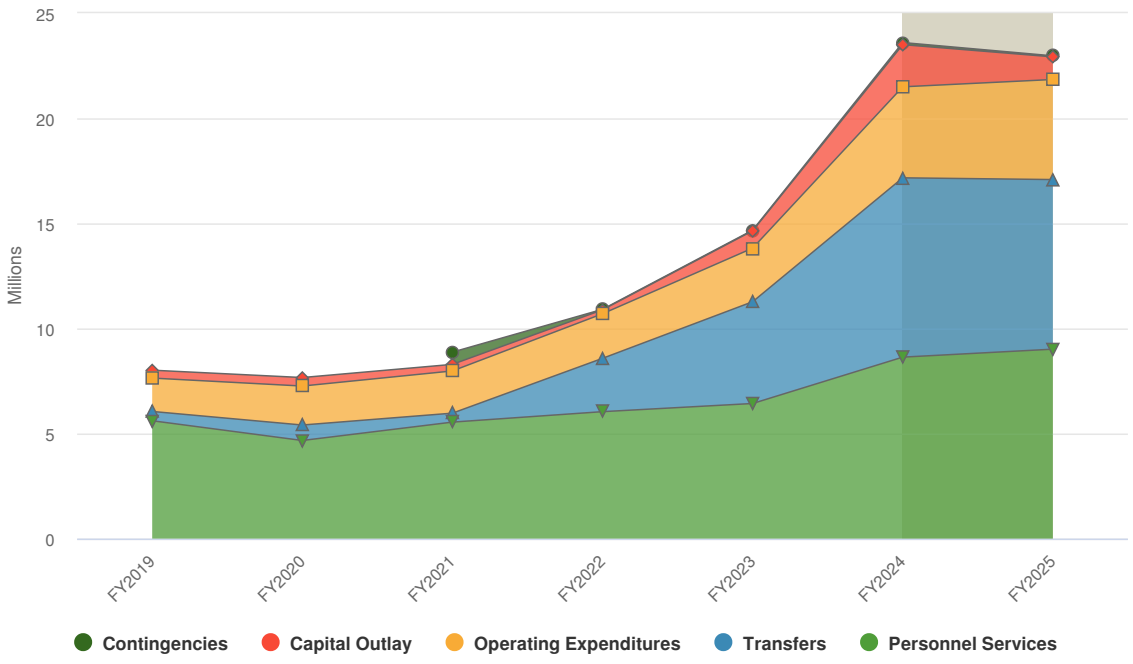
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
General Funds					
100 - GENERAL FUND	$8,733,628	$10,739,404	$14,542,049	$23,369,415	$22,644,106
105 - CORMA FUND	$139,035	$169,577	$133,484	$215,000	$280,000
111 - COMPENSATED ABSENCES RESERVE FUND				$20,000	$48,500
Total General Funds:	**$8,872,662**	**$10,908,981**	**$14,675,532**	**$23,604,415**	**$22,972,606**

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services	$5,542,271	$6,039,388	$6,427,936	$8,634,150	$9,013,500	4.4%
Operating Expenditures	$2,008,736	$2,121,391	$2,549,985	$4,330,355	$4,761,406	10%
Capital Outlay	$312,536	$187,216	$824,739	$2,007,310	$1,076,700	-46.4%
Transfers	$426,185	$2,537,972	$4,842,721	$8,532,600	$8,071,000	-5.4%
Contingencies	$582,934	$23,014	$30,150	$100,000	$50,000	-50%
Total Expense Objects:	**$8,872,662**	**$10,908,981**	**$14,675,532**	**$23,604,415**	**$22,972,606**	**-2.7%**

General Fund (100)

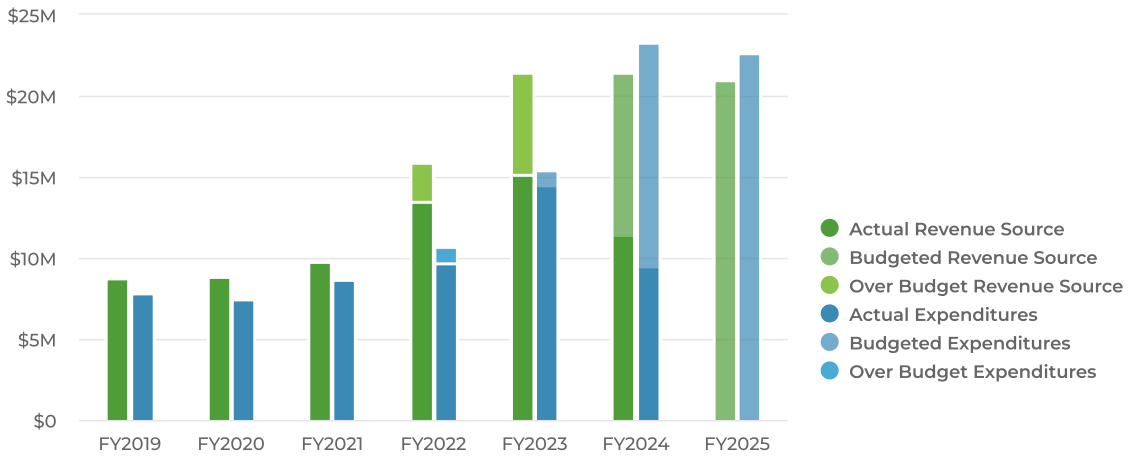
General fund (100) accounts for the majority of all the financial activity of the City including the following departments: police, parks maintenance, development, building, engineering, public service, administration, council, communications, finance, lands and buildings, information technology, and other charges.

City Council - Executive Summary

Revenue Source	Original Budget 2024	Revised Budget 2024	Proposed Budget 2025	$ Variance	% Variance
Prior Year Unappropriated Funds	$ 19,000,000	$ 21,099,798	$ 21,500,000	$ 400,202	2%
Prior Year General Fund Reserve	$ 1,980,000	$ 1,980,000	$ 2,500,000	$ 520,000	26%
Total Prior Year Carryforward Balance	$ 20,980,000	$ 23,079,798	$ 24,000,000	$ 920,202	4%
Taxes, assessments, & related revenue	$ 20,072,540	$ 19,960,349	$ 18,984,100	$ (976,249)	-5%
Local revenue	$ 33,600	$ 33,600	$ 34,100	$ 500	1%
Development related revenue	$ 686,970	$ 686,970	$ 572,000	$ (114,970)	-17%
Other revenue	$ 659,740	$ 659,740	$ 1,431,000	$ 771,260	117%
Total Operating Revenue	$ 21,452,850	$ 21,340,659	$ 21,021,200	$ (319,459)	-1%
Total Available Funds	$ 42,432,850	$ 44,420,457	$ 45,021,200	$ 600,743	1%
Expenditure Source	**Original Budget 2024**	**Revised Budget 2024**	**Proposed Budget 2025**	**$ Variance**	**% Variance**
Personnel	$ 8,634,150	$ 8,634,150	$ 9,013,500	$ 379,350	4%
Operating Expenses	$ 4,190,355	$ 4,190,355	$ 4,571,406	$ 381,051	9%
Prior Year Remaining Encumbrances		$ 921,954			
Operating Expenditures	$ 12,824,505	$ 13,746,459	$ 13,584,906	$ (161,553)	-1%
Excess (deficiency) of operating revenues over operating expenditures	$ 8,628,345	$ 7,594,201	$ 7,436,294	$ (157,907)	-2%
Capital Outlay	$ 1,982,310	$ 1,982,310	$ 1,026,700	$ (955,610)	-48%
Transfers	$ 7,602,600	$ 7,602,600	$ 7,647,500	$ 44,900	1%
Addition to 27th Payroll Reserve	$ 20,000	$ 20,000	$ 50,000	$ 30,000	150%
Addition to Comp Abs Reserve	$ 20,000	$ 20,000	$ 25,000	$ 5,000	25%
Advances					
Additional to reserve fund balance	$ 870,000	$ 870,000	$ 300,000	$ (570,000)	-66%
Contingencies	$ 50,000	$ 50,000	$ 50,000	$ -	0%
Nonoperating Expenditures	$ 10,544,910	$ 10,544,910	$ 9,099,200	$ (1,445,710)	-14%
Total Expenditures	$ 23,369,415	$ 24,291,369	$ 22,684,106	$ (685,309)	-3%
Excess (deficiency) of revenue over all expenditures	$ (1,916,565)	$ (2,950,709)	$ (1,662,906)		
Ending Year Unappropriated Funds	$ 19,063,435	$ 20,129,088.31	$ 19,837,094.00		
Ending Year General Fund Reserve	$ 2,850,000	$ 2,850,000.00	$ 2,800,000.00		
Total Current Year Balance	$ 21,913,435	$ 22,979,088	$ 22,637,094	$ (341,994)	-1%
Total Available Funds	$ 42,432,850	$ 44,420,457	$ 45,021,200	$ 600,743	1%

Summary

The City of Powell is projecting $21.02M of revenue in FY2025, which represents a 2.0% decrease over the prior year. Budgeted expenditures are projected to decrease by 3.1% or $725.31K to $22.64M in FY2025.

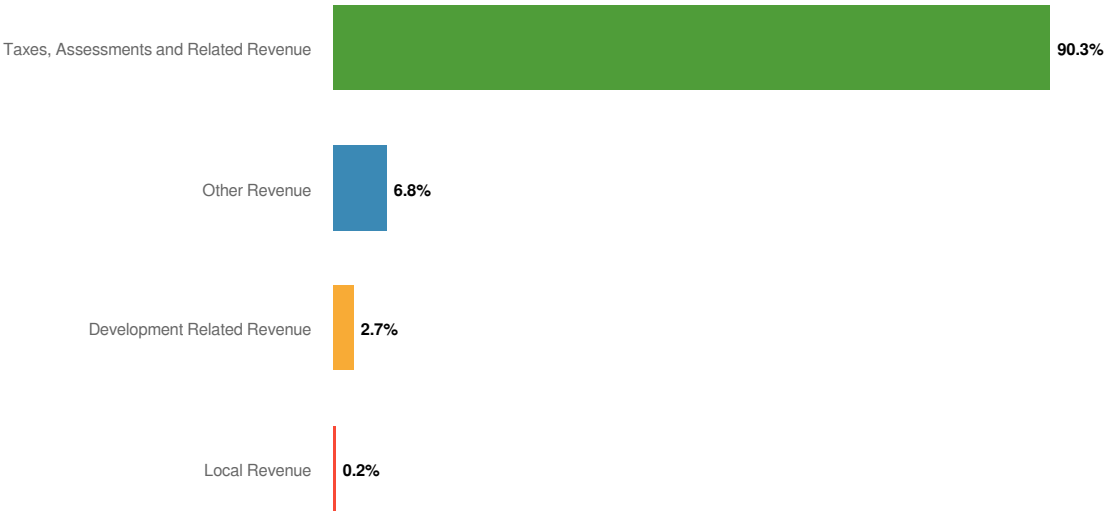


Expenditure Summary by Department

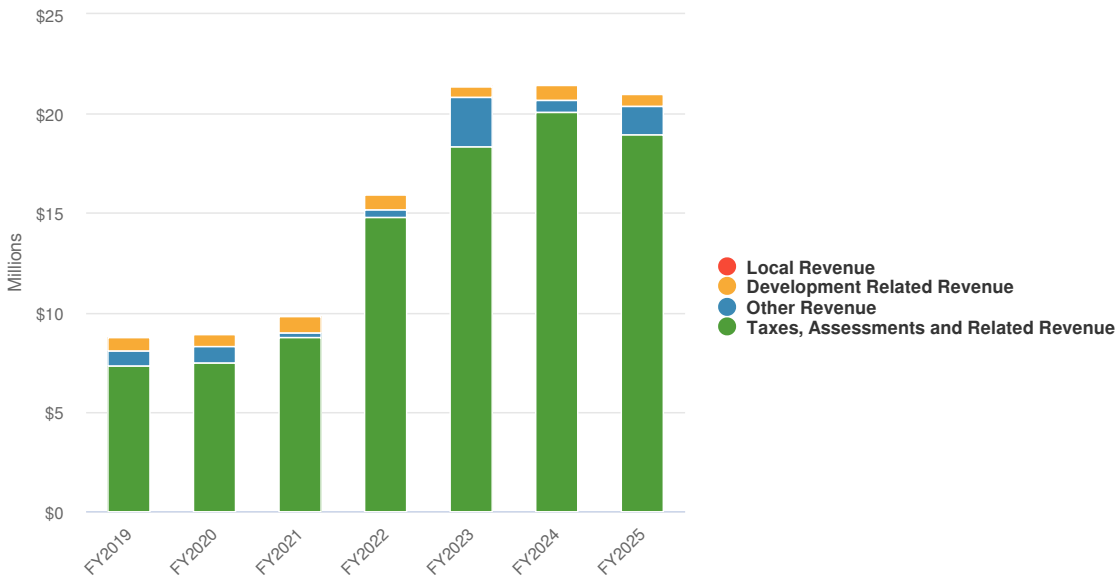
DEPARTMENT	2025 Proposed Budget				2024 Budget	Variance	%
	PERSONNEL SERVICES	OPERATING EXPENDITURES	CAPITAL	TOTAL			
City Manager's Office/Administration	$ 359,500	$ 78,650	$ -	$ 438,150	$ 545,500	$ (107,350)	-19.7%
Community Engagement	$ 166,700	$ 162,875	$ -	$ 329,575	$ 283,725	$ 45,850	16.2%
Council & Clerk	$ 208,500	$ 111,300	$ -	$ 319,800	$ 307,405	$ 12,395	4.0%
Economic Development	$ 189,200	$ 61,162	$ -	$ 250,362	$ 907,200	$ (656,838)	-72.4%
Development/Planning	$ 629,000	$ 248,600	$ -	$ 877,600	$ 659,900	$ 217,700	33.0%
Building	$ 556,000	$ 125,200	$ -	$ 681,200	$ 653,250	$ 27,950	4.3%
Public Service	$ 1,077,000	$ 371,000	$ -	$ 1,448,000	$ 1,458,600	$ (10,600)	-0.7%
Engineering	$ 295,500	$ 371,300	$ -	$ 666,800	$ 571,100	$ 95,700	16.8%
Parks Maintenance	$ 496,500	$ 326,525	$ 15,000	$ 838,025	$ 696,025	$ 142,000	20.4%
Finance Administration	$ 728,800	$ 837,450	$ 2,000	$ 1,568,250	$ 1,508,400	$ 59,850	4.0%
Information Technology	$ 10,800	$ 343,000	$ 55,000	$ 408,800	$ 667,950	$ (259,150)	-38.8%
HR & Other Charges	$ -	$ 208,050	$ -	$ 208,050	$ 201,750	$ 6,300	3.1%
Police	$ 4,296,000	$ 266,944	$ 45,000	$ 4,607,944	$ 4,612,210	$ (4,266)	-0.1%
Legal	$ -	$ 350,000	$ -	$ 350,000	$ 350,000	$ -	0.0%
Lands & Buildings	$ -	$ 522,600	$ 173,000	$ 695,600	$ 534,800	$ 160,800	30.1%
Fleet Management	$ -	$ 186,750	$ 736,700	$ 923,450	$ 849,000	$ 74,450	8.8%
Subtotal Operating Expenditures	$ 9,013,500	$ 4,571,406	$ 1,026,700	$ 14,611,606	$ 14,806,815	$ (195,209)	-1.3%
Transfers	$ -	$ 3,320,000	$ -	$ 3,320,000	$ 3,317,600	$ 2,400	0.1%
Addition to 27th Payroll Reserve	$ -	$ 25,000	$ -	$ 25,000	$ 20,000	$ 5,000	25.0%
Addition to Comp Abs Reserve	$ -	$ 50,000	$ -	$ 50,000	$ 20,000	$ 30,000	150.0%
Advances	$ -	$ -	$ -	$ -	$ -	$ -	
Add to General Fund Reserve	$ -	$ 300,000	$ -	$ 300,000	$ 870,000	$ (570,000)	-65.5%
Add to CIP Fund	$ -	$ 4,327,500	$ -	$ 4,327,500	$ 4,285,000	$ 42,500	1.0%
Contingencies	$ -	$ 50,000	$ -	$ 50,000	$ 50,000	$ -	0.0%
Subtotal Non-Operating Expenditures	$ -	$ 8,072,500	$ -	$ 8,072,500	$ 8,562,600	$ (490,100)	-5.7%
TOTALS	**$ 9,013,500**	**$ 12,643,906**	**$ 1,026,700**	**$ 22,684,106**	**$ 23,369,415**	**$ (685,309)**	**-2.9%**

Revenues by Source

Projected 2025 Revenues by Source



Budgeted and Historical Revenues by Source

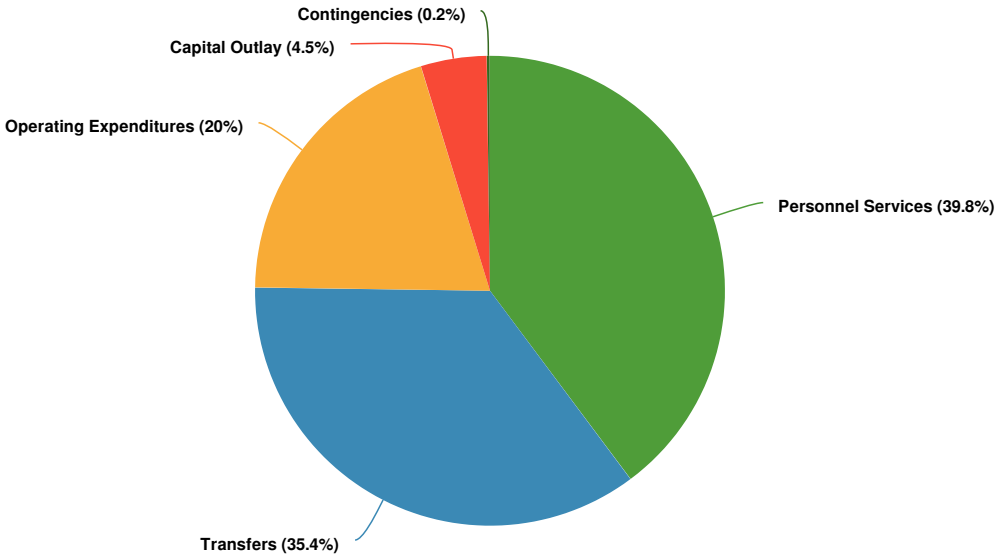


Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
Revenue Source					
Taxes, Assessments and Related Revenue	$8,729,857	$14,810,348	$18,331,065	$20,072,540	$18,984,100
Local Revenue	$20,495	$22,827	$39,355	$33,600	$34,100
Development Related Revenue	$779,692	$742,476	$538,196	$686,970	$572,000

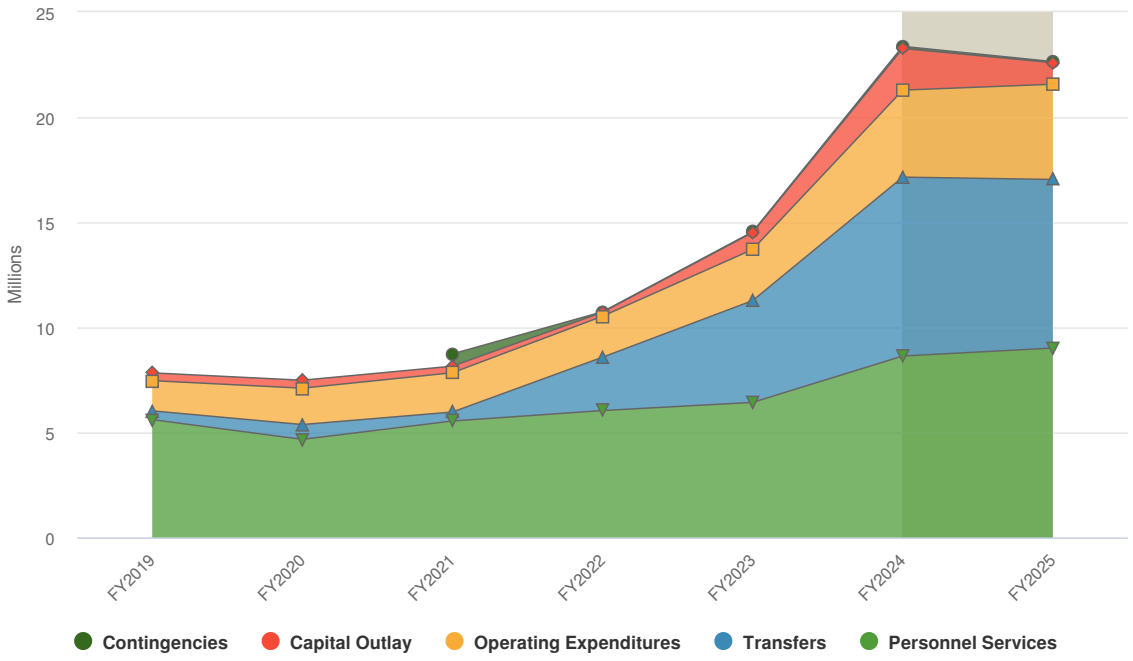
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
Other Revenue	$278,271	$393,671	$2,528,466	$659,740	$1,431,000
Total Revenue Source:	**$9,808,315**	**$15,969,322**	**$21,437,082**	**$21,452,850**	**$21,021,200**

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



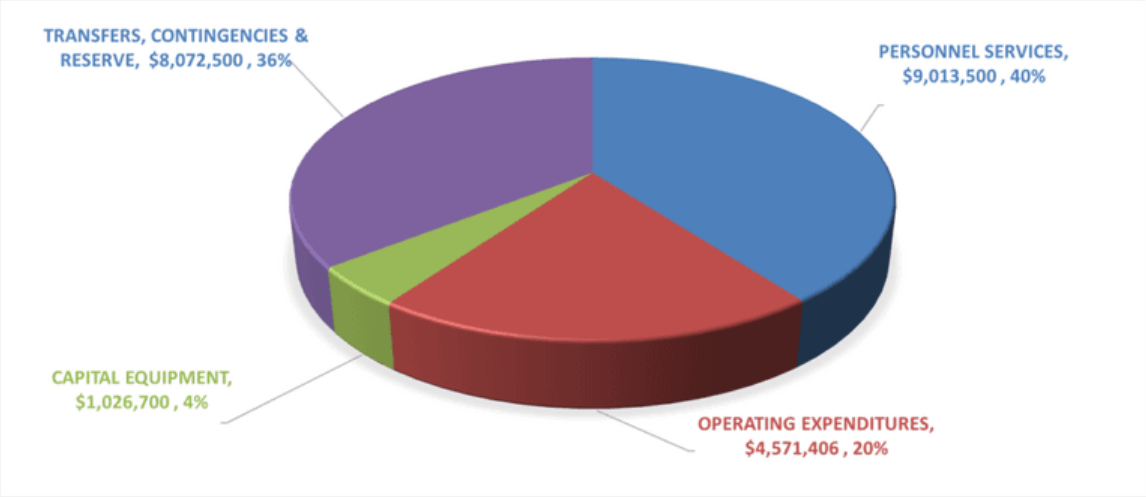
Budgeted and Historical Expenditures by Expense Type



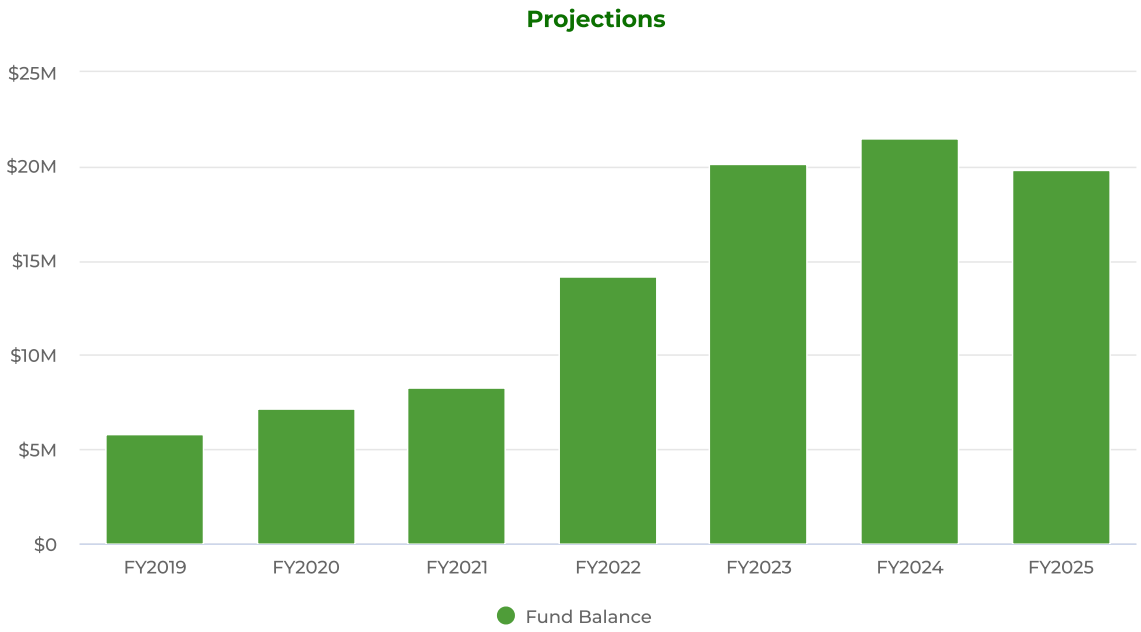
Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
Expense Objects					
Personnel Services	$5,542,271	$6,039,388	$6,427,936	$8,634,150	$9,013,500
Operating Expenditures	$1,869,702	$1,951,813	$2,435,536	$4,140,355	$4,531,406
Capital Outlay	$312,536	$187,216	$805,705	$1,982,310	$1,026,700
Transfers	$426,185	$2,537,972	$4,842,721	$8,512,600	$8,022,500
Contingencies	$582,934	$23,014	$30,150	$100,000	$50,000
Total Expense Objects:	**$8,733,628**	**$10,739,404**	**$14,542,049**	**$23,369,415**	**$22,644,106**

Expenditures by Category

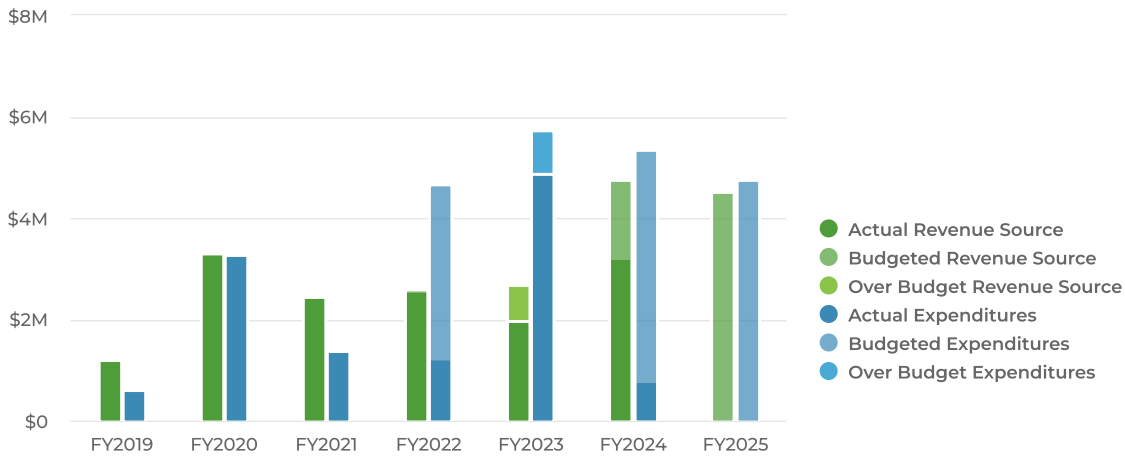


Fund Balance



Summary

The City of Powell is projecting $4.53M of revenue in FY2025, which represents a 4.9% decrease over the prior year. Budgeted expenditures are projected to decrease by 10.7% or $575.22K to $4.78M in FY2025.



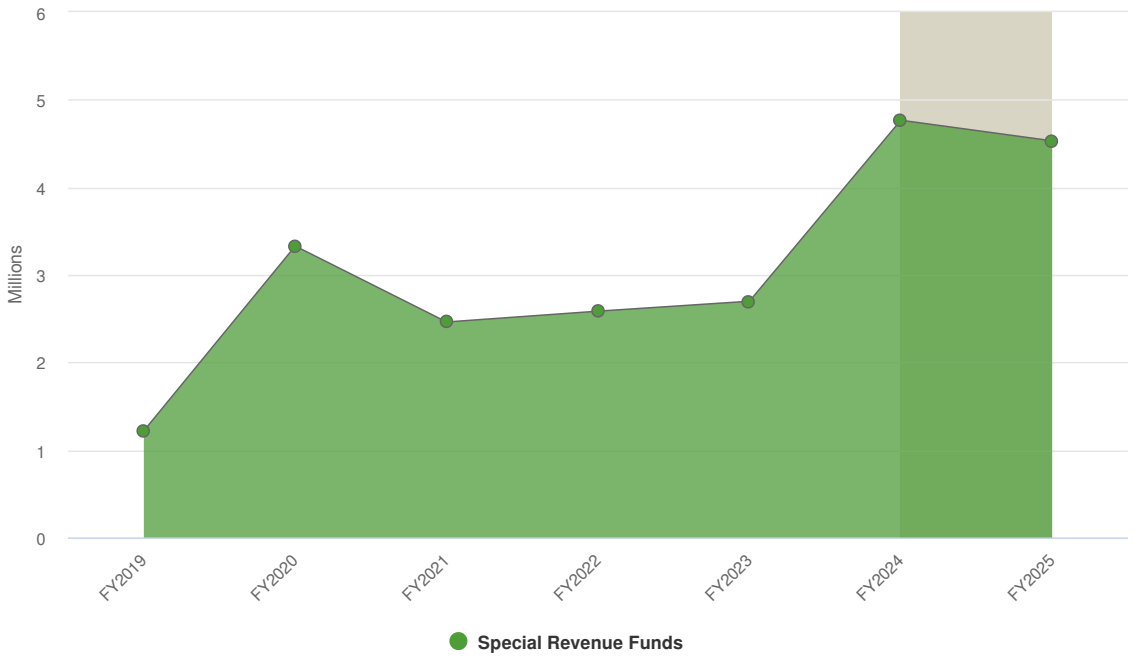
Special Revenue Funds Comprehensive Summary

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	**$3,378,471**	**$4,643,338**	**$6,359,223**	**$1,907,929**	**$1,565,140**
Revenues					
Taxes, Assessments and Related Revenue	$1,065,422	$1,065,908	$1,123,583	$1,059,500	$1,070,000
Local Revenue	$474,812	$340,756	$417,588	$350,600	$325,400
Development Related Revenue				$220,000	$40,000
Other Revenue	$921,228	$1,178,410	$1,157,122	$3,135,500	$3,095,000
Total Revenues:	**$2,461,461**	**$2,585,075**	**$2,698,293**	**$4,765,600**	**$4,530,400**
Expenditures					
Personnel Services	$34,555	$54,739	$1,488,141	$258,500	$314,000
Operating Expenditures	$1,337,201	$1,073,983	$3,600,596	$4,029,541	$4,222,820
Capital Outlay	$5,248	$49,879	$644,594	$971,000	$145,000
Debt Service	$9,004	$6,220	$3,937	$8,000	
Transfers		$70,000		$90,000	$100,000
Total Expenditures:	**$1,386,008**	**$1,254,821**	**$5,737,269**	**$5,357,041**	**$4,781,820**
Total Revenues Less Expenditures:	**$1,075,453**	**$1,330,254**	**-$3,038,975**	**-$591,441**	**-$251,420**

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted
Ending Fund Balance:	$4,453,925	$5,973,592	$3,320,248	$1,316,488	$1,313,720

Revenue by Fund

Budgeted and Historical Revenue by Fund

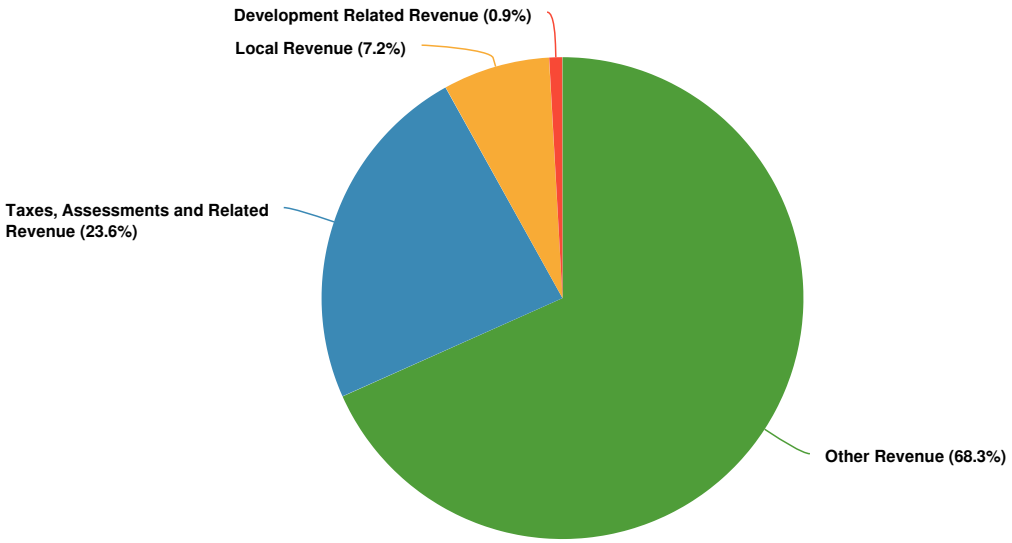


Grey background indicates budgeted figures.

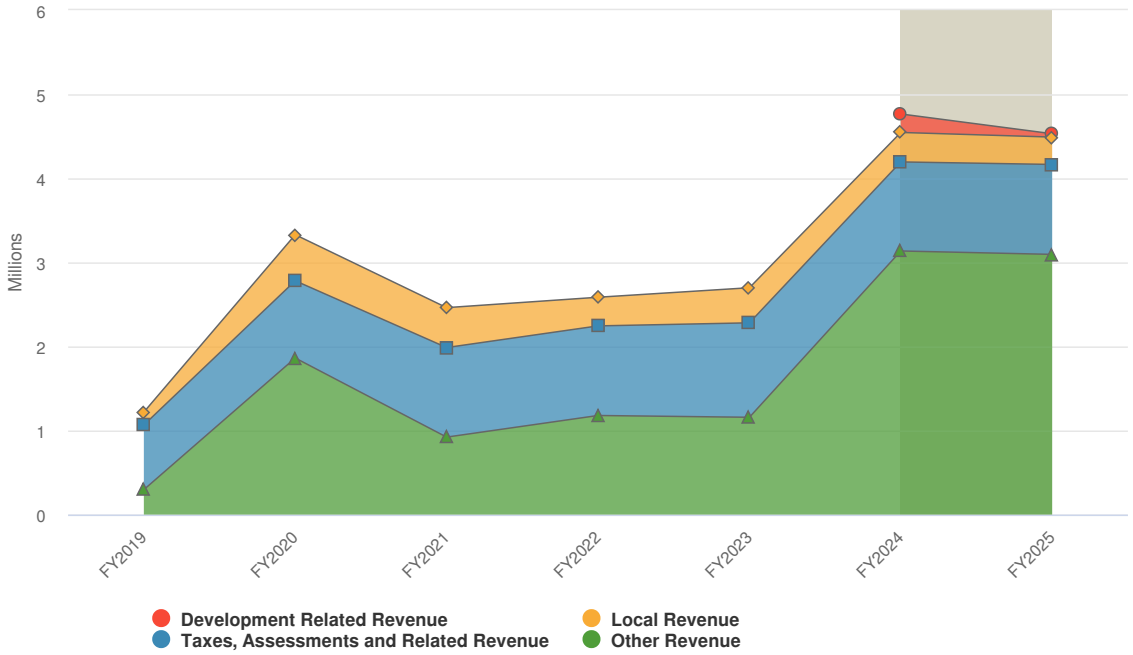
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Special Revenue Funds						
231 - RIGHT OF WAY FUND				$220,000	$40,000	-81.8%
267 - ONEOHIO OPIOID SETTLEMENT FUND				$5,000	$5,000	0%
210 - MUNICIPAL MOTOR VEHICLE LICENSE FUND	$71,168	$70,148	$72,099	$70,000	$70,000	0%
266 - AMERICAN RESCUE PLAN ACT - CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS	$700,523	$706,116				N/A
211 - STREET CONSTRUCTION MAINTENANCE & REPAIR FUND	$1,108,302	$1,186,927	$1,605,627	$3,500,000	$3,500,000	0%
281 - DRUG LAW ENFORCEMENT	$288	$388	$310	$200	$200	0%
221 - STATE HIGHWAY IMPROVEMENT	$77,250	$77,128	$92,979	$70,000	$90,000	28.6%
298 - POLICE CANINE SUPPORT FUND			$1			N/A
241 - PARKS & RECREATION	$341,794	$175,256	$205,846	$150,000	$75,000	-50%
265 - LAW ENFORCEMENT ASSISTANCE FUND		$10,621				N/A
271 - LAW ENFORCEMENT FUND	$31		$1,900			N/A
291 - BOARD OF PHARMACY-LAW ENFORCEMENT	$200	$250	$300	$100		N/A
295 - P&R REC. PROGRAMS	$161,305	$357,540	$718,831	$750,000	$750,000	0%
296 - VETERAN'S MEMORIAL FUND	$600	$700	$400	$300	$200	-33.3%
Total Special Revenue Funds:	**$2,461,461**	**$2,585,075**	**$2,698,293**	**$4,765,600**	**$4,530,400**	**-4.9%**

Revenues by Source

Projected 2025 Revenues by Source



Budgeted and Historical Revenues by Source



Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Taxes, Assessments and Related Revenue	$1,065,422	$1,065,908	$1,123,583	$1,059,500	$1,070,000	1%
Local Revenue	$474,812	$340,756	$417,588	$350,600	$325,400	-7.2%
Development Related Revenue				$220,000	$40,000	-81.8%
Other Revenue	$921,228	$1,178,410	$1,157,122	$3,135,500	$3,095,000	-1.3%
Total Revenue Source:	**$2,461,461**	**$2,585,075**	**$2,698,293**	**$4,765,600**	**$4,530,400**	**-4.9%**

Expenditures by Fund

Budgeted and Historical 2025 Expenditures by Fund

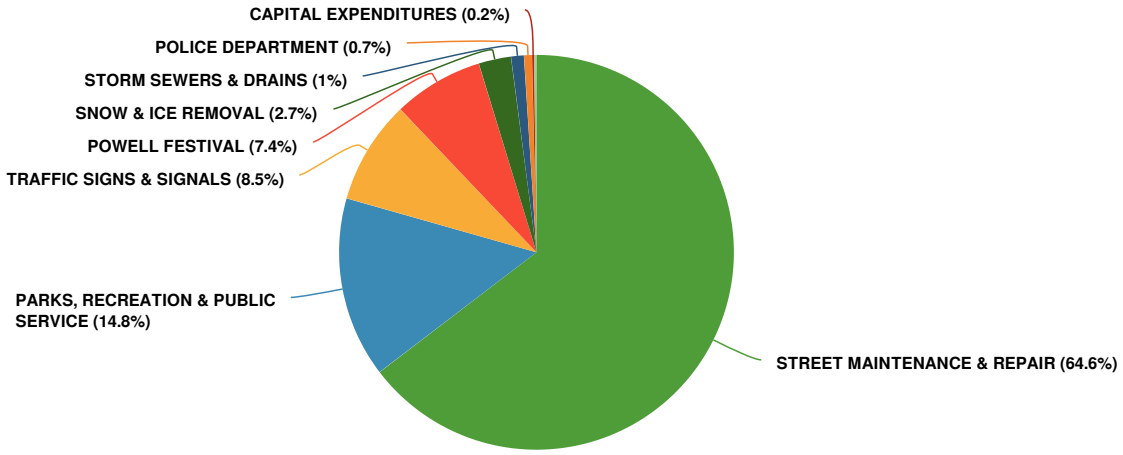
Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Special Revenue Funds						
231 - RIGHT OF WAY FUND				$100,000	$40,000	-60%
267 - ONEOHIO OPIOID SETTLEMENT FUND					$2,500	N/A
210 - MUNICIPAL MOTOR VEHICLE LICENSE FUND		$70,000		$90,000	$100,000	11.1%
266 - AMERICAN RESCUE PLAN ACT - CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS			$1,406,639			N/A

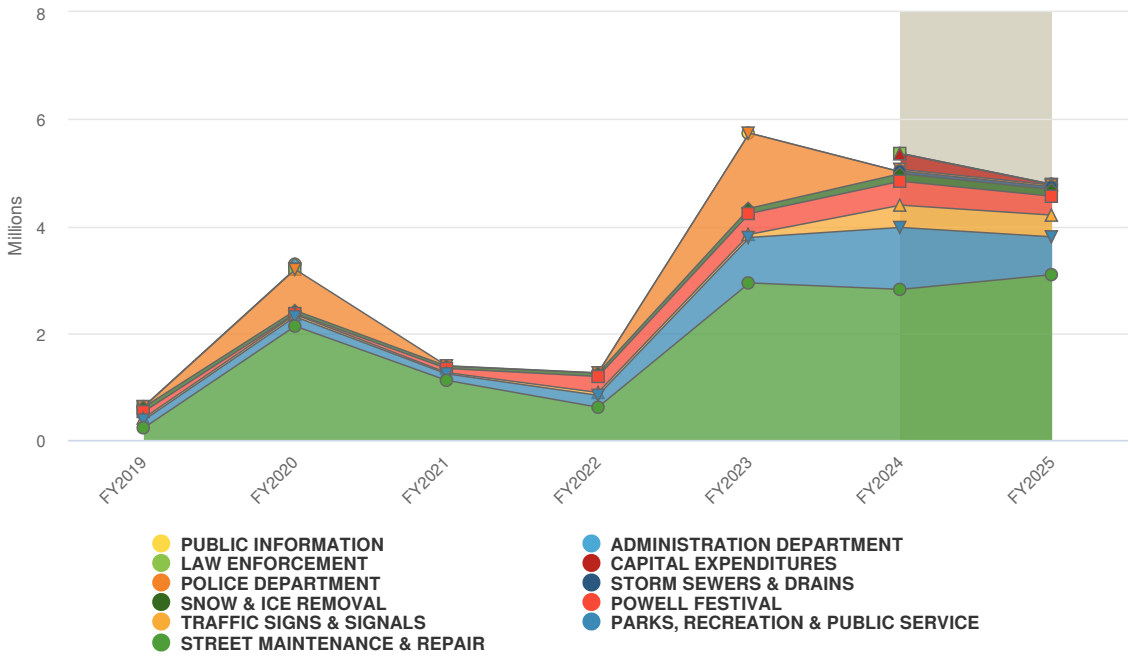
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
211 - STREET CONSTRUCTION MAINTENANCE & REPAIR FUND	$1,180,989	$303,953	$3,075,914	$3,086,000	$3,385,600	9.7%
281 - DRUG LAW ENFORCEMENT				$1,000	$1,000	0%
221 - STATE HIGHWAY IMPROVEMENT		$352,806	$14,857	$430,000	$148,000	-65.6%
298 - POLICE CANINE SUPPORT FUND	$4,812	$5,292	$397	$19,741	$19,740	0%
241 - PARKS & RECREATION	$5,248	$49,879	$640,784	$683,000	$139,000	-79.6%
265 - LAW ENFORCEMENT ASSISTANCE FUND				$12,000	$12,000	0%
271 - LAW ENFORCEMENT FUND				$5,000	$5,000	0%
295 - P&R REC. PROGRAMS	$194,960	$472,532	$598,596	$922,000	$920,680	-0.1%
296 - VETERAN'S MEMORIAL FUND		$360	$83	$8,300	$8,300	0%
Total Special Revenue Funds:	**$1,386,008**	**$1,254,821**	**$5,737,269**	**$5,357,041**	**$4,781,820**	**-10.7%**

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

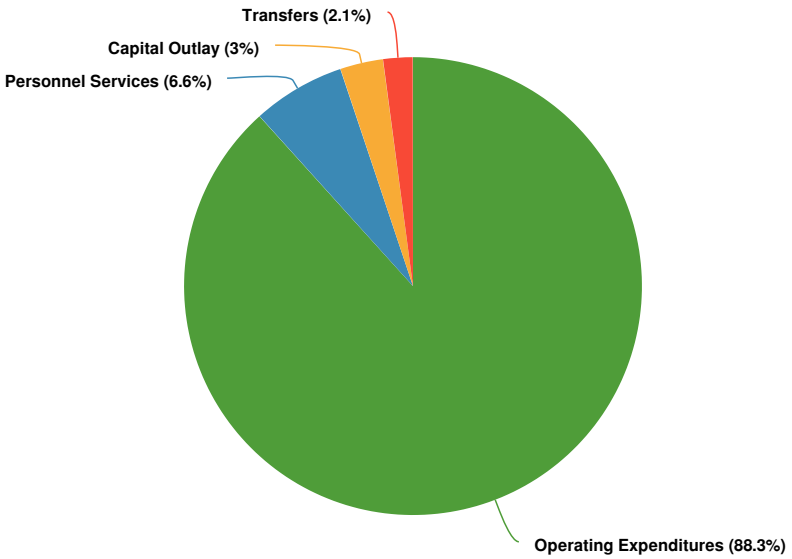


Grey background indicates budgeted figures.

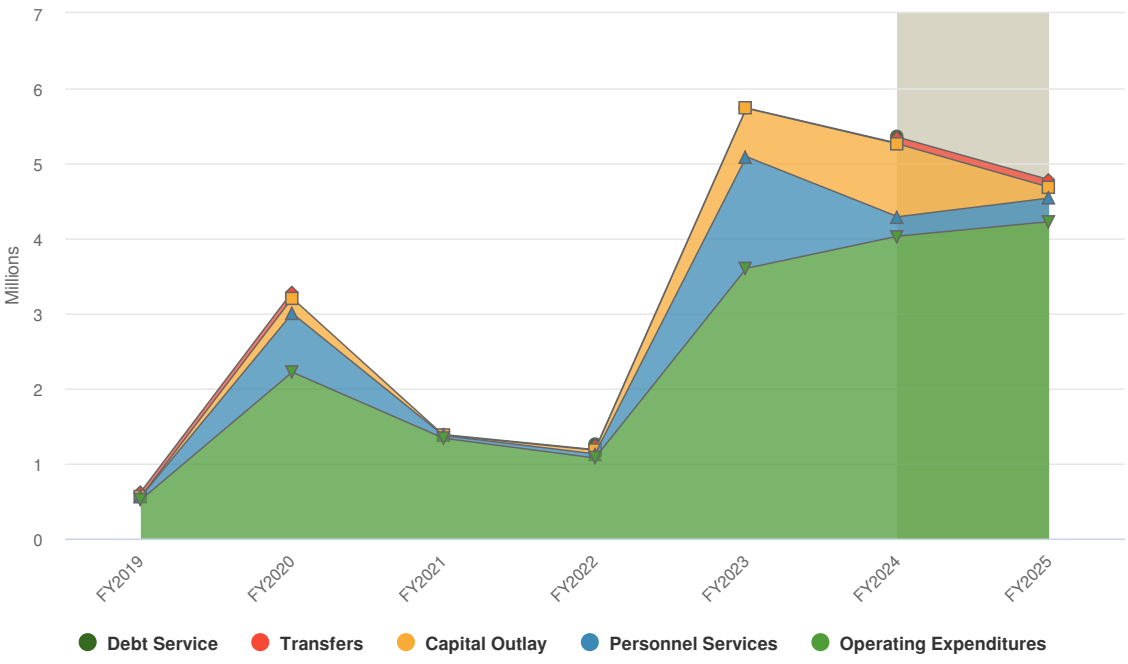
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
PUBLIC INFORMATION		$360	$83	$300	$300	0%
PARKS, RECREATION & PUBLIC SERVICE	$121,631	$222,838	$849,586	$1,158,000	$706,680	-39%
ADMINISTRATION DEPARTMENT					$2,500	N/A
POLICE DEPARTMENT	$4,812	$5,292	$1,407,036	$31,741	$31,740	0%
LAW ENFORCEMENT				$6,000	$6,000	0%
POWELL FESTIVAL	$78,576	$299,574	$389,794	$447,000	$353,000	-21%
STREET MAINTENANCE & REPAIR	$1,113,828	$611,026	$2,935,737	$2,815,000	$3,090,600	9.8%
SNOW & ICE REMOVAL	$44,762	$62,820	$96,984	$142,000	$127,000	-10.6%
STORM SEWERS & DRAINS				$50,000	$50,000	0%
TRAFFIC SIGNS & SIGNALS	$22,399	$52,913	$58,050	$417,000	$406,000	-2.6%
CAPITAL EXPENDITURES				$290,000	$8,000	-97.2%
Total Expenditures:	**$1,386,008**	**$1,254,821**	**$5,737,269**	**$5,357,041**	**$4,781,820**	**-10.7%**

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services	$34,555	$54,739	$1,488,141	$258,500	$314,000	21.5%
Operating Expenditures	$1,337,201	$1,073,983	$3,600,596	$4,029,541	$4,222,820	4.8%
Capital Outlay	$5,248	$49,879	$644,594	$971,000	$145,000	-85.1%
Debt Service	$9,004	$6,220	$3,937	$8,000		N/A
Transfers		$70,000		$90,000	$100,000	11.1%
Total Expense Objects:	**$1,386,008**	**$1,254,821**	**$5,737,269**	**$5,357,041**	**$4,781,820**	**-10.7%**

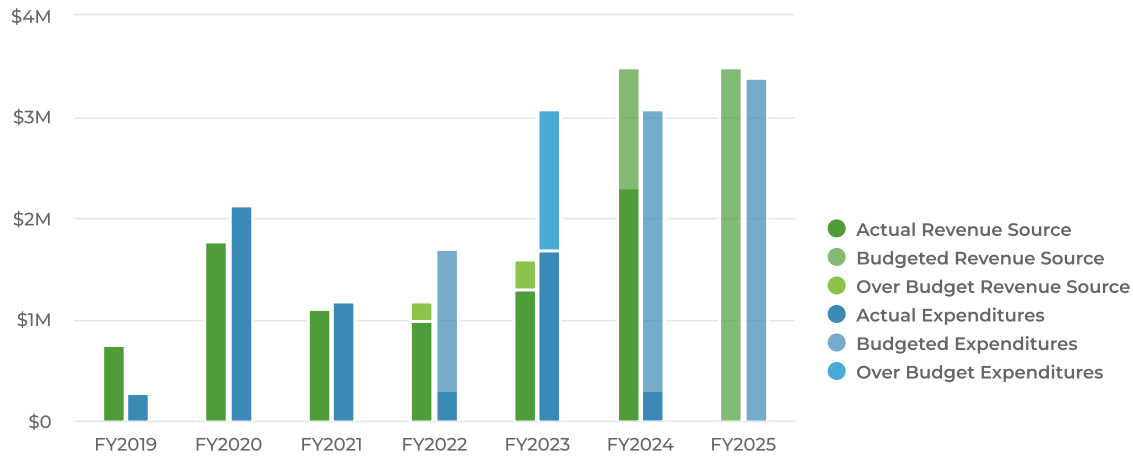
Special Revenue Funds

Fund No.	Fund Name	Description
210	Municipal Motor Vehicle License Fund	Repair and maintenance of City streets where funding is received from a dedicated local fee
211	Street Maintenance & Repair Fund	Repair and maintenance of City streets where funding is received from dedicated state fees
221	State Highway Improvement Fund	Repair and maintenance of State Highway where funding is received from dedicated state fees
241	Park Development Fund	Development of parks through designated developer fees
260	Coronavirus Relief Fund	Accounts for funds received through the CARES Act
265	Law Enforcement Assistance Fund	Law enforcement training where funding is reimbursed from State of Ohio
266	American Rescue Plan Act - Coronavirus Local Fiscal Recovery Funds	Accounts for funds received through the American Rescue Plan Act
271	Law Enforcement Fund	Law enforcement purchases where funding is from seizure of tangible property and related funds
281	DUI Fund	Detection and prevention of driving while impaired expenditures where funding is from court fees
291	Board of Pharmacy Fund	Detection and prevention of drug offenses where funding is received from court fines assessed in drug related cases
295	Parks and Recreation Programs Fund	Recreational activities and classes where funding is fee-based. Also includes Powell Festival and Special Events
296	Veteran's Memorial Fund	Maintenance and adding bricks to memorial where funding is from donations and brick sales
298	Police Canine Support Fund	Police canine expenses where funding is through donations from citizens

Street Construction Maintenance & Repair Fund

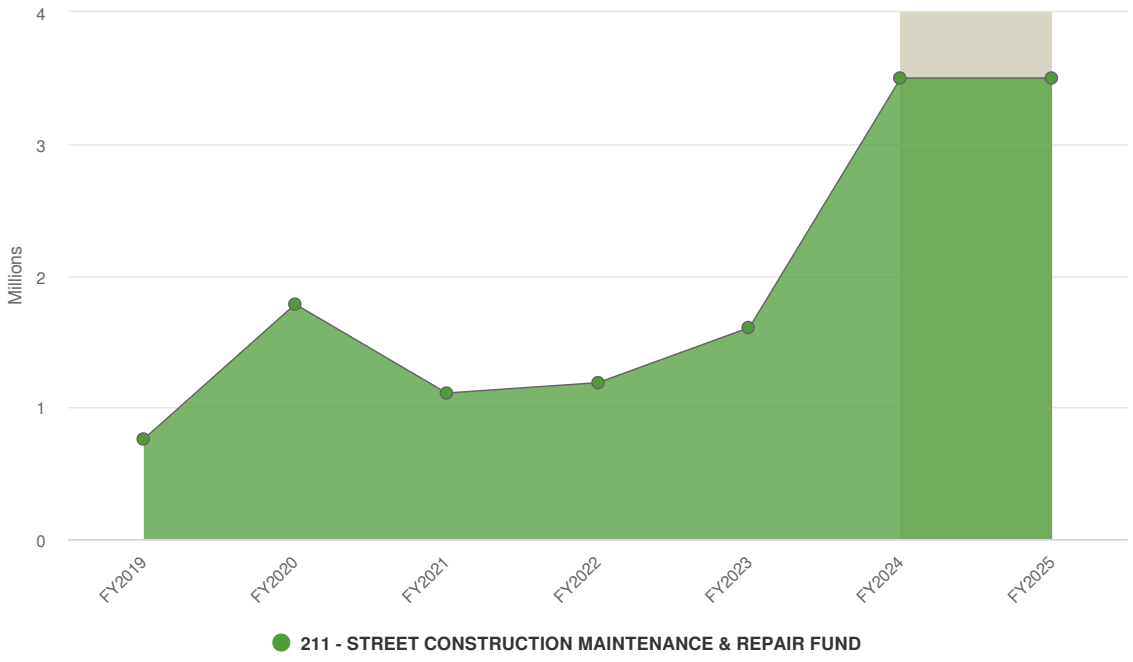
Summary

The City of Powell is projecting $3.5M of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 9.7% or $299.6K to $3.39M in FY2025.



Revenue by Fund

Budgeted and Historical 2025 Revenue by Fund

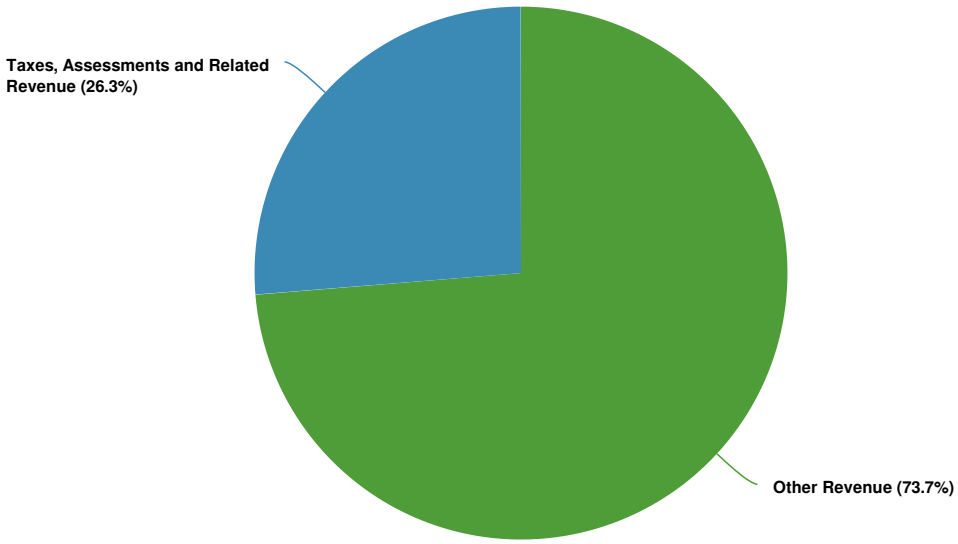


Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
211 - STREET CONSTRUCTION MAINTENANCE & REPAIR FUND	$1,108,302	$1,186,927	$1,605,627	$3,500,000	$3,500,000	0%
Total 211 - STREET CONSTRUCTION MAINTENANCE & REPAIR FUND:	**$1,108,302**	**$1,186,927**	**$1,605,627**	**$3,500,000**	**$3,500,000**	**0%**

Revenues by Source

Projected 2025 Revenues by Source



Budgeted and Historical 2025 Revenues by Source

Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						
Taxes, Assessments and Related Revenue	$919,684	$921,078	$972,623	$920,000	$920,000	0%
Other Revenue	$188,618	$265,849	$633,005	$2,580,000	$2,580,000	0%
Total Revenue Source:	**$1,108,302**	**$1,186,927**	**$1,605,627**	**$3,500,000**	**$3,500,000**	**0%**

Expenditures by Fund

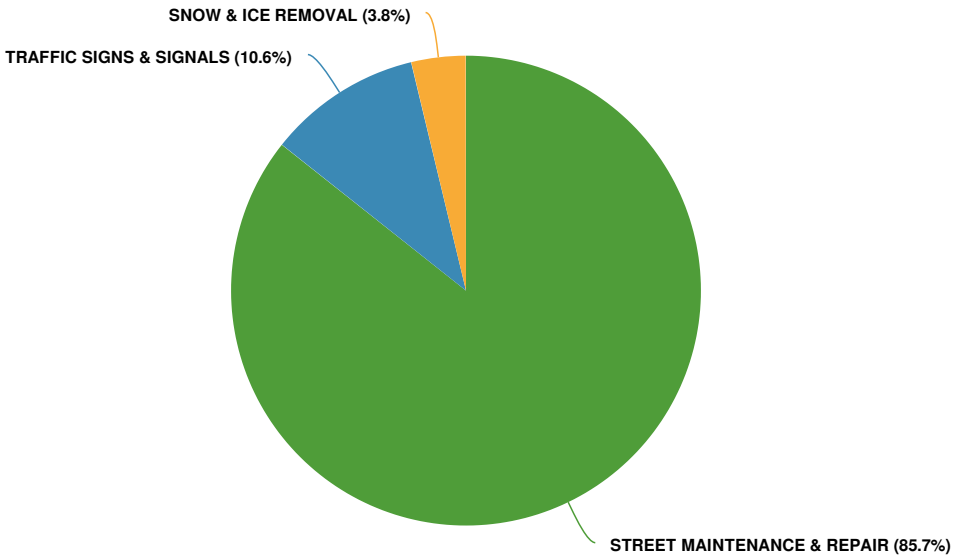
Budgeted and Historical 2025 Expenditures by Fund

Grey background indicates budgeted figures.

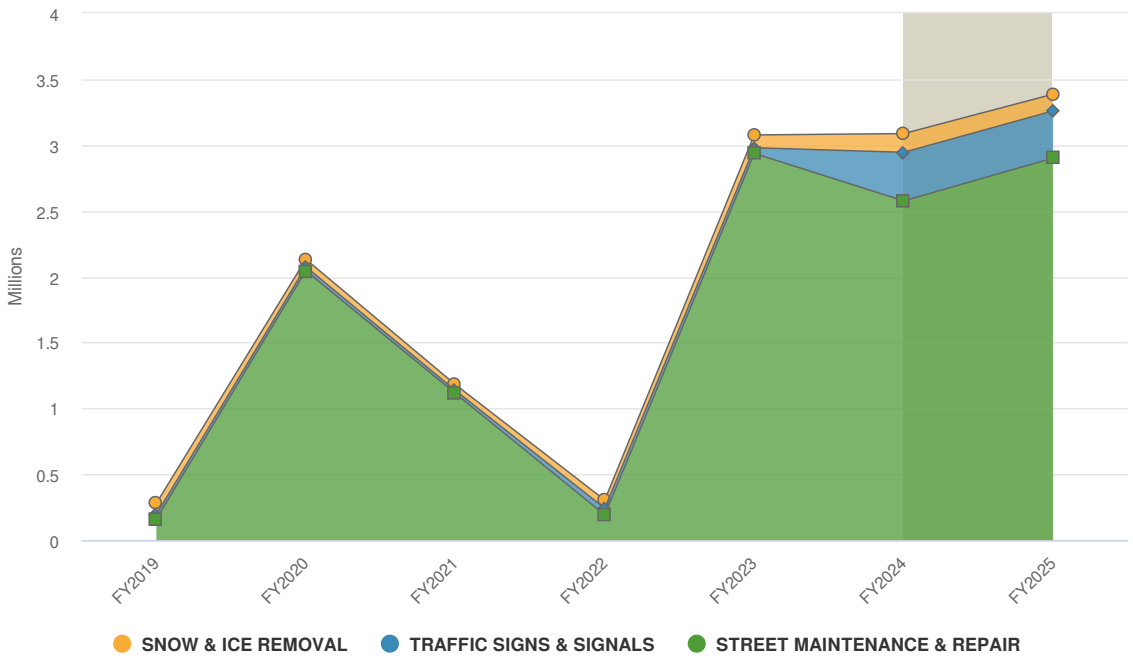
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
211 - STREET CONSTRUCTION MAINTENANCE & REPAIR FUND	$1,180,989	$303,953	$3,075,914	$3,086,000	$3,385,600	9.7%
Total 211 - STREET CONSTRUCTION MAINTENANCE & REPAIR FUND:	**$1,180,989**	**$303,953**	**$3,075,914**	**$3,086,000**	**$3,385,600**	**9.7%**

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

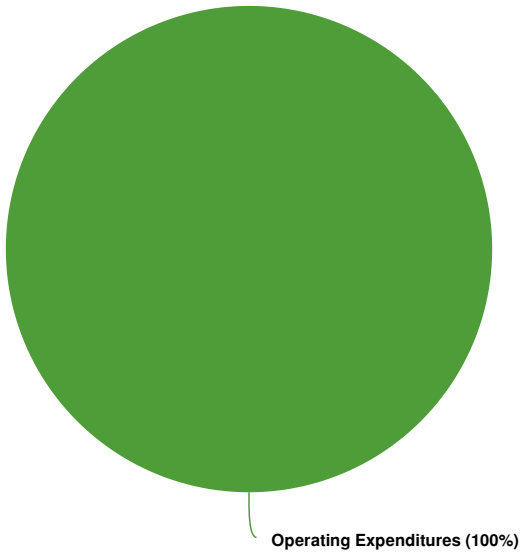


Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
STREET MAINTENANCE & REPAIR	$1,113,828	$191,081	$2,935,737	$2,575,000	$2,900,600	12.6%
SNOW & ICE REMOVAL	$44,762	$62,820	$96,984	$142,000	$127,000	-10.6%
TRAFFIC SIGNS & SIGNALS	$22,399	$50,053	$43,193	$369,000	$358,000	-3%
Total Expenditures:	**$1,180,989**	**$303,953**	**$3,075,914**	**$3,086,000**	**$3,385,600**	**9.7%**

Expenditures by Expense Type

Budgeted Expenditures by Expense Type

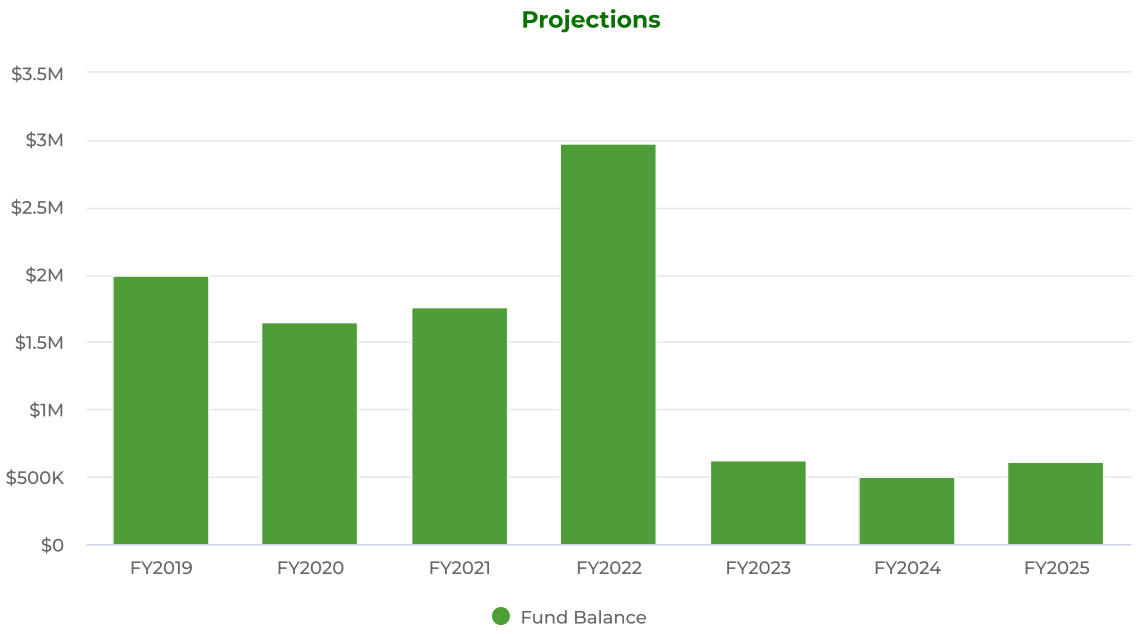


Budgeted and Historical Expenditures by Expense Type

Grey background indicates budgeted figures.

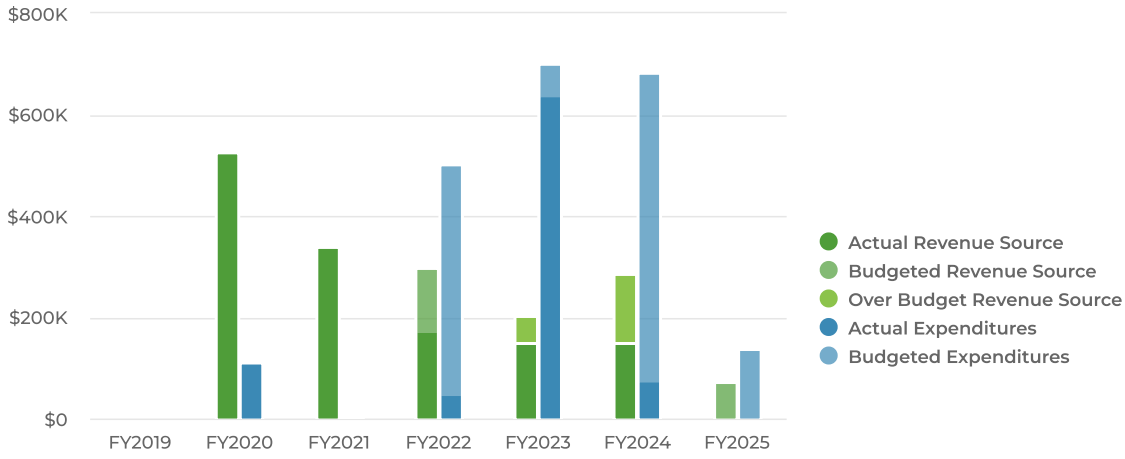
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Operating Expenditures	$1,171,985	$297,732	$3,071,977	$3,078,000	$3,385,600	10%
Debt Service	$9,004	$6,220	$3,937	$8,000		N/A
Total Expense Objects:	**$1,180,989**	**$303,953**	**$3,075,914**	**$3,086,000**	**$3,385,600**	**9.7%**

Fund Balance



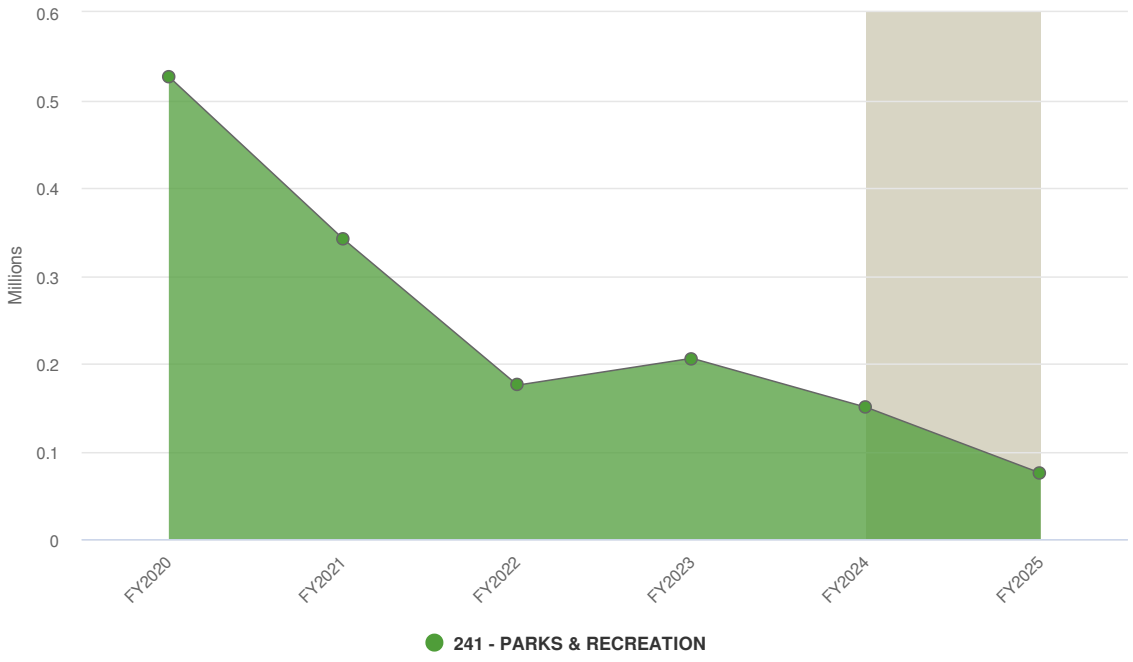
Summary

The City of Powell is projecting $75K of revenue in FY2025, which represents a 50% decrease over the prior year. Budgeted expenditures are projected to decrease by 79.6% or $544K to $139K in FY2025.



Revenue by Fund

Budgeted and Historical 2025 Revenue by Fund

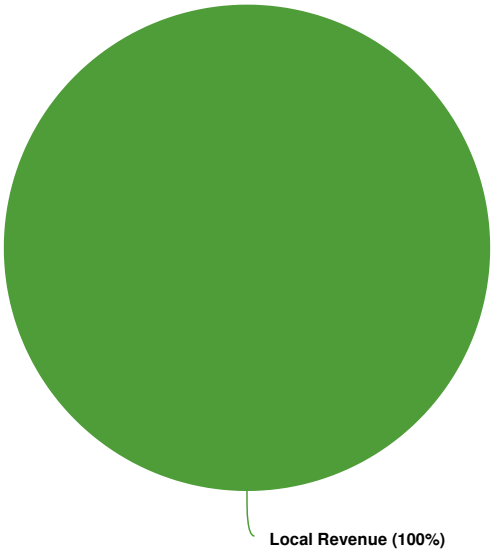


Grey background indicates budgeted figures.

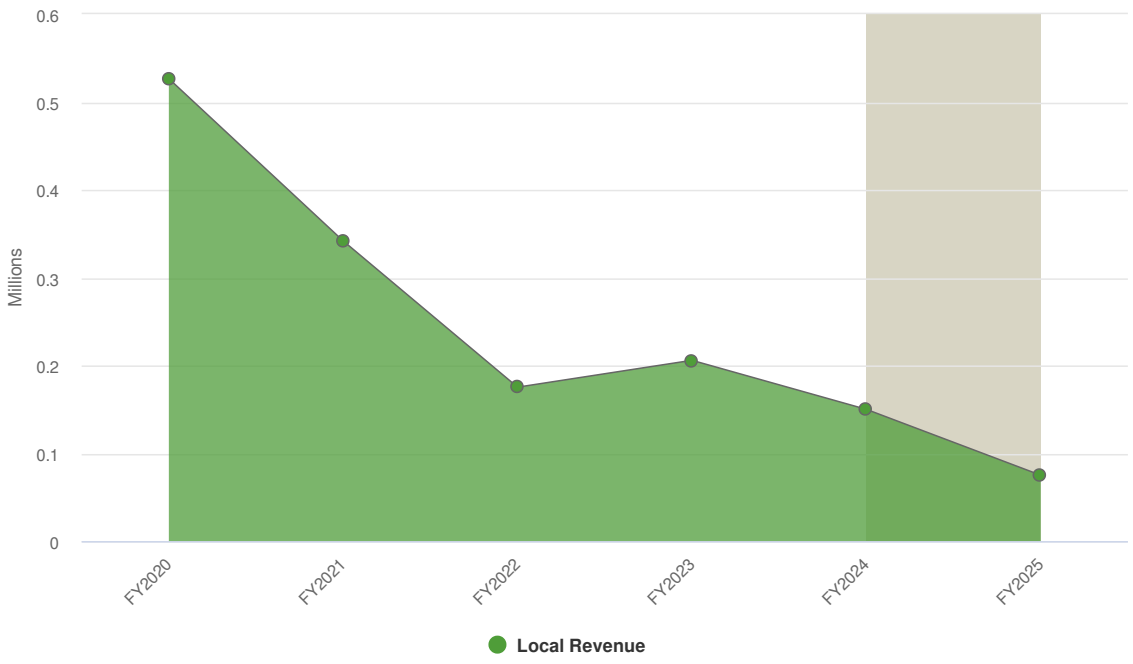
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
241 - PARKS & RECREATION	$341,794	$175,256	$205,846	$150,000	$75,000	-50%
Total 241 - PARKS & RECREATION:	**$341,794**	**$175,256**	**$205,846**	**$150,000**	**$75,000**	**-50%**

Revenues by Source

Projected 2025 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



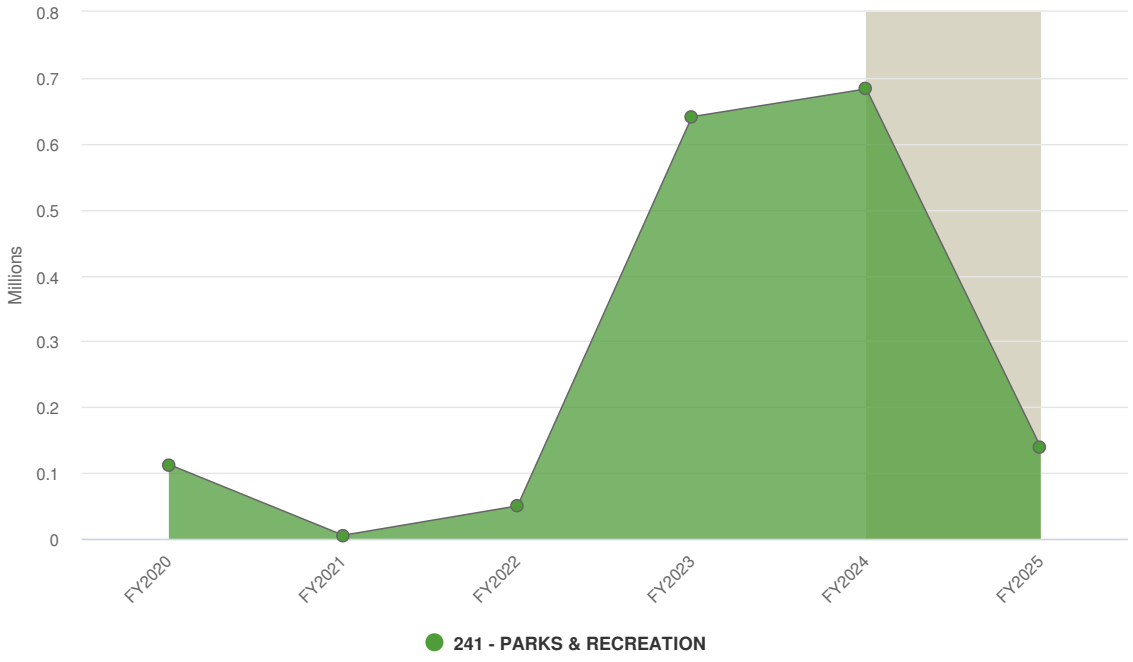
Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Local Revenue	$341,794	$175,256	$205,846	$150,000	$75,000	-50%
Total Revenue Source:	**$341,794**	**$175,256**	**$205,846**	**$150,000**	**$75,000**	**-50%**

Expenditures by Fund

Budgeted and Historical 2025 Expenditures by Fund

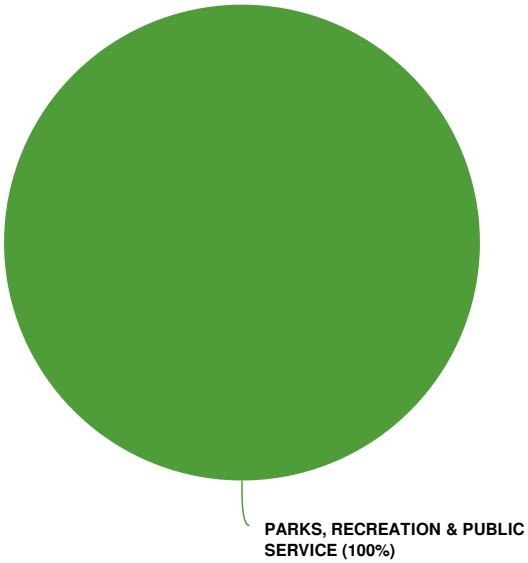


Grey background indicates budgeted figures.

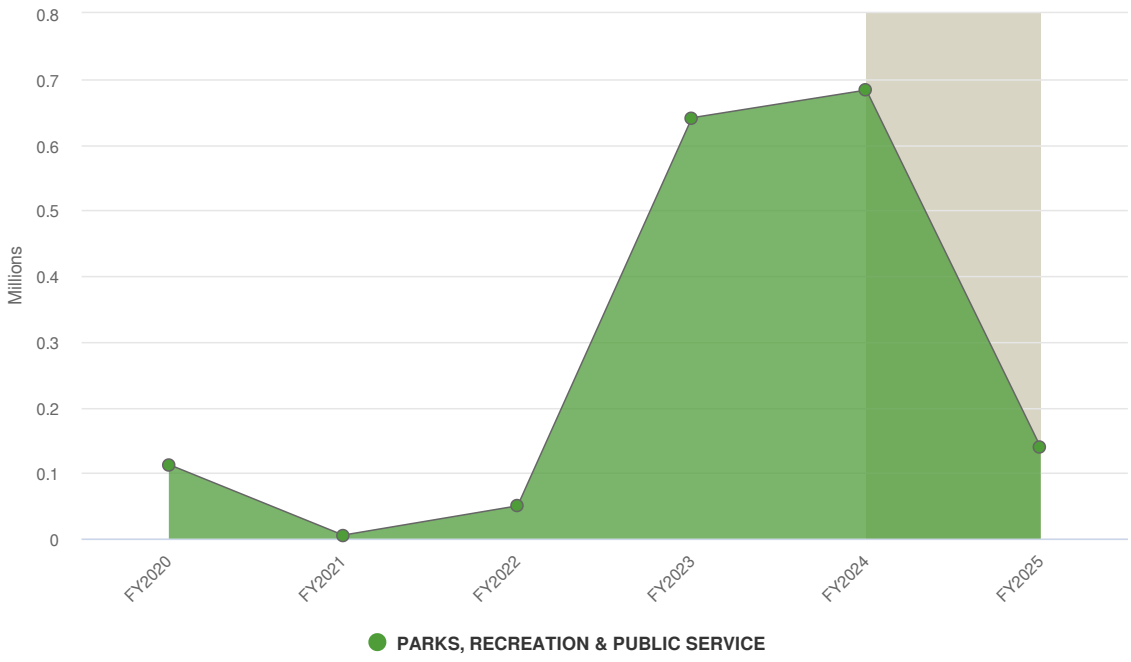
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
241 - PARKS & RECREATION	$5,248	$49,879	$640,784	$683,000	$139,000	-79.6%
Total 241 - PARKS & RECREATION:	**$5,248**	**$49,879**	**$640,784**	**$683,000**	**$139,000**	**-79.6%**

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

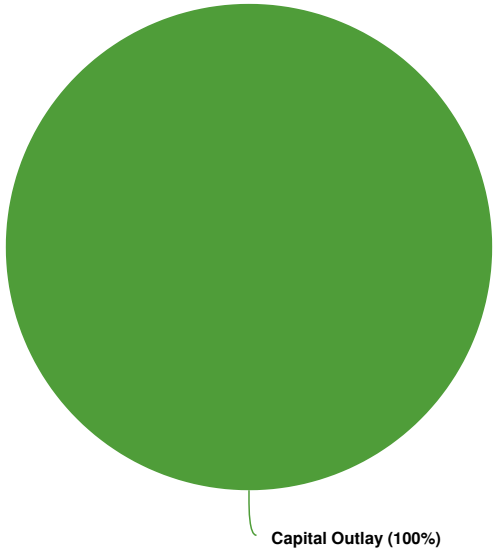


Grey background indicates budgeted figures.

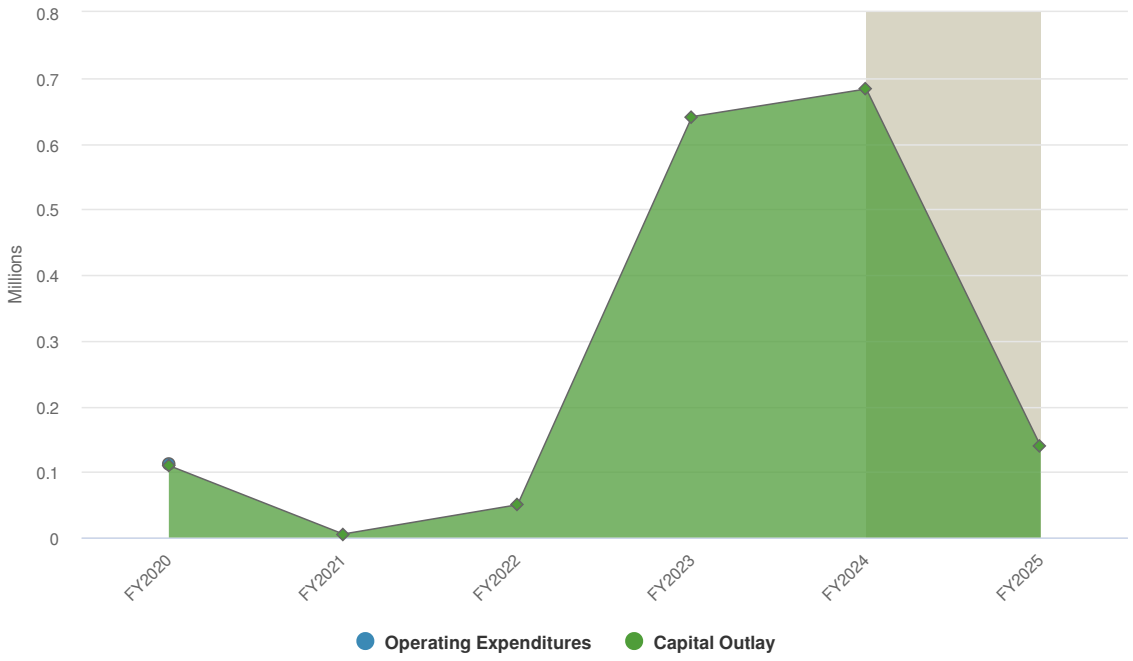
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
PARKS, RECREATION & PUBLIC SERVICE	$5,248	$49,879	$640,784	$683,000	$139,000	-79.6%
Total Expenditures:	**$5,248**	**$49,879**	**$640,784**	**$683,000**	**$139,000**	**-79.6%**

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



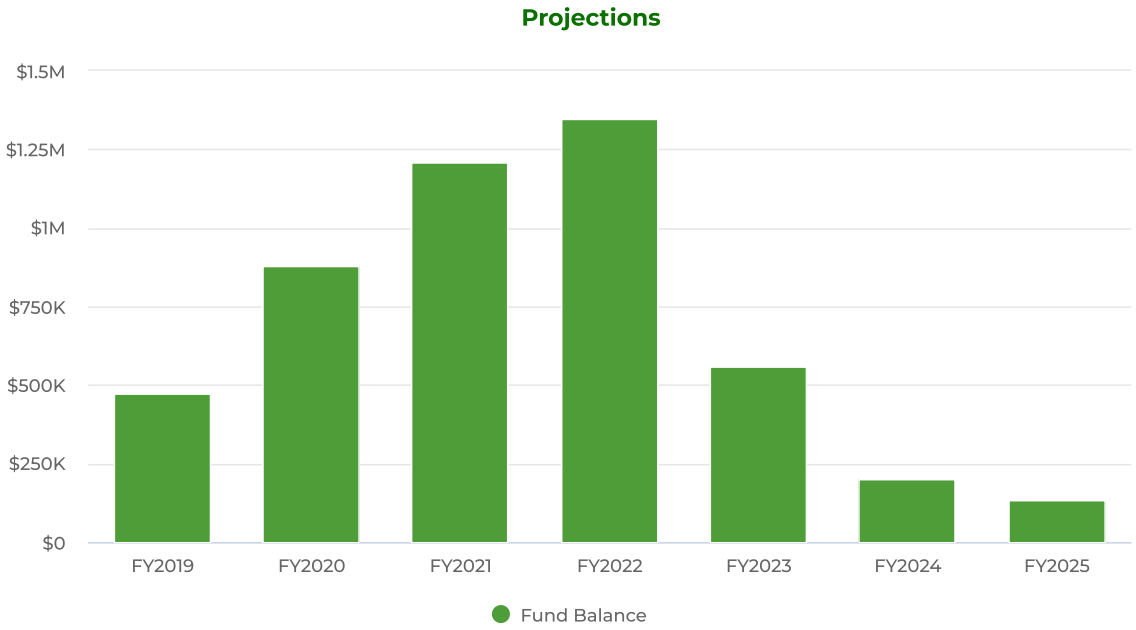
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Capital Outlay	$5,248	$49,879	$640,784	$683,000	$139,000	-79.6%
Total Expense Objects:	**$5,248**	**$49,879**	**$640,784**	**$683,000**	**$139,000**	**-79.6%**

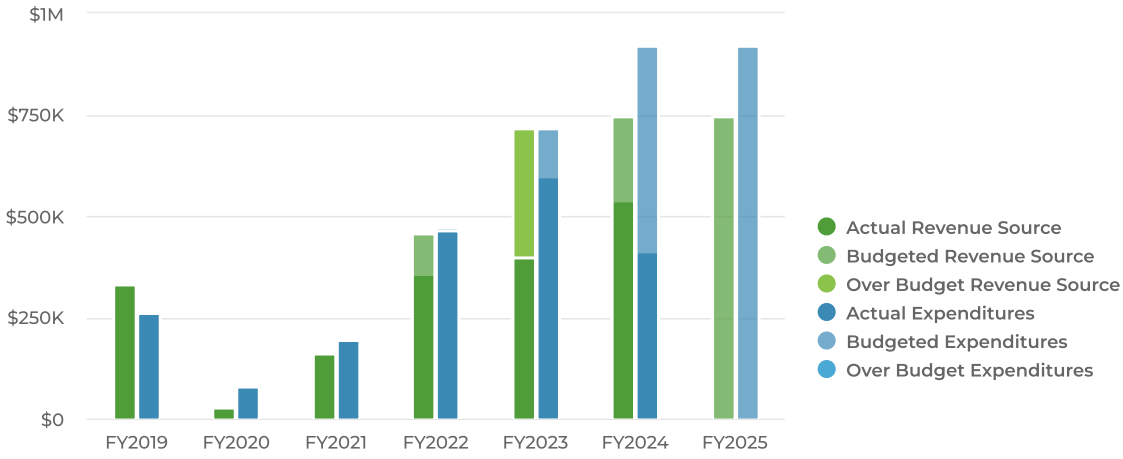
Fund Balance



Parks & Recreation Programs

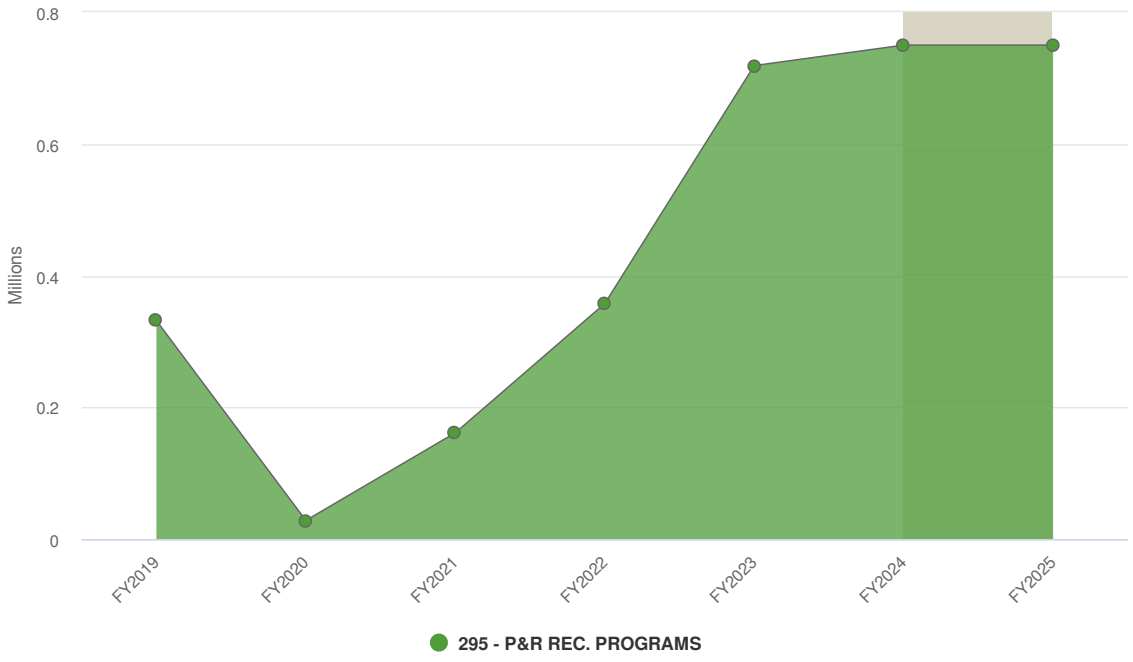
Summary

The City of Powell is projecting $750K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to decrease by 0.1% or $1.32K to $920.68K in FY2025.



Revenue by Fund

Budgeted and Historical 2025 Revenue by Fund

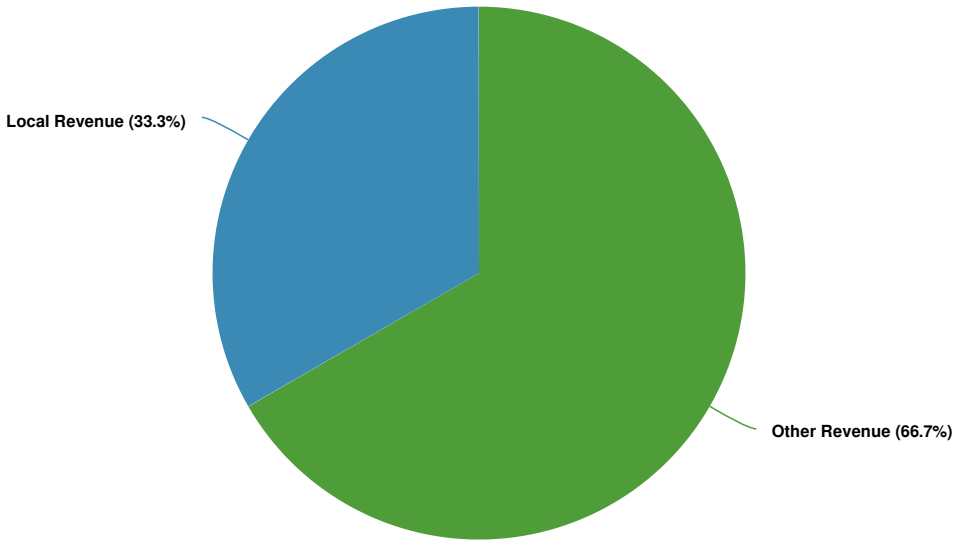


Grey background indicates budgeted figures.

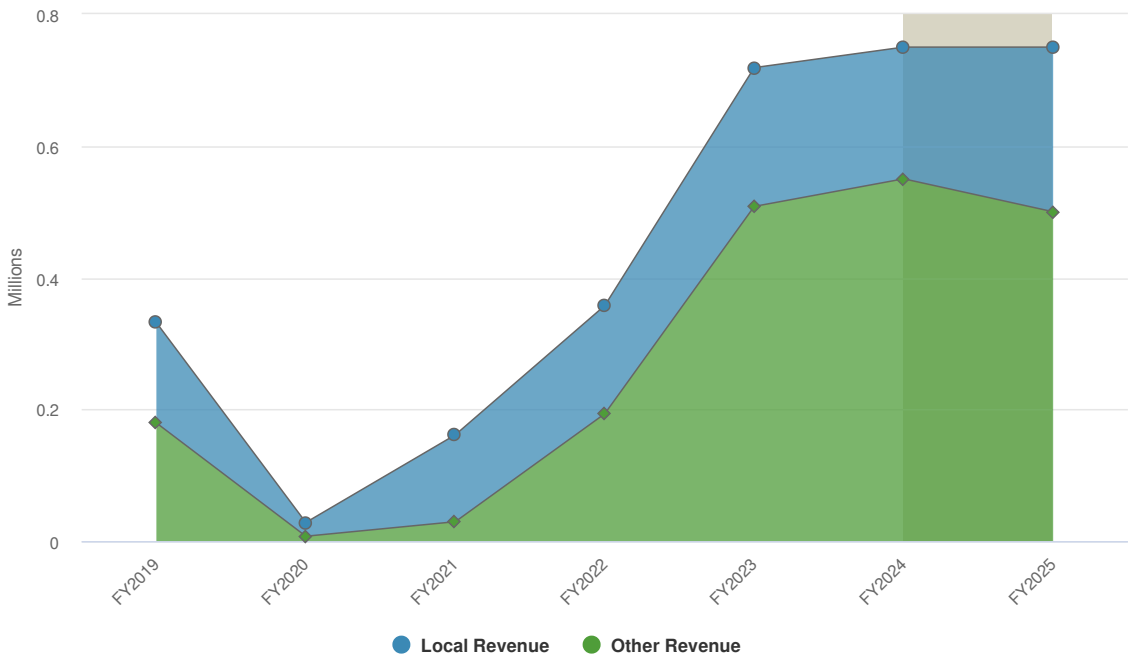
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
295 - P&R REC. PROGRAMS	$161,305	$357,540	$718,831	$750,000	$750,000	0%
Total 295 - P&R REC. PROGRAMS:	**$161,305**	**$357,540**	**$718,831**	**$750,000**	**$750,000**	**0%**

Revenues by Source

Projected 2025 Revenues by Source



Budgeted and Historical 2025 Revenues by Source



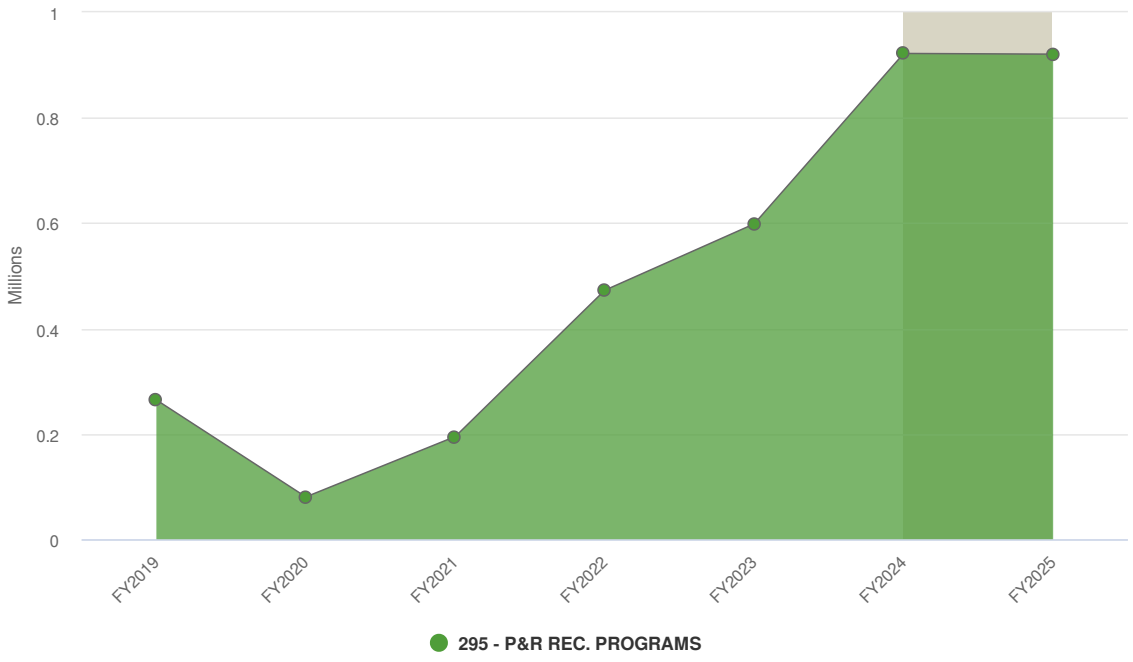
Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source						

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Local Revenue	$131,930	$164,262	$210,732	$200,000	$250,000	25%
Other Revenue	$29,375	$193,278	$508,099	$550,000	$500,000	-9.1%
Total Revenue Source:	**$161,305**	**$357,540**	**$718,831**	**$750,000**	**$750,000**	**0%**

Expenditures by Fund

Budgeted and Historical 2025 Expenditures by Fund

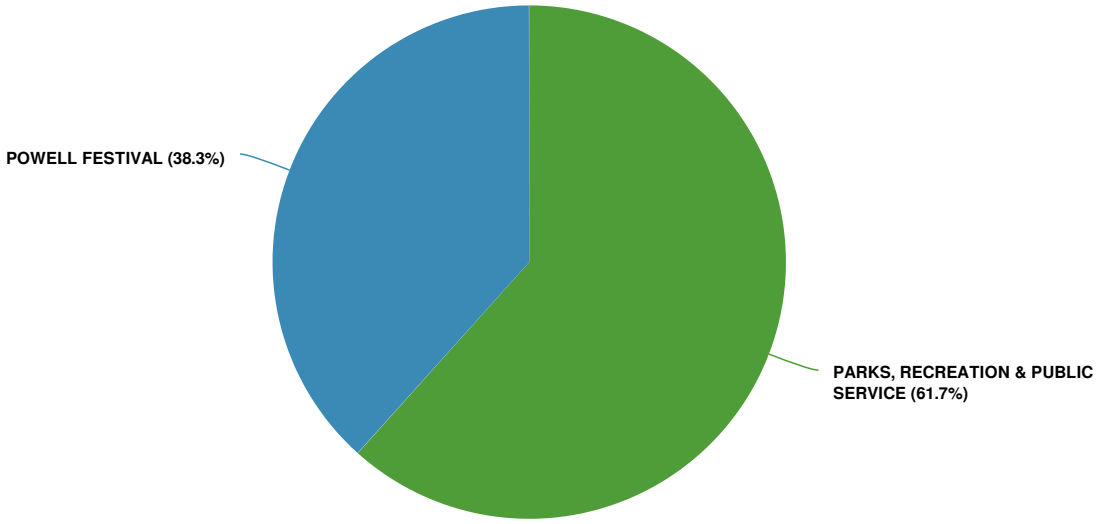


Grey background indicates budgeted figures.

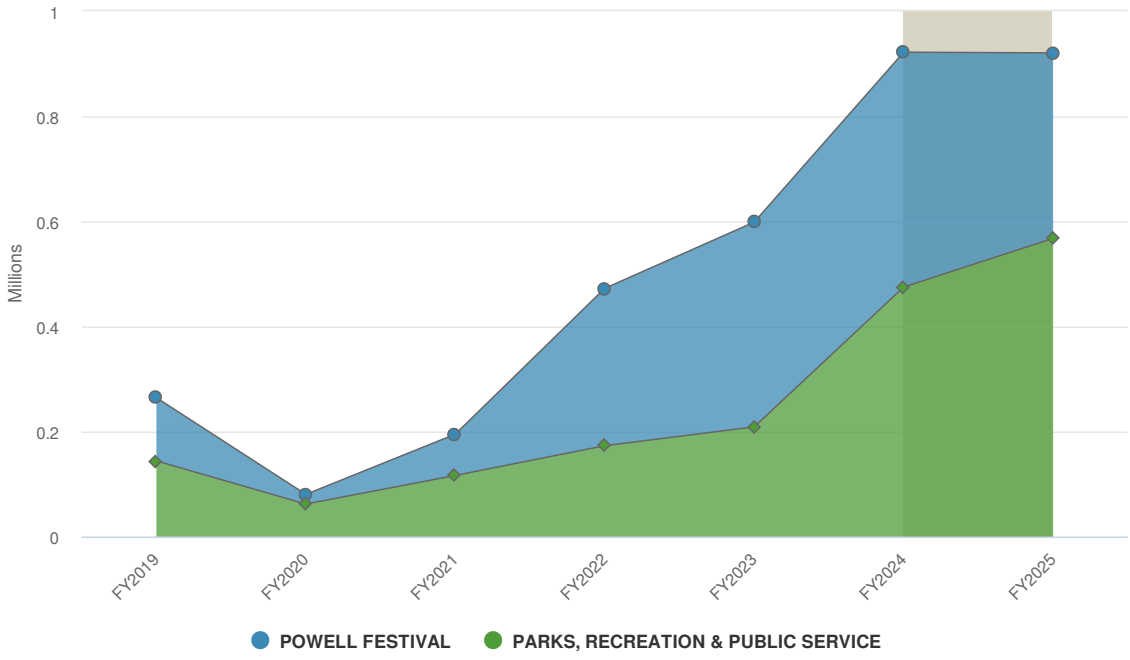
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
295 - P&R REC. PROGRAMS	$194,960	$472,532	$598,596	$922,000	$920,680	-0.1%
Total 295 - P&R REC. PROGRAMS:	**$194,960**	**$472,532**	**$598,596**	**$922,000**	**$920,680**	**-0.1%**

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

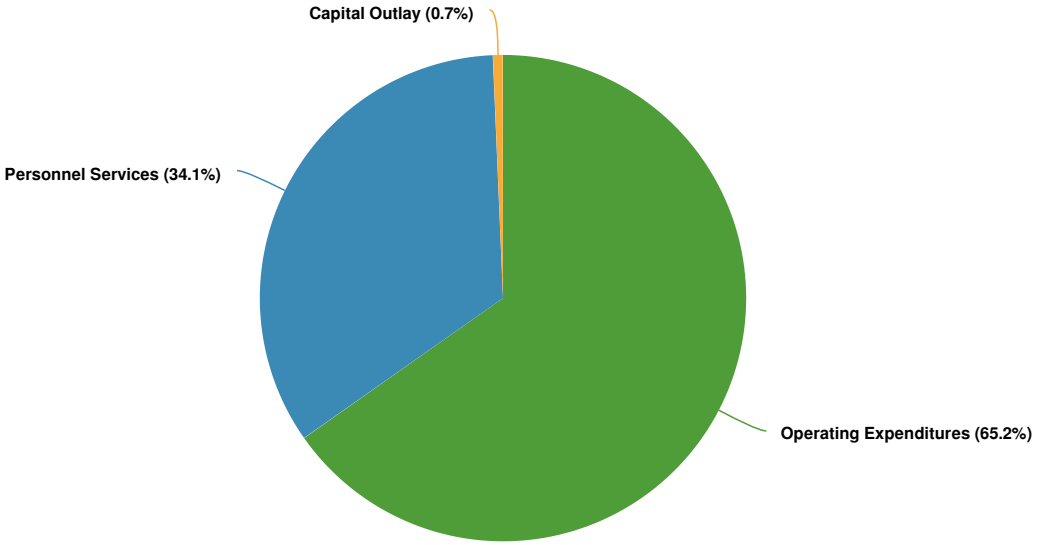


Grey background indicates budgeted figures.

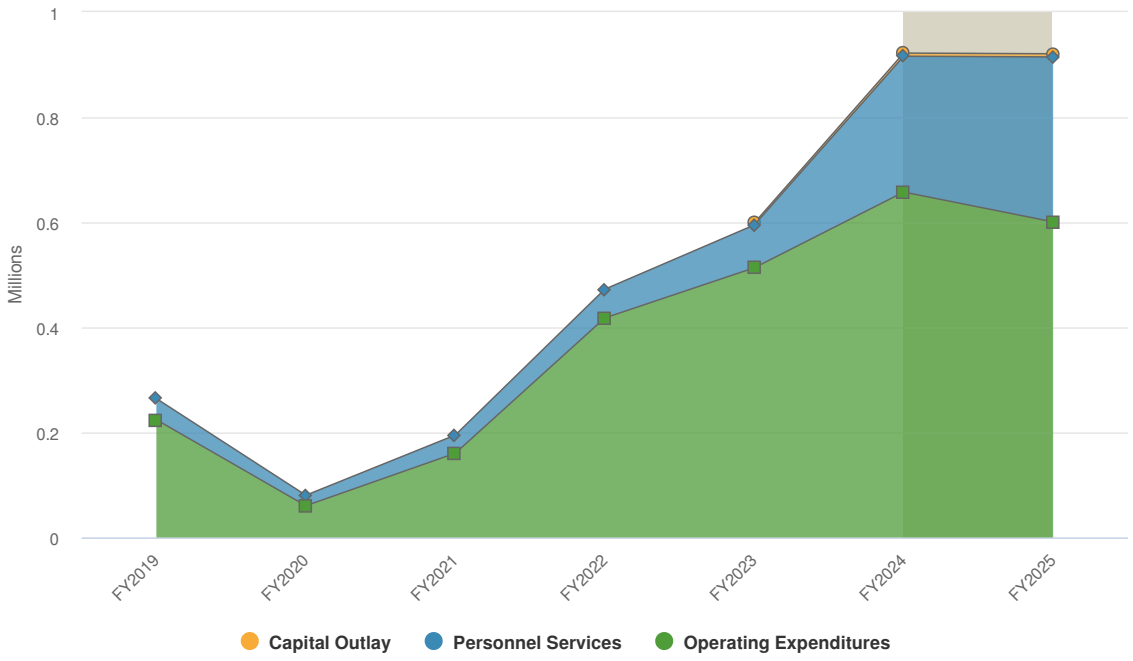
Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
PARKS, RECREATION & PUBLIC SERVICE	$116,384	$172,958	$208,802	$475,000	$567,680	19.5%
POWELL FESTIVAL	$78,576	$299,574	$389,794	$447,000	$353,000	-21%
Total Expenditures:	**$194,960**	**$472,532**	**$598,596**	**$922,000**	**$920,680**	**-0.1%**

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



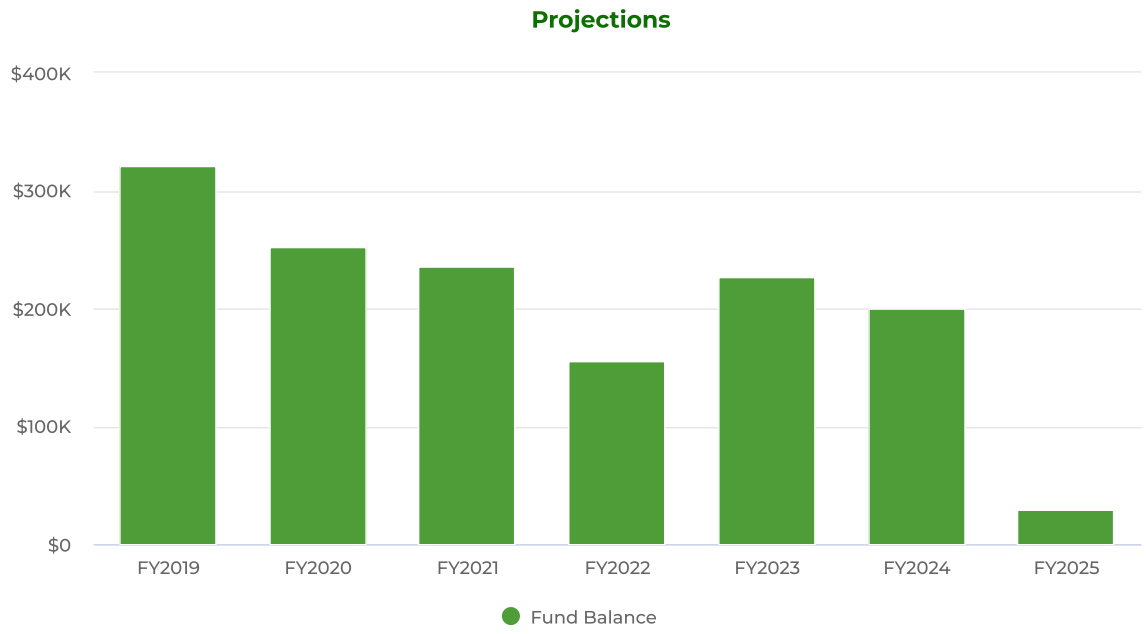
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services	$34,555	$54,739	$81,503	$258,500	$314,000	21.5%
Operating Expenditures	$160,404	$417,793	$513,284	$657,500	$600,680	-8.6%
Capital Outlay			$3,809	$6,000	$6,000	0%
Total Expense Objects:	**$194,960**	**$472,532**	**$598,596**	**$922,000**	**$920,680**	**-0.1%**

Fund Balance



DEPARTMENTS

Administration

Andy White
City Manager

The Administration department is responsible to Council for managing the day-to-day operations of the City

Services provided by the Administration department include:

- Conducting the overall direction and management of policies and programs
- Coordinating activities of all operating departments
- Formulating policies
- Keeping Council fully advised of departmental activities affecting residents and businesses
- Assisting Council by attending meetings on behalf of the City
- Working with local developers, the Chamber of Commerce, downtown organizations, and others to support and promote the City

Organizational Chart

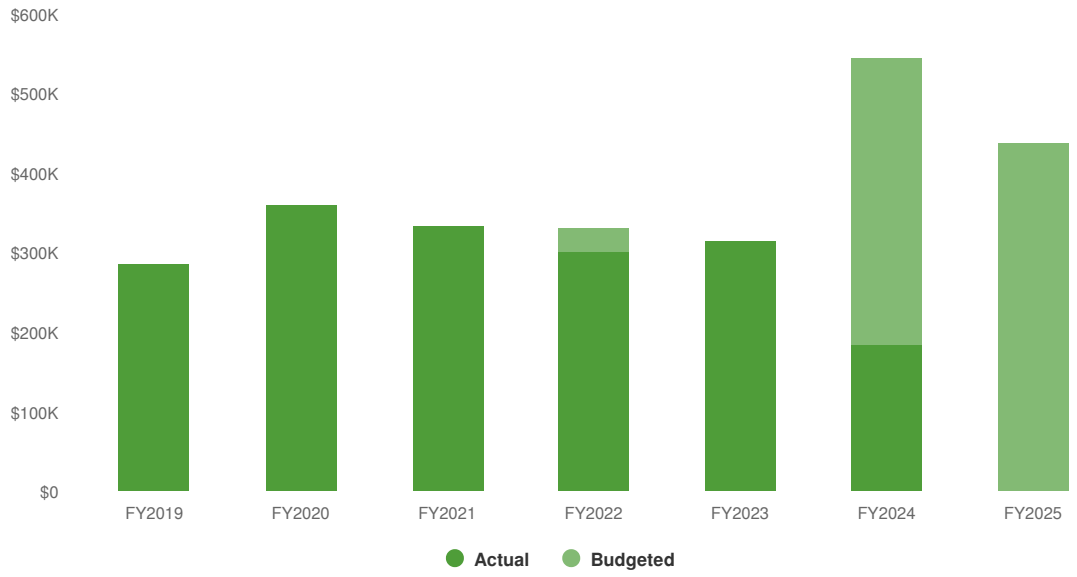
Goals for 2025

Council Goal: Improving City Operations by way of Efficiency, Prudent Financial Management, and Communications
1. Develop the 2025-2026 Strategic Plan
2. Improve transparency through regular dynamic reporting
3. Revise the City Charter and Codes to ensure alignment with current needs and regulations
4. Increase proactive and transparent communication
5. Foster a strategic partnership with Liberty Township

Expenditures Summary

$438,150 -$107,350
(-19.68% vs. prior year)

Administration Proposed and Historical Budget vs. Actual

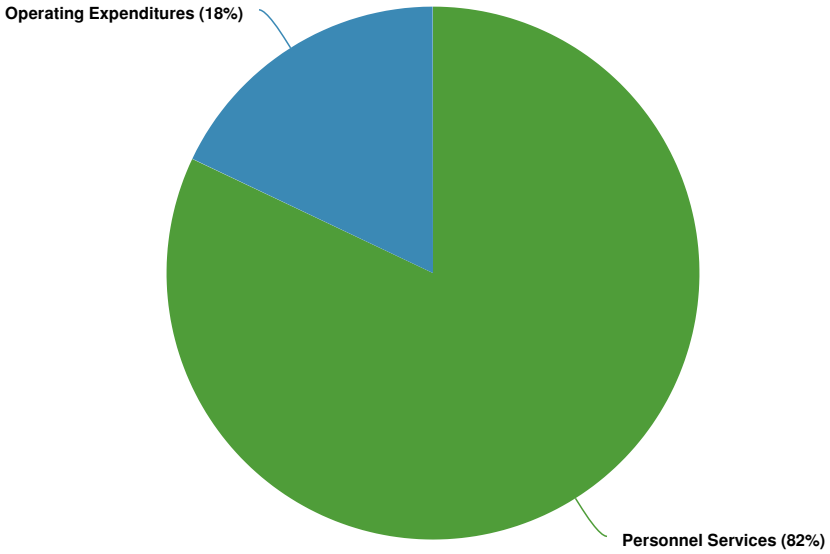


Notable Changes

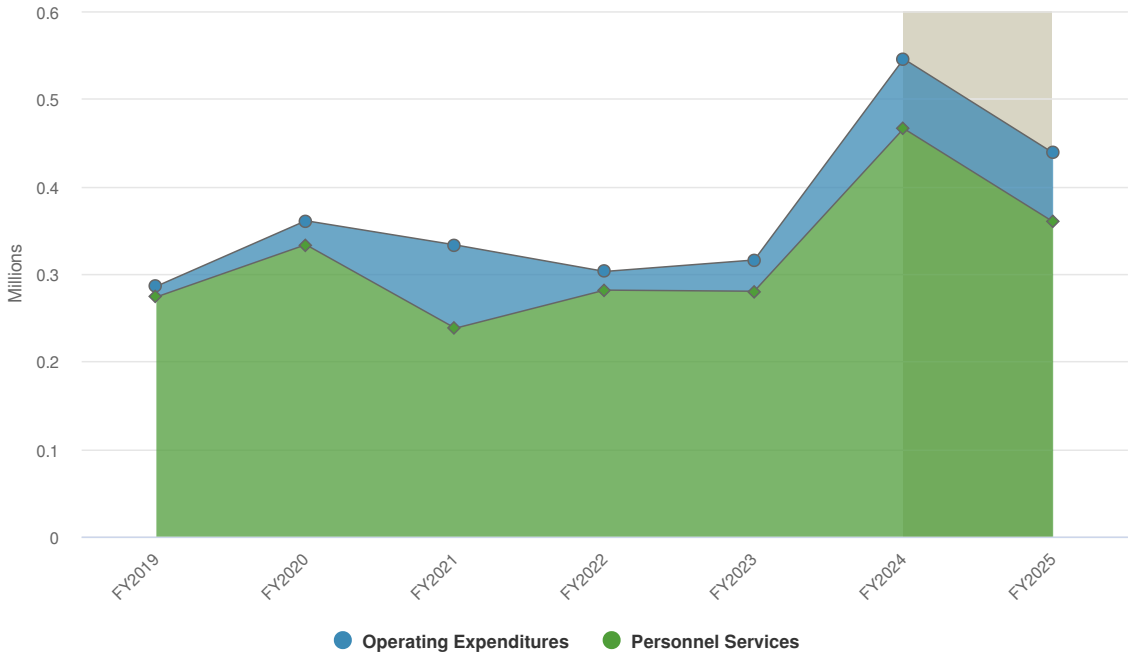
- The 2025 budget removes the previously proposed full time position of Management Analyst, reducing personnel line items
- No changes to operating budget

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budget	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
ADMIN SALARIES/WAGES	100-210-519000	$225,007	$221,420	$317,500	$251,000	-20.9%
OVERTIME	100-210-519011	$369	$769	$2,000	$3,000	50%
P.E.R.S.	100-210-521100	$28,033	$29,859	$45,000	$37,000	-17.8%
MEDICARE	100-210-521300	$3,231	$3,202	$5,000	$5,000	0%
HEALTH INSURANCE	100-210-522100	$19,908	$20,054	$88,000	$55,000	-37.5%
LIFE INSURANCE	100-210-522200	$843	$786	$1,500	$1,500	0%
DENTAL INSURANCE	100-210-522300	$856	$856	$2,000	$2,000	0%
WORKERS COMPENSATION	100-210-522500	$3,209	$3,225	$5,000	$5,000	0%
Total Personnel Services:		**$281,456**	**$280,171**	**$466,000**	**$359,500**	**-22.9%**
Operating Expenditures						
CELL PHONES	100-210-532125	$650	$550	$1,200	$650	-45.8%
COPY SUPPLIES	100-210-541500	$662	$295	$2,000	$2,000	0%
COPIER COSTS	100-210-541501	$10,678	$8,404	$10,000	$10,000	0%
REFERENCE MATERIALS	100-210-542019			$1,000	$1,000	0%
PRINTING	100-210-548100	$805		$1,000	$1,000	0%
DUES/SUBSCRIPTIONS	100-210-550000	$2,397	$680	$4,000	$4,000	0%
TRAINING/TRAVEL	100-210-551000	$6,108	$2,687	$10,000	$10,000	0%
UNIFORMS	100-210-552000		$108	$300		N/A
CONTRACTED SERVICES	100-210-553100		$22,963	$25,000	$25,000	0%
CONSULTING SERVICES	100-210-554000			$25,000	$25,000	0%
Total Operating Expenditures:		**$21,300**	**$35,686**	**$79,500**	**$78,650**	**-1.1%**
Total Expense Objects:		**$302,757**	**$315,857**	**$545,500**	**$438,150**	**-19.7%**

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	2.5	2.5	3	2	2

Key Performance Indicators

Survey Questions:	2010	2012	2014	2016	2018	2021	2023
As a place to live, would you rate Powell...? *Exceptional and Better than Average*	95%	98%	97%	95%	95%	96%	95%
Believe that Powell is heading in the right direction	79%	88%	80%	74%	75%	75%	77%
Very Satisfied and Somewhat Satisfied with Particular Services:							
Police	96%	99%	94%	93%	95%	98%	99%
City-Sponsored Events/Activities	93%	94%	90%	91%	89%	93%	96%
Parks, Open Spaces, and Bike Paths	86%	92%	92%	94%	86%	89%	91%
Parks & Recreation Programming	87%	87%	84%	85%	85%	89%	87%
Snow Removal	90%	94%	93%	89%	91%	88%	85%
Maintaining Powell's Streets & Roads	88%	87%	87%	87%	87%	86%	82%
Revitalizing Downtown	74%	86%	87%	73%	73%	84%	78%
Listening to the Concerns of Local Residents	67%	73%	69%	66%	73%	76%	75%
Managing the City's Finances	70%	70%	77%	74%	60%	78%	82%
City Council	66%	72%	69%	65%	66%	75%	73%
Traffic Management	45%	45%	35%	34%	56%	74%	62%
Managing Residential Growth	76%	81%	68%	63%	64%	74%	65%
Finding Solutions to Local Issues	61%	71%	63%	62%	68%	74%	73%
Planning for the Future	71%	72%	67%	69%	71%	72%	71%
Managing Commercial Growth	58%	72%	62%	61%	68%	70%	63%

Building

Seth Harding
Chief Building Official

The Building Department manages all activities involved in the administration, enforcement, and interpretation of the building codes and City ordinances to ensure construction meets or exceeds codes adopted by the City.

Services provided by the Building Department include:

- Reviewing all applications for permits, plans, and documents prior to submitting for plan review
- Reviewing plans and documents for all residential and commercial new construction, additions, and alterations for compliance with codes and ordinances
- Inspecting all residential and commercial new construction, additions, and alterations for compliance with codes and ordinances
- Collecting necessary fees due at the time of permit application
- Invoicing and collecting fees due before issuing a permit and prior to issuance of a Certificate of Occupancy

Organizational Chart

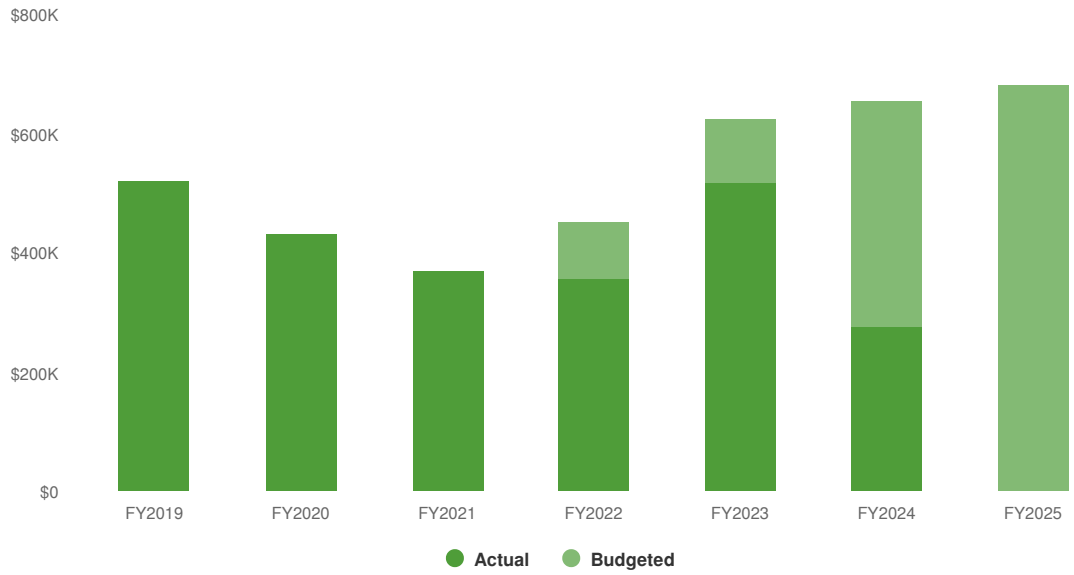
Goals for 2025

Council Goal: Improving City Operations by way of Efficiency, Prudent Financial Management, and Communications
1. Continue to ensure quality construction standards as set forth by the City of Powell
2. Increase electronic permit submissions
3. Ensure the department is staffed appropriately to provide quality customer service
4. Coordinate building regulations with engineering and zoning regulations
5. Continue good working relationship with the Liberty Township Fire Department and the Delaware General Health District
6. Revise retention schedule from paper to electronic and update retention periods
7. Efficiently manage use of department funds

Expenditures Summary

$681,200 **$27,950**
(4.28% vs. prior year)

Building Proposed and Historical Budget vs. Actual

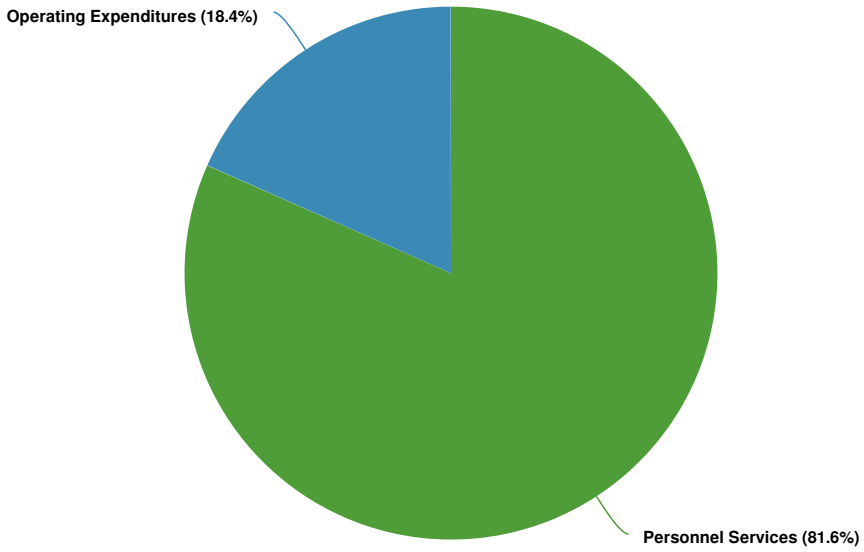


Notable Changes

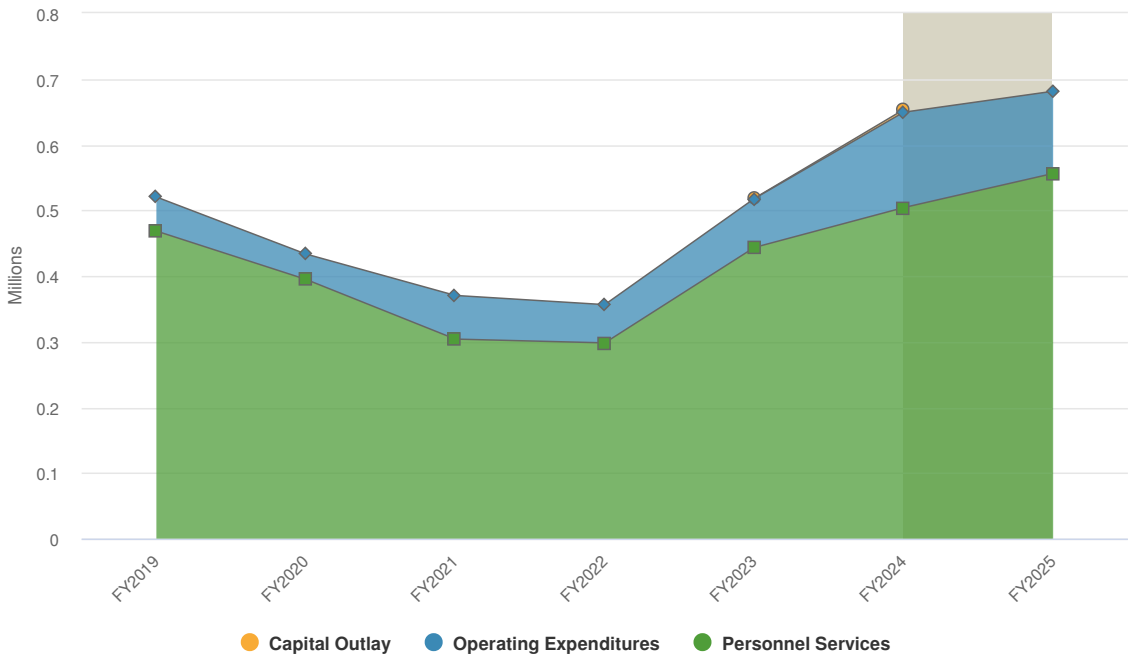
- Reduction in contracted services budget based on historical spending
- Increase in delivery services budget based on historical spending

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
BUILDING SALARIES/WAGES	100-440-519000	$216,237	$302,643	$320,000	$380,000	18.8%
OVERTIME	100-440-519011	$3,096	$4,970	$5,000	$6,500	30%
P.E.R.S.	100-440-521100	$28,740	$41,389	$46,000	$55,000	19.6%
MEDICARE	100-440-521300	$3,136	$4,332	$5,000	$6,000	20%
HEALTH INSURANCE	100-440-522100	$37,603	$81,264	$117,000	$95,000	-18.8%
LIFE INSURANCE	100-440-522200	$1,213	$1,696	$2,000	$2,500	25%
DENTAL INSURANCE	100-440-522300	$2,190	$2,741	$4,000	$4,000	0%
WORKERS COMPENSATION	100-440-522500	$3,265	$4,203	$5,000	$7,000	40%
UNEMPLOYMENT CLAIM	100-440-524000	$2,537				N/A
Total Personnel Services:		**$298,017**	**$443,237**	**$504,000**	**$556,000**	**10.3%**
Operating Expenditures						
CELL PHONES	100-440-532125	$1,805	$2,304	$3,000	$3,000	0%
INTERNET/DATA ACCESS	100-440-532180	$1,925	$2,396	$2,800	$2,800	0%
DELIVERY SERVICES	100-440-532275	$1,055	$445	$800	$1,200	50%
GASOLINE	100-440-532500	$2,056	$1,479	$2,500		N/A
MAINTENANCE SUPPLIES	100-440-542017		$300	$1,000	$1,000	0%
REFERENCE MATERIALS	100-440-542019	$263	$1,208	$3,100	$3,100	0%
SAFETY EQUIPMENT	100-440-542030		$41	$950	$950	0%
VEHICLE/EQUIP. MAINTENANCE	100-440-544000	$361	$6,361			N/A
COPIER MAINT. AGREEMENT	100-440-544200	$488	$435	$600	$600	0%
COMPUTER SOFTWARE SUPPORT	100-440-545031		$18,000	$9,500	$9,500	0%
PRINTING	100-440-548100			$1,500	$1,500	0%
DUES/SUBSCRIPTIONS	100-440-550000	$405	$500	$800	$950	18.8%
TRAINING/TRAVEL	100-440-551000	$1,125	$740	$5,600	$5,600	0%

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
UNIFORMS	100-440-552000		$310			N/A
CONTRACTED SERVICES	100-440-553200	$34,563	$30,377	$58,100	$40,000	-31.2%
PLAN REVIEW SERVICES	100-440-553300	$14,210	$9,538	$54,000	$54,000	0%
UNIFORMS	100-490-552000			$1,000	$1,000	0%
Total Operating Expenditures:		**$58,255**	**$74,435**	**$145,250**	**$125,200**	**-13.8%**
Capital Outlay						
OFFICE FURNITURE	100-440-568001		$411	$4,000		N/A
Total Capital Outlay:			**$411**	**$4,000**		**N/A**
Total Expense Objects:		**$356,272**	**$518,083**	**$653,250**	**$681,200**	**4.3%**

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	3	4	4	4	4

Key Performance Indicators

Measurement	2018	2019	2020	2021	2022	2023
Commercial Permits Issued	264	179	112	106	150	133
Residential Permits Issued	422	445	494	611	622	583
Inspections Performed	4,044	3,672	2,924	3,068	3,364	2,989

In 2018, the City was also responsible for permits and inspections for commercial buildings in Liberty Township.

Building Department

City Clerk & Council

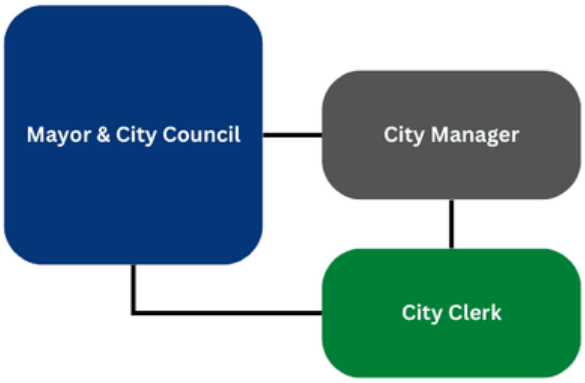
Elaine McCloskey
Clerk of Council

City Council serves as the legislative and policy-making body for the City. The City Clerk serves the City Council and multiple other City boards.

Services provided by the Clerk's office include:

- Preparing agendas, legislation, and exhibits/attachments for consideration by Council
- Coordinating notification regarding public hearings
- Coordinating efforts to auction surplus equipment and impounded items
- Managing records for all City departments, maintaining the retention schedule, and assist departments in processing all records for disposal per City policy and State statue
- Scheduling, attending, and preparing minutes for City Council and Commission and Committee meetings
- Maintaining all agendas, minutes, and legislation on the City website
- Maintaining all permanent records for City departments
- Receiving, reviewing, and preparing public records requests received by the City
- Receiving and processing all annexations, initiatives, and petitions
- Supervising and implementing the electronic record management program
- Maintain and record workflow of City contracts

Organizational Chart



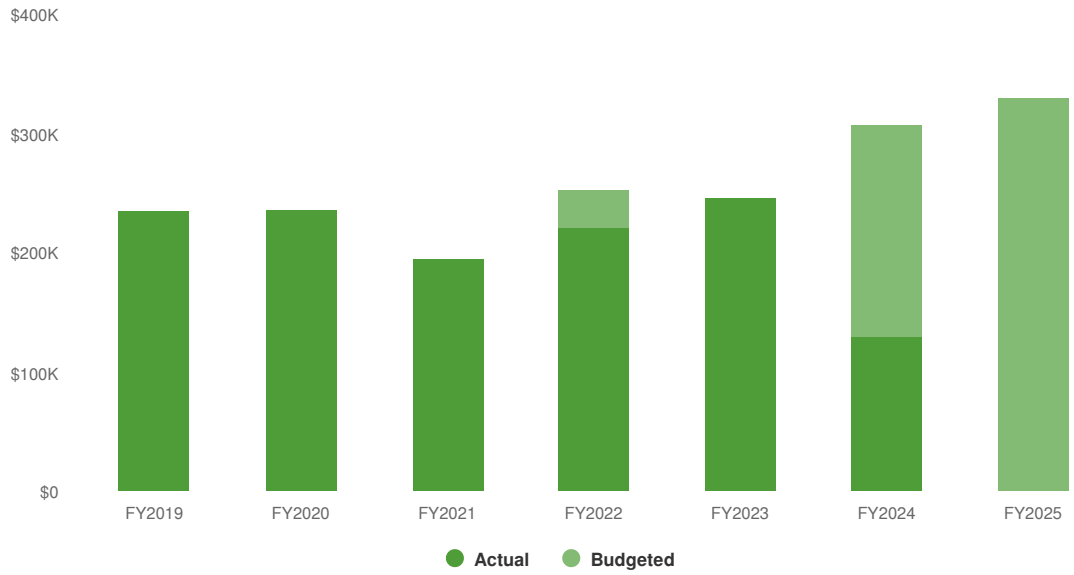
Goals for 2025

Council Goal: Improving City Operations by Way of Efficiency, Prudent Financial Management, and Communications
1. Ensure successful completion of the City Charter recommendations to City Council
2. Continue yearly record retention schedule process update
3. Lead efforts with Departments on record scanning and destruction
4. Review functionality of existing software for City Clerk's office

Expenditures Summary

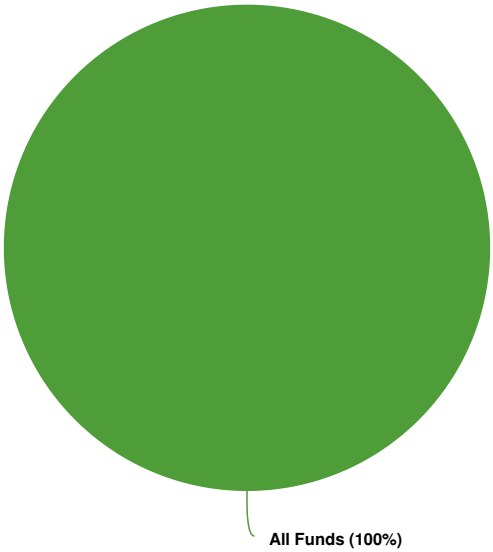
$329,800 $22,395
(7.29% vs. prior year)

City Clerk & Council Proposed and Historical Budget vs. Actual

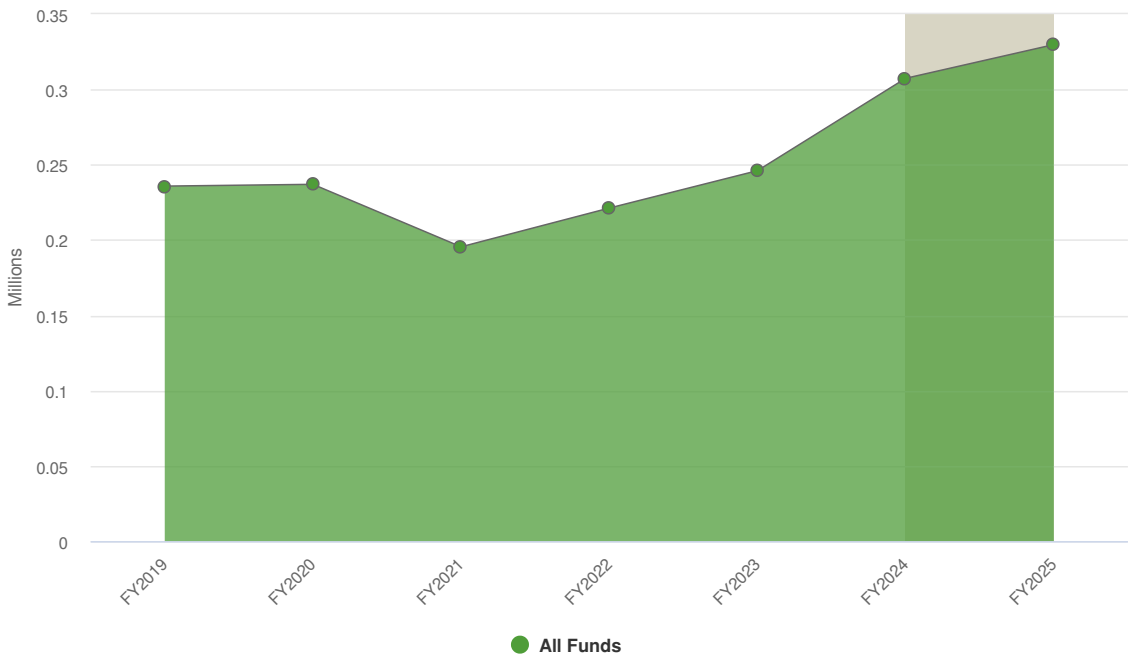


Expenditures by Fund

2025 Expenditures by Fund



Budgeted and Historical 2025 Expenditures by Fund



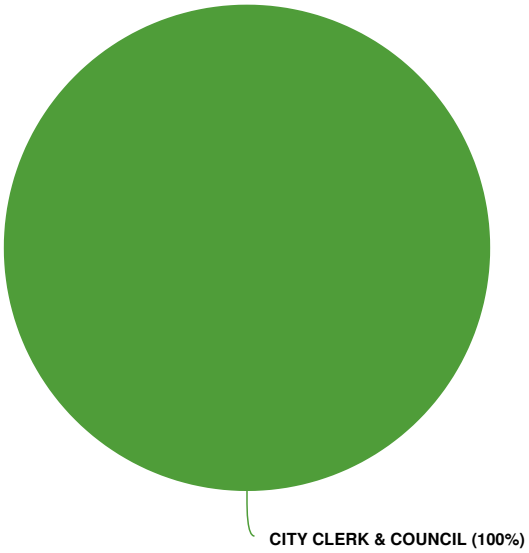
Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)

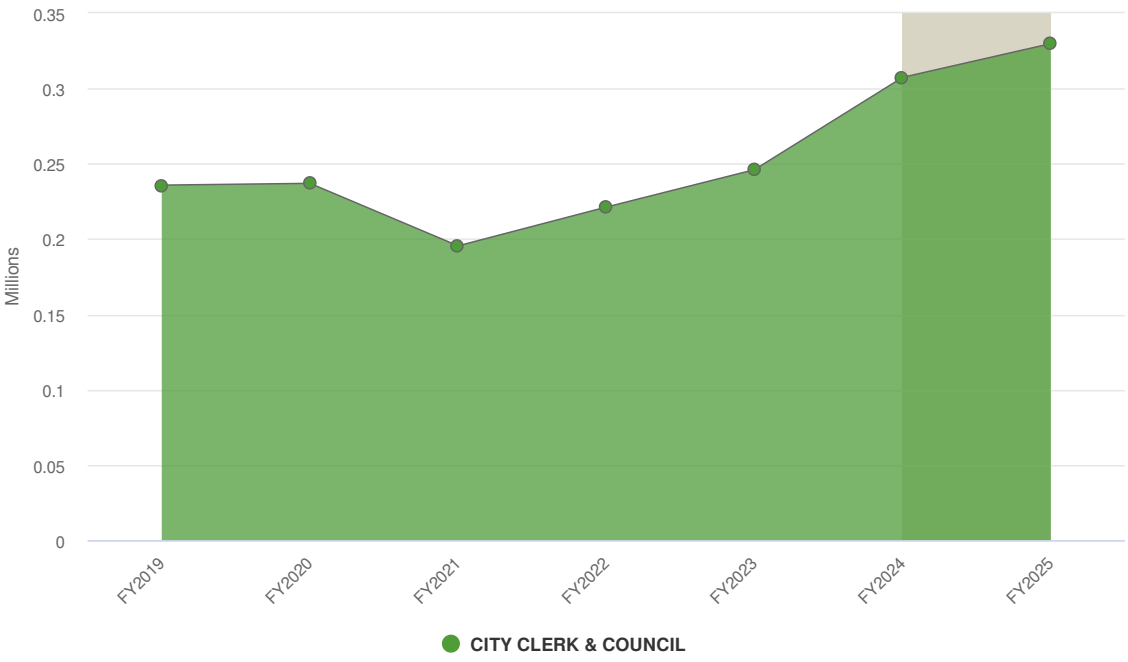
Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
All Funds						
General Funds						
100 - GENERAL FUND						
Personnel Services						
COUNCIL SALARIES/WAGES	100-230-519000	$139,869	$156,660	$156,000	$160,000	2.6%
P.E.R.S.	100-230-521100	$17,185	$20,745	$22,000	$22,000	0%
SOCIAL SECURITY	100-230-521200	$361		$1,000		N/A
MEDICARE	100-230-521300	$1,962	$2,212	$2,500	$3,000	20%
HEALTH INSURANCE	100-230-522100	$19,875	$16,874	$30,000	$20,000	-33.3%
LIFE INSURANCE	100-230-522200	$492	$379	$500	$1,000	100%
DENTAL INSURANCE	100-230-522300	$928	$702	$1,000	$500	-50%
WORKERS COMPENSATION	100-230-522500	$2,008	$2,364	$2,500	$2,000	-20%
Total Personnel Services:		**$182,680**	**$199,935**	**$215,500**	**$208,500**	**-3.2%**
Operating Expenditures						
REFERENCE MATERIALS	100-230-542019			$500	$500	0%
AWARDS	100-230-542081	$272	$186	$800	$800	0%
RECORDS MAINTENANCE AGREEMENT	100-230-545076	$14,253	$14,966	$16,000	$21,000	31.3%
Software	100-230-545090			$16,000	$20,000	25%
DUES/SUBSCRIPTIONS	100-230-550100	$11,918	$23,043	$25,000	$25,000	0%
TRAINING/TRAVEL	100-230-551000	$380	$1,000	$4,000	$9,500	137.5%
UNIFORMS	100-230-552000		$109	$100		N/A
CODIFICATION	100-230-555401	$5,284	$4,809	$8,805	$10,000	13.6%
RECORDS STORAGE	100-230-555500	$5,751	$1,759	$8,200	$12,000	46.3%
CONTRACTED SERVICES	100-230-556000	$680	$253	$10,000	$10,000	0%
MISCELLANEOUS	100-230-559900			$2,500	$12,500	400%
Total Operating Expenditures:		**$38,538**	**$46,126**	**$91,905**	**$121,300**	**32%**
Total 100 - GENERAL FUND:		**$221,218**	**$246,061**	**$307,405**	**$329,800**	**7.3%**
Total General Funds:		**$221,218**	**$246,061**	**$307,405**	**$329,800**	**7.3%**
Total All Funds:		**$221,218**	**$246,061**	**$307,405**	**$329,800**	**7.3%**

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

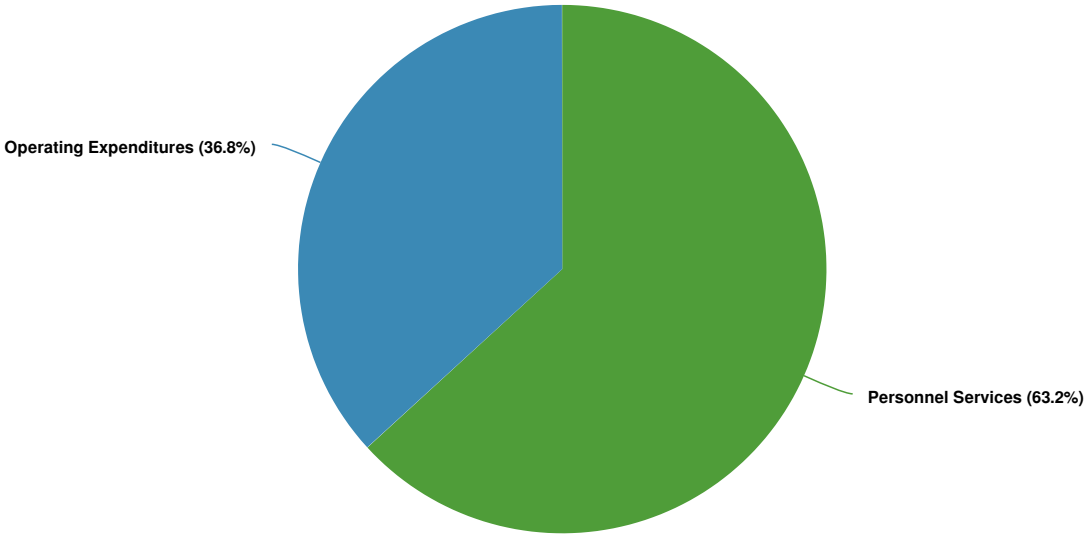


Grey background indicates budgeted figures.

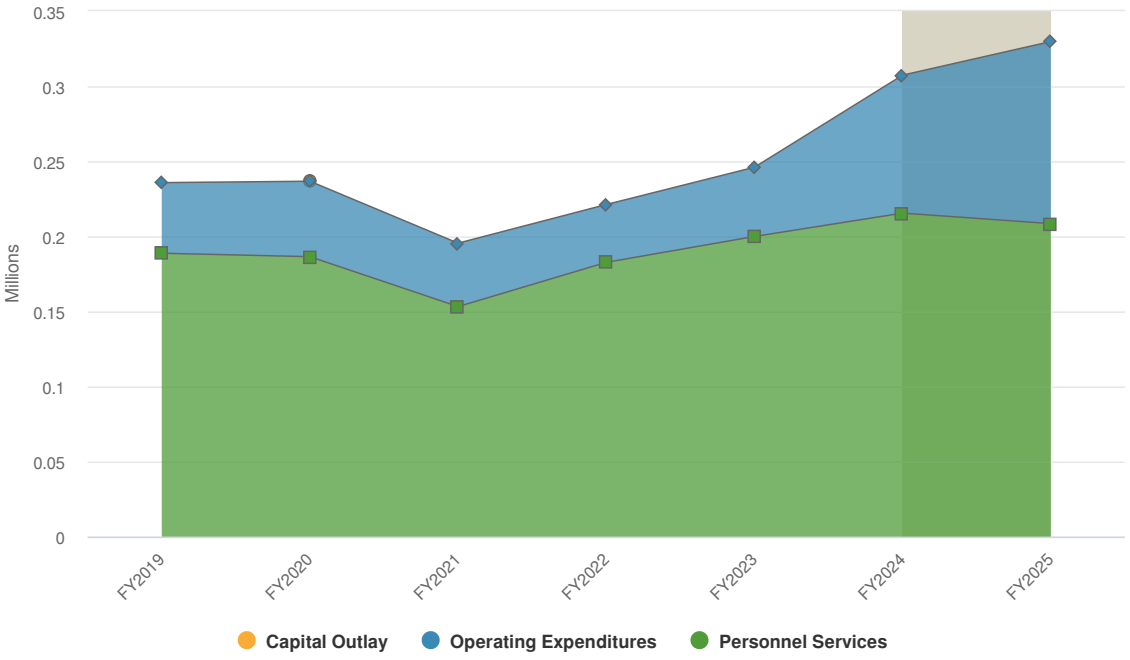
Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures						
CITY CLERK & COUNCIL						
Personnel Services						
COUNCIL SALARIES/WAGES	100-230-519000	$139,869	$156,660	$156,000	$160,000	2.6%
P.E.R.S.	100-230-521100	$17,185	$20,745	$22,000	$22,000	0%
SOCIAL SECURITY	100-230-521200	$361		$1,000		N/A
MEDICARE	100-230-521300	$1,962	$2,212	$2,500	$3,000	20%
HEALTH INSURANCE	100-230-522100	$19,875	$16,874	$30,000	$20,000	-33.3%
LIFE INSURANCE	100-230-522200	$492	$379	$500	$1,000	100%
DENTAL INSURANCE	100-230-522300	$928	$702	$1,000	$500	-50%
WORKERS COMPENSATION	100-230-522500	$2,008	$2,364	$2,500	$2,000	-20%
Total Personnel Services:		**$182,680**	**$199,935**	**$215,500**	**$208,500**	**-3.2%**
Operating Expenditures						
REFERENCE MATERIALS	100-230-542019			$500	$500	0%
AWARDS	100-230-542081	$272	$186	$800	$800	0%
RECORDS MAINTENANCE AGREEMENT	100-230-545076	$14,253	$14,966	$16,000	$21,000	31.3%
Software	100-230-545090			$16,000	$20,000	25%
DUES/SUBSCRIPTIONS	100-230-550100	$11,918	$23,043	$25,000	$25,000	0%
TRAINING/TRAVEL	100-230-551000	$380	$1,000	$4,000	$9,500	137.5%
UNIFORMS	100-230-552000		$109	$100		N/A
CODIFICATION	100-230-555401	$5,284	$4,809	$8,805	$10,000	13.6%
RECORDS STORAGE	100-230-555500	$5,751	$1,759	$8,200	$12,000	46.3%
CONTRACTED SERVICES	100-230-556000	$680	$253	$10,000	$10,000	0%
MISCELLANEOUS	100-230-559900			$2,500	$12,500	400%
Total Operating Expenditures:		**$38,538**	**$46,126**	**$91,905**	**$121,300**	**32%**
Total CITY CLERK & COUNCIL:		**$221,218**	**$246,061**	**$307,405**	**$329,800**	**7.3%**
Total Expenditures:		**$221,218**	**$246,061**	**$307,405**	**$329,800**	**7.3%**

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
COUNCIL SALARIES/WAGES	100-230-519000	$139,869	$156,660	$156,000	$160,000	2.6%
P.E.R.S.	100-230-521100	$17,185	$20,745	$22,000	$22,000	0%
SOCIAL SECURITY	100-230-521200	$361		$1,000		N/A
MEDICARE	100-230-521300	$1,962	$2,212	$2,500	$3,000	20%
HEALTH INSURANCE	100-230-522100	$19,875	$16,874	$30,000	$20,000	-33.3%
LIFE INSURANCE	100-230-522200	$492	$379	$500	$1,000	100%
DENTAL INSURANCE	100-230-522300	$928	$702	$1,000	$500	-50%
WORKERS COMPENSATION	100-230-522500	$2,008	$2,364	$2,500	$2,000	-20%
Total Personnel Services:		**$182,680**	**$199,935**	**$215,500**	**$208,500**	**-3.2%**
Operating Expenditures						
REFERENCE MATERIALS	100-230-542019			$500	$500	0%
AWARDS	100-230-542081	$272	$186	$800	$800	0%
RECORDS MAINTENANCE AGREEMENT	100-230-545076	$14,253	$14,966	$16,000	$21,000	31.3%
Software	100-230-545090			$16,000	$20,000	25%
DUES/SUBSCRIPTIONS	100-230-550100	$11,918	$23,043	$25,000	$25,000	0%
TRAINING/TRAVEL	100-230-551000	$380	$1,000	$4,000	$9,500	137.5%
UNIFORMS	100-230-552000		$109	$100		N/A
CODIFICATION	100-230-555401	$5,284	$4,809	$8,805	$10,000	13.6%
RECORDS STORAGE	100-230-555500	$5,751	$1,759	$8,200	$12,000	46.3%
CONTRACTED SERVICES	100-230-556000	$680	$253	$10,000	$10,000	0%
MISCELLANEOUS	100-230-559900			$2,500	$12,500	400%
Total Operating Expenditures:		**$38,538**	**$46,126**	**$91,905**	**$121,300**	**32%**
Total Expense Objects:		**$221,218**	**$246,061**	**$307,405**	**$329,800**	**7.3%**

Notable Changes

- Addition of training budget for Council members
- Funds budgeted to shred documents and records being stored off-site
- Increased budgets for software subscriptions for anticipated contract increases

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	1	1	1	1	1

Community Engagement

Anna Subler
Director of Community Engagement

The Community Engagement department manages all aspects of the citywide communications program, including the website and social media outlets.

Services provided by the Community Engagement department include:

- Assisting departments and City Council with the strategic communication of relevant initiatives, programs, and policy to the community
- Direct crisis communication efforts and media relations, acting as City spokesperson
- Writing, creating, and distributing a variety of constituent communications, both on and offline
- Maintaining strong relationships with partner agencies, local municipalities, service organizations, and non-profits
- Supporting the promotional and on-site needs of City and special events
- Providing functional communications support to the City leadership team

Organizational Chart

Goals for 2025

Council Goal: Improving City Operations by Way of Efficiency, Prudent Financial Management, and Communications
1. Prioritize communication of major actions and priorities of City Council and the Administration through regular City Council recaps, website content, and more
2. Assess Citywide communication and create a strategic communications plan. Assist departments in defining their specific needs with communication project plans
3. Establish a direct mail piece to distribute City government updates and Parks and Recreation programs to the residents of Powell
4. Develop strong visuals for storytelling that reflect the City of Powell's brand standards and professionalism

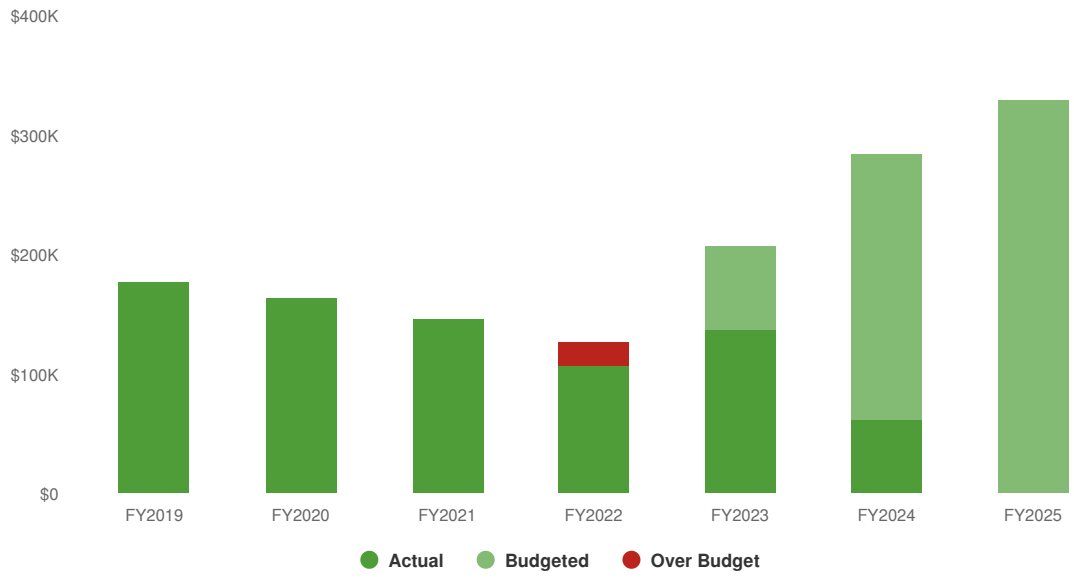
Notable Changes

- Personnel line item increases allow for summer intern
- Increase in website maintenance to support new website platform
- Funds budgeted for community attitude survey and videos

Expenditures Summary

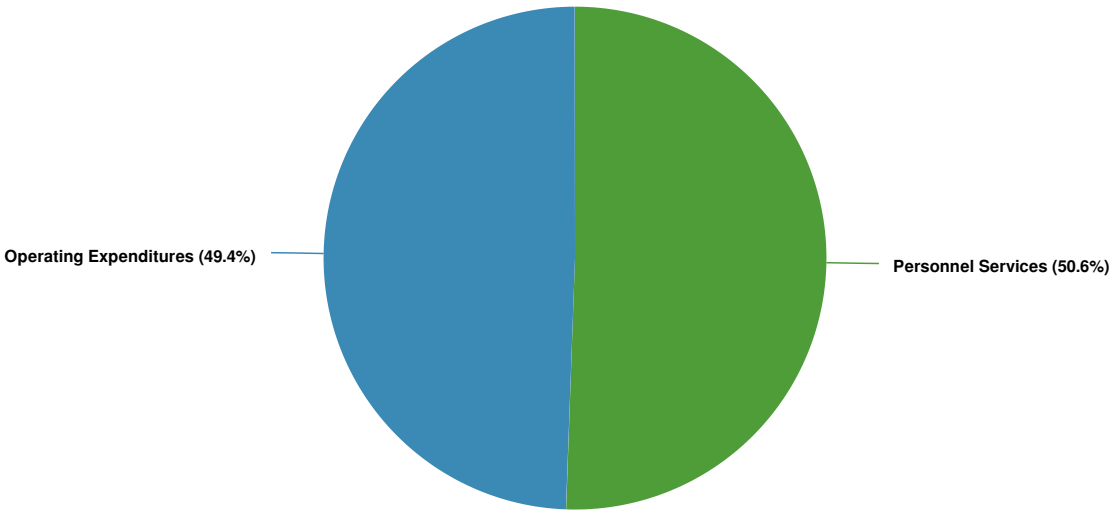
$329,575 **$45,850**
(16.16% vs. prior year)

Community Engagement Proposed and Historical Budget vs. Actual

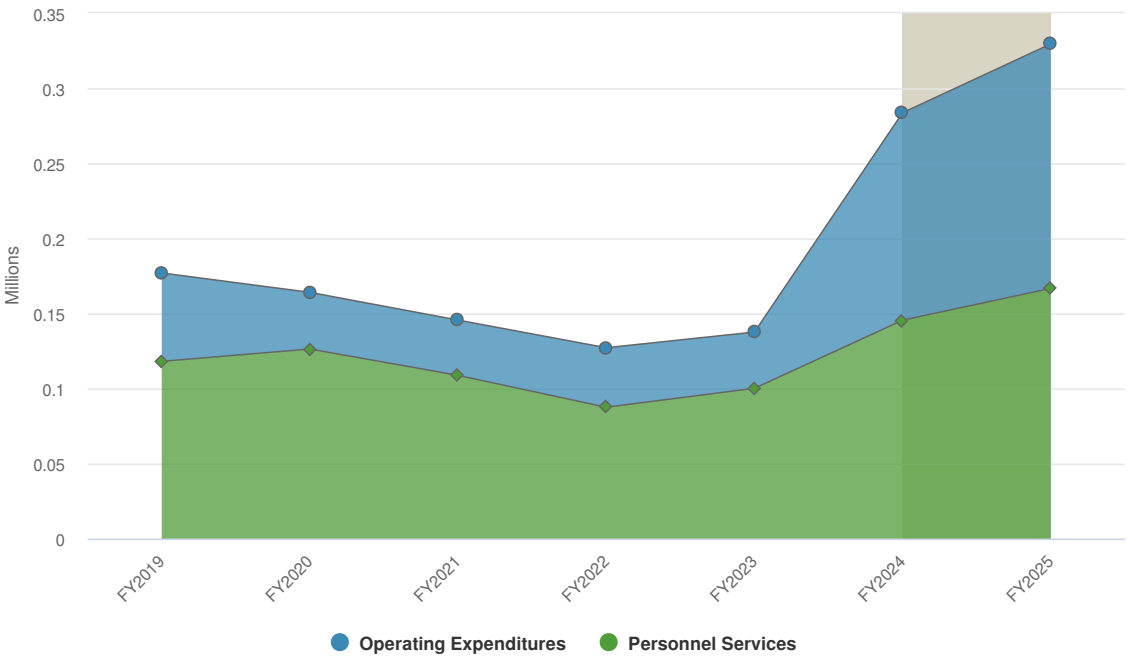


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
PUBLIC INFO SALARIES/WAGES	100-220-519000	$65,144	$76,751	$97,000	$110,000	13.4%
P.E.R.S.	100-220-521100	$8,045	$10,533	$14,000	$17,000	21.4%
MEDICARE	100-220-521300	$931	$1,106	$1,500	$2,000	33.3%
HEALTH INSURANCE	100-220-522100	$12,471	$6,642	$30,000	$33,000	10%
LIFE INSURANCE	100-220-522200	$265	$417	$500	$700	40%
DENTAL INSURANCE	100-220-522300	$500	$141	$1,000	$2,000	100%
WORKERS COMPENSATION	100-220-522500	$152	$990	$1,500	$2,000	33.3%
UNEMPLOYMENT CLAIM	100-220-524000		$3,545			N/A
Total Personnel Services:		**$87,507**	**$100,125**	**$145,500**	**$166,700**	**14.6%**
Operating Expenditures						
CELL PHONE	100-220-532125	$557	$574	$650	$650	0%
INTERNET/DATA ACCESS	100-220-532180	$481	$481	$510	$510	0%
SPECIAL EVENTS	100-220-538100	$234		$1,000	$2,500	150%
PROMOTIONAL SUPPLIES	100-220-541600	$414	$2,882	$4,500	$4,500	0%
PRINTING	100-220-548100	$7,764	$7,961	$62,500	$62,500	0%
ADVERTISING	100-220-548200	$2,900	$394	$4,250	$1,500	-64.7%
SIGNAGE MATERIALS	100-220-548400		$3,020	$6,000	$6,000	0%
DOWNTOWN BANNERS	100-220-548410		$4,400	$5,500	$3,000	-45.5%
DUES/SUBSCRIPTIONS	100-220-550000	$1,113	$1,818	$2,815	$2,815	0%
TRAINING/TRAVEL	100-220-551000	$835	$139	$900	$900	0%
UNIFORMS	100-220-552000			$100		N/A
CONSULTING SERVICES	100-220-554000	$14,200	$4,000	$34,500	$48,000	39.1%
WEBSITE MAINTENANCE	100-220-555000	$11,138	$11,796	$15,000	$30,000	100%
Total Operating Expenditures:		**$39,637**	**$37,465**	**$138,225**	**$162,875**	**17.8%**
Total Expense Objects:		**$127,145**	**$137,590**	**$283,725**	**$329,575**	**16.2%**

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	1	1	1	1	1

Key Performance Indicators

Measurement	2018	2019	2020	2021	2022	2023
Unique Website Visitors	84,852	97,581	88,496	109,335	92,415	96,397
Total Website Visits	135,238	142,456	129,649	149,115	130,992	142,530
Facebook Reach	Not Available	Not Available	70,495	119,547	209,815	253,695

Community Development

Jeff Tyler
Community Development Director/Asst. City Manager

The Community Development Department is responsible for planning, zoning, and building department activities of the City. The Community Development Department will also coordinate with economic development activities of the City. The department conducts entitlement review, plan review, code enforcement, and administration of development related regulations and policies.

Services provided by the Community Development Department include:

- Reviewing development plans, including following procedures for review through the Planning and Zoning Commission and City Council as required by law
- Coordinating all development plan review with both internal and external partners, to include Engineering, Building, Planning, and Liberty Township Fire
- Investigating complaints and proactively finding violations of the Zoning Code and Property Maintenance Code as required by law
- Reviewing subdivision proposals and plats and following procedures for review through the Planning and Zoning Commission and City Council as required by law
- Preparing plans for the long term growth and vitality of the City
- Preparing plans for future capital improvements
- Recruiting and retaining businesses and industry to support economic development
- Assisting with Tax Increment Finance District reporting to the Ohio Department of Development
- Coordinating activities of the Planning and Zoning Commission, Historic Downtown Advisory Commission, and Board of Zoning Appeals
- Maintaining the City's GIS mapping system

Organizational Chart

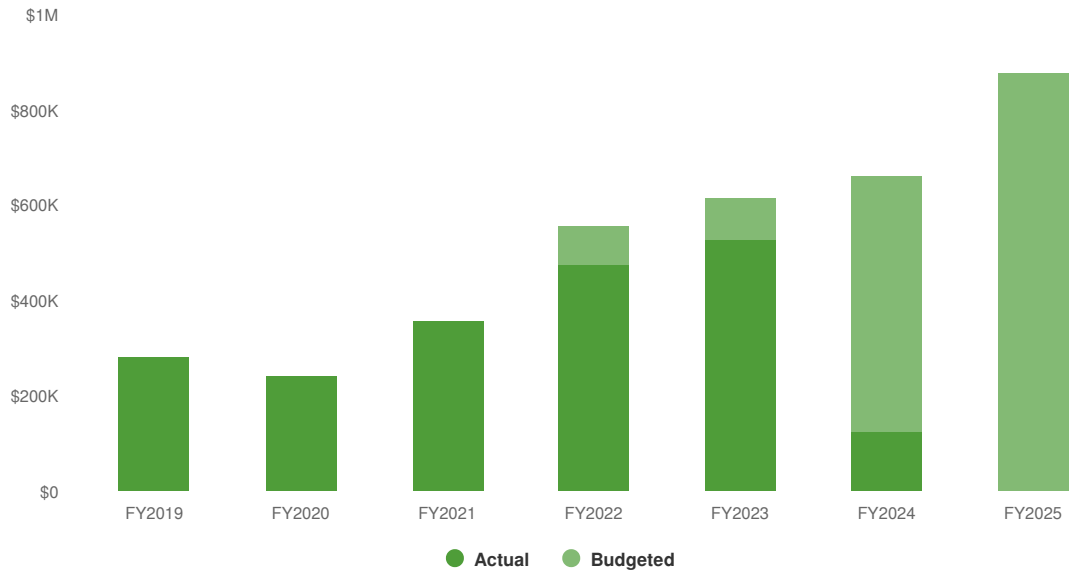
Goals for 2025

Council Goal: Retaining Existing and Encouraging New Businesses in Powell
1. Update the sign code
2. Update the Downtown Design Standards
3. Provide oversight and management of the Village Green development
4. Coordinate grant activity associated with the Ohio Department of Development Demolition Program
5. Provide oversight and management of the Lechler Building remodeling project
6. Coordinate with the Economic Development Administrator to implement the Economic Development Strategy commissioned by the Powell Development Corporation
7. Implement Downtown Commercial Facade Rehabilitation Program in collaboration with Economic Development
8. Continue streamlining of the development review entitlement process
9. Develop a code enforcement process, to include policies and procedures and a prosecutorial process
Council Goal: Maintaining City Infrastructure, Reducing Traffic Congestion, and Increasing Downton Parking Options
10. Work with Public Service to update both the Thoroughfare Plan and the Comprehensive Plan
11. Provide oversight and management of the Wayfinding Sign Master Plan

Expenditures Summary

$877,600 **$217,700**
(32.99% vs. prior year)

Community Development Proposed and Historical Budget vs. Actual

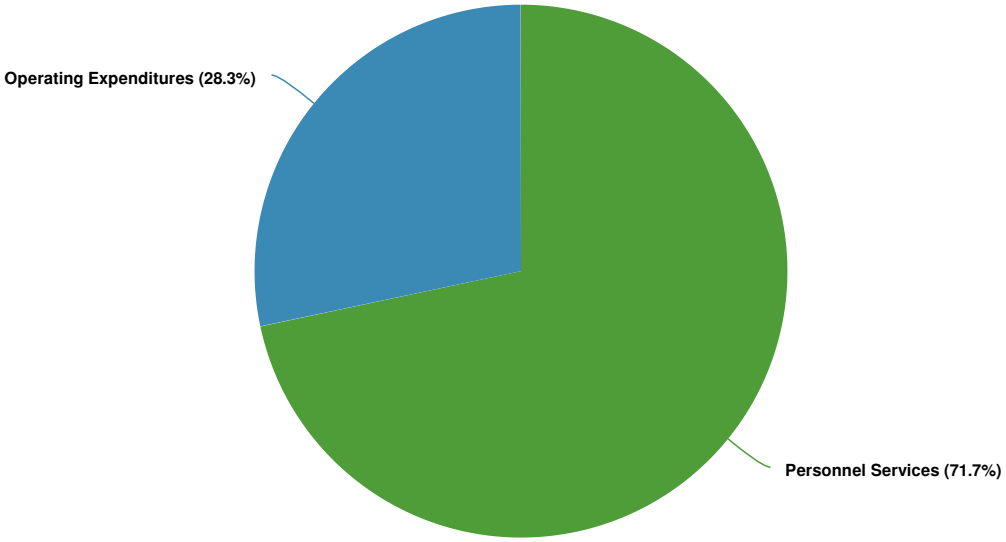


Notable Changes

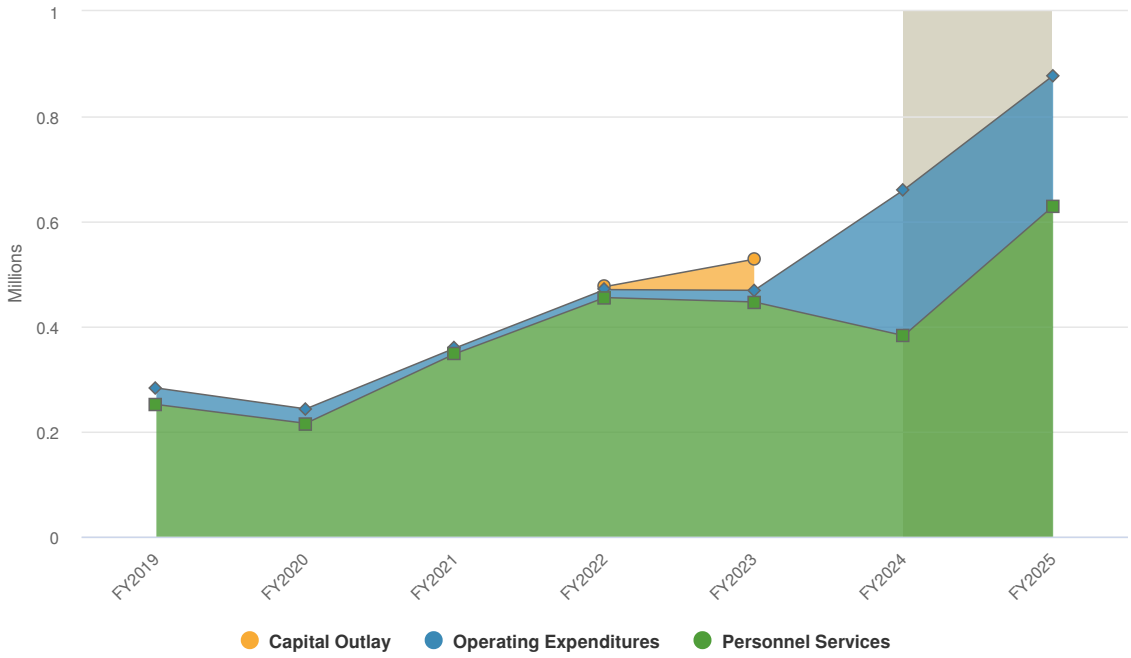
- Personnel changes reflect the Community Development Director position being moved from the Economic Development Department to the Community Development Department
- Additional funds budgeted to support zoning code rewrite

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
DEV SALARIES/WAGES	100-480-519000	$353,394	$343,003	$248,000	$450,000	81.5%
Overtime	100-480-519011	$75	$567	$1,000	$2,000	100%
P.E.R.S.	100-480-521100	$45,832	$47,670	$35,000	$65,000	85.7%
MEDICARE	100-480-521300	$5,023	$4,873	$4,000	$7,000	75%
HEALTH INSURANCE	100-480-522100	$42,781	$42,860	$90,000	$90,000	0%
LIFE INSURANCE	100-480-522200	$1,732	$1,610	$2,000	$2,500	25%
DENTAL INSURANCE	100-480-522300	$1,483	$1,404	$1,500	$4,500	200%
WORKERS COMPENSATION	100-480-522500	$4,651	$4,661	$1,000	$8,000	700%
Total Personnel Services:		**$454,972**	**$446,648**	**$382,500**	**$629,000**	**64.4%**
Operating Expenditures						
CELL PHONES	100-480-532125	$1,121	$1,219	$1,500	$1,500	0%
INTERNET/DATA ACCESS	100-480-532180	$481	$481	$600	$600	0%
REFERENCE MATERIALS	100-480-542019			$1,200	$1,000	-16.7%
SOFTWARE MAINT. AGREEMENT	100-480-545090			$15,000	$15,000	0%
LEGAL ADS	100-480-548202		$2,772	$2,000	$2,000	0%
DUES/SUBSCRIPTIONS	100-480-550000	$1,487	$1,926	$2,000	$2,000	0%
TRAINING/TRAVEL	100-480-551000	$1,759	$3,883	$6,000	$6,000	0%
UNIFORMS	100-480-552000		$236	$600		N/A
CONTRACTED SERVICES	100-480-553100		$6,125	$123,000	$76,000	-38.2%
ARCHITECTURE ADVISOR	100-480-553303	$6,344	$5,460	$14,500	$14,500	0%
CONSULTING SERVICES	100-480-554000				$120,000	N/A
COURT REPORTER	100-480-555300			$1,000		N/A
ECONOMIC DEV. ACTIVITY	100-480-555400	$4,019				N/A
GRANT WRITING	100-480-556005			$10,000	$10,000	0%

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
COMPREHENSIVE PLAN UPDATE	100-480-556506			$100,000		N/A
Total Operating Expenditures:		**$15,211**	**$22,102**	**$277,400**	**$248,600**	**-10.4%**
Capital Outlay						
ODOD Demolition Program – Predemo Consulting Services	100-480-564501	$5,550				N/A
ODOD DEMOLITION PROGRAM - DEMOLITION & DISPOSAL	100-480-564503		$58,400			N/A
ODOD DEMOLITION PROGRAM - POST DEMO/GRADING/SEEDING	100-480-564504		$850			N/A
Total Capital Outlay:		**$5,550**	**$59,250**			**N/A**
Total Expense Objects:		**$475,733**	**$528,000**	**$659,900**	**$877,600**	**33%**

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	4	4	3	3	4

Key Performance Indicators

Measurement	2019	2020	2021	2022	2023
Zoning Violations Issued	52	8	16	53	41
P&Z Cases	31	14	26	19	17
BZA Cases	1	3	11	8	9
Zoning Permits Issued	n/a	na	274	347	277

Economic Development

Sean Hughes

The Economic Development department is responsible for the business attraction, development, retention, and expansion activities for the City. The department utilizes the following services and activities with the intent of generating improved economic prosperity for the residents and businesses of the City of Powell:

- Business retention and expansion visits, support services, and project management
- Marketing, communication, and public relations to the business, developer, real estate, finance, and economic development communities to create a positive impression as a forward-thinking place to do business
- Business, partner, and resource provider database management
- Database management and marketing of sites and buildings with the developer, owner, and real estate communities
- Preparation of sites and buildings for the highest and best business uses through:
    - Potential annexations and partnerships, such as Joint Economic Development Districts
    - Thoughtful infrastructure improvements
    - Partner developer and investor recruitment and relationships
    - Redevelopment and renovation of real estate assets
    - Community development projects that lead to greater foot traffic, employee assets, parking, etc.
- Partnerships with entities such as the Delaware Entrepreneurial Center at Ohio Wesleyan University and others to provide business start-up support and assistance to Powell entrepreneurs
- Development and management of incentives, with a strategic and return on investment-based approach to encourage development, redevelopment, business startup, and business relocation
- Monitoring and reporting of incentives and economic impacts of incentives through the Tax Incentive Review Council and internal efforts
- Participating in workforce and housing efforts to support economic development
- Assisting in the creation of business organizations when needed
- Participating in business and economic development organizations at the local, regional, and state level

Organizational Chart

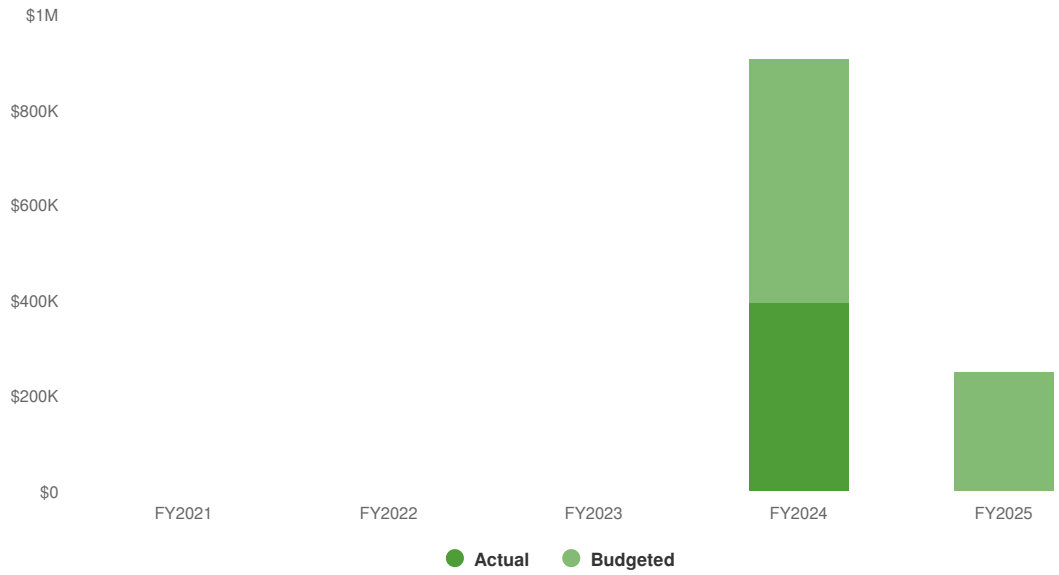
Goals for 2025

Council Goal: Retaining Existing and Encouraging New Businesses in Powell
1. Maintain CRM database for businesses, service providers, real estate professionals, investors, etc. and utilize database for consistent and relevant communications with these audiences
2. Visit and/or project manage with a minimum of 100 existing businesses in second year
3. Continue leading the Bartholomew Run Event Space/Parking/Scioto St. Extension project with a goal of having the first phase of a public parking lot completed by the end of 2025
4. Build relationships and organize private parking lot owners to increase public parking opportunities
5. Utilize recommended structure for reorganizing the Powell Development Corporation to make the legal and structural changes to PDC, including the five new subsidiary committees and corporations
6. Maintain existing incentives and research and recommend any necessary new incentives that add value and create return on investment when attracting, retaining, or expanding businesses

Expenditures Summary

$250,362 -$656,838
(-72.40% vs. prior year)

Economic Development Proposed and Historical Budget vs. Actual

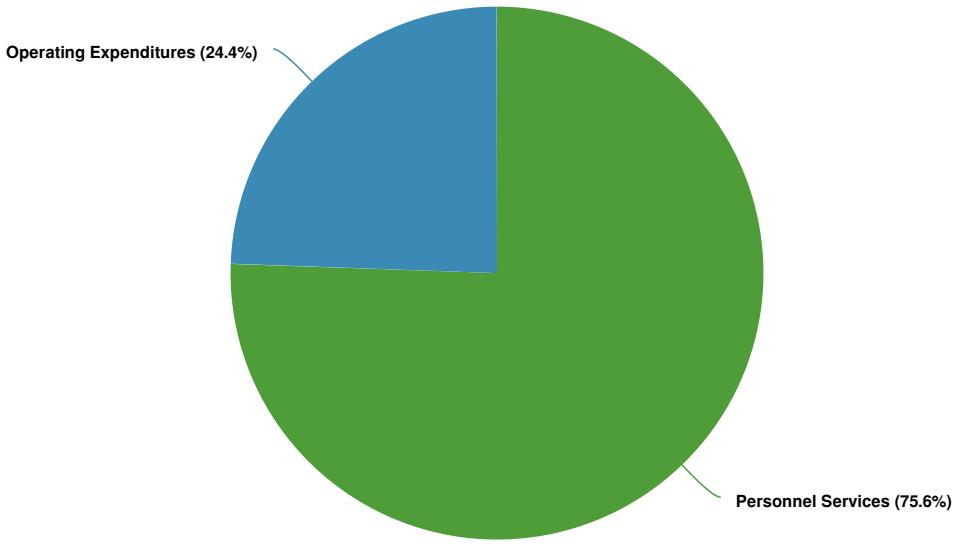


Notable Changes

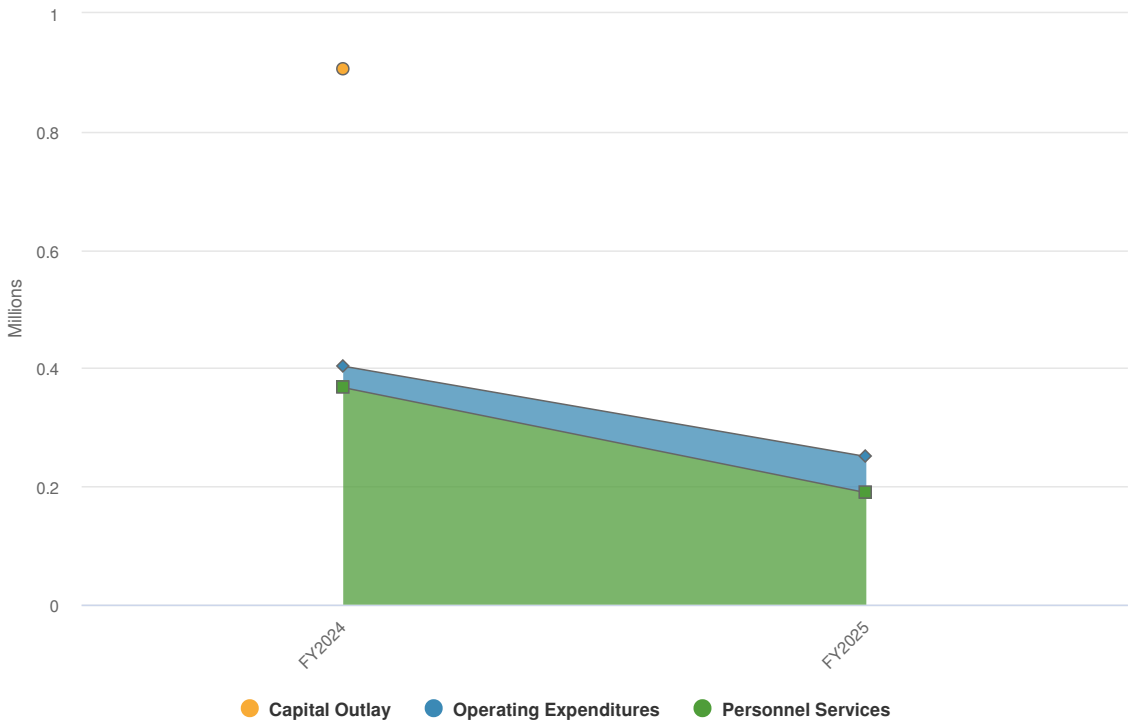
- Personnel line item decreases reflect the Community Development Director being moved from the Economic Development Department to the Community Development Department
- Funds budgeted for various memberships, including the Mid Ohio Development Exchange, Ohio Economic Development Association, and National Association for Industrial and Office Parks
- Additional funds budgeted for general marketing and business attraction related to economic development efforts

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
SALARIES/WAGES	100-260-519000			$260,000	$130,000	-50%
P.E.R.S.	100-260-521100			$36,000	$20,000	-44.4%
MEDICARE	100-260-521300			$4,000	$2,000	-50%
HEALTH INSURANCE	100-260-522100			$60,000	$33,000	-45%
LIFE INSURANCE	100-260-522200			$1,200	$700	-41.7%
DENTAL INSURANCE	100-260-522300			$2,000	$1,000	-50%
WORKERS COMPENSATION	100-260-522500			$3,800	$2,500	-34.2%
Total Personnel Services:				**$367,000**	**$189,200**	**-48.4%**
Operating Expenditures						
CELL PHONES	100-260-532125			$1,200	$1,200	0%
INTERNET/DATA ACCESS	100-260-532180			$300	$300	0%
DUES/SUBSCRIPTIONS	100-260-550000			$3,000	$11,185	272.8%
TRAINING/TRAVEL	100-260-551000			$6,000	$7,017	17%
UNIFORMS	100-260-552000			$200		N/A
CONTRACTED SERVICES	100-260-553100				$15,960	N/A
ECONOMIC DEV. ACTIVITY	100-260-555400			$25,500	$25,500	0%
Total Operating Expenditures:				**$36,200**	**$61,162**	**69%**
Capital Outlay						
OFFICE FURNITURE	100-260-568001			$4,000		N/A
Land Acquisition	100-260-568007			$500,000		N/A
Total Capital Outlay:				**$504,000**		**N/A**
Total Expense Objects:				**$907,200**	**$250,362**	**-72.4%**

Key Performance Indicators

New department in 2024 - KPIs in development

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	0	1	2	2	1

Engineering

Aaron Stanford
City Engineer

The Engineering Department oversees various engineering-related services for capital improvement projects and privately-developed sites. The City Engineer advises the City on professional engineering items, cases, and other special projects. The department also ensures that engineering standards and guidelines are followed for all work within the public rights of way and public easements.

Services provided by the Engineering Department include:

- Planning, programming, and managing the City's street and path maintenance program. This includes rating each roadway and pathway in theity, analyzing th collected data, formulating the program's scope, preparing construction cost estimates, preparing bid documents, executing the bid process, performing construction inspections, and administering contracts.
- Serving on the Ohio Public Works Commission Integrating Committee
- Developing the comprehensive transportation planning efforts, including the Thoroughfare Plan, the Shared Use Masterplan, the Safety Action Plan, and Complete Street Initiative.
- Coordination and cooperation with other public agencies, including, but not limited to MORPC, ODOT, Delaware County Engineer, OPWC, Liberty Township, DelCo Water Company, Delaware Regional Sewer District, and Ohio EPA.
- Administering the consultant selection process for professional engineering services.
- Identifying and developing applications for project funding through grants, loans, and other means through numerous other programs and agencies.
- Managing certain capital improvement projects, such as roadway construction, culvert reconstruction, storm sewer structure construction, shared-use path/sidewalk extensions, and other public infrastructure improvements.
- Administering the City of Powell Floodplain Program by evaluating and approving applications for permits to develop in special flood hazard areas. Duties also include coordination and compliance with all FEMA rules and regulations.
- Performing and overseeing residential lot inspections for conditional and final occupancy permits, including site grading/drainage, sidewalks, driveway approaches, driveways, plantings, utilities, and health, safety, and welfare items.
- Ensuring compliance with the Ohio EPA Stormwater MS4 Permit and the National Pollutant Discharge Elimination Program (NPDES).

Organizational Chart

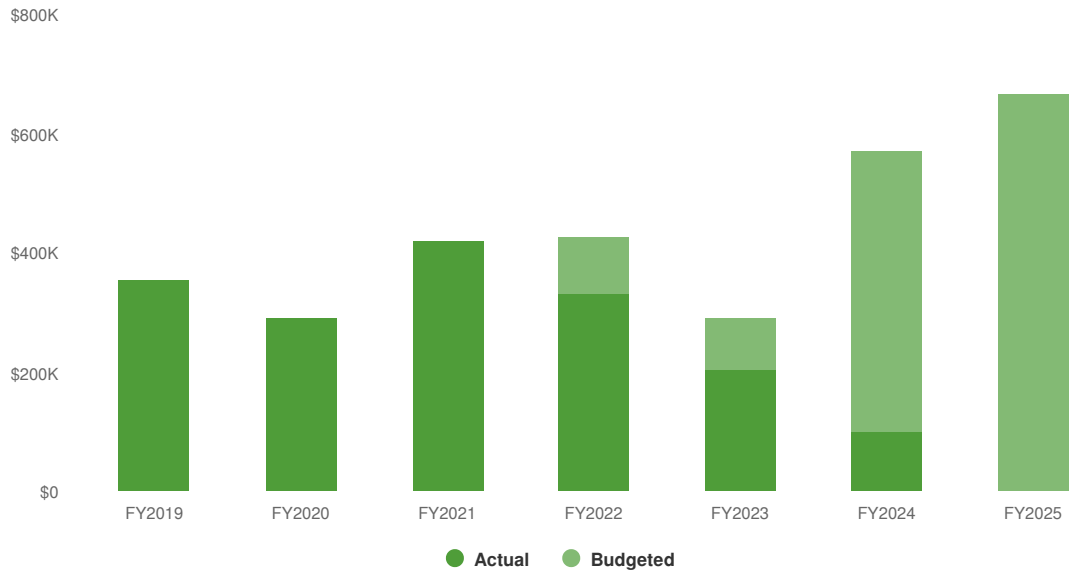
Goals for 2025

Council Goal: Improving City Operations by Way of Efficiency, Prudent Financial Management, and Communications
1. Review and evaluate any funding opportunities for grants and loans for public projects
Council Goal: Maintaining City Infrastructure, Reducing Traffic Congestion, and Increasing Downtown Parking Options
2. Utilize the data received from the roadway and path pavement evaluation to program and implement a 5-year pavement maintenance program.
3. Continue to identify and develop future capital improvements, including integrating future projects relating to the "Keep Powell Moving" initiative, maintenance of existing infrastructure, and prioritizing multi-use pathway connections and maintenance.
Council Goal: Enhancing Parks and Recreational Space and Making More Bike and Walking Path Connections
4. Search for opportunities to increase infrastructure to serve other modes of transportation, including, but not limited to, walking, bicycling, and mass transit
Council Goal: Keeping Our Residents and Businesses Safe
5. Integrate the principles of the Complete Streets initiative as approved by the City Council into City projects, policies, and standards.

Expenditures Summary

$666,800 $95,700
(16.76% vs. prior year)

Engineering Proposed and Historical Budget vs. Actual

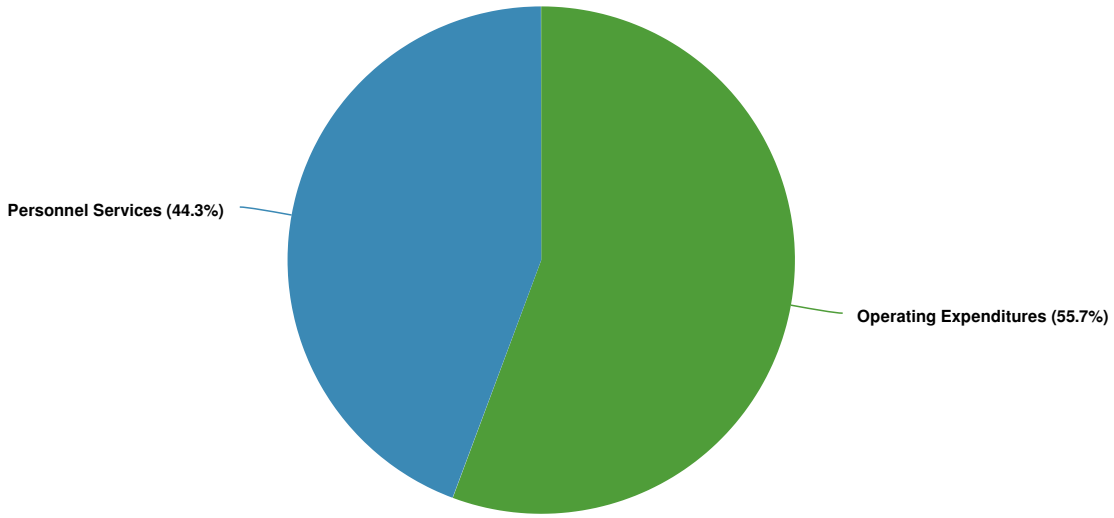


Notable Changes

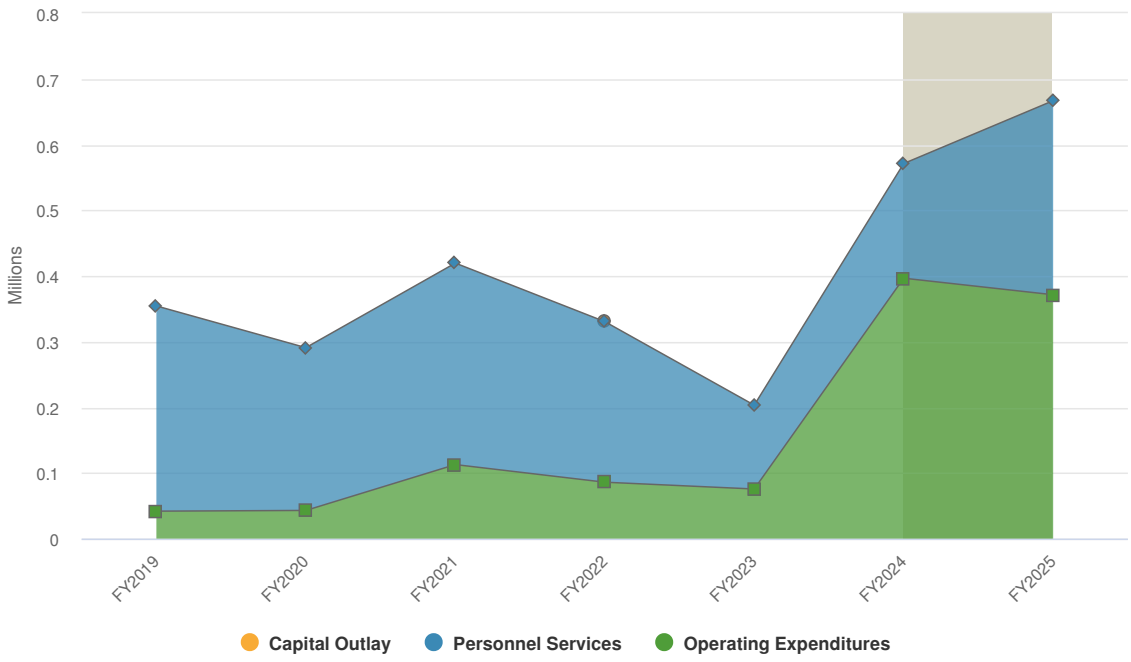
- Personnel line item increases reflect the addition of one new position: Engineering Inspector
- Funds budgeted in Contracted Services line item allows for traffic analysis, street and pathway ratings, bridge inspections, property analysis software, and sidewalk condition assessments

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
ENGINEERING SALARIES/WAGES	100-680-519000	$179,732	$94,500	$122,000	$200,000	63.9%
P.E.R.S.	100-680-521100	$20,468	$13,262	$17,000	$30,000	76.5%
MEDICARE	100-680-521300	$2,531	$1,347	$2,000	$3,000	50%
HEALTH INSURANCE	100-680-522100	$36,957	$17,235	$30,000	$55,000	83.3%
LIFE INSURANCE	100-680-522200	$606	$379	$600	$1,500	150%
DENTAL INSURANCE	100-680-522300	$1,076	$715	$1,000	$2,500	150%
WORKERS COMPENSATION	100-680-522500	$3,160	$269	$2,000	$3,500	75%
Total Personnel Services:		**$244,530**	**$127,706**	**$174,600**	**$295,500**	**69.2%**
Operating Expenditures						
CELL PHONES	100-680-532125	$1,022	$1,076	$1,300	$1,300	0%
INTERNET/DATA ACCESS	100-680-532180	$481	$481	$600	$600	0%
REFERENCE MATERIALS	100-680-542019			$300	$300	0%
FIELD SUPPLIES	100-680-542050			$425	$425	0%
PRINTING/SCANNING	100-680-548100			$175	$175	0%
ADVERTISING	100-680-548200	$1,245	$3,276	$15,000	$15,000	0%
DUES/SUBSCRIPTIONS	100-680-550000	$3,806		$8,000	$6,400	-20%
CERTIFICATIONS/P.E. LICENSE	100-680-550101			$100		N/A
TRAINING/TRAVEL	100-680-551000	$680	$225	$4,000	$4,000	0%
UNIFORMS	100-680-552000		$80	$100	$100	0%
CONTRACTED SERVICES	100-680-553100	$51,293	$27,198	$293,000	$273,000	-6.8%
ENGINEERING PLAN REVIEW	100-680-553103	$2,809	$15,098	$30,000	$25,000	-16.7%
NPDES CONTRACT SERVICES	100-680-556504	$24,526	$28,066	$43,500	$45,000	3.4%
Total Operating Expenditures:		**$85,861**	**$75,501**	**$396,500**	**$371,300**	**-6.4%**
Capital Outlay						

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
OFFICE FURNITURE	100-680-568001	$1,705				N/A
Total Capital Outlay:		**$1,705**				**N/A**
Total Expense Objects:		**$332,095**	**$203,207**	**$571,100**	**$666,800**	**16.8%**

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	2	1	1	1	2

Measurement	2019	2020	2021	2022	2023
Engineering Plan Approvals	36	13	6	5	9
Conditional Inspection Approvals	21	48	25	63	81
Final Inspection Approvals	47	51	103	42	153
Street Rating			70	73	

Finance Department

Rosa Ocheltree
Finance Director

The responsibility of the Finance Department is to safeguard and maintain the accountability and integrity of the City's funds and fiscal management. The Finance department is accountable for the financial management functions of all City operations and is entrusted with collecting and investing all City funds.

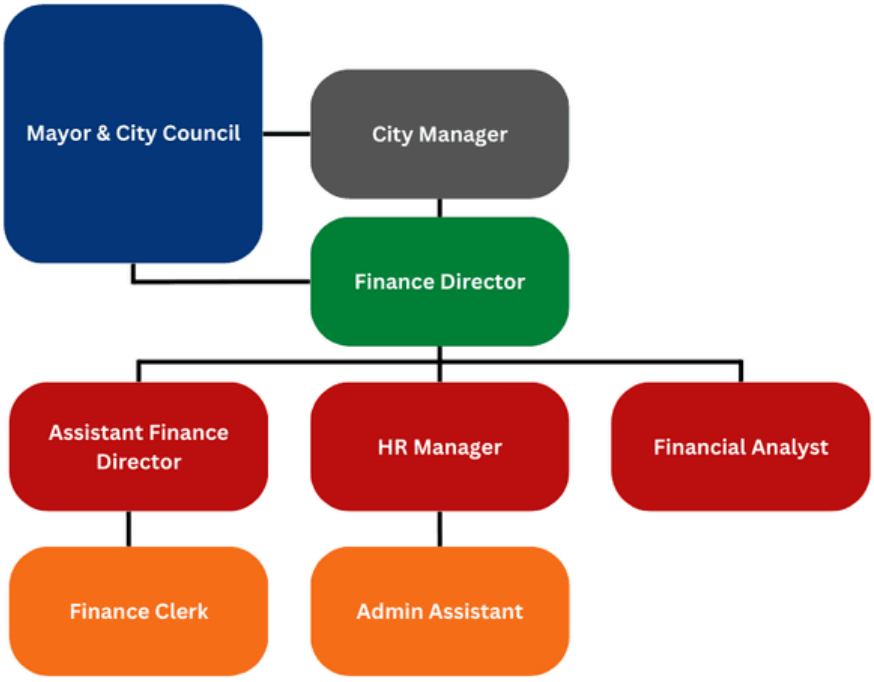
Services Provided by the Department:

- General Accounting
- Cash and Debt Management
- Financial and Budgetary Reporting
- Risk Management
- Income Tax Administration
- Human Resources
- Information Technology
- Other

Services Outsourced by the Department:

- The City contracts with the Regional Income Tax Agency (RITA) to provide city income tax collection services.
- Property taxes are collected by the Delaware County Auditor for all government entities in the County.
- Self-insurance Pool for Risk Management - Wichert Insurance processes claims and represents CORMA pool; costs associated reflected in CORMA budget.

Organizational Chart



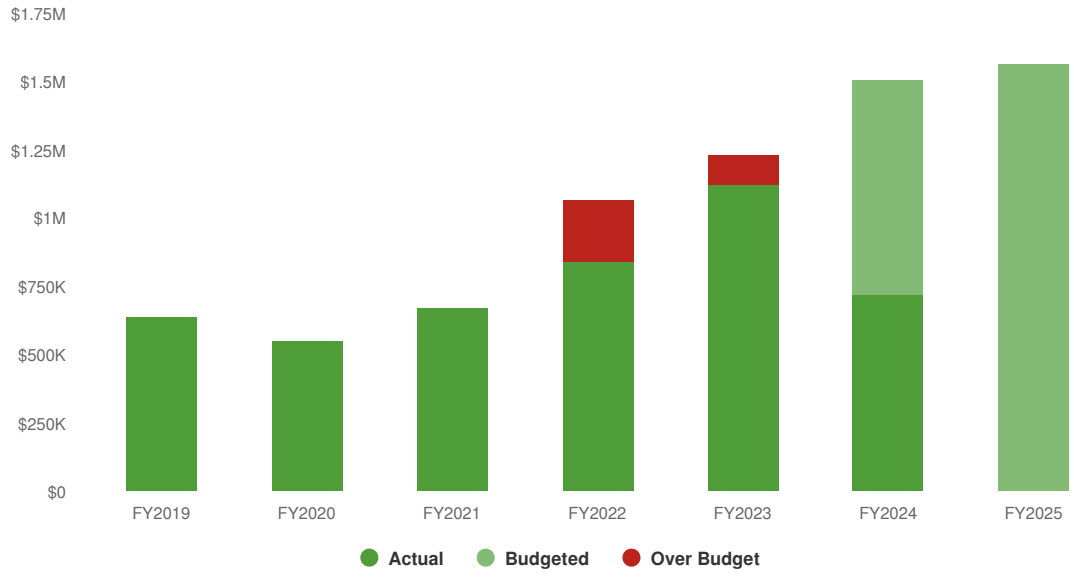
Goals for 2025

Council Goal: Improving City Operations by way of Efficiency, Prudent Financial Management, and Communications
1. Position the City to utilize municipal bonds and other types of debt to fund public infrastructure and large initiatives to spread the cost of significant long-term assets over their useful life
2. Centralize and streamline financial services to provide staff and Council with information needed to make sound financial decisions
3. Establish the finance function as a trusted and strategic partner to drive informed decision-making and foster stakeholder confidence through best-in-class reporting and transparency
4. Ensure the City is fiscally responsible

Expenditures Summary

$1,568,250 **$59,850**
(3.97% vs. prior year)

Finance Proposed and Historical Budget vs. Actual

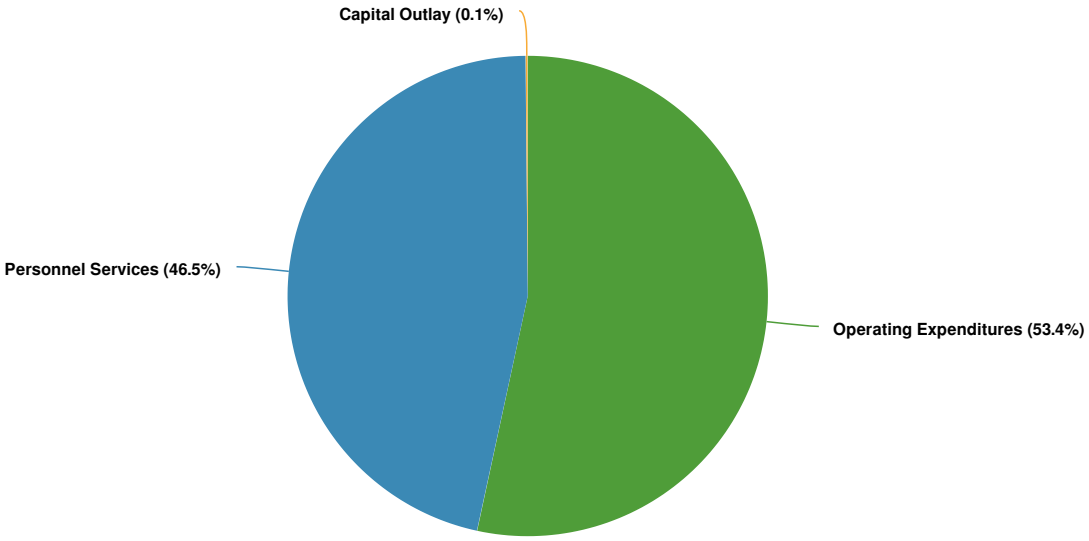


Notable Changes

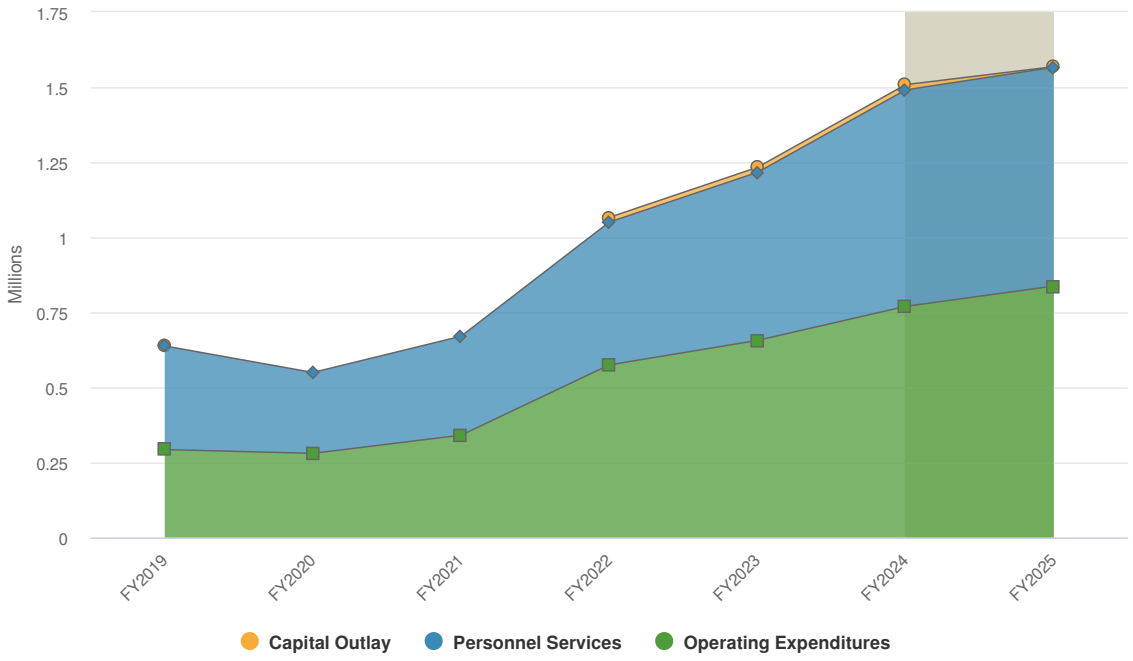
- Increase in personnel line items reflects addition of summer intern
- Funds budgeted to support subscriptions to multiple budgeting and accounting softwares, including ClearGov and ERP Pro
- Increases in Contracted Services and Investment Fees line items based on historic trends

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
FINANCE SALARIES/WAGES	100-510-519000	$335,378	$405,589	$481,000	$520,000	8.1%
OVERTIME	100-510-519011	$392	$911	$2,000	$2,800	40%
P.E.R.S.	100-510-521100	$43,331	$54,158	$68,000	$75,000	10.3%
MEDICARE	100-510-521300	$4,616	$5,635	$7,000	$8,000	14.3%
HEALTH INSURANCE	100-510-522100	$82,539	$84,472	$150,000	$105,000	-30%
LIFE INSURANCE	100-510-522200	$1,799	$1,707	$2,500	$3,000	20%
DENTAL INSURANCE	100-510-522300	$2,954	$2,780	$3,500	$5,000	42.9%
WORKERS COMPENSATION	100-510-522500	$4,634	$4,588	$7,000	$10,000	42.9%
Total Personnel Services:		**$475,644**	**$559,839**	**$721,000**	**$728,800**	**1.1%**
Operating Expenditures						
CELL PHONES	100-510-532125	$831	$603	$1,200	$650	-45.8%

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
POSTAGE METER	100-510-535100	$636	$915	$800	$2,000	150%
REFERENCE MATERIALS	100-510-542019			$500	$500	0%
VEHICLE/EQUIP. MAINTENANCE	100-510-544000	$323	$236	$500		N/A
SOFTWARE MAINT. AGREEMENT	100-510-545076	$14,023	$15,005	$15,600	$63,200	305.1%
PRINTING	100-510-548100	$892	$5,529	$9,000	$6,000	-33.3%
DUES/SUBSCRIPTIONS	100-510-550000	$1,849	$2,135	$3,600	$3,600	0%
TRAINING/TRAVEL	100-510-551000	$3,199	$3,541	$8,000	$8,000	0%
UNIFORMS	100-510-552000		$270	$600	$5,500	816.7%
CONTRACTED SERVICES	100-510-556000	$1,217	$12,881	$7,000	$25,000	257.1%
GAAP CONVERSION	100-510-556075	$17,500	$21,714	$25,000	$30,000	20%
STATE AUDIT SERVICES	100-510-556080	$21,151	$22,145	$25,500	$25,500	0%
INCOME TAX COLLECTION FEES	100-510-556090	$420,641	$518,514	$581,000	$560,000	-3.6%
CREDIT CARD FEES	100-510-556094	$7,491	$3,618	$10,000	$10,000	0%
BANK FEES	100-510-556095	$8,614	$7,390	$13,000	$15,000	15.4%
AUDITOR/TREASURER FEES	100-510-556096	$9,470	$9,571	$11,000	$12,500	13.6%
ASSET AUCTION FEES	100-510-556097	$40	$907	$2,500		N/A
INVESTMENT FEES	100-510-556098		$17,231	$20,000	$35,000	75%
REFUNDED FEES/PERMITS	100-510-559100	$56,529	$4,923	$20,000	$20,000	0%
REIMBURSED EXPENSES	100-510-559101	$10,385	$9,271	$15,000	$15,000	0%
Total Operating Expenditures:		**$574,791**	**$656,399**	**$769,800**	**$837,450**	**8.8%**
Capital Outlay						
OFFICE EQUIPMENT	100-510-568009	$1,100	$1,137	$2,000	$2,000	0%
ACCOUNTING SOFTWARE	100-510-568010	$14,580	$15,600	$15,600		N/A
Total Capital Outlay:		**$15,680**	**$16,737**	**$17,600**	**$2,000**	**-88.6%**
Total Expense Objects:		**$1,066,115**	**$1,232,975**	**$1,508,400**	**$1,568,250**	**4%**

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	4	4	5	5	5

Key Performance Indicators

Award	2018	2019	2020	2021	2022	2023	2024
GFOA - Certificate of Achievement for Excellence in Financial Reporting	X	X	Not submitted	X	X	Pending	Future
GFOA - Distinguished Budget Presentation Award	X	X	Not submitted	Not submitted	Not submitted	Not submitted	X
Ohio Auditor of State - Award with Distinction	X	X	X	X	X	X	Future
GFOA - Popular Annual Financial Reporting Award	X	Not submitted	Not submitted	Not submitted	X	Pending	Future

Fleet Management

Grant Crawford
Public Service Director

The purpose of the Fleet Department is to procure, manage, and maintain the City's vehicle fleet of over 50 pieces of equipment to ensure reliable, safe, and efficient services. We are committed to implementing proactive maintenance strategies, employing cutting-edge technologies, and adhering to the highest industry standards to maximize the longevity and performance of our vehicles. The goal is to minimize downtime, reduce operational costs, and prioritize environmental sustainability by embracing eco-friendly practices. Through continuous improvement, training, and innovation, we aim to provide a dependable and sustainable fleet that supports the City's infrastructure and services while ensuring the safety and satisfaction of our citizens and employees.

Servies provided by the Fleet Department include:

- Maintaining an equipment rating inventory that evaluates the mileage, age, and condition to determine useful life and replacement schedules
- Procurement and disposal of vehicles and equipment that are right-sized and equipment to address the City's needs
- Facilitate and complete maintenance and repairs of over 50 different vehicles and equipment
- Ensure compliance with all local, state, and federal rules and regulations
- Emergency response support and maintenance

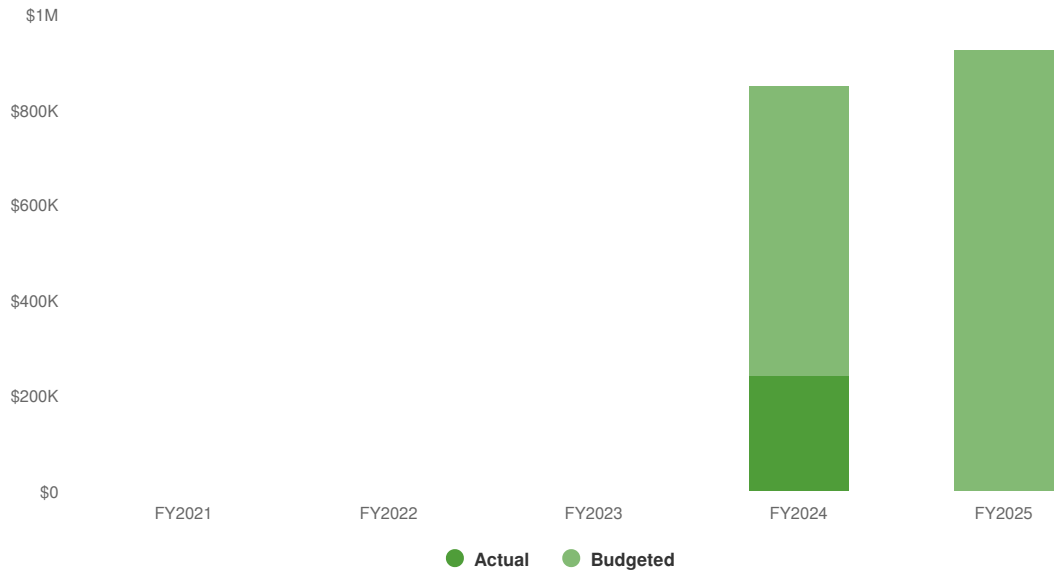
Goals for 2025

Council Goal: Improving City Operations by Way of Efficiency, Prudent Financial Management, and Communications
1. Complete implementation of the FleetIO Fleet Management Software
2. Evaluate the need for in-house mechanics to improve operational efficiency, reduce costs, and improve maintenance and longevity of the fleet

Expenditures Summary

$923,450 **$74,450**
(8.77% vs. prior year)

Fleet Management Proposed and Historical Budget vs. Actual

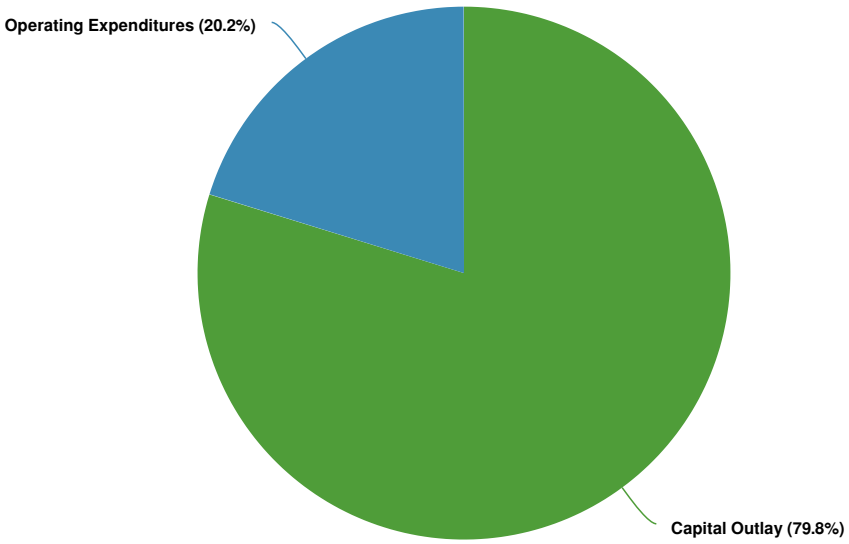


Notable Changes

- Increase in Vehicle/Equip Maintenance line item based on 2024 spending
- Funds budgeted to purchase new gator and plow truck to service streets and parks
- Funds budgeted to continue utilization of fleet management software
- Gasoline/Fuel budget moved from Public Service, Building, and Police Departments to Fleeet Management

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Operating Expenditures						
GASOLINE	100-625-532500				$67,750	N/A
VEHICLE/EQUIP. MAINTENANCE	100-625-544000			$73,500	$110,000	49.7%
SOFTWARE MAINT. AGREEMENT	100-625-545090				$6,000	N/A
CONTRACTED SERVICES	100-625-553100				$2,000	N/A
ASSET AUCTION FEES	100-625-556097			$8,000	$1,000	-87.5%
Total Operating Expenditures:				**$81,500**	**$186,750**	**129.1%**
Capital Outlay						
VEHICLES	100-625-568102			$327,500	$416,200	27.1%
SPECIALIZED EQUIPMENT	100-625-568103			$35,000	$40,000	14.3%
SNOW PLOW	100-625-568104			$255,000	$280,500	10%
MOWERS	100-625-568301			$150,000		N/A
Total Capital Outlay:				**$767,500**	**$736,700**	**-4%**

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Total Expense Objects:				**$849,000**	**$923,450**	**8.8%**

Key Performance Indicators

Human Resources

Jason Nahvi
HR Manager

The Human Resources department is the City's dedicated partner in building a thriving City workforce. HR collaborates with leaders, teams, and individual employees to cultivate a diverse, empowered talent to:

- **Attract and Retain Top Talent**: Design impactful recruitment strategies and foster a rewarding work environment to attract and retain the best minds.
- **Cultivate a Thriving Culture**: Prioritize health, safety, and productivity, building a collaborative atmosphere where success flourishes.
- **Drive Strategic Progress**: We Provide innovative solutions in all areas of HR, aligning with the City's goals and supporting your department's achievements.

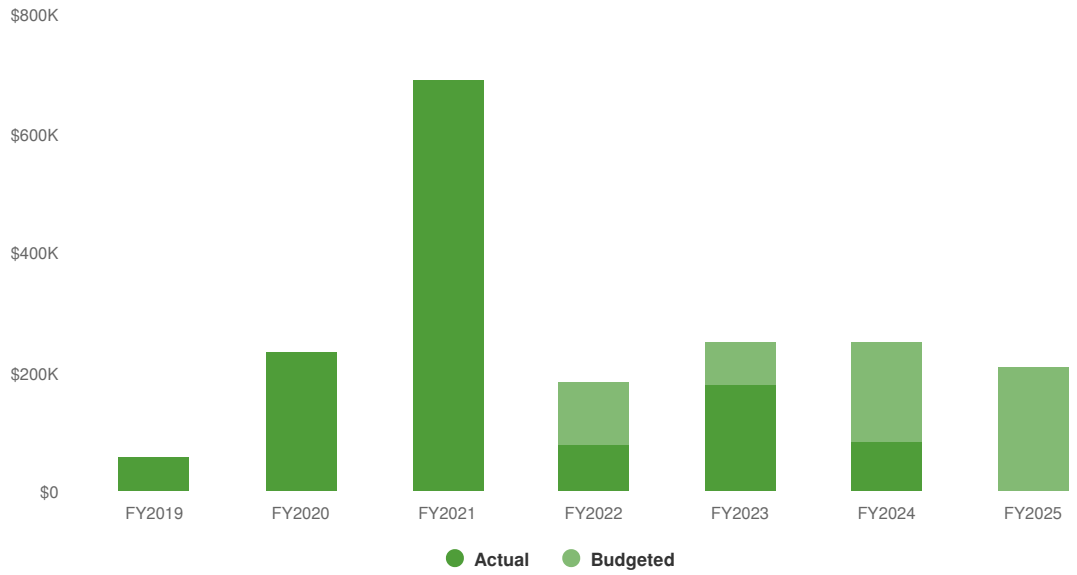
Goals for 2025

Council Goal: Improving City Operations by Way of Efficiency, Prudent Financial Management, and Communications
1. Increase overall employee retention rate by the end of 2025
2. Decrease the time-to-fill for critical roles by the end of 2025
3. Work with departments to ensure employees are participating in professional development
4. Increase employee satisfaction by fostering a positive and inclusive work environment

Expenditures Summary

$208,050 **-$43,700**
(-17.36% vs. prior year)

Human Resources & Other Proposed and Historical Budget vs. Actual

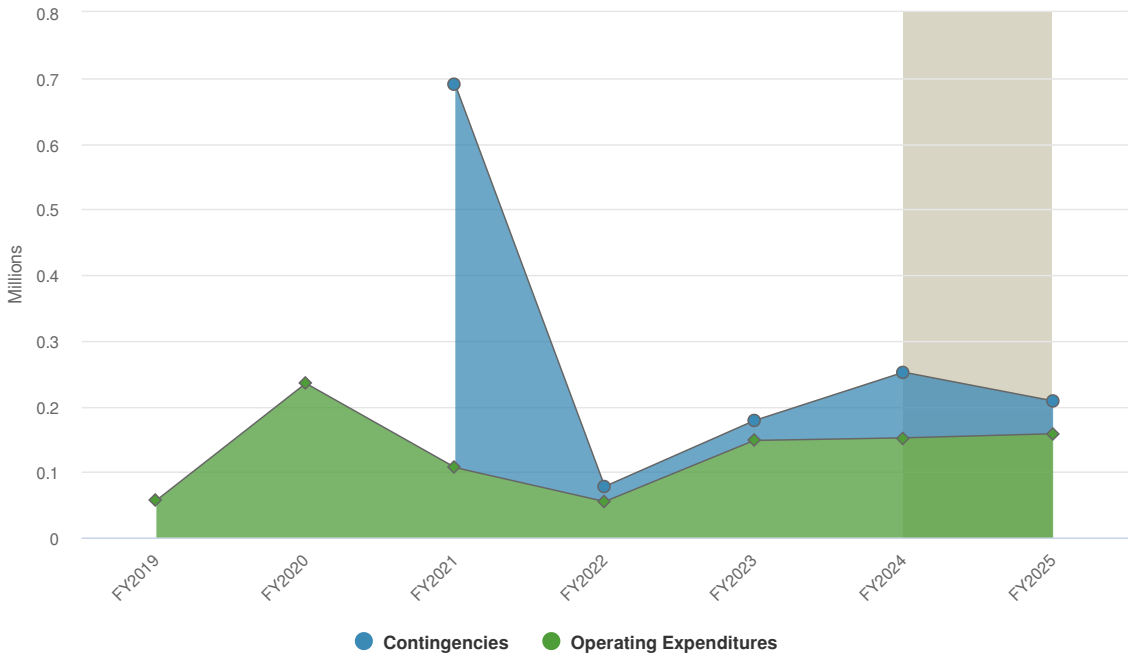


Notable Changes

- Funds budgeted to support HR Department - Memberships, wellness programs, and employee recognition

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Operating Expenditures						
POSTAGE	100-560-532200	$2,250	$2,250	$5,000	$5,000	0%
OFFICE SUPPLIES	100-560-541000	$8,277	$8,648	$8,500	$10,000	17.6%
DUES/SUBSCRIPTIONS	100-560-550100	$649	$649	$1,000	$1,550	55%
PERSONNEL/HR TRAINING	100-560-551075	$1,790		$50,000	$50,000	0%
WELLNESS PROGRAM	100-560-552000	$2,328	$3,099	$17,500	$11,500	-34.3%
Awards/Recognition	100-560-553000	$676	$4,682		$10,000	N/A
RECRUITING	100-560-554000		$17,015		$11,000	N/A
ELECTION EXPENSES	100-560-555402	$3,639		$5,000	$5,000	0%
PERSONNEL ADMIN FEES	100-560-556059	$2,669	$2,572	$5,000	$5,000	0%

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
DOT COMPLIANCE PROGRAM	100-560-556060	$956	$627	$2,000	$2,000	0%
EMPLOYEE SCREENING	100-560-556078	$3,067	$2,890	$6,250	$13,000	108%
HEALTH DEPT. APPORTIONMENT	100-560-556079	$19,768	$19,388	$21,000	$22,000	4.8%
LIBERTY TOWNSHIP AGREEMENTS	100-560-557000			$2,000	$2,000	0%
SPECIAL PROJECTS	100-560-558500	$1,170	$77,978	$20,000		N/A
EMERGENCY MGMT COMM	100-560-559400	$7,523	$8,075	$8,500	$10,000	17.6%
Total Operating Expenditures:		**$54,762**	**$147,873**	**$151,750**	**$158,050**	**4.2%**
Contingencies						
INTERNAL CONTINGENCY	100-560-593010	$13,214	$3,900	$50,000	$50,000	0%
CONTINGENCIES	100-930-593000	$9,801	$26,250	$50,000		N/A
Total Contingencies:		**$23,014**	**$30,150**	**$100,000**	**$50,000**	**-50%**
Total Expense Objects:		**$77,777**	**$178,023**	**$251,750**	**$208,050**	**-17.4%**

Information Technology

Rosa Ocheltree
Finance Director

The Information Technology Department is responsible for support, planning, and special projects related to information technology at the City.

Services provided by the Information Technology Department include:

- Troubleshooting with staff on various daily problems relating to technology usage
- Supervising consultants on various maintenance activities and projects
- Working with various departments to develop short and long term plans for changes in technology over time, including adopting new technologies and phasing out old technologies
- Managing various software licenses to ensure that the City remains in compliance and has services needed

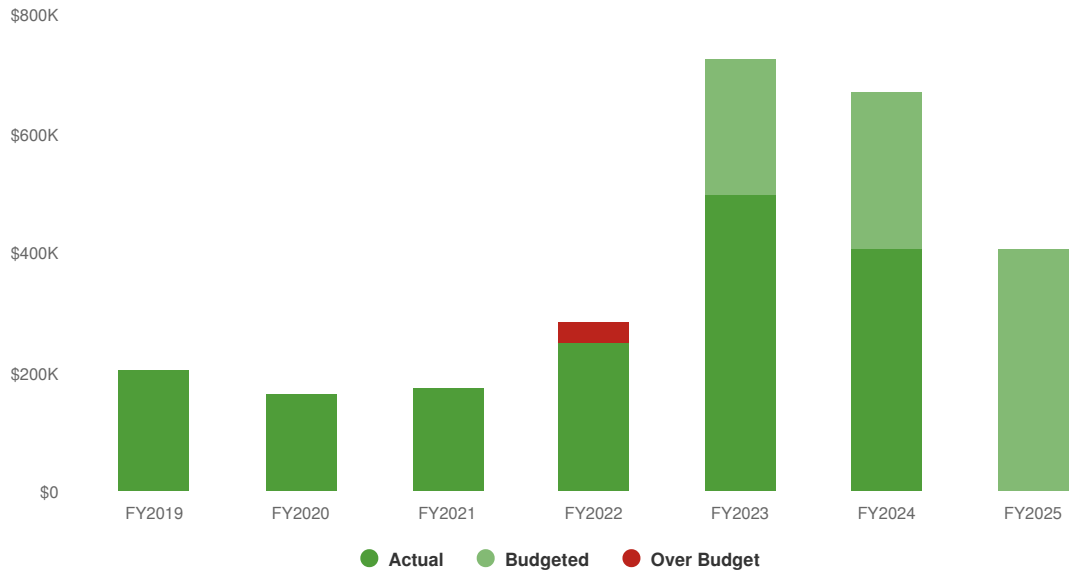
Goals for 2025

Council Goal: Improving City Operations by way of Efficiency, Prudent Financial Management, and Communications
1. Leverage new technology to drive business automation and provide on-demand financial information to the Council, staff, and residents.
2. Implement cutting-edge technological solutions that aid in crime prevention, rapid response, and overall community well-being.
3. Leverage technology to improve city services, accessibility, and efficiency.

Expenditures Summary

$408,800 -$259,150
(-38.80% vs. prior year)

Information Technology Proposed and Historical Budget vs. Actual

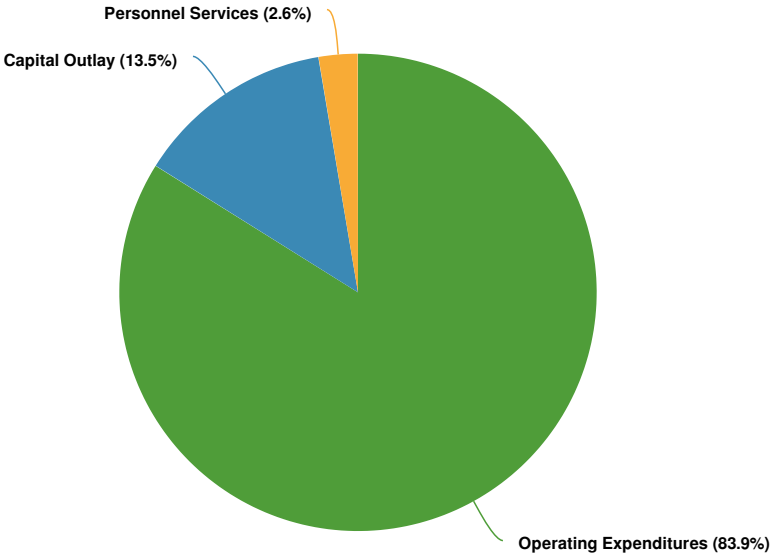


Notable Changes

- Personnel decreases reflect the removal of one full-time position: IT Manager
- Capital requests moved to Capital Projects Fund

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
Information Technology Salaries/Wages	100-580-519000		$57,696	$104,000	$8,000	-92.3%
P.E.R.S	100-580-521100		$7,001	$15,000	$1,500	-90%
Medicare	100-580-521300		$778	$1,600	$500	-68.7%
HEALTH INSURANCE	100-580-522100		$19,677	$30,000		N/A
LIFE INSURANCE	100-580-522200		$300	$500	$300	-40%
DENTAL INSURANCE	100-580-522300		$500	$1,000		N/A
Workers Compensation	100-580-522500		$120	$1,450	$500	-65.5%
Total Personnel Services:			**$86,072**	**$153,550**	**$10,800**	**-93%**
Operating Expenditures						
INTERNET/DATA ACCESS	100-580-532180	$10,653	$12,094	$17,100	$20,000	17%
COMPUTER SUPPLIES	100-580-541200	$675		$4,000	$5,000	25%
COMPUTER MAINTENANCE	100-580-545000	$75,083	$89,546	$125,000	$178,000	42.4%

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
SOFTWARE/SUBSCRIPTIONS	100-580-550025	$40,680	$55,147	$82,000	$100,000	22%
TRAINING/TRAVEL	100-580-551000	$2,925		$3,000	$2,500	-16.7%
CONSULTING SERVICES	100-580-554000	$60,395	$101,181	$40,000	$37,500	-6.2%
WEBSITE RE-DESIGN	100-580-556030	$9,000	$49,132			N/A
Total Operating Expenditures:		**$199,411**	**$307,099**	**$271,100**	**$343,000**	**26.5%**
Capital Outlay						
COPIERS	100-580-568002			$25,000	$15,000	-40%
POLICE DEPT.PROJECTS	100-580-568210	$15,560	$1,052	$27,100		N/A
IT PPROJECTS	100-580-568215		$37,118	$25,000	$40,000	60%
COMPUTER EQUIPMENT	100-580-569000	$784	$5,907	$5,000		N/A
SOFTWARE	100-580-569002	$825	$1,157	$93,700		N/A
PRINTERS/SCANNERS	100-580-569100			$1,000		N/A
SERVER/NETWORK COMPONENTS	100-580-569200	$37,215	$762	$26,000		N/A
COMPUTERS	100-580-569300	$17,346	$4,170	$8,000		N/A
LAPTOPS AND PORTABLE DEVICES	100-580-569301	$7,657	$22,176	$25,000		N/A
CAMERAS	100-580-569400	$6,695	$2,150	$5,000		N/A
WIFI EQUIPMENT	100-580-569700		$350	$2,500		N/A
AUDIO/VISUAL EQUIPMENT	100-580-569900		$29,090			N/A
Total Capital Outlay:		**$86,081**	**$103,931**	**$243,300**	**$55,000**	**-77.4%**
Total Expense Objects:		**$285,492**	**$497,101**	**$667,950**	**$408,800**	**-38.8%**

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	0	1	1	1	0

Key Performance Indicators

Metric	2023	2024
Employee Satisfaction*	N/A	
Project Completion Rate*	N/A	
Phising Test Success Rate *	N/A	
Server Uptime >99.5%*	N/A	

* 2024 will be the first reporting year for the newly formed IT Department.

Lands & Buildings

Grant Crawford
Public Service Director

The Lands & Buildings Department is tasked with properly caring for and maintaining City-owned buildings and land areas. The buildings include City Hall, the Police Department, Adventure Park, the Lechler Building, Park Shelters, and all associated land areas.

Services provided by the Lands & Buildings Department include:

- Routine facility maintenance including HVAC, plumbing, electrical, and painting
- Planning and construction management of facility improvements
- Oversight of outsourced contracts
- Minor construction projects

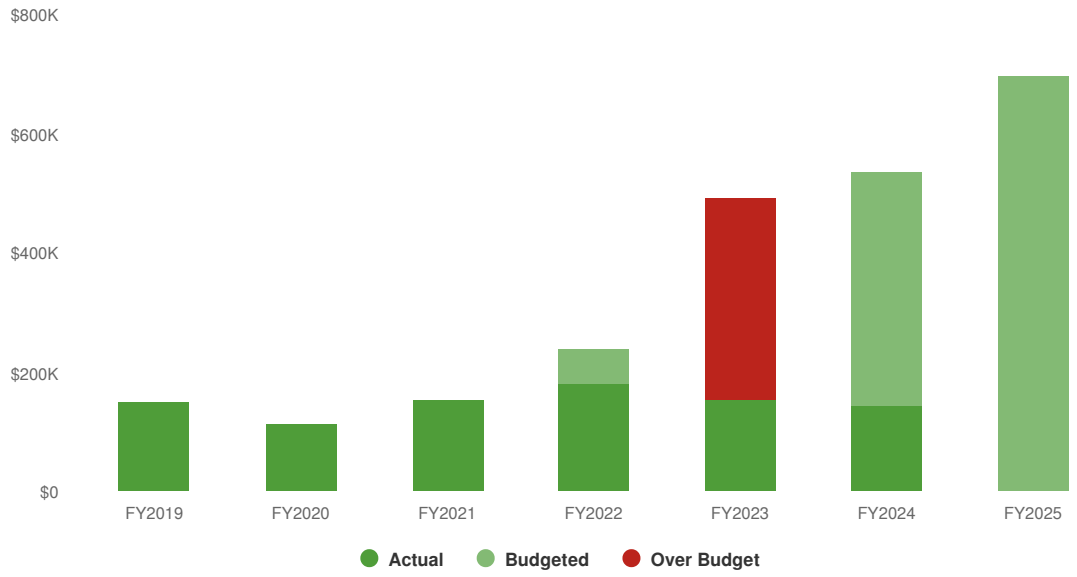
Goals for 2025

Council Goal: Maintaining City Infrastructure, Reducing Traffic Congestion, and Increasing Downtown Parking Options
1. Complete the Facilities Master Plan and Growth Strategy for City Hall, PD, and the Operations Complex
2. Initiate a yearly roof inspection program following best practices to maintain the structural integrity of the roof
3. Complete cleaning of City Hall air ducts, removing accumulated sediment and debris
4. Replace deteriorated and pest infested exterior fascia/molding at Adventure Park
5. Explore replacement options for the failed salt storage roof

Expenditures Summary

$695,600 **$160,800**
(30.07% vs. prior year)

Lands & Buildings Proposed and Historical Budget vs. Actual

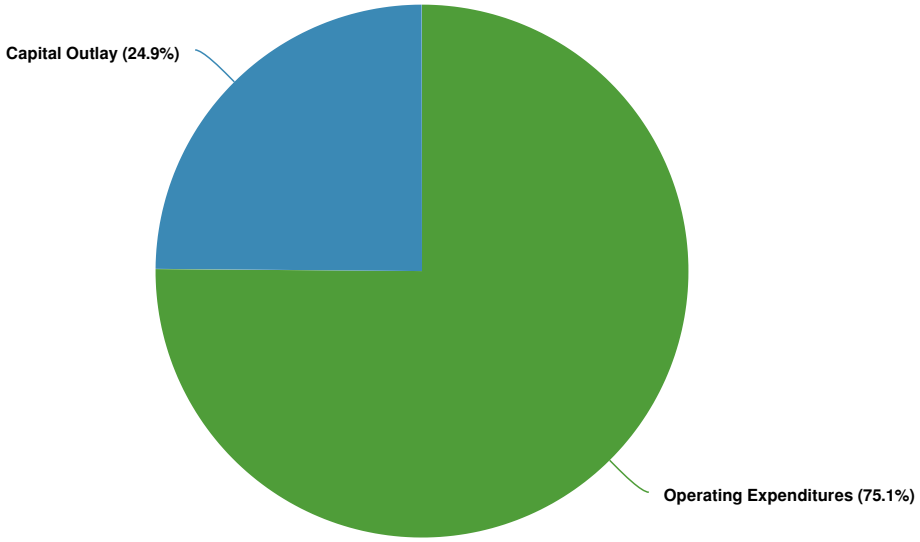


Notable Changes

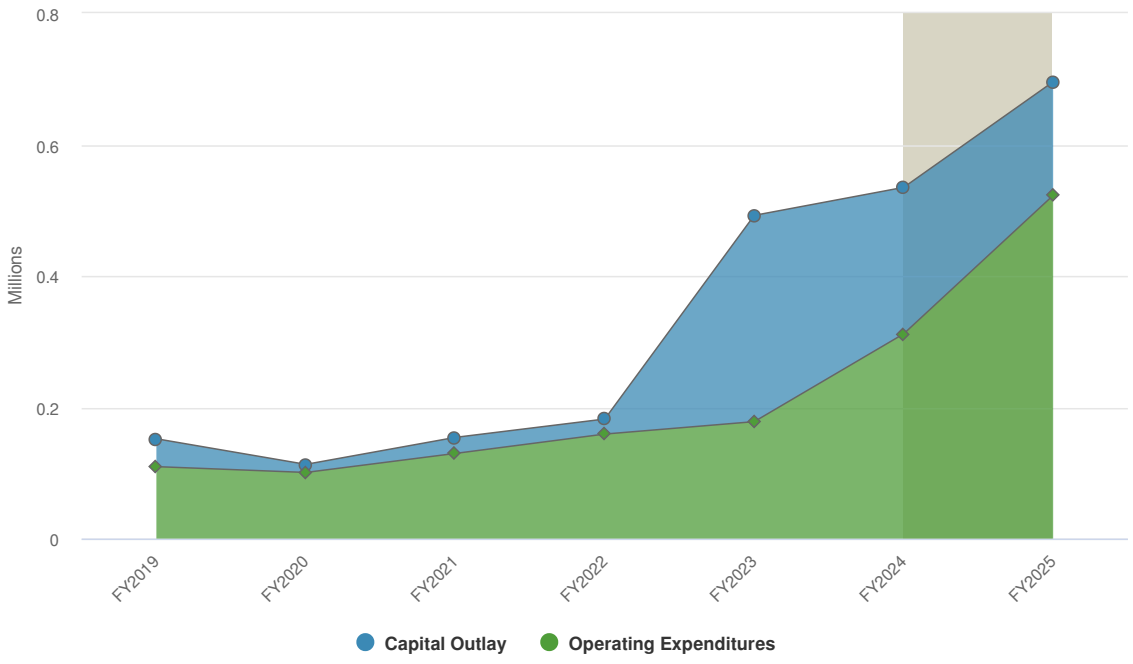
- Additional funds budgeted to support Lechler Building maintenance
- Funds budgeted to complete building repairs at Adventure Park, including exterior fascia/molding replacement, masonry repair, salt dome roof replacement, and installation of roof snow/ice rails
- Minor adjustments to general maintenance and utility budgets based on cost trends

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Operating Expenditures						
ELECTRICITY	100-710-531100	$44,888	$40,304	$50,000	$50,000	0%
WATER/SEWER	100-710-531200	$3,262	$3,371	$6,000	$6,000	0%
NATURAL GAS	100-710-531300	$8,718	$8,018	$10,000	$10,000	0%
TELECOMMUNICATIONS	100-710-532100	$14,346	$15,028	$17,500	$17,500	0%
JANITORIAL SUPPLIES	100-710-541100		$2,433	$5,000	$6,000	20%
PEST CONTROL	100-710-543248	$745	$795	$1,000	$2,000	100%
VEHICLE/EQUIP. MAINTENANCE	100-710-544000	$585		$1,000	$1,000	0%
BUILDING MAINTENANCE	100-710-546000	$17,203	$23,485	$68,000	$67,500	-0.7%
OFFICE CLEANING	100-710-546752	$14,554	$17,580	$40,000	$44,700	11.8%
GROUNDS MAINTENANCE	100-710-547000		$3,591	$5,000	$5,000	0%
CONTRACTED SERVICES	100-710-553100	$4,711				N/A
PROPERTY TAXES/ASSESSMENTS	100-710-558100	$9,533	$5,074	$10,000	$10,000	0%
WATER COOLER RENTAL	100-711-535200		$190	$1,000	$1,000	0%
BUILDING MAINTENANCE	100-711-546000	$12,089	$5,887	$14,700	$14,000	-4.8%
BUILDING MAINTENANCE	100-712-546000	$619	$1,731	$2,500	$5,000	100%
ELECTRICITY	100-713-531100	$3,577	$3,442	$10,000	$10,000	0%
WATER/SEWER	100-713-531200	$628	$1,551	$3,000	$3,000	0%
NATURAL GAS	100-713-531300	$2,289	$1,824	$3,500	$3,500	0%
TELECOMMUNICATIONS	100-713-532100	$863	$805	$1,000	$1,000	0%
PEST CONTROL	100-713-543248	$709	$610	$3,000	$3,000	0%
VEHICLE/EQUIP. MAINTENANCE	100-713-544000	$1,631	$616	$2,000	$2,000	0%
RENTALS	100-713-545000	$3,744	$3,168	$6,000	$7,000	16.7%
BUILDING MAINTENANCE	100-713-546000	$4,236	$20,660	$14,000	$211,000	1,407.1%
OFFICE CLEANING	100-713-546752	$4,240	$5,420	$15,500	$17,300	11.6%

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
GROUNDS MAINTENANCE	100-713-547000		$4,408	$5,000	$5,000	0%
ELECTRICITY	100-714-531100	$78	$613	$800	$800	0%
WATER/SEWER	100-714-531200	$124	$612	$800	$800	0%
NATURAL GAS	100-714-531300	$300	$847	$1,000	$1,000	0%
PEST CONTROL	100-714-543248			$500	$500	0%
BUILDING MAINTENANCE	100-714-546000	$504	$1,390	$4,000	$4,000	0%
GROUND MAINTENANCE	100-714-547000			$500	$500	0%
ELECTRICITY	100-715-531100	$1,978	$2,073	$3,000	$3,000	0%
NATURAL GAS	100-715-531300	$2,532	$2,227	$4,000	$4,000	0%
BUILDING MAINTENANCE	100-715-546000	$432	$284	$2,000	$5,000	150%
GROUNDS MAINTENANCE	100-715-547000			$500	$500	0%
Total Operating Expenditures:		**$159,116**	**$178,034**	**$311,800**	**$522,600**	**67.6%**
Capital Outlay						
BUILDING IMPROVEMENTS	100-710-561900	$689	$192,504	$68,000	$68,000	0%
OFFICE FURNITURE	100-710-568001	$7,822	$73,536	$25,000	$25,000	0%
REPLACE CARPETING	100-711-561001			$40,000	$40,000	0%
REPLACE TABLES/CHAIRS	100-711-568004	$8,544		$10,000	$10,000	0%
CEILING TILES & FRONT DOOR	100-711-568006			$10,000	$10,000	0%
BUILDING IMPROVEMENTS	100-712-561900	$300		$5,000	$5,000	0%
BUILDING IMPROVEMENTS	100-713-561900	$4,377	$48,053	$50,000		N/A
BUILDING IMPROVEMENTS	100-714-561900	$1,175		$7,500	$7,500	0%
BUILDING IMPROVEMENTS	100-715-561900			$7,500	$7,500	0%
Total Capital Outlay:		**$22,907**	**$314,093**	**$223,000**	**$173,000**	**-22.4%**
Total Expense Objects:		**$182,023**	**$492,127**	**$534,800**	**$695,600**	**30.1%**

Legal

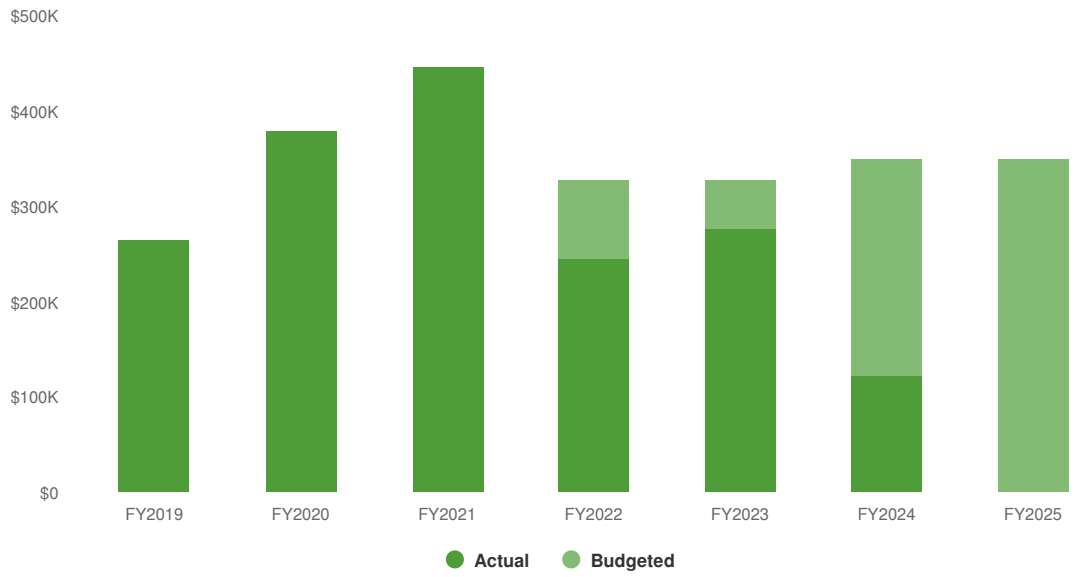
Yazan Ashrawi
Legal Director (Contractual)

The Law Director provides legal representation to City Council, the City Manager, the administrative departments and various boards and commissions. The Law Director is appointed by the City Manager with the approval of City Council. Currently, this position is filled on a contractual basis.

Expenditures Summary

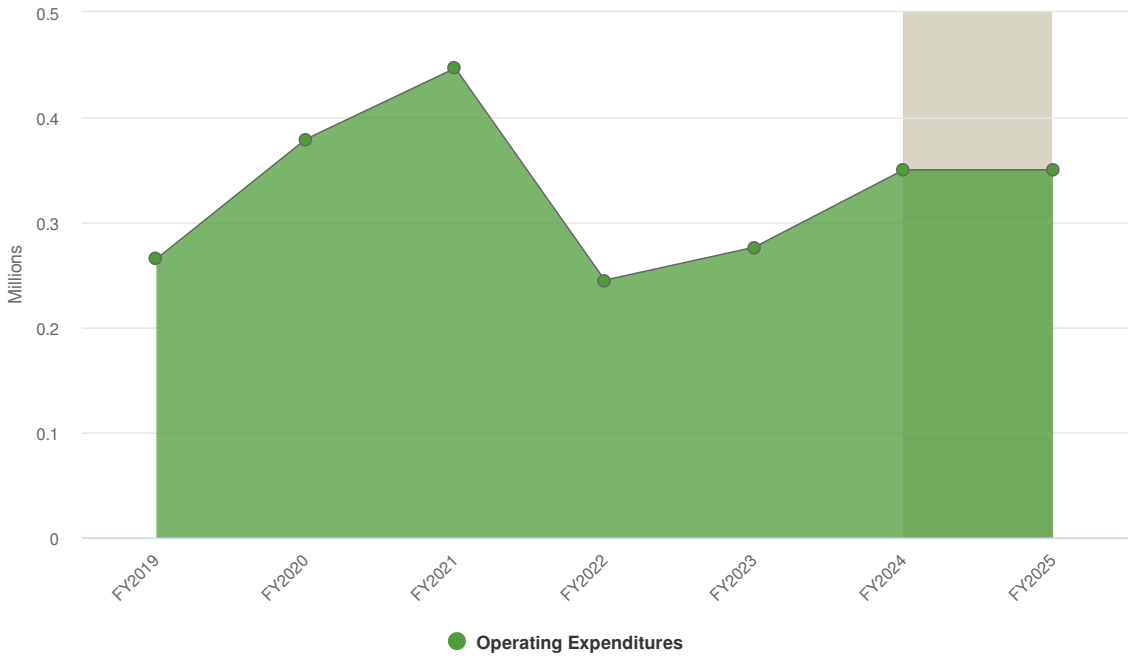
$350,000 **$0**
(0.00% vs. prior year)

Legal Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Operating Expenditures						
LEGAL SERVICES	100-250-555100	$232,746	$257,449	$322,000	$322,000	0%
PROSECUTOR	100-250-555200	$12,195	$18,825	$28,000	$28,000	0%
Total Operating Expenditures:		**$244,941**	**$276,274**	**$350,000**	**$350,000**	**0%**
Total Expense Objects:		**$244,941**	**$276,274**	**$350,000**	**$350,000**	**0%**

Parks Maintenance

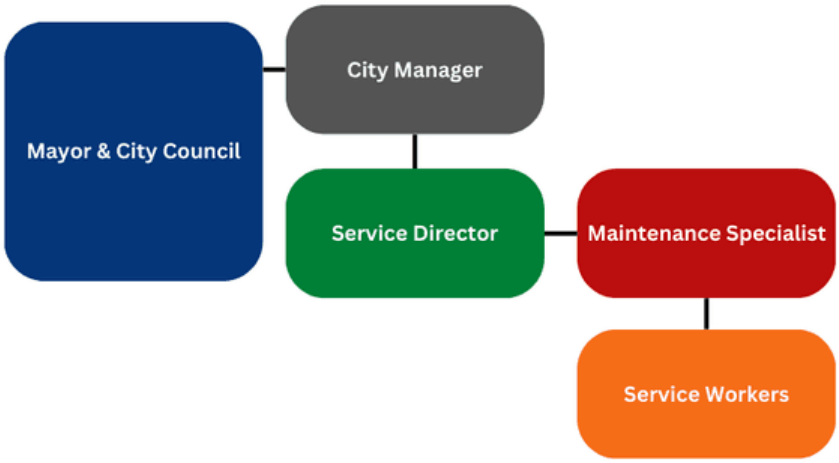
Grant Crawford
Public Service Director

The Parks Maintenance Department is responsible for maintaining the City's parks, green spaces, trails, ponds, and athletic fields

Services provided by the Parks Maintenance Department include:

- Maintaining over one hundred acres of parkland, including seven parks, playgrounds, and a skate park
- Maintenance of athletic facilities, including ball diamonds, soccer fields, and tennis courts
- Maintaining twenty-nine miles of multi-use trails
- Maintenance and upkeep of the Powell Splash Pad
- Maintenance of five acres of wetlands at Seldom Seen Park
- Downtown business district beautification

Organizational Chart



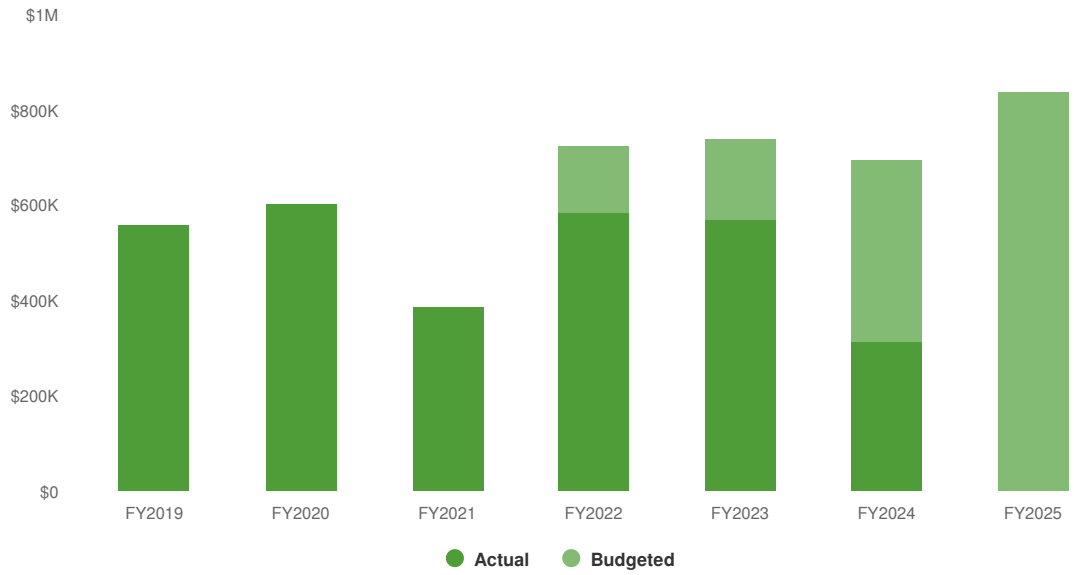
Goals for 2025

Council Goal: Enhancing Parks and Recreation Space and Making More Bike and Walking Path Connections
1. Complete the City's first comprehensive Parks and Recreation Master Plan
2. Develop implementation strategy and program to fulfill recommendations of the Parks Master Plan
3. Evaluate the City's role/partnership with the Olentangy Swim Association
4. Complete the Shared Use Path Master Plan
5. Complete a visioning on the new Bennett Farm property
6. Review and maintain the new 32 acre Bennet Farm property
7. Open and maintain new Pickleball facility at Adventure Park

Expenditures Summary

$838,025 $142,000
(20.40% vs. prior year)

Parks Maintenance Proposed and Historical Budget vs. Actual

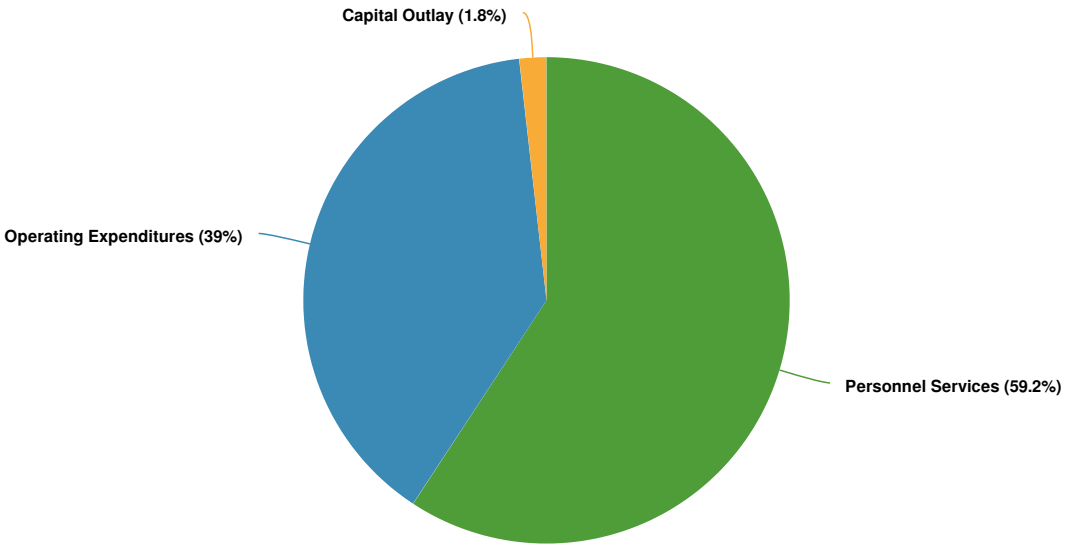


Notable Changes

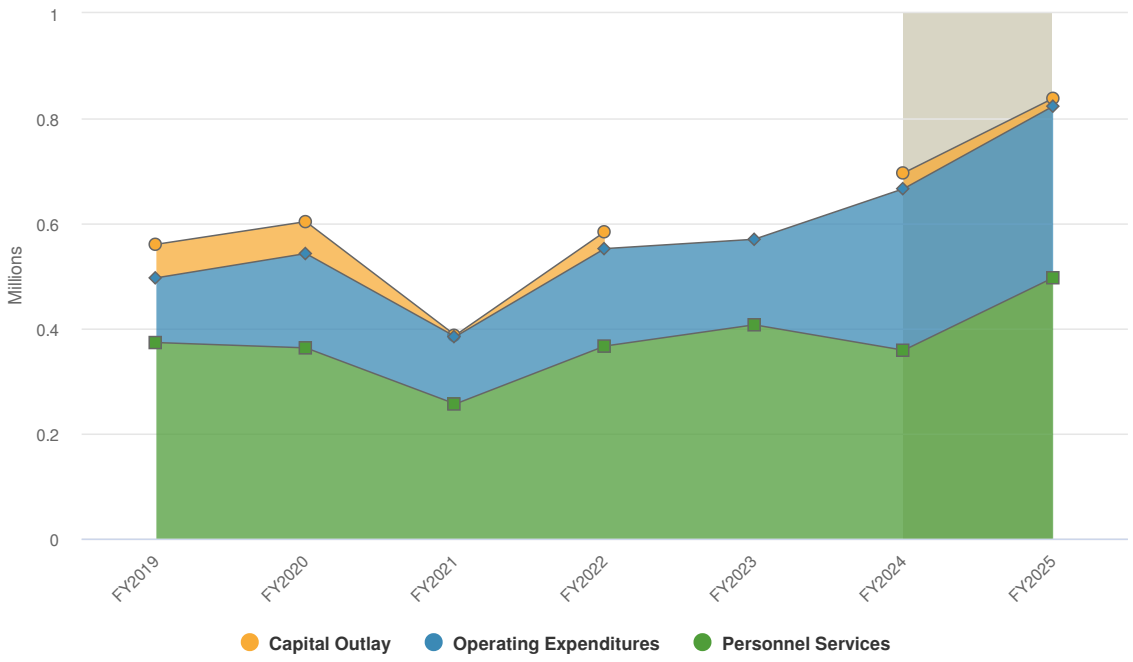
- Anticipated increase in general maintenance costs

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
PARK MAINT SALARIES/WAGES	100-310-519000	$228,122	$252,565	$205,000	$295,000	43.9%
OTHER EARNINGS	100-310-519001	$2,367	$2,488	$2,500	$8,500	240%
OVERTIME	100-310-519011	$8,848	$7,382	$16,000	$30,000	87.5%
P.E.R.S.	100-310-521100	$30,772	$36,368	$32,000	$47,000	46.9%
MEDICARE	100-310-521300	$3,295	$3,645	$4,500	$5,000	11.1%
HEALTH INSURANCE	100-310-522100	$84,719	$96,070	$90,000	$100,000	11.1%
LIFE INSURANCE	100-310-522200	$1,554	$1,918	$2,000	$2,000	0%
DENTAL INSURANCE	100-310-522300	$2,803	$3,093	$3,000	$3,500	16.7%
WORKERS COMPENSATION	100-310-522500	$3,954	$3,385	$3,500	$5,500	57.1%
Total Personnel Services:		**$366,434**	**$406,913**	**$358,500**	**$496,500**	**38.5%**
Operating Expenditures						
ELECTRICITY	100-310-531100	$18,213	$18,282	$20,000	$23,000	15%
WATER/SEWER	100-310-531200	$22,919	$27,064	$27,500	$29,500	7.3%
CELL PHONES	100-310-532125			$825	$825	0%
INTERNET/DATA ACCESS	100-310-532180	$481	$481	$600	$600	0%
JANITORIAL SUPPLIES	100-310-541100	$8,221	$12,060	$10,000	$14,000	40%
UTILITY REPAIRS	100-310-543190	$270		$5,000	$5,000	0%
PARK MAINTENANCE	100-310-543200	$22,876	$14,547	$33,000	$33,000	0%
TURF MAINTENANCE/FERTILIZATION	100-310-543210	$21,362	$24,340	$50,000	$50,000	0%
POND MAINTENANCE	100-310-543220	$5,335	$4,450	$6,500	$7,500	15.4%
IRRIGATION SYSTEM MAINTENANCE	100-310-543225	$1,177	$852	$2,000	$3,000	50%
SPLASH PAD MAINTENANCE	100-310-543230	$2,417	$10,330	$7,000	$12,000	71.4%
CEMETERY MAINTENANCE	100-310-543240			$3,000	$3,000	0%
WEED/BRUSH/PEST CONTROL	100-310-543248	$1,496		$2,000	$2,000	0%

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
EQUIPMENT MAINTENANCE	100-310-544000	$3,855	$4,376	$6,000	$6,000	0%
PLAYGROUND MAINTENANCE	100-310-544001		$682	$10,000	$10,000	0%
BUILDING MAINTENANCE	100-310-546000	$5,583	$3,793	$6,000	$8,000	33.3%
TREE TRIMMING/REMOVAL SERVICES	100-310-547001	$34,065	$7,688	$40,000	$40,000	0%
DOWNTOWN PLANTINGS	100-310-547002	$9,302	$10,879	$11,000	$12,000	9.1%
PARK TREES	100-310-547003	$4,089	$5,935	$8,000	$8,000	0%
ADVERTISING	100-310-548200			$2,500	$2,500	0%
TRAINING/TRAVEL	100-310-551000	$1,184	$3,038	$8,000	$8,000	0%
UNIFORMS	100-310-552000	$1,451	$1,955	$4,300	$4,300	0%
CONTRACTED SERVICES	100-310-553100			$10,000	$10,000	0%
WETLANDS MONITORING	100-310-554000	$21,178	$11,446	$26,300	$26,300	0%
ATHLETIC FIELD MAINTENANCE	100-310-555000		$596	$8,000	$8,000	0%
Total Operating Expenditures:		**$185,475**	**$162,795**	**$307,525**	**$326,525**	**6.2%**
Capital Outlay						
MOWERS	100-310-568107	$22,558				N/A
POND/FOUNTAIN IMPROVEMENTS	100-310-568110			$15,000		N/A
PARK EQUIPMENT	100-310-568200	$9,541		$15,000	$15,000	0%
Total Capital Outlay:		**$32,099**		**$30,000**	**$15,000**	**-50%**
Total Expense Objects:		**$584,008**	**$569,708**	**$696,025**	**$838,025**	**20.4%**

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	3.75	4.25	4	4	4

Parks and Recreation Programming

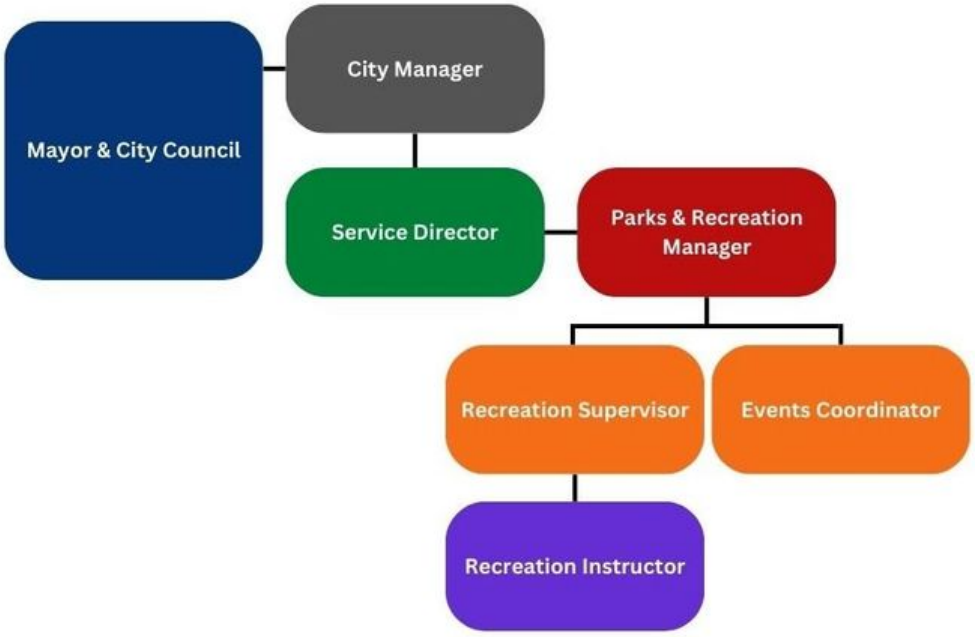
Melissa Hindman
Parks and Recreation Manager

The Parks and Recreation Programming Department plays a vital role in the community by offering a diverse range of recreational activities and special events. These programs help foster community engagement, promote healthy lifestyles, and provide fun and educational experiences for people of all ages.

Services provided by the Parks and Public Service Department include:

- Over 330 program offerings for all ages, including full-day summer camp that serves over 350 participants
- Overseeing the community garden
- Planning, implementing, and supervising community events
- Overseeing rentals and reservations of facilities, sports fields, and park shelters
- Overseeing the public special event permit process

Organizational Chart



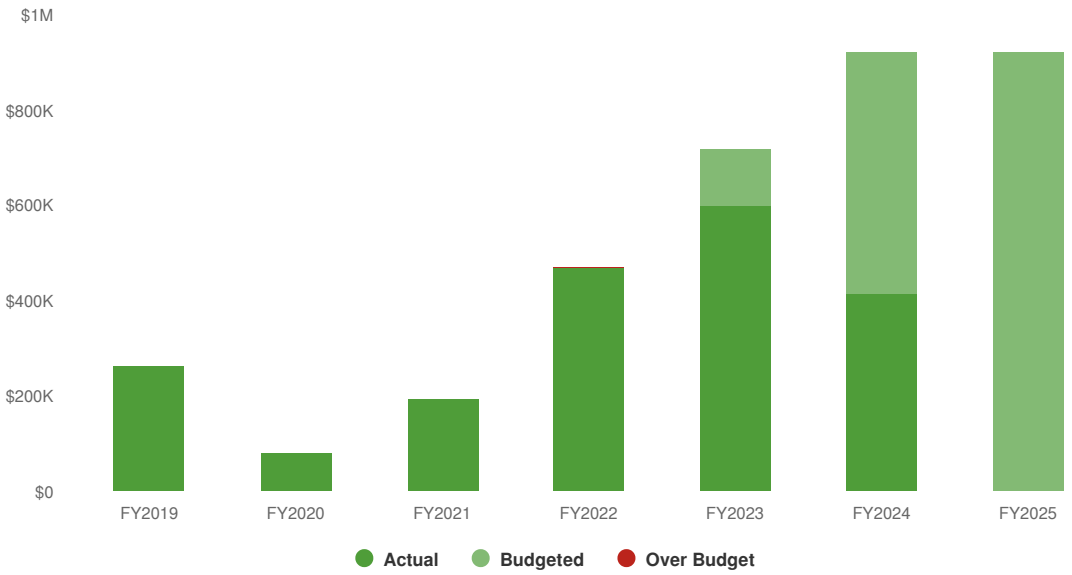
Goals for 2025

Council Goal: Enhancing Parks and Recreation Space and Making More Bike and Walking Path Connections
1. Enhance Parks and Recreational space and make more bike and walking path connections
2. Increase adult program offerings
3. Implement programming for the new Pickleball facility at Adventure Park
4. Increase teen program offerings
5. Recruit additional contractual instructors to increase program offerings
6. Increase outdoor/nature and STEM programming

Expenditures Summary

$920,680 -$1,320
(-0.14% vs. prior year)

Parks and Recreation Programming Proposed and Historical Budget vs. Actual

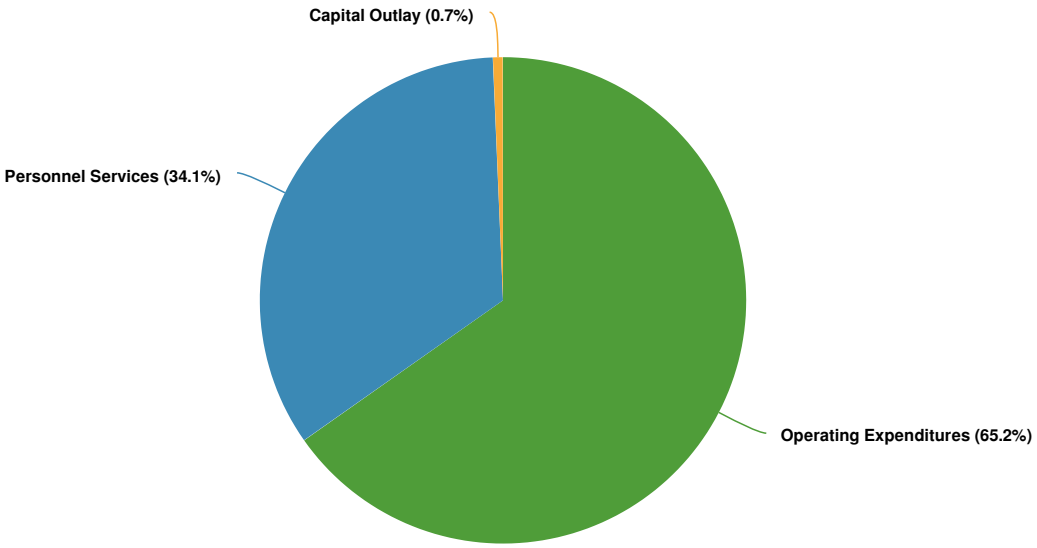


Notable Changes

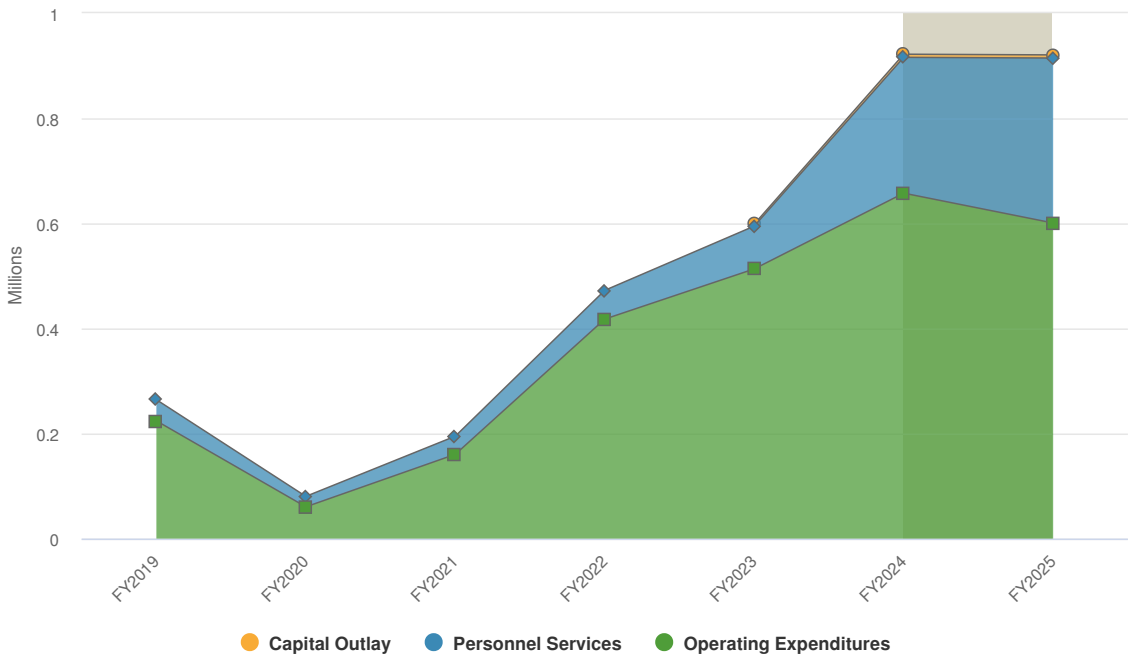
- Increase in personnel line items reflects addition of new part time position: events coordinator
- Increases in various line items to support expanding program offerings

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
P&R SALARIES/WAGES	295-320-519000	$43,923	$67,386	$194,000	$245,000	26.3%
OVERTIME	295-320-519011	$14		$1,000	$8,000	700%
P.E.R.S.	295-320-521100	$6,097	$9,165	$28,000	$36,000	28.6%
MEDICARE	295-320-521300	$650	$983	$3,000	$4,000	33.3%
HEALTH INSURANCE	295-320-522100	$3,275	$2,718	$28,500	$15,000	-47.4%
LIFE INSURANCE	295-320-522200	$104	$107	$500	$500	0%
DENTAL INSURANCE	295-320-522300	$78	$78	$500	$500	0%
WORKERS COMPENSATION	295-320-522500	$597	$1,066	$3,000	$5,000	66.7%
Total Personnel Services:		**$54,739**	**$81,503**	**$258,500**	**$314,000**	**21.5%**
Operating Expenditures						
CELL PHONES	295-320-532125	$602	$601	$750	$1,500	100%
POSTAGE	295-320-532200	$2,145	$4,799	$5,800	$6,380	10%
RENTALS	295-320-533100	$2,344	$2,402	$10,000	$14,000	40%
SUPPLIES & MATERIALS	295-320-542000	$20,239	$28,325	$56,000	$75,000	33.9%
NONCAP EQUIPMENT	295-320-542001	$225	$1,770	$4,000	$5,000	25%
WILD ABOUT WETLANDS GRANT EXPENSES	295-320-543000		$1,950			N/A
PRINTING	295-320-548100	$18,694	$16,772	$42,500	$34,000	-20%
ADVERTISING/PROMOTIONS	295-320-548201			$6,000	$6,000	0%
DUES/SUBSCRIPTIONS	295-320-550000		$1,335	$2,500	$2,300	-8%
TRAINING/TRAVEL	295-320-551000	$2,285	$248	$6,550	$5,000	-23.7%
UNIFORMS	295-320-552000	$1,872	$1,902	$2,300	$3,000	30.4%
SOFTWARE MAINTENANCE FEES	295-320-555076	$9,500	$6,800	$8,400	$7,000	-16.7%
CONTRACTED INSTRUCTORS	295-320-556040	$43,769	$42,932	$58,000	$80,000	37.9%
REFUNDS	295-320-559100	$14,034	$13,654	$7,700	$8,500	10.4%

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
MISCELLANEOUS	295-320-559900	$2,511				N/A
POWELL FESTIVAL	295-350-538500	$241,600	$191,906	$240,000	$260,000	8.3%
SPECIAL EVENTS	295-350-539000	$53,746	$10,670	$40,000	$25,000	-37.5%
THIRD FRIDAYS	295-350-539001		$12,302	$25,000		N/A
LOLLIPOPS	295-350-539002		$5,500	$9,000	$12,000	33.3%
FALL FEST	295-350-539003		$34,879			N/A
HOLIDAYS IN POWELL	295-350-539004		$25,220	$7,000	$35,000	400%
CONTRACTED SERVICES	295-350-553100		$105,000	$120,000	$15,000	-87.5%
CREDIT CARD FEES	295-350-556000	$2,949	$4,318	$5,000	$5,000	0%
REFUNDS	295-350-559100	$1,278		$1,000	$1,000	0%
Total Operating Expenditures:		**$417,793**	**$513,284**	**$657,500**	**$600,680**	**-8.6%**
Capital Outlay						
EQUIPMENT	295-320-568000		$1,714	$6,000	$6,000	0%
OFFICE FURNITURE	295-320-568001		$2,096			N/A
Total Capital Outlay:			**$3,809**	**$6,000**	**$6,000**	**0%**
Total Expense Objects:		**$472,532**	**$598,596**	**$922,000**	**$920,680**	**-0.1%**

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	.25	.75	1.5	1.5	2

Key Performance Indicators

Measurement	2018	2019	2020	2021	2022	2023
Programs Offered	226	216	339	336	510	541
Registrations	1,557	1,530	990	1,723	2,414	2,905
Camps Offered						39
Camp Registrations						639

2020 registrations impacted by COVID-19

Police Department

Ron Sallows
Chief of Police

The mission of the Powell Police Department is to safeguard persons and property through preparedness and vigilance. The department holds true to a community policing philosophy. Its members shall continually strive for excellence in service, training, and professional development.

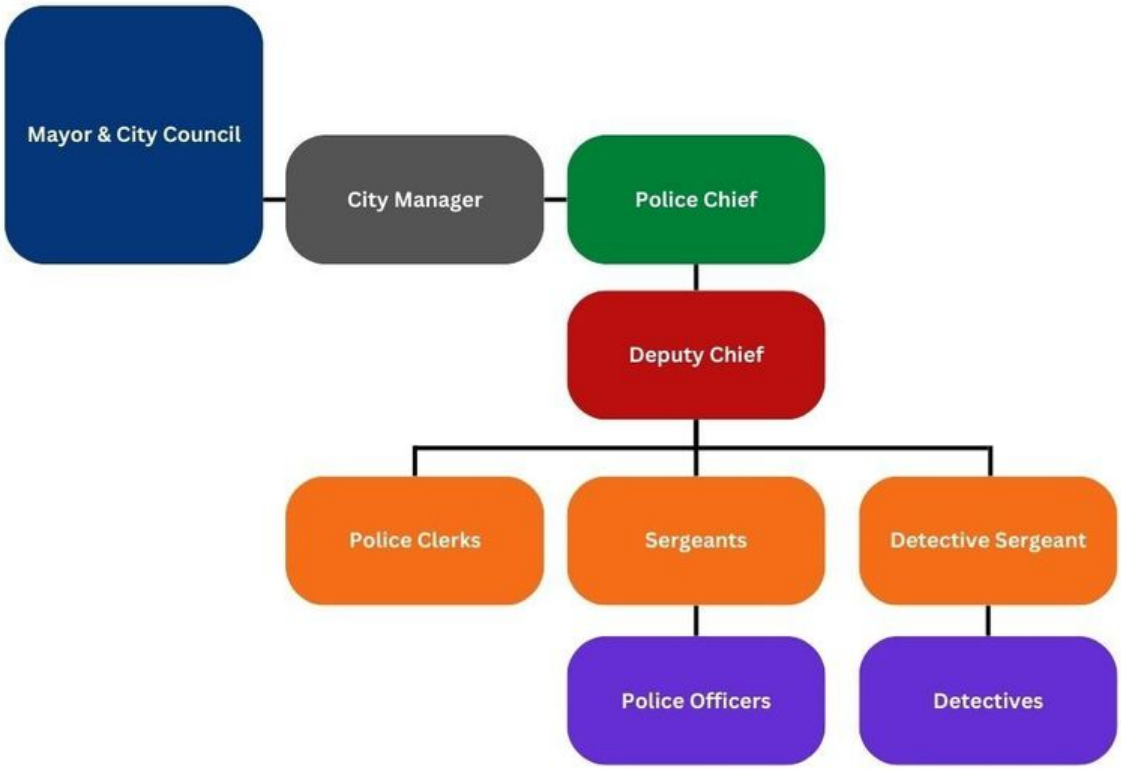
Services provided by the Police Department include:

- Emergency response for crimes in-progress, accidents, or incidents that require immediate assistance
- Crime prevention and patrol
- Criminal investigation
- Traffic enforcement and control
- Community policing
- Public safety education
- Emergency management
- Victim support
- Records and administrative services

Organizational Chart

The Powell Police Department offers an unrivaled sense of safety for its residents and businesses. It consists of 20 sworn officers and two civilian employees who respond to complaints, seek out long-term solutions to neighborhood challenges, and ensure the protection and security of area businesses.

The Chief of Police and the Deputy Chief make up the Administrative Division of the Police Department. The Operations Division is composed of three sections: Patrol, Investigations and Records.



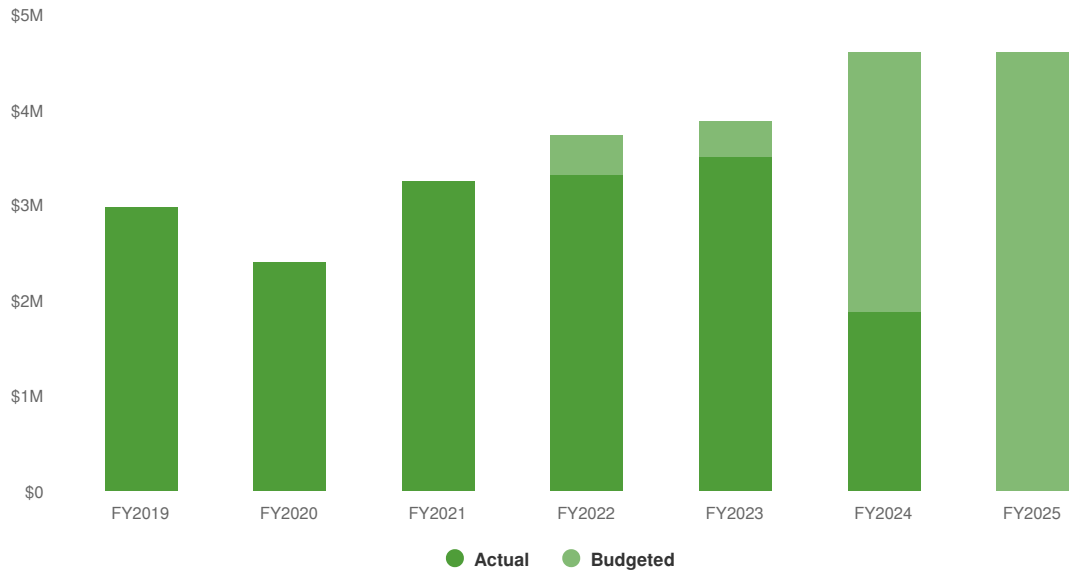
Goals for 2025

Council Goal: Keeping Our Residents and Businesses Safe
1. Update the Police Department Five-Year Strategic Plan
2. Implement recommendations from the Police Staffing Analysis Assessment
3. Implement technological solutions to aid in crime prevention, rapid response, and overall community well-being
4. Maintain optimal police staffing levels to align with the needs of our community
5. Establish and maintain strong partnerships between residents, businesses, local organizations, and law enforcement
6. Provide residents with reliable, efficient, and responsive services to prioritize safety and security
7. Compile statistics of crime solvability rates and traffic statistics in monthly and annual police reports
8. Collaborate with the City on ways to share messaging with the community
9. Receive Accreditation Award

Expenditures Summary

$4,607,944 -$4,266
(-0.09% vs. prior year)

Police Department Proposed and Historical Budget vs. Actual

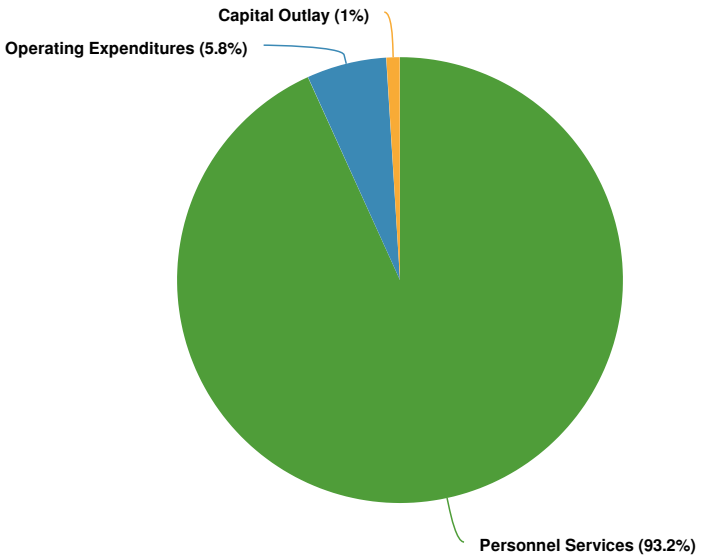


Notable Changes

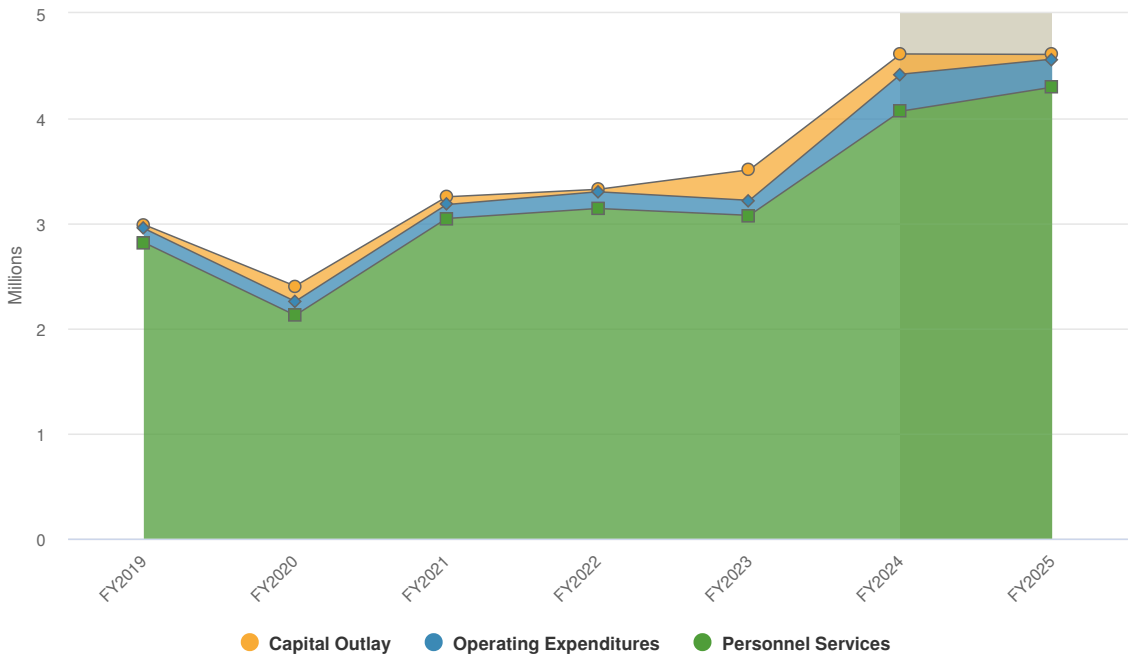
- Personnel line item increases allow for the promotion of two current officers to Sergeant
- Funds budgeted for uniforms for new officers
- Funds budgeted to train current officers on accreditation process
- Multiple ongoing service subscriptions to utilize new technology to improve community safety

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budget vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
POLICE SALARIES/WAGES	100-110-519000	$2,082,482	$2,025,701	$2,500,000	$2,692,000	7.7%
OTHER EARNINGS	100-110-519001	$49,069	$43,858	$66,500	$70,000	5.3%
OVERTIME	100-110-519011	$104,756	$119,487	$150,000	$180,000	20%
P.E.R.S.	100-110-521100	$11,683	$14,780	$80,000	$78,000	-2.5%
MEDICARE TAX	100-110-521300	$31,325	$30,608	$40,000	$45,000	12.5%
POLICE PENSION	100-110-521500	$378,107	$390,632	$440,000	$489,000	11.1%
HEALTH INSURANCE	100-110-522100	$428,464	$398,261	$720,000	$655,000	-9%
LIFE INSURANCE	100-110-522200	$9,741	$8,901	$12,000	$15,000	25%
DENTAL INSURANCE	100-110-522300	$14,030	$13,497	$19,000	$24,000	26.3%
WORKERS COMPENSATION	100-110-522500	$31,962	$30,460	$40,000	$48,000	20%
Total Personnel Services:		**$3,141,619**	**$3,076,184**	**$4,067,500**	**$4,296,000**	**5.6%**
Operating Expenditures						
CELL PHONES	100-110-532125	$3,372	$3,367	$4,500	$5,400	20%
INTERNET/DATA ACCESS	100-110-532180	$4,332	$4,332	$5,500	$5,500	0%
GASOLINE	100-110-532500	$36,239	$30,517	$35,250		N/A
RENTALS	100-110-533100	$16,463	$16,989	$29,400	$1,400	-95.2%
COMMUNITY RELATIONS/AWARDS	100-110-538500	$456	$709	$4,500	$5,310	18%
OFFICE SUPPLIES	100-110-541000	$3,757	$3,789	$5,000	$5,000	0%
REFERENCE MATERIALS	100-110-542019		$60	$400	$400	0%
VEHICLE/EQUIP. MAINTENANCE	100-110-544000	$13,597	$4,662	$12,100	$20,064	65.8%
CRUISER MAINTENANCE	100-110-544016	$15,978	$16,114			N/A
COPIER MAINT. AGREEMENT	100-110-544200	$2,264	$2,134	$3,000	$3,000	0%
SOFTWARE	100-110-545090			$119,500	$75,000	-37.2%
PRINTING	100-110-548100	$2,741	$909	$3,000	$3,500	16.7%
DUES/SUBSCRIPTIONS	100-110-550000	$1,381	$1,795	$5,000	$2,495	-50.1%

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budget vs. FY2025 Budgeted (% Change)
TRAINING/TRAVEL	100-110-551000	$24,786	$5,361	$6,000	$5,450	-9.2%
EDUCATION/TRAINING	100-110-551066		$22,875	$45,000	$45,000	0%
SUPPLIES	100-110-551900	$1,613	$4,049	$7,250	$7,675	5.9%
UNIFORMS	100-110-552000	$26,885	$18,038	$51,000	$56,800	11.4%
CONTRACTED SERVICES	100-110-553100	$765	$1,438	$4,000	$5,500	37.5%
LAB TEST FEES	100-110-556011	$288	$337	$1,200	$1,200	0%
ACCREDITATION PROCESS	100-110-558200	$4,150	$5,392	$10,200	$18,250	78.9%
Total Operating Expenditures:		**$159,068**	**$142,867**	**$351,800**	**$266,944**	**-24.1%**
Capital Outlay						
MISCELLANEOUS EQUIPMENT	100-110-568000	$15,095	$77,880	$149,510	$45,000	-69.9%
OFFICE FURNITURE	100-110-568001	$855	$2,394	$8,100		N/A
POLICE VEHICLES/CRUISERS	100-110-568100	$7,245	$210,119	$24,300		N/A
CAMERAS	100-110-569400		$400	$11,000		N/A
Total Capital Outlay:		**$23,195**	**$290,792**	**$192,910**	**$45,000**	**-76.7%**
Total Expense Objects:		**$3,323,881**	**$3,509,844**	**$4,612,210**	**$4,607,944**	**-0.1%**

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTE's	22	22	24	22	24

Key Performance Indicators

Measurement	2019	2020	2021	2022	2023
Calls for Service	23,714	20,140	22,700	23,698	21,302
Dispatched Calls	5,408	4,883	5,346	5,252	4,753
Police Reports	1,204	842	890	706	660
Adult Arrests	85	106	82	92	59
Juvenile Arrests	10	35	15	5	13
Traffic Stops	1,983	1,537	1,681	1,479	1,300
Traffic Citations	298	172	130	146	149
False Alarms	339	378	379	444	458
House Watches	431	164	296	375	584
Preventative Patrols	2,136	2,280	2,176	2,076	1,709
Stacked Calls	244	219	259	174	189
Response Time			5.74	5.94	4.64

Public Service

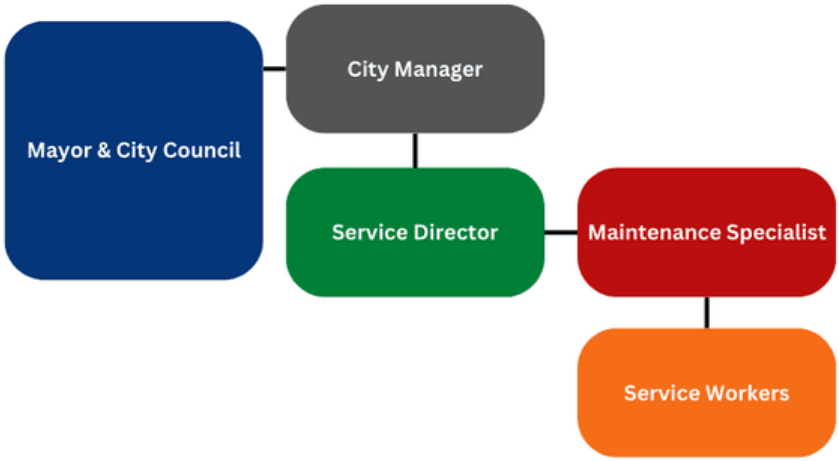
Grant Crawford
Public Service Director

The Department of Public Services is responsible for construction, improvement, and maintenance of all public works, parks, buildings, and roads. Additionally, the Department maintains the stormwater conveyance system, street lights, and traffic signals.

Services provided by the Parks and Public Service Department include:

- Overall maintenance of all public grounds including right-of-ways, easements, and municipal buildings
- Roadway and pathway maintenance, including snow and ice removal, sign maintenance, and traffic signal maintenance
- Public stormwater system management and maintenance
- Fleet and equipment maintenance
- Public Works utility maintenance

Organizational Chart



Goals for 2025

Council Goal: Maintaining City Infrastructure, Reducing Traffic Congestion, and Increasing Downtown Parking Options
1. Improve Tyler Run and Faith Life Church School Zones by updating school zone signage to meet current standards
2. Connect 7 traffic signals to the Central Traffic Management System (Centracs)
3. Coordinate with neighborhoods and associations to upgrade street signs to City standards, meeting State and Federal sign code requirements
Council Goal: Keeping Our Residents and Businesses Safe
4. Investigate a brine applicator to improve snow and ice operations
5. Deploy/upgrade public safety preemption devices at City traffic signals
6. Expand the proactive street light replacement program and increase pedestrian safety by upgrading lights to LEDs
Council Goal: Improving City Operations by Way of Efficiency, Prudent Financial Management, and Communications
7. Investigate smart streetlighting functions to increase performance and maintenance response times
8. Continue to establish new multi-year agreements for contracted services

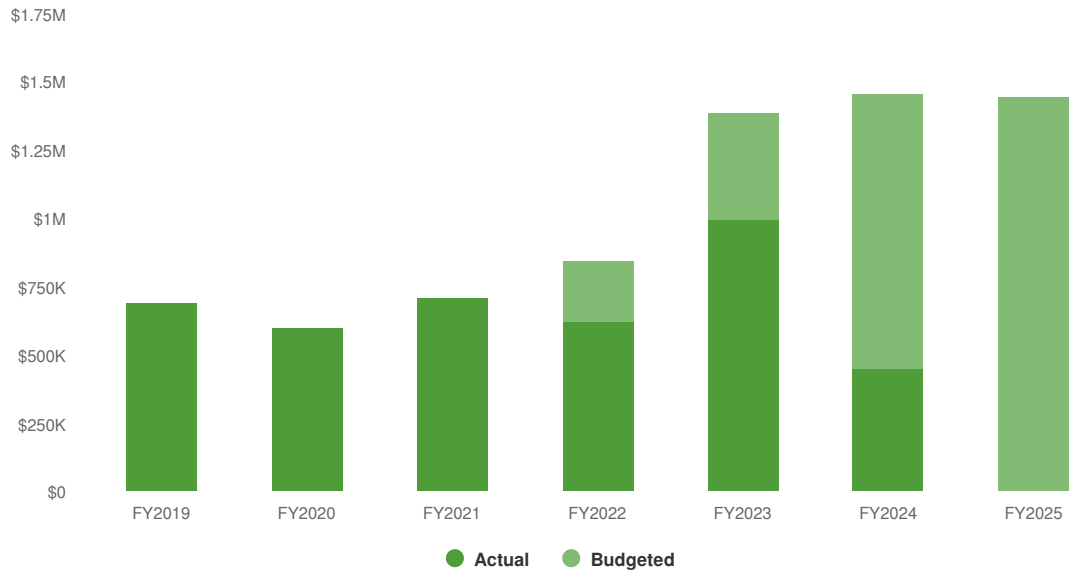
Notable Changes

- Increase in personnel line items reflects the addition one additional Maintenance Specialist
- Increase in street light repair budget based on replacement schedule and increased cost of parts
- Funds budgeted to support the development of a facilities master plan and growth strategy

Expenditures Summary

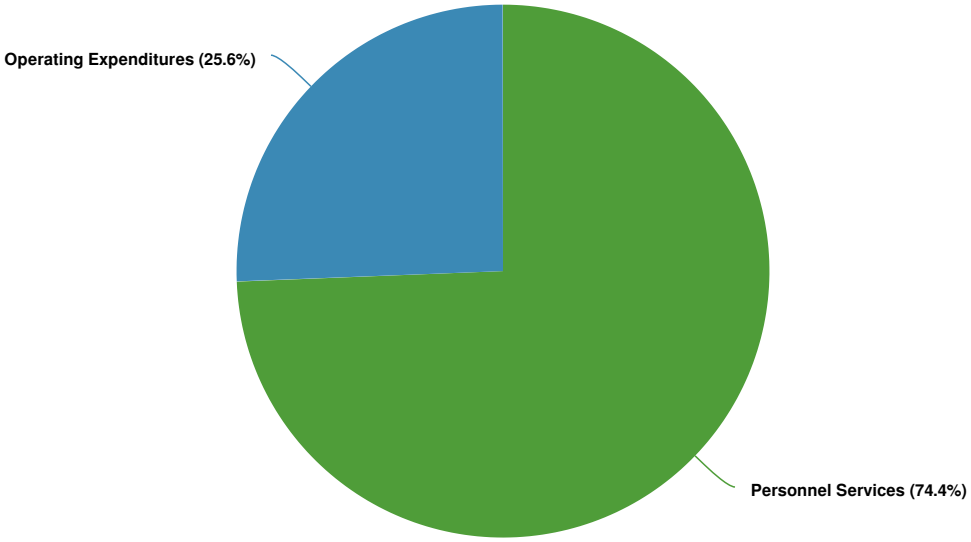
$1,448,000 -$10,600
(-0.73% vs. prior year)

Public Service Proposed and Historical Budget vs. Actual

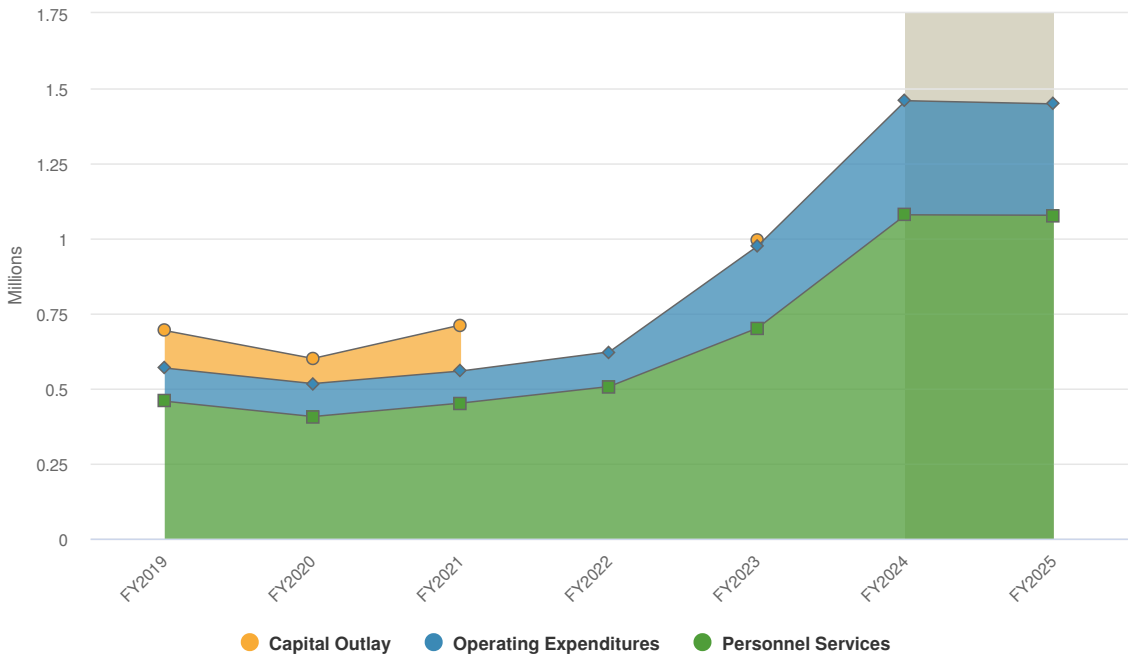


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Personnel Services						
PUB SERV SALARIES/WAGES	100-610-519000	$307,047	$461,399	$632,000	$665,000	5.2%
OTHER EARNINGS	100-610-519001	$6,173	$6,973	$14,000	$16,000	14.3%
OVERTIME	100-610-519011	$26,756	$29,104	$60,000	$80,000	33.3%
P.E.R.S.	100-610-521100	$42,644	$66,327	$106,000	$110,000	3.8%
MEDICARE	100-610-521300	$4,642	$6,892	$11,000	$12,000	9.1%
HEALTH INSURANCE	100-610-522100	$108,310	$116,032	$235,000	$165,000	-29.8%
LIFE INSURANCE	100-610-522200	$2,239	$2,869	$4,000	$5,000	25%
DENTAL INSURANCE	100-610-522300	$3,657	$3,823	$6,500	$12,000	84.6%
WORKERS COMPENSATION	100-610-522500	$5,061	$7,688	$10,000	$12,000	20%
Total Personnel Services:		**$506,529**	**$701,106**	**$1,078,500**	**$1,077,000**	**-0.1%**
Operating Expenditures						
ELEC.-STREET/TRAFFIC LIGHTS	100-610-531145	$21,656	$21,800	$23,000	$26,500	15.2%
ELECTRICITY MURPHY PARK CAR CHARGING STATIONS	100-610-531146	$2,840	$5,790	$3,500		N/A
CELL PHONES	100-610-532125	$4,679	$6,004	$6,500	$7,000	7.7%
INTERNET/DATA ACCESS	100-610-532180	$2,440	$481	$2,900	$2,900	0%
GASOLINE	100-610-532500	$13,600	$16,248	$30,000		N/A
SAFETY EQUIPMENT	100-610-542030	$1,818	$2,781	$5,200	$5,600	7.7%
SHOP SUPPLIES	100-610-542047	$4,810	$3,389	$4,000	$4,500	12.5%
FIELD SUPPLIES	100-610-542050	$2,984	$5,438	$6,500	$6,500	0%
STREET SWEEPING	100-610-543110	$16,000	$16,300	$20,000	$20,000	0%
VILLAGESCAPE REPAIRS	100-610-543149		$1,318	$22,000	$21,000	-4.5%
SNOW & ICE REMOVAL	100-610-543150	$136	$7,886	$8,000	$8,000	0%
STREET LIGHT REPAIRS	100-610-543151	$10,909	$75,152	$125,000	$135,000	8%
DRAINAGE REPAIRS/IMPROVEMENTS	100-610-543152	$6,617	$29,980	$35,000	$35,000	0%

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
MAILBOX REPAIR & REPLACEMENT	100-610-543153			$3,000	$3,000	0%
SUBDIVISION SIGNS/GUARDRAIL REPAIRS	100-610-543154		$7,907	$5,000	$5,000	0%
STORM DAMAGE CLEAN-UP	100-610-543155			$5,000	$5,000	0%
SIDEWALK CONSULT/REPAIRS	100-610-543157	$189				N/A
PEST CONTROL	100-610-543248	$75	$133	$2,000	$2,000	0%
VEHICLE/EQUIP. MAINTENANCE	100-610-544000	$17,080	$37,242	$2,000	$2,000	0%
RADIO SYSTEMS REPAIRS	100-610-544010	$168		$2,000	$2,000	0%
SERVICE BAYS-BLDG.MAINT.	100-610-546746	$2,236	$4,556	$5,000	$5,000	0%
MOSQUITO CONTROL	100-610-547075			$2,000	$2,000	0%
DUES/SUBSCRIPTIONS	100-610-550000	$222		$500	$1,000	100%
CERTIFICATION/CDL	100-610-550144		$30	$1,000	$1,500	50%
TRAINING/TRAVEL	100-610-551000	$35	$3,534	$10,000	$10,000	0%
UNIFORMS	100-610-552000	$5,535	$2,921	$7,000	$7,000	0%
CONTRACTED SERVICES	100-610-553100		$22,200	$22,000	$47,000	113.6%
OUPS REFERRALS	100-610-556007	$1,418	$1,790	$22,000	$6,500	-70.5%
Total Operating Expenditures:		**$115,446**	**$272,880**	**$380,100**	**$371,000**	**-2.4%**
Capital Outlay						
SPECIALIZED EQUIPMENT	100-610-568103		$20,491			N/A
Total Capital Outlay:			**$20,491**			**N/A**
Total Expense Objects:		**$621,975**	**$994,477**	**$1,458,600**	**$1,448,000**	**-0.7%**

Budgeted FTE's

Operating Total	2022 Actual	2023 Actual	2024 Adopted	2024 Actual	2025 Proposed
Budgeted FTEs	6	8	7	7	8

Key Performance Indicators

Measurement	2019	2020	2021	2022
Snow Fall (Inches)	30.8	20.2	20.1	12.0
Gasoline Used (Gallons)	6,227	5,380	5,166	3,388

Transfers

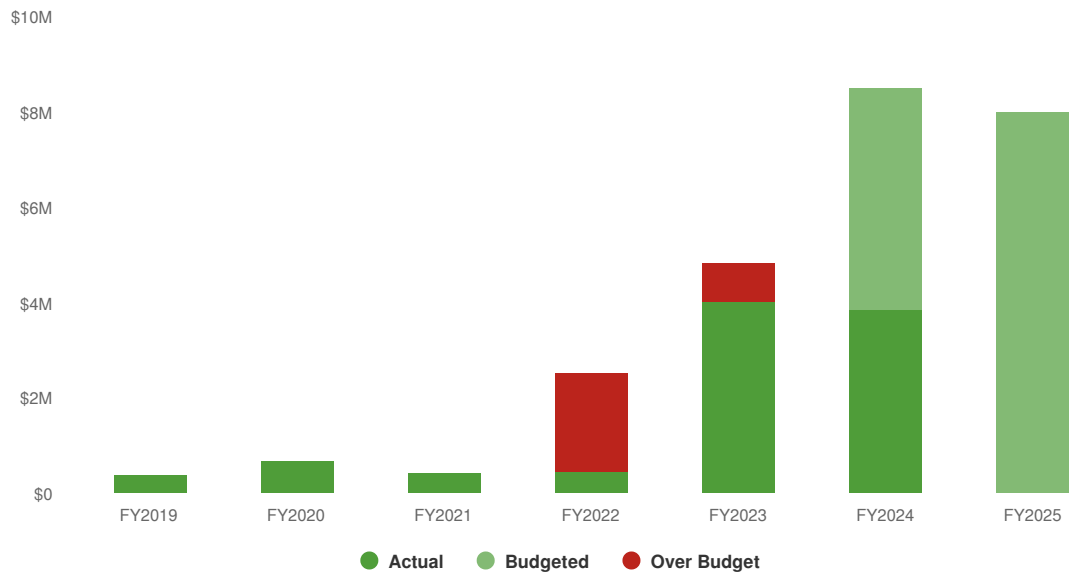
Rosa Ocheltree
Finance Director

Transfers reallocate **funds** within the City, ensuring that money is directed to areas that need it most. These transfers are recorded as **interfund transactions** in the financial statements, showing how resources move between funds. By facilitating the redistribution of funds, operating transfers help manage **cash flow** effectively and ensure that departments have the financial support they need to accomplish their goals.

Expenditures Summary

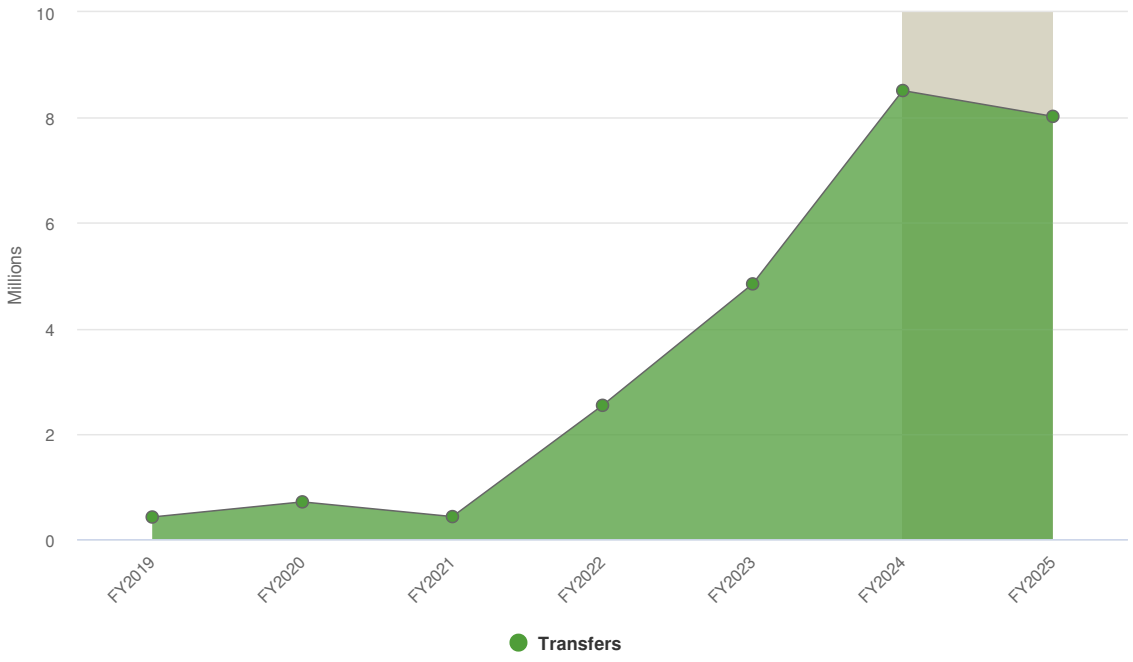
$8,022,500 **-$490,100**
(-5.76% vs. prior year)

Transfers Proposed and Historical Budget vs. Actual



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2022 Actuals	FY2023 Actuals	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects						
Transfers						
TRANSFER TO DEBT SERVICE	100-910-591000	$196,000	$196,000	$197,600	$500,000	153%
TRANSFER- OTHER	100-910-591002	$28,261	$37,221	$160,000	$75,000	-53.1%
TRANSFER TO STREET MAINTENANCE FUND	100-910-591003	$175,000	$300,000	$2,500,000	$2,450,000	-2%
TRANSFER TO CIP	100-910-591004	$1,888,711	$3,374,500	$4,285,000	$4,327,500	1%
TRANSFER TO P&R PROGRAMS	100-910-591006		$250,000	$350,000	$200,000	-42.9%
TRANSFER TO CORMA FUND	100-910-591007	$150,000	$150,000	$150,000	$170,000	13.3%
TRANSFER TO CIC	100-910-591008	$25,000				N/A
ADD TO RESTRICTED RESERVE	100-940-590000	$75,000	$535,000	$870,000	$300,000	-65.5%
Total Transfers:		**$2,537,972**	**$4,842,721**	**$8,512,600**	**$8,022,500**	**-5.8%**
Total Expense Objects:		**$2,537,972**	**$4,842,721**	**$8,512,600**	**$8,022,500**	**-5.8%**

CAPITAL IMPROVEMENTS

Introduction

The Capital Improvement Plan (CIP) guides the construction and major enhancements of City facilities and infrastructure. It constitutes a critical component in the City's system of planning, monitoring, and managing municipal activities. This system links together in a single process the annual cycle of planning, budgeting, implementation, and quality assessment activities.

Overall direction is established by the City Council's vision and strategic plan; these together with the Council Priorities, guide the five and one-year plans. The actual implementation of the City's plans is accomplished through the budget and the Capital Improvement Program. This process coordinates service delivery and assures that each City service and facility provided contributes to the City's long-term vision.

Process

The CIP process begins early each fiscal year when departments submit to the Finance Department their requests or revisions for capital projects. The requests are submitted on approved forms which include the description of the project, estimated cost, time frame, justification, and impact on operating budgets. The CIP is a five-year plan where projects are identified in the outlying years and listed based on priorities and funding sources.

The City Manager along with the Leadership Team evaluate CIP requests based on legal constraints and requirements, health and safety, community impact, impact on the City's operating budget, consistency with City Council and Management priorities, conformance with adopted plans and cost effectiveness.

A 5-year CIP plan is evaluated, amended, and adopted by City Council.

Continued pressure has been put on the CIP Budget for FY25 due to the large number of projects deferred during the economic downturn. In addition, the approved projects for this fiscal year are consistent with the guidance contained in the City's Master Plan and Strategic Focus areas.

The Capital Improvement Plan directs staff administration to give higher priority to capital projects which are designed to serve existing needs, enhance the downtown are, and to prevent the deterioration of existing levels of service over new capital projects.

Funding Policy

Section I – Purpose

Driven by the City's goals, the Five-Year Capital Improvements Program (CIP) provides guidelines for growth and development in the City and establishes the blueprint for investment in its capital infrastructure. This document shall be used as a tool to ensure the City's long- and short-term capital investments are made in the context of careful consideration of the it's needs and the resources available to fund all projects.

The proposed CIP Funding Policy will provide assurance the City can meet both debt service obligations and all other obligations competing for the available resources. This Policy's objective is to complete all necessary capital improvements responsibly while maintaining financial flexibility to adapt to unexpected changes without service disruption.

Section II – Funding Policy (CIP Fund)

To fund CIP projects and capital expenses and to determine the City's fiscal capacity to complete capital projects over the next five years, the City will look the following funding sources:

1. Capital Improvement Fund. At the beginning of each fiscal year, the City will transfer to the Capital Improvement Fund an amount equal to 25 percent of the City's prior-year municipal income tax revenue, subject to the following:

    a. Such transfer will be reduced to an amount necessary to ensure the unassigned General Fund balance remains within the Fiscally Prudent Range (51% to 75% of the five-year average of General Fund revenues) as set forth in the General Fund Policy; and
    b. Council, in its discretion, may transfer to the CIC from the Capital Improvement Fund up to 5 percent of the City's prior-year municipal income tax revenue in any fiscal year to support the CIC's projects and programs.

The Capital Improvement Fund may be used to fund both long-term debt and to fund projects and capital expenses on a cash basis.

2. Special Revenue Funds and TIF Funds. These funds receive revenues from non-General Fund sources and have limitations on their use. These funds generally should be used first to fund CIP and capital expense projects that qualify for these specific use funds.

3. Grants. As a matter of general policy and to fund additional projects needed to serve the community, the City should pursue federal grants, state grants and local grants and utilize assessment procedures for projects which have a reasonably well-defined group of beneficiaries and legally lend themselves to this type of financing. Generally speaking, the CIP should prioritize the search for grants, and the availability of grants should not drive the prioritization of the CIP.

4. Debt. Certain CIP projects or a group of CIP projects will lend themselves to debt financing. As the CIP matures, the City should further define the resource allocation to long-term debt and cash funding.

As projects are proposed for debt funding, statutory debt limitations and the City's debt policy will be reviewed to ensure compliance. Pursuant to the City's Debt Policy (Resolution 2015-06), The City is limiting its debt capacity to:

- For the principal amount of outstanding debt without the vote of the residents, the limit is 4.5% of the City's assessed valuation instead of the statutes limit.
- For the principal amount of outstanding debt with the vote of the residents, the limit is 8.0% of the City's assessed valuation instead of the statutory limit.

- For debt issued without the vote of the residents and supported by an unvoted general obligation pledge the City intends to repay with local taxes, the City will attempt to limit itself to 8-mills

It is important to stress, funding projects with long-term debt may obligate the use of public resources for the next 20 years. The long-term debt which is incurred today significantly reduces the options available to fund needed projects tomorrow. Paying cash for projects where financially possible will increase the City's flexibility in the future.

It is not always economical to issue debt for some projects. The estimated life of some projects may not meet the criteria to issue long term debt. When cash funding projects, revenue projections and estimated fund balances will be reviewed and evaluated to assure sufficient reserves are maintained.

Section III – Budget Guidelines

Each year, during the budget build cycle, the City will create a five-year CIP plan. The CIP included for budget consideration will define and prioritize the capital projects the City plans to take on in the next five years. The CIP plan and budget will include all available resources and will be updated annually in accordance with the annual budget calendar.

The City's annual CIP appropriation is based on the projects designated by City Council through adoption of the annual budget. Project appropriation will be for the current year (1 year), Years 2-5 are for illustrative/planning purposes. It is understood circumstances and priorities may change. If new projects are identified or additional resources are necessary throughout the fiscal year they will be brought to Council for review and approval.

Resolution 2022-19

Powell
OHIO

RESOLUTION 2022-19

A RESOLUTION TO ADOPT THE CAPITAL IMPROVEMENT PROGRAM (CIP) FUNDING POLICY FOR THE CITY OF POWELL.

WHEREAS, the City's management wish to establish a comprehensive CIP funding policy to complete all necessary capital improvements responsibly while maintaining financial flexibility to adapt to unexpected changes without service disruption, and which will set a framework for the efficient allocation of financial resources; and

WHEREAS, such a policy has been drafted by staff and the Law Director for Council's consideration; and

WHEREAS, such policy has received the review of the Finance Committee and is hereby recommended to City Council for adoption.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, COUNTY OF DELAWARE, AND STATE OF OHIO AS FOLLOWS:

Section 1: City Council hereby approves and adopts the CIP funding policy in a form substantially similar to the policy attached hereto as Exhibit A.

Section 2: This City Council finds and determines that all formal actions of the City Council and any of its committees concerning and relating to the passage of this Resolution were taken in an open meeting of this Council, and that all deliberations of this City Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

Section 3: This Resolution shall be in full force and effect immediately upon passage.

4-5-22
Daniel Swartwout — Date
Mayor

4/5/22
Amy Deere — Date
City Clerk

EFFECTIVE DATE: April 5, 2022

This legislation has been posted in accordance with the City Charter on this date 4/6/22
Amy Deere
City Clerk

City Council
Daniel Swartwout, Mayor
Jon C. Bennehoof Tom Counts Heather Karr Brian Lorenz Christina Drummond Frank Bertone

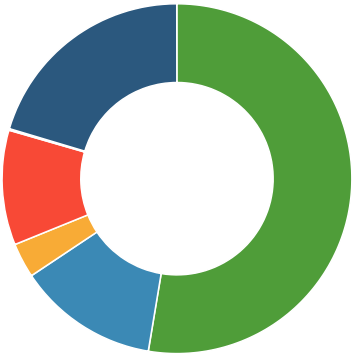
Capital Improvements: One-year Plan

Total Capital Requested

$14,004,800

23 Capital Improvement Projects

Total Funding Requested by Source



Capital Projects Fund (53%)	$7,370,000.00
CIP Fund (13%)	$1,825,000.00
Downtown TIF (3%)	$450,000.00
General Fund (11%)	$1,484,800.00
Grant (0%)	$20,000.00
Street Maintenance Fund (20%)	$2,855,000.00
TOTAL	**$14,004,800.00**

ENGINEERING DEPARTMENT Requests

Itemized Requests for 2025

Adventure Park CSX Tunnel **$250,000**

This project consists of designing and permitting the rehabilitation of the existing tunnel under the CSX railroad located approximately 650’ northwest of Adventure Park Drive in Powell, Ohio. The disintegrating and delaminating concrete...

Annual Street and Path Maintenance Program **$2,815,000**

The annual street maintenance and repair program will provide investments each year to keep our streets and associated pedestrian and shared-use paths well-maintained, functional, and safe. These improvements include roadway resurfacing and...

At Grade Railroad Crossing Upgrades **$415,000**

This project will provide for the improvement of the at-grade railroad crossings at Seldom Seen Road and the crossing north of Murphy Parkway. The railroad crossing improvements will be designed and completed by the railroad (CSX) and then...

Crosswalk Improvements on Olentangy Street (State Route 750) **$50,000**

This project will upgrade two (2) existing pedestrian crossings at Olentangy and Depot Street and Olentangy Street and Hall Street, and install a new pedestrian crossing at Olentangy Street and Traditions Way. All three crossings will have...

Liberty Road Multi-Use Path (Library Park to Murphy Pwky) **$170,000**

This project consists of connecting the existing shared-use path on the east side of Liberty Road near the CSX railroad crossing to the existing shared-use path on the west side of Murphy Parkway. The shared-use path will follow Liberty Road out...

North Depot Street Reconstruction **$2,125,000**

This project consists of reconstructing North Depot Street from Olentangy Street (State Route 750) north to Case Ave. The existing roadway has an approximately 20’ wide section of asphalt pavement that facilitates one (1) northbound and one (1)...

Scioto Street Extension and Northeast Quadrant Parking Lot **$2,450,000**

This project will extend Scioto Street east from its current terminus at Liberty Street to Grace Drive and construct a new public parking lot in the northeast quadrant.The new public roadway will have curbs and gutters, sidewalks, drainage...

Shared Use Path Additions **$135,000**

This project will provide for the identification, planning, design, and construction of new shared-use paths with the City of Powell, both along public roadways and in City-owned parks and open spaces. The program will first identify areas that...

Sidewalk Condition Assessment **$200,000**

The maintenance of sidewalks has historically been the adjacent property owner's responsibility. The responsibility is identified within the Ohio Revised Code and the City of Powell Codified Ordinance. Long-term replacement and maintenance of...

Total: $8,610,000

DEVELOPMENT DEPARTMENT Requests

Itemized Requests for 2025

Public Infrastructure TIF Agreement - COHatch Development **$450,000**

The completed development resulting from this legislation is anticipated to aid in the resolution of downtown parking issues, benefit economic development for the downtown, generate new revenues, support needed capital infrastructure, revitalize...

Village Green Master Planning Services **$500,000**

Pizzuti Solutions LLC has provided a fee proposal to the City of Powell to provide services for the master planning of the historic downtown and the Village Green property. The proposed scope of work includes detailed analysis, data collection and...

Total: $950,000

PARKS & RECREATION Requests

Itemized Requests for 2025

Pickleball/ Olentangy Swim Association Parking Lot Expansion **$650,000**

The construction of 8 new Pickleball Courts in Adventure Park will be completed at the end of August 2024. As part of the Pickleball Court construction, additional parking needs to be provided to accommodate the new use. The recommended parking...

Total: $650,000

LANDS & BUILDINGS - VILLAGE GREEN Requests

Itemized Requests for 2025

Allocation to the Powell Development Corporation (PDC) **$500,000**

Per the CIP funding policy, up to 5% of the city's prior-year municipal income tax revenue will be available to fund economic development activities through the Powell Development Corporation (PDC), a component unit. Projected revenues...

Total: $500,000

PUBLIC SERVICE DEPARTMENT Requests

Itemized Requests for 2025

Fleet & Equipment Replacement **$860,200**

The City's Asset Replacement Policy outlines the criteria for effective vehicle replacement. All factors of a vehicle's mission, purpose, age, mileage, and cost of ownership will be assessed to create a benchmark for relinquishment. The...

Outdoor Warning Sirens **$170,000**

This project would provide outdoor warning sirens in three separate locations to alert the public to serve weather conditions. City staff have received a quote which is provided regarding the estimated cost of construction. All sirens would...

Total: $1,030,200

STORM SEWERS & DRAINS Requests

Itemized Requests for 2025

Annual Stormwater System Maintenace **$40,000**

This project will provide for the replacement, repair, modification, and maintenance of components of the public stormwater management system. Work can include, but will not be limited to; repair and reconstruction of storm structures, general...

Total: $40,000

POLICE DEPARTMENT Requests

Itemized Requests for 2025

Police Drones **$13,000**

Police drones, also known as unmanned aerial vehicles (UAVs), are increasingly being utilized by law enforcement agencies. These drones serve a variety of functions, enhancing the capabilities of police forces in terms of surveillance, safety, and...

Replacement of Security Cameras **$56,600**

The police department's existing video cameras are aging and no longer meet the operational requirements necessary to ensure effective law enforcement and public safety. The current equipment suffers from frequent malfunctions, poor video quality,...

Replacement Rifles **$15,000**

The police department's current rifles, purchased in 2012, need replacement. They are reaching the end of their life. The plan is to replace six (6) rifles in 2025 and six (6) in 2026. The attached quote was used for planning purposes.

Total: $84,600

LANDS & BUILDINGS Requests

Itemized Requests for 2025

Facilities Master Plan and Growth Strategy **$240,000**

The City has initiated an RFQ process inviting experienced and qualified firms to submit their qualifications to provide comprehensive planning services, including a Facility Condition Assessment, Facility Needs Assessment, and the resulting...

Lechler Building Construction **$1,300,000**

The site is a highly visible "gateway" to the community. Reappointment and redesign of the site and building provides an exciting opportunity to enhance this community entrance for public use. The plan for the lecher building include: The...

Total: $1,540,000

INFORMATION TECHNOLOGY Requests

Itemized Requests for 2025

Technology **$300,000**

Technology projects will focus on enhancing the City's IT infrastructure through shared service upgrades, replacements, and new security technologies. This allocation will fund critical capital IT projects designed to fortify the City's network,...

Total: $300,000

ADMINISTRATION DEPARTMENT Requests

Itemized Requests for 2025

Capital Contingency **$300,000**

A capital contingency budget is a dedicated fund set aside to absorb unexpected costs related to capital projects. It is a financial safety net to protect the overall capital budget from unforeseen circumstances. This allocation is utilized for...

Total: $300,000

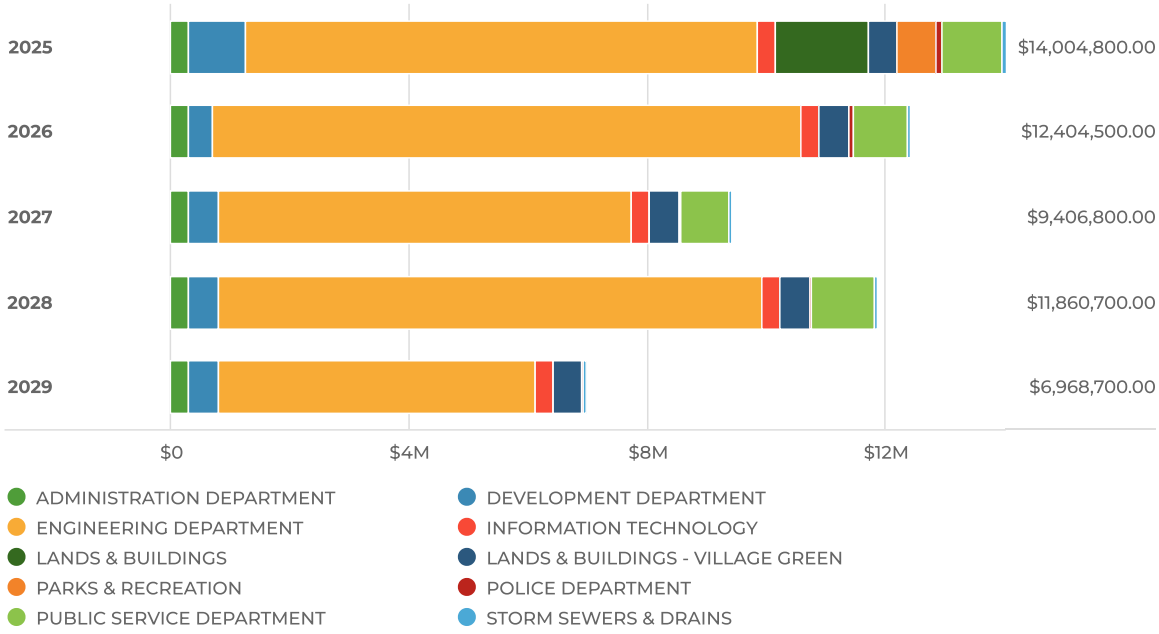
Capital Improvements: Multi-year Plan

Total Capital Requested

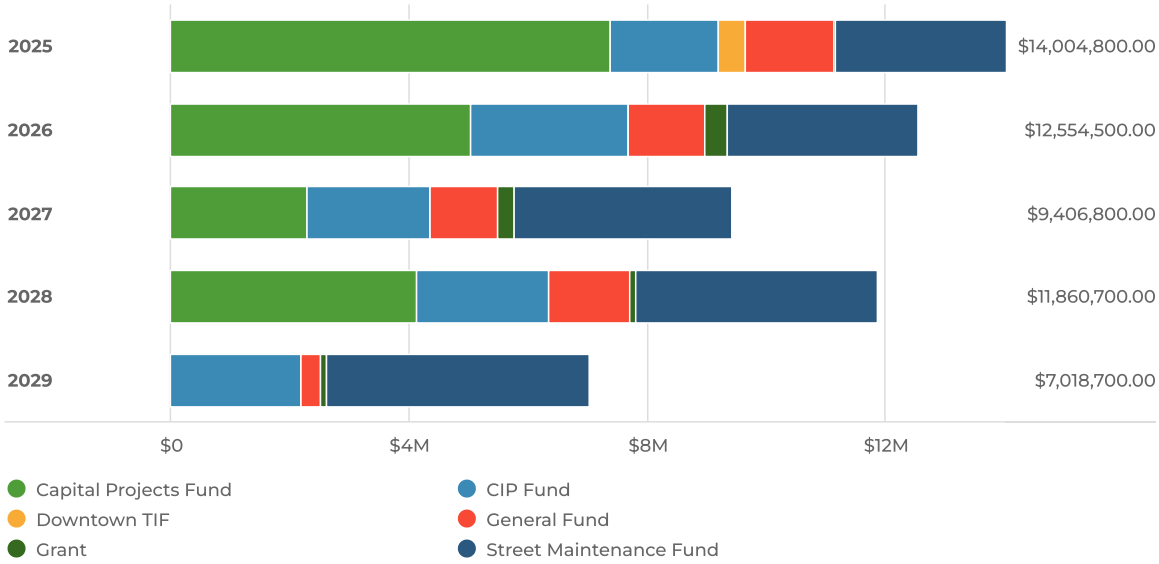
$54,645,500

31 Capital Improvement Projects

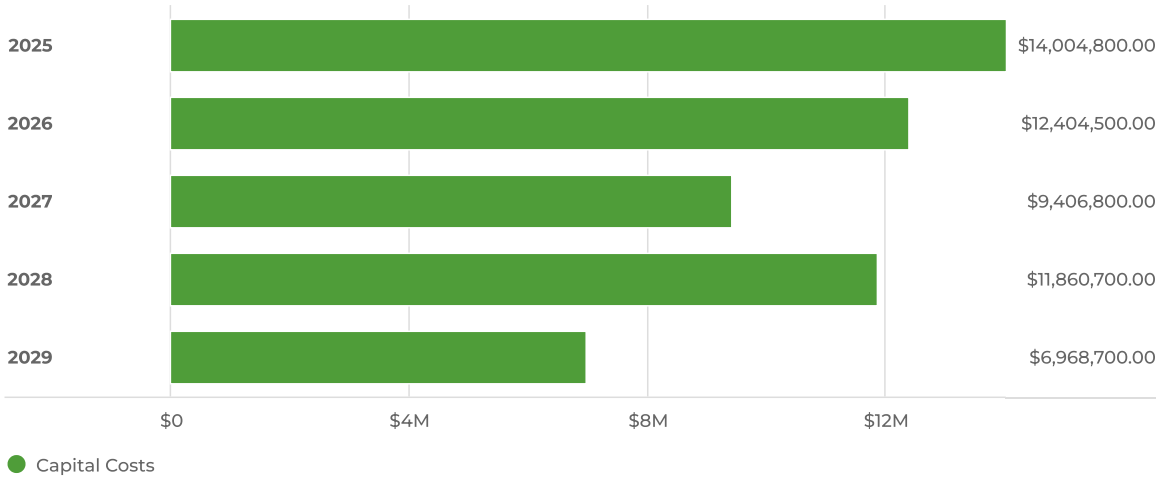
Total Funding Requested by Department



Total Funding Requested by Source



Capital Costs Breakdown



ENGINEERING DEPARTMENT Requests

Itemized Requests for 2025-2029

Adventure Park CSX Tunnel **$250,000**

This project consists of designing and permitting the rehabilitation of the existing tunnel under the CSX railroad located approximately 650' northwest of Adventure Park Drive in Powell, Ohio. The disintegrating and delaminating concrete...

Annual Street and Path Maintenance Program **$17,930,000**

The annual street maintenance and repair program will provide investments each year to keep our streets and associated pedestrian and shared-use paths well-maintained, functional, and safe. These improvements include roadway resurfacing and...

At Grade Railroad Crossing Upgrades **$765,000**

This project will provide for the improvement of the at-grade railroad crossings at Seldom Seen Road and the crossing north of Murphy Parkway. The railroad crossing improvements will be designed and completed by the railroad (CSX) and then...

Crosswalk Improvements on Olentangy Street (State Route 750) **$50,000**

This project will upgrade two (2) existing pedestrian crossings at Olentangy and Depot Street and Olentangy Street and Hall Street, and install a new pedestrian crossing at Olentangy Street and Traditions Way. All three crossings will have...

Downtown Streetscape Improvements **$1,790,000**

The Downtown Streetscape Improvements project will review and prepare design documents for the resurfacing, maintenance, and repair of the existing sidewalks and other streetscape elements in certain areas of downtown Powell. The area reviewed...

Liberty Road Multi-Use Path (Library Park to Murphy Pwky) **$920,000**

This project consists of connecting the existing shared-use path on the east side of Liberty Road near the CSX railroad crossing to the existing shared-use path on the west side of Murphy Parkway. The shared-use path will follow Liberty Road out...

North Depot Street Reconstruction **$2,125,000**

This project consists of reconstructing North Depot Street from Olentangy Street (State Route 750) north to Case Ave. The existing roadway has an approximately 20' wide section of asphalt pavement that facilitates one (1) northbound and one (1)...

Scioto Street Extension and Northeast Quadrant Parking Lot **$6,850,000**

This project will extend Scioto Street east from its current terminus at Liberty Street to Grace Drive and construct a new public parking lot in the northeast quadrant.The new public roadway will have curbs and gutters, sidewalks, drainage...

Scioto Street Reconstruction **$2,325,000**

The Scioto Street Reconstruction will reconstruct Scioto Street from the western terminus at North Depot Street to Liberty Street. The project will include pavement replacement, new storm sewer facilities, and new street lighting, and will remove...

Shared Use Path Additions **$2,020,000**

This project will provide for the identification, planning, design, and construction of new shared-use paths with the City of Powell, both along public roadways and in City-owned parks and open spaces. The program will first identify areas that...

Sidewalk Condition Assessment **$200,000**

The maintenance of sidewalks has historically been the adjacent property owner's responsibility. The responsibility is identified within the Ohio Revised Code and the City of Powell Codified Ordinance. Long-term replacement and maintenance of...

South Depot Street Connection **$4,635,000**

This project will extend South Depot Street from Olentangy Street to a point on Liberty Street approximately 100 feet north of the entrance to Library Park. Improvements would include new roadways with associated drainage improvements, pedestrian...

Total: $39,860,000

DEVELOPMENT DEPARTMENT Requests

Itemized Requests for 2025-2029

Public Infrastructure TIF Agreement - COHatch Development **$450,000**

The completed development resulting from this legislation is anticipated to aid in the resolution of downtown parking issues, benefit economic development for the downtown, generate new revenues, support needed capital infrastructure, revitalize...

Signage and Wayfinding Plan Implementation **$1,500,000**

This project guides completing a Signage and Wayfinding Master Plan as well as installing wayfinding signage throughout the City of Powell for motorists and non-motorists throughout the city, defining edges and gateways, and enhancing the city's...

Village Green Master Planning Services **$900,000**

Pizzuti Solutions LLC has provided a fee proposal to the City of Powell to provide services for the master planning of the historic downtown and the Village Green property. The proposed scope of work includes detailed analysis, data collection and...

Total: $2,850,000

PARKS & RECREATION Requests

Itemized Requests for 2025-2029

Pickleball/ Olentangy Swim Association Parking Lot Expansion **$650,000**

The construction of 8 new Pickleball Courts in Adventure Park will be completed at the end of August 2024. As part of the Pickleball Court construction, additional parking needs to be provided to accommodate the new use. The recommended parking...

Total: $650,000

LANDS & BUILDINGS - VILLAGE GREEN Requests

Itemized Requests for 2025-2029

Allocation to the Powell Development Corporation (PDC) **$2,500,000**

Per the CIP funding policy, up to 5% of the city's prior-year municipal income tax revenue will be available to fund economic development activities through the Powell Development Corporation (PDC), a component unit. Projected revenues...

Total: $2,500,000

PUBLIC SERVICE DEPARTMENT Requests

Itemized Requests for 2025-2029

Fleet & Equipment Replacement **$3,598,100**

The City's Asset Replacement Policy outlines the criteria for effective vehicle replacement. All factors of a vehicle's mission, purpose, age, mileage, and cost of ownership will be assessed to create a benchmark for relinquishment. The...

Outdoor Warning Sirens **$170,000**

This project would provide outdoor warning sirens in three separate locations to alert the public to serve weather conditions. City staff have received a quote which is provided regarding the estimated cost of construction. All sirens would...

Total: $3,768,100

STORM SEWERS & DRAINS Requests

Itemized Requests for 2025-2029

Annual Stormwater System Maintenace **$225,000**

This project will provide for the replacement, repair, modification, and maintenance of components of the public stormwater management system. Work can include, but will not be limited to; repair and reconstruction of storm structures, general...

Total: $225,000

POLICE DEPARTMENT Requests

Itemized Requests for 2025-2029

Multi-Launchers **$21,000**

Multi-launchers are versatile tools used in law enforcement to deploy various less-lethal munitions. These devices are designed to provide officers with a range of options for subduing suspects and managing volatile situations without resorting to...

Police Cruiser Video Systems **$67,500**

The police department has eight cruisers that in-car video systems. All of these systems were purchased in 2017 or earlier. This systems need to be replaced every 10 years or as they malfunction.Each system is estimated to cost $7,000 with...

Police Drones **$28,000**

Police drones, also known as unmanned aerial vehicles (UAVs), are increasingly being utilized by law enforcement agencies. These drones serve a variety of functions, enhancing the capabilities of police forces in terms of surveillance, safety, and...

Replacement of Security Cameras **$105,900**

The police department's existing video cameras are aging and no longer meet the operational requirements necessary to ensure effective law enforcement and public safety. The current equipment suffers from frequent malfunctions, poor video quality,...

Replacement Rifles **$30,000**

The police department's current rifles, purchased in 2012, need replacement. They are reaching the end of their life. The plan is to replace six (6) rifles in 2025 and six (6) in 2026. The attached quote was used for planning purposes.

Total: $252,400

LANDS & BUILDINGS Requests

Itemized Requests for 2025-2029

Facilities Master Plan and Growth Strategy **$240,000**

The City has initiated an RFQ process inviting experienced and qualified firms to submit their qualifications to provide comprehensive planning services, including a Facility Condition Assessment, Facility Needs Assessment, and the resulting...

Lechler Building Construction **$1,300,000**

The site is a highly visible "gateway" to the community. Reappointment and redesign of the site and building provides an exciting opportunity to enhance this community entrance for public use. The plan for the lecher building include: The...

Total: $1,540,000

INFORMATION TECHNOLOGY Requests

Itemized Requests for 2025-2029

Technology **$1,500,000**

Technology projects will focus on enhancing the City's IT infrastructure through shared service upgrades, replacements, and new security technologies. This allocation will fund critical capital IT projects designed to fortify the City's network,...

Total: $1,500,000

ADMINISTRATION DEPARTMENT Requests

Itemized Requests for 2025-2029

Capital Contingency **$1,500,000**

A capital contingency budget is a dedicated fund set aside to absorb unexpected costs related to capital projects. It is a financial safety net to protect the overall capital budget from unforeseen circumstances. This allocation is utilized for...

Total: $1,500,000

DEBT

Debt Limitation

Under current state statutes (Chapter 133 Ohio Revised Code), the City's general obligation debt issuances are subject to a legal limitation based on the total assessed value of real and personal property. The total general obligation debt of the City, exclusive of certain exempt debt, shall never exceed 10.5% of the total assessed valuation. The unvoted general obligation debt of the City cannot exceed 5.5% of the total assessed valuation. In 2023, the City's total taxable assessed valuation was $904,382,220. As a result, the City had a legal debt margin for total debt of $85,332,976 and a legal debt margin for unvoted debt of $40,113,865.

To ensure that debt capacity is available during emergencies and disasters, the City has limited its debt capacity through its debt policy to 90% of the statutory limit. The City also uses specific revenue sources dedicated to the repayment of a particular debt, which allows the City to withstand the collection volatility of general and undesignated revenues sources.

At the end of 2023, the City had approximately $10.8 million in long-term debt outstanding, a decrease from the prior year. This decrease represents a reduction in principal payments and premium amortization. Two short-term notes were issued in 2024 and are expected to be refunded or retired.

Legal Debt Margin Calculation for Fiscal Year 2023

Overall (Voted and Unvoted) Debt Limitations:		
Total assessed value	$	904,382,220
Debt limit (10 1/2% of total assessed value)		94,960,133
Debt applicable to limit: (1)		
General obligation bonds & notes		9,635,000
Less: Amount set aside for repayment of general obligation debt		7,843
Total net debt applicable to limit		9,627,157
Legal debt margin	$	85,332,976

Unvoted Debt Limitation:		
Total assessed value	$	904,382,220
Debt limit (5 1/2% of total assessed value)		49,741,022
Debt applicable to limit: (See Note 1)		
General obligation bonds & notes		9,635,000
Less: Debt outside limitations		-
Debt within limitation		9,635,000
Less: Amount set aside for repayment of general obligation debt		7,843
Total net debt applicable to limit		9,627,157
Legal debt margin	$	40,113,865

General Obligation Bonds

Bonds	Type	Interest Rate	Maturity Date	Outstanding 12/1/2023	FY2025 Requirements Principal	FY2025 Requirements Interest
General Obligation-Limited Tax						
Series 2015 Powell Refunding Bonds						
2006 Bonds Police Facility	UVE	2.0-4.0%	12/1/2024	$ -		
2008 Bonds Various Purpose	UVE	2.0-4.0%	12/1/2029	$ 2,336,000	$ 385,000	$ 83,200
Total Series 2015				**$ 2,336,000**	**$ 385,000**	**$ 83,200**
Series 2019 Various Purpose Bond	UVE	3.0-4.0%	12/1/2039	**$ 2,533,950**	**$ 105,000**	**$ 65,550**
Series 2021 Various Purpose Refunding Bonds						
Powell CIFA	UVE	2.0%	12/1/2029	$ 940,300	$ 190,000	$ 17,800
Liberty CIFA	UVE	2.0%	12/1/2026	$ 2,562,500	$ 1,355,000	$ 49,800
Total Series 2021				**$ 3,502,800**	**$ 1,545,000**	**$ 67,600**
Series 2024 Various Purpose Notes (Tax-Exempt)*	**UVE**	4.00%	8/20/2025	**$ 6,521,650**	**$ 6,260,000**	**$ 261,650**
Series 2024 Various Purpose Notes (Federally Taxable)*	**UVE**	5.13%	8/20/2025	**$ 1,802,650**	**$ 1,715,000**	**$ 87,650**
Total General Obligations Bond		2.0-4.0%		**$ 16,697,050**	**$ 10,010,000**	**$ 565,650**

UVE = unvoted debt and exempt from 5.5%

* Expected to be refunded in 2025

General obligation bonds are direct obligations and pledge the full faith and credit of the City. The City issues general obligation bonds and notes to provide funds for acquisition and construction of major capital equipment, infrastructure and facilities. All general obligation bonds are supported by the full faith and credit of the City of Powell and are payable from unvoted property tax revenues to the extent that other resources are not available to meet annual principal and interest expenditures. The general obligation bonds will be paid from the City's Debt Service Fund.

Debt Amortization Schedule Principal/Interest by Year of Maturity

For the Year Ending December 31, 2025

General Obligation Bonds

	Principal	Interest
2025	$10,010,000	$565,650
2026	$1,835,000	$165,850
2027	$720,000	$119,050
2028	$745,000	$94,150
2028-2039	$2,125,000	$317,350
Total General Obligation Bonds	**$15,435,000**	**$1,262,050**

Rating Agency Review

The city is proud of its strong financial operations and fiscal responsibility. The City received ratings from S&P Global (“S&P”), and, Moody's Investors Service (“Moody’s”). After completing a review that evaluated the City’s existing financial condition, current developments and trends, and prospects for growth, the agencies assigned the following ratings, “AAA”, and “Aa1”, respectively, to the City’s bonds. These ratings enable the City’s debt to be issued at low interest rates, resulting in reductions in future debt service payments.

FINAL WORD

A Final Word of Acknowledgement

Thank you for taking the time to review this budget document. The annual budget cycle begins in the spring, when departments collaborate to develop the Capital Improvement Plan for the upcoming fiscal year. This is followed by in-depth discussions between Finance staff and department heads, culminating in meetings with the City Manager.

The formal budget process concludes with public hearings before the Mayor and City Council, where the budget is formally adopted by the end of the year, as mandated by state law.

The Finance Department would like to express its gratitude to the City Council, Finance Committee, and the City Manager for their invaluable leadership and guidance in the development of the 2025 Operating Budget and the 2025-2029 Capital Improvements Program. Additionally, we would like to acknowledge the hard work and dedication of staff members throughout the city who conduct thorough analyses, project revenues and expenses, and monitor departmental budgets. Their contributions are essential to the success of this process. Finally, a special thanks to the finance team for their exceptional efforts in preparing this comprehensive document.

The City of Powell maintains a website to provide information and assistance to the community and other interested parties at www.cityofpowell.us.

Rosa Ocheltree
Finance Director

Upcoming City Meetings & Events NOVEMBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 6:30 pm Development Committee 7:30 pm City Council	7 6:30 pm BZA-Cancelled	8	9
10	11 Veteran's Day City Offices Closed	12 7:00 pm Finance Committee	*13* 6:30 pm Planning & Zoning Commission	14	15	16
17	18	19 6:15 pm Operations Committee 7:30 pm City Council	*20*	21 6:30 pm HDAC—Cancelled 6:30 pm Charter Review	22	23
24	25	26 6:30 pm Powell Development Corporation	27	28 City Offices Closed	29 City Offices Closed	30