

Sylvania City Council
May 19, 2014

6:15 p.m. Safety Committee

Proposed Ordinance 27-2014, Amending Chapter 1505-AIA, Fire Codes

6:45 p.m. Utilities & Environmental Committee

Proposed Ordinance 28-2014, Amending Chapter 941-Waste Collection

7:30 p.m. Council Meeting
Agenda

1. Roll call.
2. Pledge of Allegiance to the United States of America led by Mrs. Husman.
3. Additions to the agenda.
4. Approval of the meeting minutes of May 5, 2014.
5. Mayor's presentation of proclamation declaring Poppy Day, May 23. Miss Poppy will be present to be introduced and distribute poppies.
6. Plan Commission's recommendations:
 - a. Special use Permit Amendment SUP-1-2014, a request from Highland Meadows Golf Club. Set the public hearing and authorize the clerk to advertise the same.
 - b. Special Use Permit Amendment SUP-2-2014, a request from Loyal Order of the Moose #1579. Set the public hearing and authorize the clerk to advertise the same.
7. Complete Streets Policy.
 - a. Service Director's Report on Policy.
 - b. Proposed Resolution 14-2014, Adopting a Complete Streets Policy.
8. Sylvania Township Fire Department Overall Plan for Fire Levy consideration report for referral.
9. Proposed Ordinance 29-2014, Authorizing the donation of bicycles to Sylvania Area Family Services.
10. Proposed Ordinance 30-2014, Entering into agreements for Safety City personnel.
11. Proposed Resolution 15-2014, Adopting a statement indicating what services will be provided to the area proposed to be annexed.

12. Committee reports.
 - a. Zoning & Annexation Committee Report from May 16th.
Proposed Ordinance 31-2014, Amending Part Eleven-Planning & Zoning Code,
by adding Chapter 1152-Design Review Regulations.
 - b. Economic Development Sub-Committee Report from May 16th.
 - c. Safety Committee Report from 6:15 p.m.
 - d. Utilities & Environmental Committee Report from 6:45 p.m.
13. Committee referrals.

Information

- A. Proclamation of Mayor regarding Michael Tansey.
- B. Municipal Planning Commission minutes from May 14, 2014.
- C. Board of Architectural Review minutes from May 14, 2014.
- D. April 2014 Bank Reconciliation.

Minutes of the Meeting of Council
May 5, 2014

The Council of the City of Sylvania, Ohio met in regular session on May 5, 2014 at 7:30 p.m. with Mayor Craig A. Stough in the chair. Roll was called with the following members present: Mike Brown, Katie Cappellini, Doug Haynam, Sandy Husman, Mark Luetke, Todd Milner, Mary Westphal (7) present; (0) absent.

Roll call: All present.

Mr. Haynam led the Pledge of Allegiance to the United States of America.

Pledge of Alleg.

Mayor Stough stated that Council will now consider agenda item 3.

Requests were made for the following additions to the agenda:

Additions to the agenda.

- 14a. Set Zoning & Annexation Committee meeting.
- 14b. Set Economic Development Sub-Committee meeting.

Mr. Haynam moved, Mrs. Westphal seconded, to approve the agenda as amended; roll call vote being: Brown, Cappellini, Haynam, Husman, Luetke, Milner, Westphal, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 4.

Mrs. Westphal presented the April 21, 2014 minutes. Mrs. Westphal moved, Mr. Haynam seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of April 21, 2014 be approved; roll call vote being: Cappellini, Haynam, Husman, Luetke, Milner, Westphal, Brown (7) yeas; (0) nays. The motion carried.

Approval of the April 21 minutes.

Mayor Stough stated that Council will now consider agenda item 5.

Mr. Haynam moved, Mrs. Husman seconded to refer Zoning Ordinance Amendment Application No. ZA-2-2014, a request from DJF Properties, Ltd to the Sylvania Planning Commission for review and recommendation; roll call vote being: Haynam, Husman, Luetke, Milner, Westphal, Brown, Cappellini, (7) yeas; (0) nays. The motion carried.

Referral of ZA-2-2014, to the Planning Commission.

Mayor Stough stated that Council will now consider agenda item 6.

Mr. Haynam moved, Mrs. Westphal seconded to refer Special Use Permit Amendment Application No. SUP-2-2014, a request from Loyal Order of the Moose #1579, to the Sylvania Planning Commission for review and recommendation; roll call vote being: Husman, Luetke, Milner, Westphal, Brown, Cappellini, Haynam, Haynam, (7) yeas; (0) nays. The motion carried.

Referral of SUP-2-2014, to the Planning Commission.

Minutes of the Meeting of Council
April 21, 2014

Mayor Stough stated that Council will now consider agenda item 7.

Service Director Kevin Aller's report on the Arbor Way Sanitary Sewer Project Bid receipt was placed on file. Mr. Brown presented and read aloud by title only, proposed Ordinance 24-2014, a written copy of same having been previously furnished to each member of Council, "Accepting the bid of Ohio Excavating & Sewer Contractors, Inc. and awarding the contract for the Arbor Way Sanitary Sewer Project to same; authorizing the expenditure for the improvements in the amount of \$225,995; appropriating funds therefore; and declaring an emergency." Mr. Brown moved, Mr. Milner seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Husman, Luetke, Milner, Westphal, Brown, Cappellini, Haynam, (7) yeas; (0) nays. The motion carried.

Ordinance
24-2014,
"Accepting
bid...Ohio
Excavating...
Arbor way
Sanitary Sewer
project..."

Mr. Brown moved, Mr. Luetke seconded, that Ordinance 24-2014 be enacted as an emergency measure as declared therein; roll call vote being: Luetke, Milner, Westphal, Brown, Cappellini, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 8.

Mr. Haynam presented and read aloud by title only, proposed Ordinance 25-2014, a written copy of same having been previously furnished to each member of Council, "Accepting for Annexation to the City of Sylvania, Ohio, the territory described in Annexation Petition Number 2013-5 for which James E. Moan is the agent, and as hereinafter described; providing for the interim zoning of said territory; and declaring an emergency."; Mr. Haynam moved, Mrs. Husman seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Milner, Westphal, Brown, Cappellini, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

Ordinance
25-2014,
"Accepting
Annexation
Petition
2013-5..."

Mr. Haynam moved, Mrs. Westphal seconded, that Ordinance 25-2014 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Brown, Cappellini, Haynam, Husman, Luetke, Milner, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 9.

Mr. Haynam presented and read aloud by title only, proposed Ordinance 26-2014, a written copy of same having been previously furnished to each member of Council, "Accepting for Annexation to the City of Sylvania, Ohio, the territory described in Annexation Petition Number 2013-6 for which James E. Moan is the agent, and as hereinafter described; providing for the interim zoning of said territory; and declaring

Ordinance
25-2014,
"Accepting
Annexation
Petition

Minutes of the Meeting of Council
April 21, 2014

an emergency.”; Mr. Haynam moved, Mr. Milner seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Brown, Cappellini, Haynam, Husman, Luetke, Milner, Westphal, (7) yeas; (0) nays. The motion carried.

2013-6...”

Mr. Haynam moved, Mr. Luetke seconded, that Ordinance 26-2014 be enacted as an emergency measure as declared therein; roll call vote being: Cappellini, Haynam, Husman, Luetke, Milner, Westphal, Brown, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 10.

Mr. Haynam moved, Mrs. Westphal seconded to refer proposed Ordinance 27-2014 “Amending Chapter 1505-AIA, Ohio and National Fire Codes of the Sylvania Codified Ordinances” to the Safety Committee for review and recommendation; roll call vote being: Haynam, Husman, Luetke, Milner, Westphal, Brown, Cappellini, (7) yeas; (0) nays. The motion carried.

Refer Ord.
27-2014, to
Safety
Committee

Mayor Stough stated that Council will now consider agenda item 11.

Mr. Brown presented and read aloud by title only, proposed Resolution 13-2014, a written copy of same having been previously furnished to each member of Council, “Declaring the necessity of lighting the streets in the City of Sylvania, Ohio; determining the manner of providing street lighting and the basis for the property owner’s share of the cost and annual assessment; and declaring an emergency.”; Mr. Brown moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Luetke, Milner, Westphal, Brown, Cappellini, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

Resolution
13-2014,
Declaring the
necessity of
Street lighting...”

Mr. Brown moved, Mr. Haynam seconded, that Resolution 13-2014 be enacted as an emergency measure as declared therein; roll call vote being: Milner, Westphal, Brown, Cappellini, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 12.

Service Director and Law Director’s report on Chapter 941 of the Sylvania Codified Ordinances was placed on file. Proposed Ordinance 28-2014 was referred to the Utilities Committee for review and recommendation.

Refer Ord.
28-2014, to
Utilities
Committee.

Minutes of the Meeting of Council
April 21, 2014

Mayor Stough stated that Council will now consider item 13.

Mr. Luetke moved, Mr. Haynam seconded to nominate Katie Cappellini to serve as a member of NRAC12 (National Resources Assistance Council) for a three year term. Roll call vote being: Westphal, Brown, Cappellini, Haynam, Husman, Luetke, Milner, (7) yeas; (0) nays. The motion carried.

Cappellini's nomination to serve as a member of NRAC12.

Mayor Stough stated that Council will now consider item 14.

Mr. Haynam reported the Zoning & Annexation Committee met to discuss the Downtown Revitalization Rehabilitation Standards. Mr. Haynam moved to set a Zoning & Annexation Committee meeting for Friday, May 16, 2014 at 8:00 a.m. to continue discussion. Roll call vote being: Brown, Cappellini, Haynam, Husman, Luetke, Milner, Westphal, (7) yeas; (0) nays. The motion carried.

Z & A Committee meeting, 5/16/14 8:00 a.m.

Mr. Luetke reported the Economic Development Sub-Committee met to discuss the Downtown Parking. Mr. Luetke moved, Mrs. Husman seconded to set an Economic Development Sub-committee meeting for Friday, May 16, 2014 at 8:30 a.m. to continue discussion. Roll call vote being: Cappellini, Haynam, Husman, Luetke, Milner, Westphal, Brown, (7) yeas; (0) nays. The motion carried.

Econ. Dev. Sub-Committee meeting, 5/16/14, 8:30 a.m.

Mrs. Westphal moved, Mr. Milner seconded to set a Safety Committee meeting for Monday, May 19, 2014 at 6:15 p.m. to discuss proposed Ordinance 27-2014, Amending Chapter 1505-AIA, Ohio & National Fire Codes of the Sylvania Codified Ordinances. Roll call vote being: Haynam, Husman, Luetke, Milner, Westphal, Brown, Cappellini, (7) yeas; (0) nays. The motion carried.

Safety Committee meeting, 5/19/14, 6:15 p.m.

Mr. Brown moved, Mrs. Westphal seconded to set a Utilities & Environmental Committee meeting for Monday, May 19, 2014 at 6:45 p.m. to discuss proposed Ordinance 28-2014, Amending Chapter 941, Waste Collection of the Sylvania Codified Ordinances. Roll call vote being: Husman, Luetke, Milner, Westphal, Brown, Cappellini, Haynam, (7) yeas; (0) nays. The motion carried.

Utilities Committee meeting, 5/19/14, 6:45 p.m.

Mayor Stough stated that all items on the agenda had been considered.

Mrs. Westphal moved, Mr. Luetke seconded that this meeting adjourn; all present voting yea (7); (0) nays. The motion carried and the meeting adjourned at 8:20 p.m.

Adjournment.

Clerk of Council

Mayor

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City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

May 15, 2014

To: Mayor and Members of City Council

Re: **Council Referral – Special Use Permit Amendment app. no. SUP-1-2014**

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of May 14, 2014, Council Referral – Special Use Permit Amendment app. no. SUP-1-2014 a request from Daniel Salois, agent for Highland Meadows Golf Club to allow for construction of a new “Pump House” for property located at 7455 Erie Street, Sylvania, Ohio 43560:

..." Mr. Marciniak moved, Mr. McCann seconded to recommend approval of the Special Use Permit Amendment. Vote being: Marciniak, McCann, Stough, Frye and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote."...

Sincerely,

Debra Webb, Secretary
Municipal Planning Commission

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DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

May 15, 2014

To: Mayor and Members of City Council

Re: **Council Referral – Special Use Permit Amendment app. no. SUP-2-2014**

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of May 14, 2014, Council Referral – Special Use Permit Amendment app. no. SUP-2-2014 a request from Loyal Order of the Moose #1579 for construction of a 36' x 40' storage building on the property located at 6072 N. Main St., Sylvania, OH 43560:

..." Mr. Frye moved, Mr. Marciniak seconded to recommend approval of the Special Use Permit Amendment. Vote being: Frye, Marciniak, Stough, McCann and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote"...

Sincerely,

Debra Webb, Secretary
Municipal Planning Commission

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City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

May 15, 2014

To: The Mayor and Members of Sylvania City Council

Re: **Complete Streets Policy**

Dear Mr. Mayor and Council Members:

The goal of transportation officials is for all users to be able to safely and conveniently reach their destination. The idea of "Complete Streets" is one that promotes this goal. A complete street would be one where vehicle lanes, bike lanes, sidewalks, ADA accessibility, etc. are all provided.

The attached policy is being proposed to show that the City of Sylvania supports the goal of Complete Streets. It indicates that the City will promote access to different uses but still protects the ability of the City to determine which improvements are financially feasible.

New scoring mechanisms are in place for ODOT provided funding that award points to those entities that have similar policies in place. Therefore, we will be at a competitive disadvantage in future applications if this policy isn't in place.

We recommend approval of the attached Complete Streets Policy. Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.
Director of Public Service
KGA/dsw

Encl.

RESOLUTION NO. 14 - 2014

A RESOLUTION OF THE COUNCIL OF SYLVANIA ADOPTING A COMPLETE STREETS POLICY; AND DECLARING AN EMERGENCY.

WHEREAS, the goal of transportation officials is for all users to be able to safely and conveniently reach their destination; and,

WHEREAS, "Complete Streets" are streets where vehicle lanes, bike lanes, sidewalks, ADA accessibility are all provided; and,

WHEREAS, the Director of Public Service, in a report dated May 15, 2014, has indicated that new scoring parameters for Ohio Department of Transportation grant funding awards points to political subdivisions that have a Complete Streets Policy and, therefore, has recommended the approval and adoption of the Complete Streets Policy attached hereto as "Exhibit A."

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Sylvania and the Sylvania Township Board of Trustees, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That the Council of the City of Sylvania hereby adopts and approves the Complete Streets Policy attached hereto as "Exhibit A."

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 this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That the Clerk of Council is hereby directed to post a copy of this Resolution in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the policy should be adopted and approved at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected

to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by this Charter.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2014, as an emergency measure.

President of Council

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

APPROVED AS TO FORM:

Director of Law

SYLVANIA COMPLETE STREETS POLICY

VISION

Sylvania streets are designed and maintained to be safe, accessible, convenient and comfortable for all ages and abilities at all times.

INTENT

This Complete Streets Policy will ensure that all current and projected users of the public right-of-way should be able to safely and conveniently reach their destinations along and across a street or road, regardless of their chosen mode of transportation, in order for that street or road to be considered “complete”. Complete Streets will make Sylvania more walkable and bikeable, support investments in transit, foster social engagement and community pride and improve the livability and long-term sustainability. Sylvania will continue to be a better place to be.

POLICY

This policy is to establish guiding principles and practices so that transportation improvements are planned, designed, constructed, operated and maintained to develop an accessible, safe, reliable, efficient, integrated, convenient and connected multimodal transportation system that promotes active transportation and public health, and accommodates people of all ages and abilities, including pedestrians, bicyclists, users of mass transit, motorists, emergency responders, freight providers and adjacent land users.

The city shall plan, design, construct, and maintain all transportation improvements to encourage walking, bicycling and transit use while promoting safe operations for all users, subject to the exceptions included herein. Transportation improvements will include an array of integral facilities that are recognized as contributing to Complete Streets, including: street and sidewalk lighting; pedestrian and bicycle safety improvements; accommodations for freight; access improvements including compliance with the Americans with Disabilities Act; public transit facilities accommodation including, but not limited to, pedestrian and bicycle access improvements to transit stops and stations; landscaping; drainage; and street amenities. The City of Sylvania shall work with adjacent municipalities to consider inter-city connectivity.

The City of Sylvania shall protect and preserve affordable, universal access by improving the safety, convenience, and comfort for users of all modes, ages and abilities within the rights-of-way.

STREET NETWORK/CONNECTIVITY

(A) The City of Sylvania shall design, operate and maintain a transportation network that

provides a continuous and connected network of facilities accommodating all modes of travel.

(B) The City shall ensure desirable accommodations are provided in the rights-of-way to enhance connectivity for pedestrians, bicyclists, and transit.

(C) The City shall implement non-motorized connectivity improvements to services, schools, parks, civic uses, regional connections and commercial uses.

(D) The City shall require large new developments and redevelopment projects to provide interconnected street networks with small blocks.

APPLICABILITY

(A) The City shall approach every transportation improvement and project phase as an opportunity to create safer, more accessible streets for all users. These phases include, but are not limited to: planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation and maintenance. Other changes to transportation facilities on streets and in public rights-of-way, including capital improvements, re-channelization projects and maintenance, may also be included.

(B) All city-owned transportation facilities in the public right of way including, but not limited to, streets, bridges and all other connecting pathways shall be designed, constructed, operated, and maintained so that users of all ages and abilities can travel safely and independently.

(C) All City Departments shall follow the policy.

(D) The City shall require all developers and builders to obtain and comply with the City's design standards. Privately constructed streets and parking lots shall adhere to this policy.

(E) The City shall require agencies that Sylvania has permitting authority over, including, but not limited to, water agencies, electrical utilities, gas and petroleum utilities, communications utilities, and service contractors to comply with this policy.

(F) The City shall foster partnerships with the State of Ohio, Lucas County, Toledo Metropolitan Area of Governments (TMACOG), neighboring communities and counties, and business and school districts to develop facilities and accommodations that further the City's complete streets policy and continue such infrastructure beyond the City's borders.

EXCEPTIONS

Complete Streets principles and practices shall be included in street construction, reconstruction, repaving, and rehabilitation projects, as well as other plans and manuals. Any exception to this policy, including for private projects, must be approved by the Director of Public Service and be documented with supporting data that indicates the basis for the decision. Such documentation shall be publicly available, online and in person.

Exceptions may be considered for one or more of the following reasons:

- A. Where bicyclists and pedestrians are prohibited by law from using the roadway. Bicycles and pedestrians are legally permitted to travel on or along all streets and roads in the City with the exception of limited access freeways and highways.
- B. Where the street or road is already adequately designed to accommodate all users, and thus is complete without further enhancements.
- C. Where the cost of establishing bikeways or walkways would be excessively disproportionate to the need or probable use. In accordance with federal guidelines, excessively disproportionate is defined as exceeding 20 percent of the cost of the total transportation project (including right of way acquisition costs). This exception must consider probable use through the life of the project, 20 years for roadways and 50 years for bridges .
- D. Where the project consists of maintenance, repair or resurfacing of an existing cross-section only. However, resurfacing projects often offer a low-cost opportunity to adjust lane width or add a bike lane simply by changing the pavement markings on a road, and therefore resurfacing projects should be considered an opportunity to make a street or road more complete. Projects that include adding lanes, shoulders, or involve replacement of the full pavement structure are not considered maintenance or repair and do not qualify for this exception.
- E. Where the project consists primarily of the installation of traffic control or safety devices and little or no additional right-of-way is to be acquired. However whenever new traffic control detection devices are installed they must be capable of detecting bicycles. All new pedestrian crossing devices must also meet the most current accessibility standards for controls, signals and placement.
- F. Where the Average Daily Traffic count (ADT) is projected to be less than 1,000 vehicles per day over the life of the project and legal speeds are 25 mph or less. Where traffic is light, but speeds are higher, motorists must have adequate sight distance and the opportunity to change lanes to pass a bicycle or pedestrian for a road to be complete without additional design elements.
- G. Where scarcity of population or other factors indicate an absence of need for current and future conditions. This exception must take the long view and consider probable use

through the life of the project, 20 years for roadways and 50 years for bridges.

- H. Where roadway standards or bicycle and pedestrian standards cannot be met. There are times bicycle and pedestrian facility standards cannot be met due to roadway topographic constraints or if a project sponsor believes it is impractical to make the street safe for shared use. For example, roads with a combination of extremely high traffic volume (18,000+ vehicles a day), constrained and fixed right-of-way, environmental impacts to waterways, flood plains, wetlands, and posted speeds of 45 mph or more may need special consideration.

Non-standard treatments for bicycle and pedestrian accommodations should be reviewed for possible inclusion into roadway projects like these to avoid not having any bicycle and pedestrian accommodations, or an alternate route in the same corridor should be identified and marked.

This type of exception is highly problematic because high traffic volume is often an indication that a road is the most direct connection between multiple origins and destinations, and pedestrians, cyclists and transit users should not be denied access to those destinations. In order for this exception to be considered, alternate routes should be identified that are in the same traffic corridor and that allow pedestrians, cyclists and people with disabilities access to significant destinations and, as necessary, make improvements to those alternate routes (for example: signage, bike boulevard treatments, shared used spurs, shared-lane markings, etc.).

Cyclists, pedestrians, transit riders and people with disabilities must also be able to cross these high-volume roads safely so that these roads do not become barriers to non-motorized use. High-volume, wide roads often have the unintended impact of dividing a community. To accommodate crossing of very wide, multi-lane roads, signal timing may need to be adjusted to accommodate users who walk more slowly. Countdown timers, and/or mid-point safety islands may need to be installed, and highly visible signage and crosswalk markings may need to be added. Accommodations for cyclists crossing these roads should also be considered, including bicycle detection devices at traffic signals and mid-point safety islands where multi-use paths cross busy roadways.

CONTEXT SENSITIVE DESIGN STANDARDS

Additionally, the City Council declares it is the City of Sylvania's policy to use the best and latest design standards available. In recognition of context sensitivity, public input and the needs of many users, a flexible, innovative and balanced approach that follows other appropriate design standards may be considered, provided that a comparable level of safety and accessibility for all users is present. Each project must be considered both separately and as part of a connected network to determine the level and type of treatment necessary for the street to be complete.

The City shall:

(A) Adopt new Complete Streets Design Guidelines to guide the planning, funding, design, construction, operation, and maintenance of new and modified streets in Sylvania while remaining flexible to the unique circumstances of different streets where sound design, engineering and planning judgment will produce context sensitive designs.

(B) Incorporate the Complete Streets Design Guidelines' principles into City plans.

(C) Provide well-designed pedestrian accommodations on streets and crossings. Ensure safe pedestrian connections to public transit facilities. Pedestrian accommodations can take numerous forms, including but not limited to traffic signals, roundabouts, between lane refuges, sidewalks, buffer zones, shared-use pathways, and ADA compliant curb ramps, among others.

(D) Provide well-designed bicycle accommodations along streets where appropriate. Ensure safe bicycle connections to public transit facilities. Bicycle accommodations can take numerous forms, including but not limited to the use of bicycle paths, signs, pavement markings, and bicycle parking facilities among others.

(E) Where physical conditions warrant, trees and structural shade shall be provided whenever a street is newly constructed, reconstructed, or relocated.

ACTION PLAN/IMPLEMENTATION

The City of Sylvania shall view Complete Streets as integral to everyday transportation decision making practices and processes. To this end:

- A. *Complete Streets Principles.* The Service Department, and other relevant departments, agencies, or committees will incorporate Complete Streets principles into proposed plans, manuals, checklists, decision trees, rules, regulations, and programs as appropriate;
- B. *Design Standards.* The Service Department, and other relevant departments, agencies, or committees will review current design standards, including subdivision regulations which apply to new roadway construction, to ensure that they reflect the best currently available design standards and guidelines, and effectively implement Complete Streets, where feasible in order to accommodate all users in every project;
- C. *Project Criteria.* The Service Department and other relevant departments, agencies, or committees will review and prioritize street projects based on established criteria to ensure that the greatest benefits are provided for multi-modal transportation users;

- D. *Revisions to Existing Plans and Policies.* The City of Sylvania shall incorporate Complete Streets principles into plans, manuals, rules, regulations and programs;
- E. *Inventory.* The City shall maintain an inventory of the transit, pedestrian and bicycling facility infrastructure integrated with the City's database. The City will prioritize projects that eliminate gaps in the transit, pedestrian and bikeway networks based on population density, land use patterns and public demand;
- F. *Funding.* The City shall actively seek sources of appropriate funding to implement Complete Streets through the Capital Improvements Plan. City staff shall identify current and potential future sources of funding for street improvements and recommend improvements to the project selection criteria to support Complete Streets projects;
- J. *Local Participation.* The City shall ensure project coordination to promote the most responsible and efficient use of fiscal resources for activities that occur within the public right of way. The City will coordinate street improvements and construction operations with merchants and neighborhood stakeholders to develop a shared vision. The City will solicit input from local stakeholders in the planning, funding and design process.

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Sylvania Township
Potential Fire Department Levy

To: Board of Township Trustees & Fiscal Officer
From: John Zeitler
Re: Overall plan for Fire Levy consideration

Step 1 – Chief Jeff Kowalski, John Zeitler and John Crandall will prepare recommendations for Board & Simko (underway)

Step 2 – Receive input and revisions from Board & Simko on step 1 (target date May 20, 2014)

Step 3 – Obtain Community and Fire Department input on recommendations

Step 4 – Determine dollar need and alternate plans to obtain revenue (target date June 3, 2014)
(John Zeitler – John Borell – Chief Kowalski – David Simko)

Step 5 – Receive input & revisions on dollar need and Levy Plan from Board & Simko
(target date June 17, 2014)

Step 6 – Draft levy organization, schedule and budget for Levy campaign
(Chief Kowalski – FF – John Zeitler – John Crandall)

Step 7 – Receive input and revision from Board & Simko on levy campaign (target date July 1, 2014)

CC: Chief Kowalski
Assistant Chiefs
John Crandall

**FINAL
Draft
Sylvania Township
Fire Department Review
May 12, 2014**

By: Chief Jeff Kowalski
John Zeitler, Administrator
John Crandall, Trustee

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Background:

The five (5) year budget projections for Sylvania Township show that the Fire Department has a need for additional revenue in calendar year 2016 and beyond. The last Fire levy was 1.25 mills in the fall of 2008 which was anticipated to generate an additional \$1,860,000 per year. However, because of the lowering of both residential and commercial tax valuations, the levy only generated about 82% of projections (about \$152,500.00 per year). In spite of this reduction, the main purposes of the 2008 levy have been met (see EXHIBIT A) and will carry the Fire Department's operations through nearly 2015, for a 7 year period.

Purpose of the Review:

In order for the staff to prepare a financial recommendation for consideration of the Board of Trustees, the Board needs to reach a consensus on future Fire Departmental needs. The purpose of this review is to provide information requested by the Board and make preliminary recommendations on how to proceed. Trustee John Crandall, Fire Chief Jeff Kowalski and Administrator John Zeitler collaborated on this review.

Community Comparison for Fire Departments:

The Sylvania Township Fire Department is the second largest department in Fulton, Lucas and Wood Counties and a good comparison does not exist locally when considering population, use of volunteers, number of calls and number of stations.

Therefore, information was gathered from six (6) comparable Ohio Fire Departments of similar size to Sylvania (see Exhibit C). This data shows our Fire Department compares favorably to the other Ohio communities of similar size.

It also indicates the importance of the Lucas County EMS partnership which serves mainly the Sylvania Area and generates approximately \$722,000 per year to the Department. Of the other similar Ohio Fire Departments surveyed and the other Departments in Lucas County, Sylvania is the only one that does not provide basic patient transport.

The comparison to other Ohio Fire Departments shows three issues that need to be addressed in the next 5 to 7 years. One is personnel (both full and part time), another is patient transport and the last is equipment replacement.

Capital Needs:

The 2008 Levy mainly addressed the Capital Needs of the Department for new stations and major firefighting and rescue equipment. See Exhibit A (Results of 2008 Levy) for a complete summary. All of the stations (3 new and 1 updated for Department Headquarters) were completed by the end of 2013.

The major firefighting and rescue equipment available for use by the department total seven (7) apparatus. One is furnished by Lucas County and four (4) of the other six (6) were purchased with the last levy.

- 4 Engines (3 new)
- 1 Aerial Platform Truck
- 1 Dual Aerial/Heavy Duty Rescue Truck (new)
- 1 EMS Rescue (Furnished by Lucas County)
- 7 Total

There are also 15 other support vehicles such as the mini-pumper (brush truck), reserve engine, cars, rescue-medical units and a pickup truck that support fire/rescue operations. This equals a total of 22 vehicles which will be replaced and upgraded over the next several years for a new department total

of 18 vehicles. (A reduction of 4 vehicles) This equipment replacement schedule was a commitment of the 2008 levy and the budget amount is about \$210,000 per year.

Operational Needs:

See Exhibit E for the service call history since 2007. You will note that fire calls have increased about 20% and emergency rescue/medical runs about 27%. The rescue/medical represents 78% of the total calls. Maximum Fire personnel occurred in 2003 with 59 firefighters, 6 part time firefighters and 5 administrative = 70. Since 2003, total calls have increase from 3,517 (2003) to 5,431 (2013) while total personnel has been reduced to 64.5. This issue needs to be considered looking ahead the next 5 to 7 years when, total calls are projected to again increase to at least 6,600 calls.

Levy Consideration:

Knowing the upcoming need for additional revenue, the Trustees requested that the Fire Department review its operation and equipment needs for the next 5 to 7 years. Past levies for the Fire Department are shown on EXHIBIT B and average about 7 years.

Further, each Trustee has requested information from the Fire Department to assure services are being provided in the most effective and efficient manner before going back to the voters.

Recommended Guidelines for future Operations:

With the following recommendations, the funding options for the next 5 to 7 years can be determined by the Administrator, Finance Director, Fiscal Officer, Fire Chief and Department.

A. After review, the following first six (6) recommendations are to be continued:

- 1) Continue the annual Capital funding of approximately \$210,000 per year for equipment replacement, initiated with the in 2008 levy.

- 2) Reduce equipment inventory from 22 vehicles to 18 vehicles. Expand use of P.T. Firefighters which has fallen from 6 to 3. This will continue to reduce overtime costs and will meet the increase in both fire & emergency Rescue/Medical calls growing each year. Plans are underway to hire up to an additional seven (7) P.T. Firefighters to equal 10.
 - 3) Continue public education and fire inspections to reduce fire calls. Put special emphasis on the use of Dual Aerial/Heavy Duty Rescue Truck to improve public perception including website postings.
 - 4) Continue mutual aid co-operation with surrounding departments for multiple alarms.
 - 5) Continue training program as per present practice.
- B. One recommendation should be implemented as soon as possible:
- 1) Proceed with Chief's recommendation of initiating cross staffing to adjust equipment usage at the stations to improve response time and better balance of equipment usage.

(both engines & trucks)
- C. Further information is requested from the Department on the following two items:
- 1) Give consideration to restoring patient transport service (presently only Lucas County Department not providing this service) along with estimated costs using combination of public/private partnership.
 - 2) Review comparable departments for projected staffing beyond additional P.T. firefighters in next 5 to 7 years.
- D. At this time, it suggested the following four (4) items as an outline for a levy request:
- 1) A minimum of 5 years to a maximum of 7 years with an anticipated 2014 fall levy campaign.
 - 2) Obtain preliminary input on levy needs and plan from City Officials, Business Community, Flower Hospital, School System, Lourdes University, Senior Center, SAJARD, SAFS, Senior Housing and frequent users.

- 3) Provide trustees a preliminary outline of a recommended organization, schedule and budget for potential levy request. Also, provide an alternate plan should levy fail or is delayed to 2015.
- 4) Provide alternates for providing additional funding by levy and/or increasing user revenue charges. (see EXHIBIT H for 2013 actual/2014 budget/2015 projected)

Exhibit A
Results of 2008 Levy

Need and Plan Presented to Taxpayers

- Replace 3 of the 4 stations
- Restore 3 full time Firefighters (that had been laid off)
- Add 2 full time Firefighters (for 1 retirement, 1 resignation)
- Restructure administrative operation and modify Station 4 as headquarters
- Replace 3 major fire/rescue apparatus vehicles (50% of fire/EMS vehicles were obsolete)
- Establish long-term equipment replacement plan

Projected Cost

The 1.25 mill levy was estimated to bring in approximately \$1,860,000.00 dollars per year based on 2008 tax evaluations.

Results

- New stations were completed and fire headquarters were moved to station 4 at a cost of approximately \$6,700,000.
- 4 major firefighting/rescue apparatus were acquired (3 engines and 1 dual truck (ladder and heavy duty rescue) at a cost of \$2,033,307.
- Staffing levels were restored. (5 positions)
- Overtime costs have been reduced by approximately \$300,000.00 per year because of restoring staffing levels and careful spending.
- Levy was anticipated for a 5 year period in 2008 and it will last about 7 years.
- An equipment replacement program has been established (approximately \$210,000.00 per year) and the Department is presently replacing support vehicles.

Actual Cost

The actual 2008 levy collections were about \$1,525,000 per year.

Exhibit B
Past Fire Levies

1982 – 1.0 mill (.22 mill) - \$335,000 (renewed to permanent)

1983 – 1.0 mill (.53 mill) - \$710,000 (renewed to permanent)

1984 - .9 mill (.20 mill) - \$300,000 (renewed to permanent)

1985 – 1.9 mill (.42 mill) - \$635,000

1992 – 1.1 mill (.76 mill) - \$1,020,000

2001 – 1.5 mill (1.48 mill) - \$1,795,000

2008 – 1.25 (1.25 mill) - \$1,520,000

Total – 8.65 mills (4.89 mills) - \$6,315,000

(Effective mills)

EXHIBIT C
Comparable Ohio Fire Departments

Name	Washington Township	Plain Township	Beaver Creek Township	Miami Township	Sylvania Township	Union Township	Anderson Township
County	Montgomery	Stark	Greene	Montgomery	Lucas	Clermont	Hamilton
Population	56,607	52,540	52,156	50,735	48,487	46,416	43,446
Sq. Miles	31.2	28.5	49.3	34.4	28.46	29	31.2
Municip	Centerville	N/A	Beavercreek	Miamisburg	Sylvania	N/A	N/A
Median Inc.	\$ 65,839	\$ 60,589	\$ 78,380	\$ 37,691	\$ 64,261	\$ 49,392	\$ 80,506
Stations	5	4	4	5	4	5	4
Min. Duty	20	10	18	18	14	15	16
Engines	4	4	4	5	4	4	3
Trucks	1	1	1	1	2	1	1
Medic Units	5	4	4	4	1 - is LCEMS Life Squad 6	5	4
Total	10	9	9	10	7	10	8
FT	30	33	42	63	57	54	65
PT (vol)	63 (34)	0	27	9	3	0	0
Total FF	93	33	69	72	60	54	65
Salary (FF) Top	\$ 66,332	\$ 53,404	\$ 74,081	\$ 63,652	\$ 60,008	\$ 62,222	\$ 71,380
Chief	\$ 100,000	\$ 72,000	\$ 115,000	\$ 101,379	\$ 89,761	\$ 98,550	\$ 106,635
Class Rank ISO	3	5	3	3	4	3	3
No. of Calls	5900	4600	5331	7500	5431	6000	4061
Patient Transport	YES	YES	YES	YES	NO	YES	YES
Tax Value	\$ 1,666,828,960	\$ 665,521,000	\$ 1,617,815,520	\$ 606,919,150	\$ 1,213,426,470	\$ 912,102,720	\$ 1,161,715,730
Total Mills	6.15 mills effective	6.7 mills effective	7.5 mills effective	7.15 mills effective -	8.65 effective	6.4 mills fire	9.4 mills effective
Effective Mills	5.9 mills	6.7 mills	4.71 mills	7.15 mills	4.89 mills	6.95 mills public safety shared.	6.52 mills
	Staffs 2 medics full-time	(Info from Co. Auditor -- recent renewal)		Miami TWP & Miamisburg City created a joint fire district and combined both FD's into on in 2012		Effective rate 2.98/6.45 (6.205 goes for Fire)	

EXHIBIT D
Apparatus Inventory 2014

Unit name and type	Station	F-number	Year purchased/acquired	Status	Life expectancy	Yrs old
★ KME Engine	Station #1	F-17	2010	I/S Engine -- 61	Should last 15 to 18yrs?	4yrs
Sutphen Engine	Station #1	F-21	1994	Reserve status *	Reached its service life	20yrs
International Medic	Station #1	LC-367705	2010	I/S Life Squad 6	LCEMS (replacement by Lucas County)	4yrs
Ford Victoria	Station #1	F-26	1997	OFF/to be sold	Nearing its service life	17yrs
★ KME Engine	Station #2	F-17	2010		Should last 15 to 18yrs?	4yrs
Mini-Pumper	Station #2	F-8	1994	Reserve status Brush truck *	Limited use	20yrs
Chevrolet Medic	Station #2	F-06	1996 (used)	Reserve status		18yrs
★ KME Engine	Station #3	F-18	2010	I/S Engine -- 63	Should last 15 to 18yrs?	4yrs
Sutphen Aerial Platform	Station #3	F-27	1997	Alternate Status *	Approaching useful life	19yrs
★ Seagrave 100' TDA	Station #4	F-02	2009	I/S Truck 64	Dual use -- Heavy duty squad	5yrs
Pierce Engine	Station #4	F-11	2003	I/S and alternate should last 20 years	Approaching its service life -- future reserve?	11 yrs
Ford Air Wagon	Station #4	F-10	1994 (used)	I/S Air Unit OFF/to be sold	Reached its service life	20yrs
Dodge Pick-Up	Station #4	F-15	1995 (used)	I/S Utility truck *	Reached its service life	19yrs
Chevrolet Van	Station #4	F-16	2000	I/S FPB Van *	Reached its service life	14yrs
Chevrolet Tahoe	Chief -- 61	F-25	2014	Chief 61	Should last 10 to 12yrs	New
Ford Explorer	Chief -- 62	F-28	2009	Chief 62	Should last 5 to 7yrs	5yrs
Chevrolet Impala	Chief -- 63	F-31	2000	Chief 63	Reached its service life -- to be replaced *	14yrs
Chevrolet Impala	Safety Officer	F-30	2000	Safety -- 64	Reached its service life *	14yrs
International Ambulance	King Rd.	F-05	2005 (used)	Reserve status	Convert as air unit only	9yrs
Chevrolet Blazer	King Rd.	F-04	1995	OFF/to be sold	N/A	19yrs
Sutphen Engine	King Rd.	F-01	1985	OFF/to be sold	N/A	19yrs

★ Past Levy (Major Equipment)

* Future replacement schedule next 7 years.

Service Calls

Year	Fire	EMS	Totals	% of EMS	LS/out of district	Totals	STFD + LS6 = % EMS
2007	944	2858	3802	75%	866	4668	4668/3724 = 79.8%
2008	1030	2970	4000	74%	637	4637	4637/3607 = 77.8%
2009	974	2912	3886	75%	710	4596	4596/3622 = 78.7%
2010	1089	3089	4178	76%	698	4876	4876/3787 = 77.7%
2011	1098	3189	4287	75%	825	5112	5112/3887 = 76.2%
2012	1101	3409	4510	75%	862	5372	5372/4271 = 79%
2013	1132	3646	4778	76%	*653	5431	5431/4299 = 78.9%
2007-2013	19.9 %	27.6%	25.7%	75.1% Average	17.7	16.3%*	78.3% Average

*LS6 moved to Station 4 during construction of Station 1.

Exhibit F
Personnel and Firefighters

Year	FF(FT)	FF(PT)	ADM	Average Total
2003*	55-63*	6	5	70
2007	52-53	8	4	64.5
2008	50-53	7	4	62.5
2009	50-57	5	5	63.5
2010	54-57	6	5	66.5
2011	54-56	5	5	65
2012	55-56	5	4.5	65
2013	55-57	3	4.5	63.5
2014	57	3	4.5	64.5

*Peak year for staffing

Exhibit G
Transport History

Ambulance Company		2012	2013
1 Promedica	ALS	46	38
	BLS	662	644
	Total	708	682 (33.9%)
2 FirstCare	ALS	0	0
	BLS	0	0
	Total	0	0
3 Kish	ALS	3	5
	BLS	61	99
	Total	64	104
5 MedCorp	ALS	0	1
	BLS	30	29
	Total	30	30
7 LifeStar	ALS	3	8
	BLS	78	161
	Total	81	169
9 MobileCare	ALS	66	51
	BLS	1,087	1,034
	Total	1,153	1,085 (53.9%)
Grand Total	ALS	117	101
	BLS	1,881	1,914
	Total	1,998	2,015

Response Times

Since January 2013 through April 2014 (16 months), the Fire Department has been tracking when no private ambulance company is available to respond to BLS calls and that is 5.7% of the time (85/1484 calls). It also has tracked response times exceeding 20 minutes which is 15.8% (234/1484). See EXHIBIT H for this information.

Exhibit H

2014 Year to Date
Response Times

	Jan	Feb	Mar	Apr	May	Total	
BLS	149	159	135	119		BLS	562
Total	149	159	135	119		Total	562

	Jan	Feb	Mar	Apr	May	Total
> 20 min	18	16	15	9		58
> 30 min	5	1	2	1		9
> 40 min	2	2	0			4
Mutual Aid Required	11	11	9	3		34
Total	36	30	26	13		105

Pt By POV	4	1	2	-		7

Mutual Aid Run #'s AND POV'S					
January	February	March	April	May	June
026-SpringFld	488-SpringFld	814 - POV	1283-TFD		
052-SpringFld	508-SpringFld	819-TFD	1503 -SpringFld		
114-SpringFld	526-SpringFld	880-SpringFld	1493-TFD		
117-SpringFld	605-SpringFld	1002-RichFld			
193-SpringFld	613-SpringFld	1013-SpringFld			
235-SpringFld	634-SpringFld	1087-POV			
277-SpringFld	622-POV	1088-TFD			
284--POV	671-SpringFld	1086-TFD			
287-POV	722-TFD	1184-SpringFld			
234-POV	754 TFD	1183-TFD			
299-POV	700-SpringFld	1167-SpringFld			
360-SpringFld	764-SpringFld				
304-TFD					
364- RichFld					
419-SpringFld					

Exhibit H cont.

2013 Response Times

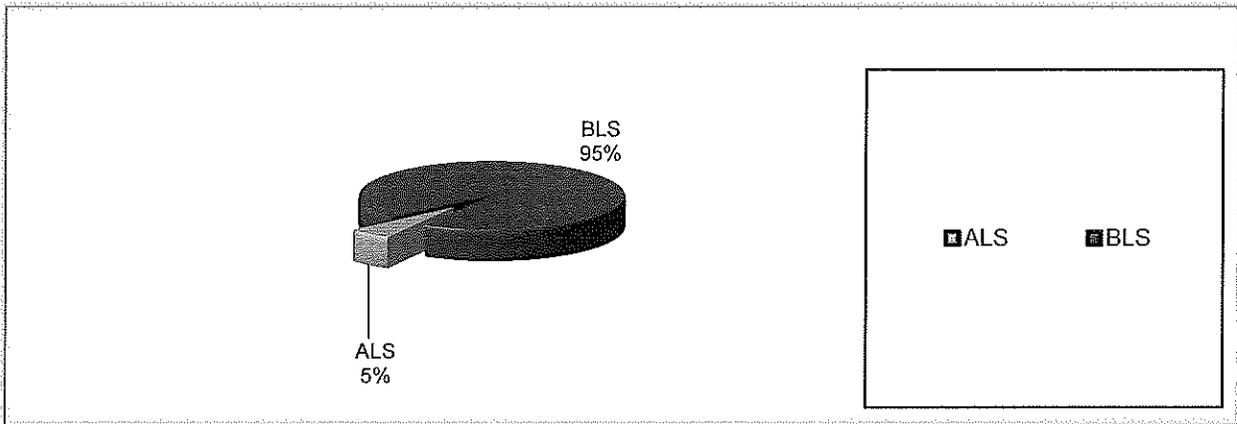
2013 Ambulance Reports

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
BLS	87	77	77	73	69	59	68	64	76	102	92	78

Total	
BLS	922
Total	922

> 20 min	9	13	8	9	6	7	12	15	8	19	13	12
> 30 min	3	2		1	1	1	2	3	2	5	4	5
> 40 min						1					2	
Total	12	15	8	10	7	9	14	18	10	24	19	17
<u>Mutual Aid Required</u>	<u>3</u>	-	<u>3</u>	-	<u>1</u>	<u>4</u>	<u>1</u>	<u>3</u>	<u>3</u>	<u>8</u>	<u>5</u>	<u>8</u>
<u>Pt By POV</u>	-	-	-	-	-	-	-	-	2	2	1	-
Total M/A, POV & 20 min	15	15	11	10	8	13	15	21	15	34	25	25

131
29
3
163
39
5
207



	Actual 2013	Projected 2014	Projected 2015
Beginning Balance	2,866,976.22	2,325,844.35	1,160,333.00
Revenues:			
Taxes	6,287,925.71	6,315,000.00	6,315,000.00
Charges for Services (LCEMS Mainly)	751,655.86	756,684.19	771,117.87
Miscellaneous Revenue	75,158.50	22,500.00	22,500.00
Total Revenues	7,114,740.07	7,094,184.19	7,108,617.87
Total Available	9,981,716.29	9,420,028.54	8,268,950.87
Expenditures:			
Personal Services and Fringes	6,183,383.69	6,418,953.71	6,436,873.43
Contract Services (buildings & utilities)	309,840.62	404,030.00	399,810.00
Materials and Supplies	253,489.19	319,149.00	331,849.00
Operating Expenses (dispatch & vehicle maint.)	279,798.44	313,347.83	314,909.71
Equipment-Non Capital	10,270.00	13,500.00	13,500.00
Capital/Major Equipment	17,200.00	192,200.00	210,000.00
Bond Payment	601,890.00	598,515.00	600,015.00
Total Expenditures	7,655,871.94	8,259,695.54	8,289,157.14
Revenues Over/(Under) Expenses	2,325,844.35	1,160,333.00	(38,006.27)

ORDINANCE NO. 29 -2014

AUTHORIZING THE DONATION OF BICYCLES TO SYLVANIA AREA FAMILY SERVICES; DETERMINING SAID ITEMS TO BE OF NO FURTHER USE TO THE CITY OF SYLVANIA; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Sylvania Police Department has seven bicycles that have been found but not claimed and are of no further use to the City; and,

WHEREAS, Sylvania Area Family Services, has indicated a need for bicycles for the families it serves; and,

WHEREAS, the seven bicycles, set forth in a list on file with the Clerk of Council are of no further use to the City of Sylvania and should therefore be donated to Sylvania Area Family Services.

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That it is hereby determined that the City of Sylvania no longer needs the seven bicycles more further described on a list provided to the Clerk of Council and Director of Finance.

SECTION 2. That the Mayor and Director of Finance be, and they are hereby are, authorized to donate items named above which are of no further use to the City, to Sylvania Area Family Services.

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 this council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the bicycles named above are of no further use to the City of Sylvania and therefore they should be donated to Sylvania Area Family Services at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2014, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

ORDINANCE NO. 30 - 2014

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AGREEMENTS WITH A HEAD TEACHER, TEACHERS, AND AIDES FOR THE SYLVANIA SAFETY CITY PROGRAM BEING CONDUCTED BY THE SYLVANIA DIVISION OF POLICE; PROVIDING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, this Council passed Resolution No. 4-86 establishing the SYLVANIA SAFETY CITY FUND for the purpose of receiving funds for educating the preschool children of this City by initiating and maintaining a high quality safety education program through proper and effective teaching techniques, the name of which fund was, by Resolution No. 29-90, passed November 15, 1990, changed to POLICE COMMUNITY AFFAIRS PROGRAM FUND; and,

WHEREAS, the Sylvania Division of Police, as the lead agency, in cooperation with, and through the support of, the Sylvania City Schools, service clubs, citizens and others, have planned the educational safety program for the period beginning and ending in June of 2014; and,

WHEREAS, attached hereto as "Exhibit A" is a list of the persons and their general duties, with amounts designated for each person for the accomplishment of their respective duties at a total cost of Four Thousand Fifty-Five Dollars (\$4,055.00); and,

WHEREAS, agreements for the providing of such services should be authorized and payment therefore should be authorized.

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized and directed to enter into agreements for the providing of services for the Safety City Program for the period beginning and ending in June of 2014, at a total cost of not to exceed Four Thousand Fifty-Five Dollars (\$4,055.00), with each of the persons listed on "Exhibit A" at an amount for each as designated on said Exhibit for each, which written agreements shall be approved as to form by the Director of Law.

SECTION 2. That the Mayor and Director of Finance be, and they are hereby are, authorized and directed to enter into agreements for the services of persons for the said Safety City Program for the period beginning and ending in June of 2014, and for such substitute and additional persons as the Mayor and Director of Finance may deem necessary, which written agreements shall be approved as to form by the Director of Law, but no agreements shall be made that will exceed the amount currently appropriated for such purpose.

SECTION 3. That the amounts payable pursuant to agreements for said services so provided shall be charged to and paid from **Account No. 810 7160 1250-Contracts, Safety City.**

SECTION 4. That the Director of Finance of this City be, and hereby is, authorized and directed to draw his warrant or warrants against said account in payment of services to be provided under the agreements hereby authorized in the total sum of the amount appropriated to said account, upon presentation of proper voucher or vouchers therefore, duly approved by the Director of Public Safety.

SECTION 5. 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 this council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 6. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 7. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the agreements must be authorized immediately to provide the services required. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2014, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date



**Sylvania Police Division
Office of Community Affairs
2014 Safety City Staff**



<u>Staff</u>	<u>Wage</u>
Sharon Gray, Education Coordinator 601 McIntyre Maumee, Ohio 43537	\$685.00
Amanda Herr, Teacher 4109 Crary Dr. Toledo, OH 43613	\$520.00
Emily Pasch, Teacher 655 Miami Manor Maumee, Ohio 43537	\$520.00
Angela Lawson, Teacher 4621 Framingham Dr. Sylvania, Ohio 43560	\$520.00
Valerie Shnider, Teacher 5100 Brint Crossing Blvd. Sylvania, Ohio 43560	\$520.00
Brook Snead, Teacher Aide 4104 Boynton Dr. Sylvania, Ohio 43560	\$215.00
Samantha Sarmento, Teacher Aide 6050 Deepwood Sylvania, Ohio 43560	\$215.00
Zachary Music, Teacher Aide 5232 Turnberry Ln. Sylvania, Ohio 43560	\$215.00
Emma Eding, Teacher Aide 5927 Garden Park Sylvania, Ohio 43560	\$215.00
Karlie O'Keefe, Teacher Aide 5835 Garden Park Sylvania, Ohio 43560	\$215.00
Tiffany Allore, Police Aide 5837 Sugar Hill Sylvania, OH 43560	\$215.00
Total.....	\$4055.00

11

RESOLUTION NO. 15-2014

ADOPTING A STATEMENT, PURSUANT TO REVISED CODE OF OHIO 709.03 (D), INDICATING WHAT SERVICES WILL BE PROVIDED TO THE AREA PROPOSED TO BE ANNEXED TO THE CITY OF SYLVANIA BY PETITION FOR ANNEXATION FILED WITH THE BOARD OF LUCAS COUNTY COMMISSIONERS; AND DECLARING AN EMERGENCY.

WHEREAS, on May 5, 2014, this Council received notice from James E. Moan that he was the authorized agent for the petitioners of the territory sought to be annexed (Parcel Nos. 78-21387, 78-21384, 78-20634, 78-21381, 78-21374, and 78-21377 on Holland-Sylvania Road) by the City of Sylvania to the City of Sylvania filed with the Board of Commissioners of Lucas County, Ohio on April 4, 2014; and,

WHEREAS, pursuant to the Revised Code of Section 709.03 (D) this Council is required to adopt a statement indicating what services, if any, the City of Sylvania will provide to the territory proposed for annexation upon annexation.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That upon annexation to the City of Sylvania the territory proposed to be annexed by said annexation petition will be provided, by the City of Sylvania, with the following services:

- a. Domestic garbage, trash and refuse generated on the premises of each residential property will be removed and disposed of once a week;
- b. Police protection will be furnished by the City of Sylvania;
- c. Street shade trees will be sprayed, trimmed, planted, removed and their leaves and branches disposed of as a part of the City tree program;
- d. Green yard waste pickup will be provided for residential property on a bi-weekly basis during the months of March through November;
- e. Curbside recycling will be provided bi-weekly for single-family residential units;
- f. Storm drainage facilities will be regularly and routinely cleaned and cleared;
- g. The minimum sanitary sewer system value and capital connection charge for future connections will be reduced from \$940 to a charge of \$430 or less;

- h. The maximum sanitary sewer system value and capital connection charge for future connections will be reduced from \$202,100 to a charge of \$92,450;
- i. The territory described in the petition is within the Sylvania Sewer District;
- j. Snow plowing will be provided for public streets;
- k. Street sweeping will be provided for public streets;
- l. Site plan, preliminary and final plat review and approvals will be provided.
- m. The above services will be provided within six months after the date of the granting of the annexation petition.
- n. If a street or highway will be divided or segmented by the boundary line between the township and the municipal corporation as to create a road maintenance problem, the municipal corporation to which annexation is proposed has agreed as a condition of the annexation to assume the maintenance of that street or highway or to otherwise correct the problem. As used in this section, "street" or "highway" has the same meaning as in section 4511.01 of the Revised Code.
- o. If the municipal 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 within the township from which the territory was annexed, the legislative authority of the municipal corporation will 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. For the purposes of this section, "buffer" includes open space, landscaping, fences, walls, and other structured elements; streets and street rights-of-way; and bicycle and pedestrian paths and sidewalks.
- p. Street lights are available for installation by assessment.
- q. The City will expand an existing Community Reinvestment Area boundary to include the territory proposed to be annexed.

SECTION 2. That the Clerk of this Council shall file with the Board of Commissioners of Lucas County, Ohio a certified copy of this Resolution and shall also provide petitioners with a certified copy of this Resolution.

SECTION 3. 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 this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Resolution in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 5. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that this Resolution should be effective immediately so that it will be in effect and served upon the Board of Commissioners of Lucas County, Ohio. Provided this Resolution receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2014 as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

12a

ORDINANCE NO. 31 -2014

AMENDING PART ELEVEN – PLANNING AND ZONING CODE OF THE SYLVANIA CODIFIED ORDINANCES, 1979, AS AMENDED, BY ADDING CHAPTER 1152 – DESIGN REVIEW REGULATIONS; AND DECLARING AN EMERGENCY.

WHEREAS, at the February 3, 2014 meeting of Sylvania City Council, the issue of whether to pursue a Tier II grant for the downtown area was referred to the Economic Development Subcommittee for its review and recommendation; and,

WHEREAS, the Economic Development Subcommittee met on February 18, 2014 to consider applying for a Tier II Downtown Grant with Poggemeyer Design Group's assistance and, thereafter, recommended to approve the proposal of Poggemeyer Design Group; and,

WHEREAS, Ordinance No. 11-2014, passed March 3, 2014, accepted the proposal of Poggemeyer Design Group to assist the City of Sylvania with the preparation of its Downtown Revitalization Competitive Grant application and appropriated funds therefore in an amount not to exceed \$7,500; and,

WHEREAS, in order to be eligible for grant funding, adoption of the Secretary of the Interior's Standards for Rehabilitation is necessary; and,

WHEREAS, at the April 21, 2014 meeting of Sylvania City Council, a discussion on these design standards were held and thereafter referred to the Zoning and Annexation Committee for its review and recommendation; and,

WHEREAS, the Zoning and Annexation Committee met on May 5, 2014 and thereafter at

the May 5, 2014 meeting of Sylvania City Council reported that additional review and consideration of the proposed amendments was necessary and scheduled another Zoning and Annexation Committee meeting for May 16, 2014 to continue the discussion of the Downtown Rehabilitation Standards; and,

WHEREAS, the Zoning and Annexation Committee met on May 16, 2014 and thereafter recommended that the Sylvania Codified Ordinances be amended to add Chapter 1152 as set forth on the attached "Exhibit A;" and,

WHEREAS, the Economic Development/Administrative Services Director has recommended that Chapter 1152 be amended as set forth on the attached "Exhibit A."

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That Chapter 1152 of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit A."

SECTION 2. 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 this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the amendment to this Chapter should be provided for immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the

Mayor or as otherwise provided by this Charter.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2014, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

CHAPTER 1152
Design Review Regulations

1152.01 Purpose.	1152.06 Issuance of Certificates and Permits.
1152.02 Definitions.	1152.07 Certificate of Appropriateness.
1152.03 Establishment of Design Review Board.	1152.08 Minimum Maintenance Requirement.
1152.04 Powers and Duties of the Design Review Board.	1152.09 Exclusions.
1152.05 Triggering event for Design Review.	1152.99 Penalty.

1152.01 PURPOSE.

The purposes of this chapter are:

(a) To establish procedures whereby the preservation district is afforded protection from actions that would be detrimental to preserving established historical and cultural resources in the community.

(b) To follow the attached Standards and Guidelines of the United States Secretary of Interior for rehabilitating buildings within this district.

(c) To establish additional protection for those structures in the district set forth in subsection (a) above that were constructed at least fifty years prior to the date the proposed improvements are to begin.

(Ord. _____-2014. Passed _____-2014.)

1152.02 DEFINITIONS.

The following definitions shall apply only to the provisions of the Design Review Regulations of the City:

(a) "Alter" or "alteration" means any material change in an external architectural feature of any property which lies within a Preservation District, including demolition, removal, painting, construction, modification to existing signage or placement of new signage, roofs, windows, siding, awnings/canopies, additions, doors/entrances, but not including the landscaping of real property.

(b) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

(c) "External architectural feature" means the architectural style, general design and arrangement of the exterior of a structure including, but not limited to, the type, color (for new construction and rehabilitation), and texture of the building material, doors, windows, roof, porches and other appurtenant fixtures.

(d) "Preservation district" means any area within the corporate limits of the City, designated by Council to be subject to the provisions of this chapter.

(e) "Member" means any member of the Design Review Board as established under the provisions of this chapter.

(f) "Council" means specific residents of the City elected to represent the entire City population for a specified term.

(g) "Review Board" means the Design Review Board established under the provisions of this chapter.

(Ord. _____-2014. Passed _____-2014.)

1152.03 ESTABLISHMENT OF DESIGN REVIEW BOARD.

There is hereby established a Design Review Board which shall have the powers and duties as are hereinafter set forth in this chapter. The Board shall consist of five members, who shall be appointed by the Mayor, subject to confirmation of Council. Design Review Board members shall be appointed with due regard for the need to include preservation district property owners and professional expertise in the fields of architecture, engineering, history, archaeology, urban planning, landscape architecture, art design or other related disciplines. The Design Review Board shall consist of:

(a) An architect;

- (b) A Council member;
- (c) A member of the Sylvania Historical Village, Inc.;
- (d) Two preservation district property owners.

Members shall be appointed to serve three years, except the Council member shall be appointed to a two-year term. For the initial year, two members shall have one-year terms, one member shall have a two-year term, and one member shall have a three-year term. Members shall serve until their successors have been named and qualified. A majority of the members of

the Board shall constitute a quorum, and any action or decision of the Board shall have the support of such a majority of its members.

(Ord. _____-2014. Passed _____-2014.)

1152.04 POWERS AND DUTIES OF THE DESIGN REVIEW BOARD.

The Design Review Board shall adopt rules and regulations, consistent with this chapter, governing its procedures and transactions, subject to approval by Council of such rules and regulations. The Design Review Board 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 Council or undertaken on its own motion. Meetings shall be held at least once each month when there are applications to be considered and not less than once a year. Special meetings may be held at the call of the chairperson of the Design Review Board.

Within the boundaries of any preservation district, the Design Review Board shall review any proposed new construction and alterations to property as herein defined. The Board's approval of such new construction and alteration shall be secured before any owner of property may commence work thereon. In reviewing proposed alterations to property, the Design Review Board shall at a minimum use as evaluative criteria, the ten federal standards established by the Secretary of the U.S. Department of the Interior as follows:

- (a) Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
- (b) The distinguishing original qualities or character of a building, structure, or site

and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

(c) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

(d) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes that may have acquired significance shall be recognized and respected.

(e) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.

(f) Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features, should be substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different elements from other building or structures.

(g) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

(h) Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.

(i) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural materials, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

(j) Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

The Design Review Board shall also utilize the U.S. Secretary of Interior's Guidelines for Rehabilitating Historic Buildings in their review and deliberation.

The Design Review Board may amend and/or impose more refined design review criteria with Council approval based on the preservation district's predominant architecture, historical significance, and its cultural/archaeological attributes.

(Ord. _____-2014. Passed _____-2014.)

1152.05 TRIGGERING EVENT FOR DESIGN REVIEW.

Once a property owner applies for a building or zoning permit for an alteration within the preservation district as defined herein, the permit application will be deemed as an application to the Design Review Board.

(Ord. _____-2014. Passed _____-2014.)

1152.06 ISSUANCE OF CERTIFICATES AND PERMITS.

No alteration of any structure of significant exterior architectural feature thereof in any designated preservation district shall be undertaken prior to obtaining a certificate of appropriateness from the Design Review Board. No certificate of occupancy shall be issued by the Zoning Department for the construction, reconstruction, alteration, or demolition of any area, place, site, building, structure, object, or work of art within a designated preservation district unless the application for such permit is approved by the issuance of a certificate of appropriateness in the manner prescribed herein.

(Ord. _____-2014. Passed _____-2014.)

1152.07 CERTIFICATE OF APPROPRIATENESS.

(a) When the owner of a property within a preservation district proposes new construction or alteration to any portion of a structure within the district, he/she shall first apply for (through the Zoning Department) and secure a certificate of appropriateness from the Design Review Board. The application for a certificate shall be made with the Zoning Administrator, together with such plans, specifications, and other material as the Design Review Board may from time to time prescribe.

(b) Within forty-five days of filing, the Design Review Board shall consider the applications, plans, and specifications.

(c) If the proposed alteration is determined to have no adverse effect by the Design Review Board on the preservation district, and does not violate the spirit and purpose of these regulations, then the Board Secretary shall issue the certificate of appropriateness.

(d) If the Design Review Board determines that the proposed alteration will have an adverse effect on the preservation district, and does violate the spirit and purposes of these regulations, then the Board shall deny issuance of the certificate of appropriateness.

(e) In the event that the Design Review Board determines within the forty-five day review period that a certificate of appropriateness shall not be issued, it shall forthwith state in its records reasons for such determination and may include recommendations respecting the proposed construction, reconstruction, alteration or demolition of any area, place, building, structure, site, object, or work of art. The Secretary of the Board shall forthwith notify the applicant and the Building Department of such determination and transmit to him/her a certified copy of the reasons for denial and recommendations, if any, of the Board.

(f) Upon denying a certificate of appropriateness, the Board shall impose a waiting period of at least thirty days, but not to exceed sixty days from the date of disapproval, during which time the Board shall negotiate with the owner of the property in order to develop a compromise proposal acceptable to both. The first meeting between Board and applicant shall be held within thirty days from the date of disapproval, if a compromise proposal is acceptable by both parties, the Board may henceforth issue a certificate of appropriateness. If a compromise proposal is not agreed to by both parties the denial shall be final.

(g) In the case of a final denial of a certificate of appropriateness for demolition then the applicant may appeal the decision to Council. Council may affirm, reverse or modify the Board decision.

(Ord. _____-2014. Passed _____-2014.)

1152.08 MINIMUM MAINTENANCE REQUIREMENT.

The owner of an historic structure or any structure within the preservation district shall provide sufficient maintenance and upkeep for such structure to ensure its perpetuation and to prevent its destruction by deterioration, whether the building is vacant or inhabited.

(Ord. _____-2014. Passed _____-2014.)

1152.09 EXCLUSIONS.

Normal and ordinary maintenance functions performed on buildings within the preservation district and the removal/demolition of declared public nuisances (e.g. fire damaged buildings) that pose a threat to the health and safety of the general public shall be excluded from this chapter.

(Ord. _____-2014. Passed _____-2014.)

1152.99 PENALTY.

Whoever violates any of the provisions of this chapter is guilty of a minor misdemeanor. Each day during which the violation continues shall constitute a separate offense.

(Ord. _____-2014. Passed _____-2014.)

“Exhibit A”

Office of the Mayor

Proclamation

Whereas: Mike Tansey started working for the City of Sylvania on April 25, 2006 as manager of the City's Information Technology Department and was paramount in its creation; and

WHEREAS: Mike was involved in the design, implementation and maintenance of the Sylvania Electronic Village acting as its administrator until the SEV was decommissioned in 2013; and

WHEREAS: Mike worked diligently over the last 8 years, while putting in long hours, in order to keep the City of Sylvania in the forefront of computer technology. He was instrumental in the implementation of cutting edge security equipment in order to help protect our computer network; comprising of data recovery and a state of the art back-up solution all the while effectively serving our residents; and

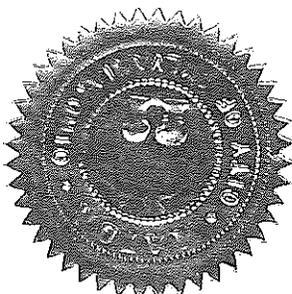
WHEREAS: Mike developed the very first website for the City of Sylvania and was instrumental in the creation of the current website as well as the development of the new website scheduled for launch in June of 2014;

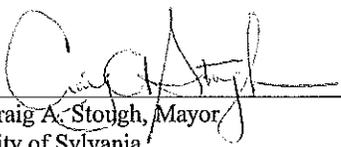
NOW, THEREFORE, I, Craig A. Stough, Mayor, do hereby proclaim Wednesday, May 14, 2014 as:

MICHAEL J. TANSEY DAY

in the City of Sylvania and ask that all citizens pay tribute, on this day, to Mike Tansey for not only his contributions that he has made to our City's computer infrastructure, but also for the relationships that he built with those that work and live in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Sylvania to be set this 14th of May, 2014.





Craig A. Stough, Mayor
City of Sylvania
State of Ohio

Sylvania Municipal Planning Commission

Minutes of the regular meeting of May 14, 2014. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Mark Frye, Ken Marciniak, Brian McCann and Thomas Lindsley, (5) present. Mr. Timothy Burns present.

Mr. Marciniak moved, Mr. McCann seconded to approve the Minutes of the April 16, 2014 meeting as submitted. Vote being: Stough, McCann, Marciniak, Frye and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 - Lot Split – app. no. 3-2014 a request from Scott A. Johnson, Esq. of Eastman and Smith, Ltd. for Toledo Memorial Park 6382 Monroe Street Sylvania, OH 43560. Mr. Scott Johnson of Eastman and Smith, Ltd., Council for Toledo Memorial Park; and Mr. Jeff Clegg, President and Executive Director of Toledo Memorial Park and President of Reflections Garden present. Mr. Smith explained that Reflections Garden, a pet cemetery, was established as under Ohio statute, a pet cemetery cannot be run and operated under the same entity that is running a cemetery so they have created a separate entity for the pet cemetery. The lot split they are seeking would be the location of the pet cemetery. They also created an easement to allow access to the pet cemetery from Monroe Street for the purpose of demonstrating that the property would not be landlocked. Mayor Stough stated that although he's not against it, he's never heard of a pet cemetery being put into a regular cemetery. Mr. Clegg stated that from the information that they have received from area Veterinarians, they feel that this is a service that is underserved in this area and that it is needed. Mr. Marciniak moved, Mr. Frye seconded to approve the lot split as shown on the documents submitted with the application. Vote being: Marciniak, Frye, Stough, McCann and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 4 - Council Referral – Special Use Permit Amendment app. no. SUP-1-2014 a request from Daniel Salois, agent for Highland Meadows Golf Club to allow for construction of a new "Pump House" for property located at 7455 Erie Street, Sylvania, Ohio 43560. Highland Meadows representatives Mr. Daniel Salois, Grounds Superintendent; and Mr. Denny Spencer, Chairman of the Long Range Planning Committee, present. Mr. Salois stated that the building shown on the plans would be used for cold storage and as a pump station for their irrigation sprinklers. He also stated that they are still considering building materials for the exterior of the building. Mr. Spencer stated that they're trying to get their irrigation supply out of 10 Mile Creek and into wells where that they would have more control of the quality and quantity of the water. Mr. Salois further stated that they presently have one well and will be drilling a second well if this plan is approved. Mr. Marciniak moved, Mr. McCann seconded to recommend approval of the Special Use Permit Amendment. Vote being: Marciniak, McCann, Stough, Frye and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 - Council Referral – Zoning Ordinance Amendment ZA-2-2014 a request from DJF Properties, Ltd. for a zoning change from R-2 (Single-Family Residential Small Lot District) to B-2 (General Business District) for property located at 5904 W. Alexis Road and 5623 & 5625 Acres Road, Sylvania, OH 43560. Mayor Stough stated that City Council had some questions

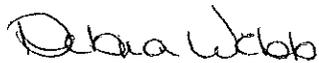
Sylvania Municipal Planning Commission
Minutes of the May 14, 2014 Meeting
Page 2

as to the proposed use of this request that would represent the change in zoning. Mr. Burns stated that he received a call today from Jerry Parker, attorney for DJF properties, and that he said that he was out of town and would be unable to attend the meeting tonight. Mr. Lindsley stated that the discussion would be tabled until the next meeting.

Item 6 - Council Referral – Special Use Permit Amendment app. no. SUP-2-2014 a request from Loyal Order of the Moose #1579 for construction of a 36' x 40' storage building on the property located at 6072 N. Main St., Sylvania, OH 43560. Mr. Nick Giovannucci and Bob Armstrong, officers of the Moose Lodge present. Mr. Giovannucci stated that the building would be used for storage and that it would be stick built with vinyl siding so that it would blend in with the residential area. Mr. Burns stated that the building was within Sylvania Zoning Code and that they agreed that the building would be 12 ft. from the property line of the residents to the south, although it's only required to be 3 ft. from the lot line. Mr. Armstrong added that there is a pine tree screening along that lot line. Mr. Frye moved, Mr. Marciniak seconded to recommend approval of the Special Use Permit Amendment. Vote being: Frye, Marciniak, Stough, McCann and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Mr. McCann moved, Mr. Marciniak seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Debra Webb, Secretary
Municipal Planning Commission

C

Board of Architectural Review

Minutes of the regular meeting of May 14, 2014. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Mark Frye, Ken Marciniak, Brian McCann and Thomas Lindsley, (5) present. Mr. Timothy Burns Present.

Mr. Frye moved, Mr. McCann seconded to approve the Minutes of the April 16, 2014, meeting as submitted. Vote being: Stough, McCann, Marciniak, Frye and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

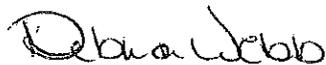
Item 3 – Regulated District Mural Review – app. no. 12-2014 requested by Sylvania Community Arts Commission in association with the Downtown Sylvania Association, the Sylvania Chamber of Commerce and Interrupt Marketing for 5703 Main Street Sylvania, Ohio 43560. Application is for a mural, to be painted on the back wall of the building. Jennifer Archer, Executive Director of SCAC and Dani Fuller, artist of mural present. Ms. Archer and Ms. Fuller presented the design and explained that the design incorporates where Sylvania has been, through to the current day, of what it is now. Mr. Marciniak moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the mural shown in the drawing submitted with the application. Vote being: Marciniak, McCann, Stough, Frye and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 4 – Regulated Sign – app. no. 13-2014 requested by Harmon Sign for Connect Hearing, 5660 Monroe Street Sylvania, Ohio 43560. Application is for two signs. One is to replace the face of an existing wall sign and the second is to replace the panel in an existing pole sign. Mr. Burns stated that the signs are within the limits of the Sylvania Sign Code. Mr. McCann moved, Mayor Stough seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: McCann, Stough, Marciniak, Frye and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Regulated Sign – app. no. 14-2014 requested by Toledo Sign for Promedica Flower Hospital, 5200 (5360) Harroun Road Sylvania, Ohio 43560. Mr. Burns stated that the applicant, Myra Gueli of Toledo Sign, submitted new sign designs at 3:00 today; and that after discussing the changes they decided that they were not ready to present the signs at tonight's meeting. Mr. Lindsley stated that the discussion would be tabled until the next meeting.

Mr. McCann moved, Mayor Stough seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Debra Webb, Secretary
Municipal Planning Commission

D

City of Sylvania

Bank Reconciliation

April 2014

CHECKBOOK BALANCE

Ending balance for Mar 2014 \$ 21,292,573.73

Add: Monthly Receipts 2,530,041.16

Subtotal \$ 23,822,614.89

Less: Monthly Disbursements 2,265,097.70

Ending balance for Apr 2014 \$ 21,557,517.19

Less:

Certificates of Deposit \$ (2,000,000.00)

Star Ohio (76,955.26)

Petty Cash (1) (2,050.00)

Cemetery Savings (1,062.86)

Toledo Community Fund (29,236.45)

PNC MoneyMarket (1,027,903.84)

Key Bank Securities (1,007,918.27)

5/3rd Securities (7,119,691.78)

SJS Account (4,207,855.32)

Morgan Stanley Investment (2,000,000.00)

Sylvania Township Bonds (625,000.00)

\$ 3,459,843.41

Less:

(1)

Division of Public Service \$ 150.00

Department of Finance 100.00

Division of Water 600.00

Division of Police 200.00

Municipal Court 700.00

Division of Taxation 150.00

Division of Forestry 150.00

Petty Cash Balance \$ 2,050.00

BANK BALANCE

EOM 5/3rd Bank Balance \$ 3,464,588.62

Deposit in Transit 2,941.47

Subtotal \$ 3,467,530.09

Less: Outstanding Checks (2) 7,686.68

Adjusted Bank Balance \$ 3,459,843.41

(2)

Mar Outstanding Checks \$ 307,337.12

Checks written this month 1,030,036.34

Subtotal \$ 1,337,373.46

Checks Cleared (1,329,686.78)

Apr Outstanding Checks \$ 7,686.68

Toby Schroyer
Director of Finance, City of Sylvania