

CITY OF SPRINGBORO  
320 W. CENTRAL AVENUE, SPRINGBORO, OHIO

CITY COUNCIL SPECIAL MEETING

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SATURDAY, JANUARY 27, 2007

8:00 AM

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CITY COUNCIL  
John Agenbroad, Mayor

Marie Belpulsi, Deputy Mayor  
Scott Anderson  
Jim Chmiel

Gary Hruska  
Sheila Lairson  
John D. Parise

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CITY STAFF  
Chris Thompson, City Manager

Chris Pozzuto, Assistant City Manager  
Robyn Brown, Director of Finance  
Jeff Kruithoff, Police Chief  
Barry Conway, Director of Public Works

Alan Schaeffer, Law Director (not present)  
Lori Martin, Clerk of Council

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- ITEM 1. CALL TO ORDER.** This Special Meeting was Called to Order to discuss and prioritize City goals from 8:00 AM to 10:00 AM and to conduct a planning retreat with the members of the City's Planning Commission from 10:00 AM-Noon.
- ITEM 2. PLEDGE OF ALLEGIANCE.** Mayor Agenbroad led the Pledge of Allegiance.
- ITEM 3. ROLL CALL.** Agenbroad, Present; Anderson, Present; Belpulsi, Present; Chmiel, Present; Hruska, Present; Lairson, Present; Parise, Present.
- ITEM 4. DISCUSSION: 8:00AM - 10:00AM** CITY COUNCIL REVIEWED ESTABLISHED GOALS / DEFINE NEW GOALS & PRIORITIZE GOALS.

Ms. Thompson referred to the 2007 Council Goals & Objectives. (A copy of the 2007 Goals and Objectives tabular summary is attached for the record.) Ms. Thompson reviewed the tabular summary of Project/Goals item-by-item in order to gain a consensus and prioritize goals to give staff direction.

Ms. Thompson discussed the following goals:

South Tech Master Plan – Ms. Thompson commented that she did not believe that Council had enough information yet to adopt this plan. She would like to conduct an informational session and meet with the current South Tech users to get their perspective of the plan.

Strategic Plan Review – Ms. Thompson commented that the next step in the plan review process is to schedule a date to meet with Jana Evans, Strategic Planning Services Consultant, to formulate the plan review more completely as far as goals, strategies, outcomes, and performance indicators.

Comprehensive Land Use Master Plan – Ms. Thompson commented that the deadline for Request For Proposals (RFP) for this plan review project was yesterday, January 26, and the City received six proposals. Ms. Thompson and City Planning

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Consultant Dan Boron will narrow down the proposals to two or three. Ms. Thompson added that she did not define the plan review process within the RFP. She explained that the process and participation should be determined by Council.

City Building Preliminary Design – Ms. Thompson commented that the deadline for Request For Proposals for this project was yesterday, January 26, and the City received ten proposals. Ms. Thompson further commented that the administrative staff would rate and compare the proposals in order to narrow down the selections for Council review.

Heatherwoode Golf Course Contract – Ms. Thompson commented that the Heatherwoode Golf Course contract is complete. The City began their new contract with Billy Casper Golf as of January 2006. Ms. Thompson added that she has established a monthly meeting schedule with the members of management at the golf course to monitor operations, accounting, etc.

Mr. Chmiel asked how the City's management of the maintenance portion of the golf course is blending with responsibilities of the management company? Ms. Thompson explained that everything is going well, and she attributes that to Mike Eaton (Golf Course Superintendent) and Tom Barnhart (General Manager) forming a positive relationship. Ms. Thompson further explained that Mr. Eaton and Mr. Barnhart have a high level of respect for each other, and Mr. Eaton attends every staff meeting at Heatherwoode. Ms. Thompson stated that she would monitor the relationship between golf course maintenance and management operations. She added that Steve Pacella, Billy Casper's Regional Manager, would be attending the monthly management meetings.

Ms. Belpulsi asked Ms. Thompson to include information or a narrative of these monthly golf course management meetings in her "Bi-weekly Up-date" to City Council. Ms. Thompson will follow up.

Mayor Agenbrood asked how many full-time employees were retained at the golf course resulting from the transition from American Golf to Billy Casper? Ms. Thompson stated that Billy Casper retained the Chef, the Banquet Manager, Pro-shop employees, Mechanics, and Cart Barn employees. She added that General Manager Tom Barnhart hired a Golf Pro, but he has not hired an Assistant Manager or Outside Sales Manager yet.

Ms. Belpulsi asked Ms. Thompson to have the golf course management staff attend a City Council meeting on a quarterly basis in order to update Council regarding the golf course. Ms. Thompson suggested that a golf course report is presented to City Council on a quarterly basis. She added that the golf course already has the ability to sell gift cards, and has established youth programs.

This concluded Ms. Thompson's comments regarding the status of Goals established in 2006.

At this time, Ms. Thompson addressed potential Goals/Projects for 2007 for Council review and discussion as follows:

Ms. Thompson commented that the last three goals on the tabular summary were already mentioned above and are carryovers from 2006. It was the consensus of Council to proceed with these projects, which are Complete Strategic Planning Update, Complete Comprehensive Plan Update, and Complete City Building Design. Ms. Thomson suggested quarterly deadlines for these goals.

Review Building Permit Fees – This goal was addressed later in the discussion.

Golf Course Property Appraisal – This goal was addressed later in the discussion.

Mobility Plan Amendments: State Route 73 Access Management Plan – This goal was addressed later in the discussion.

Interstate 75/SR 73 Plan – Ms. Thompson commented that this plan is ongoing, and the next phase of the plan is dependent upon ODOT.

SR 741 Access Management Plan/ODOT – Ms. Thompson commented that the SR 741 corridor is being studied for the purposes of traffic signalization, and the Austin Road Interchange and development area will be taken into consideration with respect to the plan.

At this time, Ms. Thompson concluded her comments and open discussion followed.

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Ms. Belpulsi commented that as far as goal structure she would like to see broader goals listed with related objectives/projects listed underneath those goals. Ms. Belpulsi also commented that she would like to see more information regarding economic development and to establish an Economic Development Goal based on the available land the City has to develop and to identify the types of businesses the City would like to attract, and the City's association with economic development organizations, business retention programs, etc. Ms. Belpulsi clarified that Economic Development should be the primary goal with certain underlying objectives.

Mr. Anderson recommended updating the Comprehensive Land Use Master Plan as quickly and efficiently as possible in light of the importance of economic development. Mr. Anderson stated that he is concerned with rezoning lots from commercial districts to residential districts such as the recent application to rezone 8683 Clearcreek-Franklin Road from ED (Employment District) to PUD-R (Planning Unit Development –Residential). Mr. Anderson further stated that this particular rezoning involves 12 acres that would be developed into 126 homes on Clearcreek-Franklin Road. Mr. Anderson commented that rezoning properties from classifications such as ED to residential would increase the population in the school system, and the property's potential for economic growth would be lost. Mr. Anderson stated that he believes that the City needs to look at what is good for the community as a whole. Mr. Anderson further stated that rezoning property for residential use creates a vicious cycle with regard to schools and services, and it is important to look at the big picture when considering planning and zoning in the community.

Ms. Thompson offered that the update of the Comprehensive Land Use Master Plan would be not be driven by City Council; however, certain staff and committee members would participate in the review process. She suggested that this update would be an opportunity for Council to review zoning within the City with respect to its impact on economic development.

In addition, Mr. Anderson commented that he would like to establish a Financial Stability Goal for the City starting with the General Fund and carry over balance or minimum fund balance, which the City does not have, but does need for catastrophic occurrences, etc. Mr. Anderson added that how much that balance should be is debatable. Mr. Anderson further commented that he attended a local government finance seminar during the NLC Conference in December, which addressed fund balances. Mr. Anderson explained that he spoke with Finance Director Robyn Brown regarding the City's ending balance of \$4M in 2006, which he believes is way too much money to carry over. Mr. Anderson stated that whether the ending balance should be 10%, 15% or 50% of expenditures, City Council needs to give Ms. Brown guidance. He further stated that Ms. Brown has always referred to the minimum fund balance policy, but that policy was abolished. Mr. Anderson also stated that when City Council decides what the minimum reserve will be, then the City needs to decide what to do with the excess monies, for example, give it back to the community, cut taxes, repair roads, etc. Mr. Anderson stated that he would like to give the money back to the community. Mr. Anderson reiterated that he believes the big question City Council needs to tackle is what will the City's minimum fund balance policy be?

Ms. Belpulsi asked Ms. Brown if she could comment on why the ending balance for 2006 was \$4M? Ms. Brown stated that the ten-year projections showed the year ending with a \$2.9M balance. Ms. Brown explained that the City received additional estate tax and experienced an increase in Mayor's Court revenue, but income tax revenue was down. She further explained that overall revenues for 2006 were \$2M to \$3M higher than anticipated and expenditures were \$700,000 less than anticipated. Ms. Thompson commented that the City only spends what is necessary.

Ms. Belpulsi commented that the numbers that Ms. Brown referred to will fluctuate year-to-year. Ms. Belpulsi also commented that the City could not give back monies one year that would put the City at a deficit in six to seven years. Ms. Belpulsi added that the economy and factors that impact the economy would change, such as, economic development.

Mr. Hruska commented that the City needs to project over ten years and plan for a period of time into the future.

Mr. Chmiel commented that if the City experiences a pattern of balances over a number of years then it may be reasonable to consider an income tax credit reduction, but spending a balance just because the City did a nice job of reducing expenditures in one particular year is not a good reason because it could turn around the next year. Mr. Chmiel recommended looking at the reserve balance over a longer period of time instead of just one year before making any decisions regarding the disposition of reserves.

Mr. Anderson agreed that the City should watch expenses from year to year, but should also pass a resolution not to deficit spend. Mr. Anderson stated that if the City budgets at 3%, then expenses can grow 3% and should not be increased by 6-8%, and that is how the City controls what is left over. Mr. Anderson explained that the City can control expenses, but cannot control

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revenues; therefore, the City can stop deficit spending, and maintain the minimum fund balance forever while figuring out how to keep services at a high quality level and being able to give a little of that money back.

Mr. Chmiel commented that City Council did not schedule this Special Meeting to make promises to give back monies from the City's reserves. Mr. Anderson responded that City Council is here to spend money responsibly.

Mayor Agenbroad commented that City Council does have budgetary responsibilities to the community, but does not have a crystal ball regarding future economic impacts, revenues or expenditures. Mayor Agenbroad suggested that Council get back on track regarding the purpose of the Special Meeting discussion.

Ms. Lairson asked if there is a reason businesses are not required to report 1099 income to the City? Ms. Brown explained that employers have never been required by law to report 1099 income, but employees are supposed to include their 1099 form when they file their individual income tax. Ms. Brown reiterated that businesses are not required to file their employees' 1099 forms with the City. She added that the cost to cross-reference the 1099 income to the filers would be astronomical.

Mayor Agenbroad commented that the IRS follows up on the 1099 forms and the City does receive their share of that income, but does not receive any money from penalties the IRS receives as a result of their 1099 audits.

Ms. Lairson asked if the City cross references the 1099 forms that are submitted by businesses? Ms. Brown replied no. She explained that it is up to each employee to file his or her own 1099 form. Ms. Brown offered to look into what it would cost the City to process the 1099 forms submitted by businesses and compare it to what the City would receive in revenues. Ms. Lairson confirmed that W-2 forms submitted by businesses are cross-referenced with their employees. Ms. Thompson replied yes.

Ms. Lairson recommended reviewing building permit fees and conducting a comparative analysis of other communities.

Mr. Parise recommended increasing the building permit fees, and within legal limits, passing the costs on to the builders to reduce the amount the citizens have to pay.

Mayor Agenbroad commented that the City's current building permit fees are low. Ms. Thomson responded that the City did revise the fee schedule in 2002, and added capacity fees and other fees at that time, but has not compared building permit fees to other communities.

Mr. Parise suggested getting the new building permit fees established quickly to take advantage of that revenue while development is still vigorous.

Ms. Thompson commented that the City did not replace the part-time Secretary in the Building Department or the Building Inspector, which is a savings from a personnel standpoint by helping to offset costs and decrease in revenue. She added that there were 76 building permits issued last year; therefore, the revenue from this source is slowing down.

Mr. Hruska suggested establishing a policy that requires the City to conduct a survey every few years to monitor and adjust fees accordingly. Mr. Hruska agrees that the comprehensive revision to the fee schedule is needed, but the fee schedule should be revised on a regular basis as well.

Ms. Belpulsi asked if when the City requires a special consultant for development purposes does the City absorb that cost? Ms. Thompson explained that those costs are generally a "pass-thru" to the builder unless it would benefit the City or it is an extraordinary circumstance. Mr. Conway added that the City now charges a fee for almost every service it provides to builders.

Mayor Agenbroad commented that the City would need to decide whether the fees should cover the costs or generate revenues.

Ms. Belpulsi stated that she is concerned with liabilities attached to fees. Ms. Belpulsi explained that she would like to compare the fee schedules of other cities to Springboro's current rates to ensure the City's fees are reasonable. Ms. Thompson agreed that there could be implications attached to fees, and she would like to include the Home Builders Association during the analysis of the building permit fees.

Mr. Hruska commented that any increase in the fees would be passed on to the buyer in the price of the home.

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Ms. Thompson summarized by stating that Council wished to do a comprehensive study of the fee schedule including fees that should be, but are not currently included in the fee schedule by comparing the City's fees with other communities and showing fees both at the high end and low end. Ms. Thompson confirmed that Council would set the policy for the fee schedule.

Mr. Chmiel commented that the City does not want fees to stifle its economic growth, which is a clearly stated goal.

Ms. Belpulsi commented that she would like to see a goal that addresses management performance based on fiscal performance and that is subject to certain measurements as discussed during the Strategic Planning update at the last Council Work Session. She added that it would give the City another financial tool to use to measure performance. Ms. Thompson will follow up on Ms. Belpulsi's suggestion. Ms. Belpulsi added that if there are areas in which any of the Council Members believe the City is over spending in the budget, it should be discussed because there were no concerns expressed regarding the budget during the budget approval process last November. Ms. Belpulsi suggested that the budget be brought up for discussion periodically to address any concerns regarding expenditures.

Ms. Thompson commented that the minimum fund balance policy had no teeth, that is, the policy was not adopted by resolution or ordinance; it was an administrative policy with no recourse. Mr. Hruska commented that the policy had limited relevancy.

Ms. Belpulsi commented that the minimum fund balance number has to be reasonably determined, and that is where it fits into the Strategic Plan. Ms. Thompson added that the State of Ohio does have certain requirements regarding fund balances, and under the right circumstances can declare a fiscal emergency in which the State would take over.

Ms. Belpulsi asked what if the City is sued or the economy declines or the water plant needs emergency repairs or the City needs to purchase land? Ms. Belpulsi explained that these are the types of contingencies that need to be considered in the formula for the budget and balances along with what services should be retained.

Ms. Thompson commented that services play a part in where companies choose to develop. Ms. Belpulsi commented that risking services could hurt economic development because companies do look at where their employees will live. Ms. Thompson stated that some businesses want their employees to have a choice to live close to the office, have quality schools, etc., and they have asked to see the community while deciding if they want to come to Springboro.

Mr. Chmiel commented that when the City has established a consistent reserve balance over a number of years then it should be decided what is enough and what is too much.

Mr. Anderson recommended passing a resolution regarding the minimum fund balance to give it the strength it needs to be enforced.

Mr. Hruska commented that the minimum reserve balance needs to be determined over a period of time because revenues increase and decrease from year to year.

Ms. Belpulsi commented that there are future fiscal responsibilities that need to be taken into consideration when determining appropriate reserve levels such as the major payments to the TIF associated with the Austin Road Interchange at South Tech, which the City will face down the road.

Mr. Anderson stated that the minimum fund balance should be a percentage of the budget; therefore, the actual amount would fluctuate depending on the percentage ratio.

Mr. Hruska commented that the City is almost full, but services will continue to increase in cost. He further commented that until recently, the City has always been on an up curve, but is very close to leveling out.

Ms. Thompson explained that the City did not have projections ten years ago. She further explained that in 2004, when the projections were made, it showed a deficit in 2005 to 2007. Ms. Thompson further explained that in 2007, the projections show that there will not be a deficit until 2013 or 2014. Ms. Thompson also explained that the 10-year projections force the City to make some assumptions, which have to be plugged into those projections. She added that the projections must error on the side of cost and return a level of services and are construed extremely conservatively to avoid future financial oversight. Ms. Thompson stated that everyone also has to agree that those projections are valid. She further stated that Council might decide to extend the City Building debt out further or consider other alternatives that may impact the long-term financial projections.

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Ms. Thompson finally stated that she was proud of the fact that only \$8M of the \$8.7M that was budgeted for expenditures was spent last year.

Ms. Belpulsi commented that the purpose of the original Strategic Plan was to decide what the City was going to be when the rapid growth occurred, and it has served as a great foundation, which brought the City to where it is now.

Mr. Chmiel commented that he has lived in Springboro since 1971, and driving from north to south on SR 741 it is obvious that the growth has been managed well and fits well. Mr. Chmiel stated that he believes that people who come to Springboro for the first time see Springboro as a very neat place with its combination of new and historic buildings. Mr. Chmiel further stated that the architecture and materials give the City its longevity.

Ms. Thompson commented that she suggested that bidders for design services for the new City building should review a snap shot of the City's growth and take it into consideration during the design process.

Golf Course Property Appraisal – Ms. Thompson commented that the golf course was appraised in the 1990s, but the City could hire an appraiser to perform a new appraisal.

Mr. Parise stated that he would like an appraisal to get an update on the value of the golf course.

It was the consensus of Council to exercise due diligence by having the golf course newly appraised.

Mobility Plan Amendments – Ms. Thompson commented that she is waiting on legislation from Law Director Alan Schaeffer, but the Planning Commission has recommended and approved the SR 73 Access Management Plan. Ms. Thompson explained that the Interstate 75/SR 73 Plan and the SR741 Access Management Plan are ongoing and contingent upon ODOT and other factors to proceed to the next phase.

Mr. Chmiel asked if the property next to the I-75 bridge, the location of the former BP Gas Station, has been sold? Ms. Thompson explained that the buyer had no idea that the City would need that property for a ramp onto I-75. Ms. Thompson further explained that the buyer wishes to get out of the contract. Ms. Thompson stated that she has kept communications open with the buyer's broker, and they were told what the plan is for the I-75/SR 73 improvement project, but were told that the City could not be certain of the timing for that project. Ms. Thompson also stated that the real estate broker wants to sell the land to the City.

Mr. Parise asked if the City could take the property by eminent domain? Ms. Thompson commented that when the City is ready and financed, it would exercise eminent domain over the property, which is perfectly legitimate for roadway projects. Ms. Thompson added that she would not recommend purchasing the property now, as it may be ten years before this roadway project gets underway.

SR 741 Access Management Plan – Ms. Thompson commented that this plan is waiting for ODOT's signature.

Citizen Survey – Ms. Thompson commented that Miami University would provide a free citizen satisfaction survey; the only costs would be reproducing and mailing the document. Ms. Thompson added that the survey could be performed this year.

Mr. Parise asked if the City could modify the survey to include questions involving more controversial issues to encourage citizens to respond? Ms. Thompson suggested that the City should use the experts at Miami University to answer those questions. Mr. Parise stated that he would like to the City to do the survey.

Ms. Belpulsi commented that City Council would need to determine what the City would like to learn from this survey.

Mr. Pozzuto stated that the survey should have general questions in order to compare responses to state and federal statistics.

Mr. Chmiel asked Ms. Thompson to provide Council with a sample of some of the surveys Miami University has prepared in the past.

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At this time, Ms. Thompson listed the goals that were discussed as follows:

Define economic development objectives, issue a quarterly report from Billy Casper Golf to City Council regarding golf course activity, evaluate the benefit of receiving and processing 1099 forms from employers, establish a minimum fund balance policy, link the budget to strategic goals, conduct a comprehensive review of the City's fee schedule, and obtain a new appraisal of the golf course.

Ms. Belpulsi asked if Chief Kruthoff could provide a Police Department report on a quarterly basis regarding department activity and crime stats to keep the community informed. In addition, Ms. Belpulsi commented that the schools have a column in the newspaper every week. Ms. Belpulsi asked if there would be an opportunity for the City to also feature a regular article in the local newspapers. Ms. Thompson stated that the City used to prepare an article for the newspaper on a rotating basis with other neighboring communities, but no one kept up with it. Ms. Belpulsi stated that the pay off is getting information to the public. Ms. Belpulsi suggested that the City submit an article on a monthly basis in order to get information to the public.

Mr. Anderson asked if the Planning Commission meetings could be televised? Ms. Thompson explained that the meetings could be televised if a volunteer is willing to be trained to run the cameras.

Ms. Thompson briefly commented on the minutes of the Planning Commission. Ms. Thompson recommended that the minutes should reflect the actions only, and the tapes could be archived for a more detailed account of the meeting. She stated that she checked with the Law Director Alan Schaeffer, and he agreed it would be adequate to archive the tape with the minutes.

Ms. Lairson asked if the City could use a college student to video tape the Planning Commission meetings as an intern? Ms. Thompson commented that it would not be a paid internship.

At this time, Mayor Agenbroad recognized Mike Hemmert in the audience. Mr. Hemmert commented that he has served on Dr. Baker's (Springboro Schools Superintendent) Business Advisory Board, and they have had a lot of positive feed back from the community regarding Dr. Baker's column in the newspaper and through e-mail blasts. He added that Dr. Malone's Kids in School is a great update as well.

Ms. Thompson also commented that the website remodel is included in the Computer System Administrator's budget for action this year. She added that the City's website is not the most user-friendly site, and she has not forgotten the goal to update the site. Ms. Thompson further added that the website remodel would be tackled in the middle of the second quarter. Ms. Thompson added that the Heatherwoode Golf Course website is now on-line.

Cindy Eisen of the Springboro Sun and Rick Amburgey of the Star Press were present and both stated that they did not see a problem with featuring an article from the City on a monthly basis.

With no further discussion, Mayor Agenbroad asked for a motion to adjourn the Goals portion of the Special Meeting.

**Mr. Anderson motioned to adjourn the Goals discussion of the Special Meeting at approximately 9:40 AM. Mr. Hruska seconded the motion.**

**VOTE: Chmiel, Yes; Parise, Yes; Lairson, yes; Anderson, Yes; Belpulsi, Yes; Agenbroad, Yes; Hruska, Yes. [APPROVED 7-0]**

**ITEM 4.  
(con't)**

**DISCUSSION: 10:00AM – NOON** CITY COUNCIL CONDUCTED A PLANNING RETREAT WITH THE PLANNING COMMISSION.

**The following Members of the Planning Commission were present: Barbara Gibson, Becky Hartle, Hans Landefeld, Chris Papakirk, and Janie Ridd. All Planning Commission Members were present.**

Mayor Agenbroad commented that City Council and the Planning Commission have met periodically over the years to maintain dialogue between to the two bodies. Mayor Agenbroad deferred to Deputy Mayor Belpulsi, the Planning Commission Chairperson, to preside over the discussion.

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Ms. Belpulsi asked for introductions. City Council Members introduced themselves followed by the Planning Commission Members. Janie Ridd has served on the Planning Commission for approximately 18 years, Barbara Gibson has served approximately 12 years, Chris Papakirk has served for approximately 4 years, Hans Landefeld has served approximately 2 years, and Becky Hartle is the newest member of the Planning Commission as of January 2007.

Ms. Belpulsi commented that over the past year, the Planning Commission has been the object of complaints from obscure sources. Ms. Belpulsi further commented that she knows that the Planning Commission Members are professional, and she wants to make sure there are no misconceptions or misinformation. To this end, Mr. Belpulsi referred to Agenda Item II on the Council and Planning Commission Joint Planning Retreat Agenda, Customer Service Questionnaire/Survey. Ms. Belpulsi stated that she would like to institute a customer service survey to be completed by every planning applicant in order to get an idea of or pinpoint any issues that would need to be addressed, and to monitor service.

Mr. Chmiel asked if the survey would be exclusive to plans voted on by the Planning Commission? Ms. Belpulsi commented that the details of the survey could be discussed as a group, but would be intended for all applicants.

Ms. Ridd commented that the Planning Commission might receive negative feedback on the survey simply because the applicant is turned down regardless of their experience or treatment.

Ms. Hruska asked if the survey would be anonymous since it will only be used to obtain information and give the Planning Commission a point of reference as far as customer service?

Ms. Lairson commented that some applicants might be afraid that if their feedback is not positive, the Planning Commission might retaliate, and should be given a choice as to whether they wish to remain anonymous.

Ms. Belpulsi moved on to Agenda Item III – Planning Process Discussion. Ms. Belpulsi commented that the City has received complaints regarding the lengthy planning process. She asked if staff could prepare an outline of the process used for the Planning Commission's reference. Ms. Belpulsi stated that there might be ways to consolidate the process or more clearly defined steps an applicant must go through during the plan review process.

Ms. Thompson explained that the process begins with staff talking to the applicants and informing them of the process.

Ms. Gibson suggested that an informational pamphlet outlining the plan review process and expectations for the applicant would be very helpful and should be published.

Ms. Belpulsi moved on to Agenda Item IV – Annual Reports. Ms. Belpulsi recommended that the City prepare an Annual Report sharing the activities and accomplishments of the Planning Commission along with narrative regarding ongoing activities.

Ms. Lairson suggested updating the community regarding the activities of the Planning Commission and other committees in the newspaper column Council discussed earlier.

Mr. Landefeld agreed that a step-by-step flow chart of the plan review process would benefit both the Planning Commission and applicants. It was suggested that the steps of the City's plan review process could be compared to other communities to determine for example if it is justified based on what is expected in other communities.

Mr. Hruska commented that analyzing the City's plan review process is fine as long as it does not compromise the community by compromising the quality of development.

Ms. Belpulsi agreed that she does not want to jeopardize development in the community just to move plans through the review process quickly.

Mr. Papakirk suggested posting the plan review process on the City's website as a resource for the City and the developer to reference.

Ms. Belpulsi commented that she would like to include time frames for the survey, and she would like to have input from the Planning Commission.

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Ms. Ridd commented that the survey should differentiate between how applicants were treated during the plan review process and the end result.

Ms. Thompson commented that the survey could narrow down what the City needs to know about the Planning Commission process.

At this time, Ms. Belpulsi asked the Planning Commission members to provide background information pertaining to how they contribute as a member of the Planning Commission.

Ms. Ridd commented that she has served on the Planning Commission for approximately 18 years, and has been part of the transformation of the Planning Commission over the last two decades. Her professional background is marketing and advertising, and she has been a common sense voice on the Planning Commission.

Mr. Landefeld has worked for the Miami Valley Conservancy District (MVCD) for 27 years. He is the River Corridor and Special Projects Manager. Mr. Landefeld has lived in Springboro for 13 years, and his education is in civil engineering and finance. Mr. Landefeld's special project with the MVCD deals specifically with bike trail connections across the counties in the region.

Mr. Papakirk commented that his background is planning and landscape architecture. He currently works for a landscape architecture firm as a landscape architect, and was formerly the City Planner for the City of Beavercreek.

Ms. Hartle commented that she began her career as an Art Education Teacher. She is now a Chiropractor, and went through the City's plan review process last year for her new office on N. Main Street. Ms. Hartle is also the President of the Springboro Chamber of Commerce. Ms. Hartle has lived in Springboro for 20 years.

Ms. Gibson commented that she has lived in Springboro for 35 years, and she has served on the Planning Commission for approximately 12 years. Her education is in accounting and management, which provides her with logic skills and the ability to visualize how new developments incorporate into the City's master plan. Ms. Gibson has served on several other City committees over the years including the Board of Zoning Appeals and the Charter Review Commission.

In reference to Agenda Item 1, 2006 Planning Commission Goals, Ms. Belpulsi asked Ms. Thompson to review the Planning Commission's Goals for 2006. (A copy of the 2006 Planning Commission Projects/Status Report is attached for the record.)

Under Projects, Current Initiatives, Item 1, Austin Center Plan Implementation and Item 2, SR 73 Access Management Plan are complete. Ms. Thompson complimented City Planner Dan Boron on his momentum with the Supplemental Regulations, which is a comprehensive update and is ongoing.

Ms. Thompson commented that Future Initiatives include converting Township zoning within the City limits.

Mr. Anderson commented that according to the information provided, Township zoning is approximately 20% of the City's undeveloped land, which, he added, is a lot of land. Ms. Thompson clarified that Township zoning within the City amounts to about 20% of 200 acres. She added that there has been a lot of cooperation between the City and the Township regarding these rezonings within the City limits.

Master Plan Update – Ms. Thompson commented that the City received six responses to the Request For Proposals for the Comprehensive Land Use Master Plan update.

Update B-3 District – Ms. Thompson commented that the Planning Commission will review the B-3 District regulations and uses and develop a recommendation for Council.

Conservation Design Ordinance – Ms. Thompson commented that conservation development requires at least 40% green space, but needs further refinement, as it is not defined well enough.

Ms. Lairson asked who initiates rezonings from Township districts within the City? Ms. Thompson explained that the initiative to rezone to a City district ends up being a water and sewer and service issue. She further explained that the City would initiate the rezoning with the property owners. Ms. Thompson also explained that these properties were annexed some time ago, and simply were not rezoned, but the current practice is to rezone the property to a City district if the owner wishes to be annexed.

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Ms. Belpulsi asked if City Council had any direction for the Planning Commission for 2007?

Mr. Anderson suggested that the Planning Commission receive training or at least training for new members in the first quarter of the year. He suggested that the training should provide updates regarding local and state laws that pertain to planning and zoning.

Ms. Gibson commented that legal updates have been provided at the beginning of every year in the past.

Mr. Papakirk commented that there are some good guidelines written by planners that allow Planning Commission members to understand their roles and what they can and cannot do.

Mr. Hruska commented that the City could have been liable in the past based on some of the standards that developers have been held to and it is important to understand the legal limitations as Planning Commission members.

Mr. Chmiel would like the Planning Commission to consider the future plans that are underway regarding connectivity, what the City has available for bikeways, etc, and the time frame to initiate these connections.

Mr. Landefeld commented that he is looking for a mobility plan for Springboro that incorporates alternate ways for people to get around the community and connect neighborhoods. Mr. Landefeld also would like the City to consider the parcels that are currently occupied by big box retail like Kroger and K-Mart, specifically, if those parcels would be developed in the same way if those businesses were razed. In addition, Mr. Landefeld inquired regarding the potential for a City owned parking lot off of SR 73 to provide parking for businesses downtown. Mr. Landefeld commented that he is also pleased to hear that the City has finally sent out a RFP for a new City Building. Finally, Mr. Landefeld commented that Springboro is starting to gentrify and people are forced to move away because there is not enough appropriate housing, and he would like to see planning for other types of housing in Springboro for younger families and seniors.

Mr. Anderson commented that he liked the idea of a City parking lot on SR 73 for the downtown area, as parking has been a huge issue for people visiting downtown. Ms. Thompson explained that there is a public lot on North Street, which is always empty because people do not want to walk down the street. Mr. Anderson asked if that whole area is protected by the historic designation? Ms. Thompson replied yes, and there is only one empty lot, which is next to the Chamber and is currently under development. Ms. Thompson stated that the City has talked about Main Street as a destination and the related parking issues, but the lots are being sold to office users who are keeping the buildings maintained and who only have a few clients at a time; therefore, need only a few parking spaces. Ms. Thompson stated that office use has worked well for the district.

Mr. Hruska commented that SR 741 through the historic district would always be two-lanes; thus, parking would always be limited. Mr. Pozzuto added that downtown Springboro does not have the advantage of downtown Centerville, which has two major state routes with three to four lanes going each way.

Ms. Lairson commented that she is glad to see that the buildings downtown are being used, and the trend is away from smaller shops.

Ms. Belpulsi commented that the uses for the downtown area are limited due to the streets, size, and the age of the buildings. She added that the vision for Main Street was to maintain a small town feel, and a board (Main Street Springboro Board) was established a number of years ago to further interests in the downtown area. She added that the City provided some funding for this board, but it ultimately dissolved.

Ms. Lairson asked if there has been any applicants or uses that the Architectural Review Board (ARB) has not liked? Mr. Parise replied no, the ARB is very familiar with the requirements for redevelopment in the downtown area and strictly applies the guidelines. Mr. Hruska added that the ARB spent two years developing those guidelines for users in the downtown area.

With no further comments, Mayor Agenbroad thanked everyone for their time and input.

**ITEM 5. ADJOURNMENT.** With no further discussion, Mayor Agenbroad adjourned the Planning Retreat portion of the Special Meeting; whereby, the City Council Special Meeting was adjourned at approximately 11:10 AM.

The CITY of SPRINGBORO Ohio CITY COUNCIL MINUTES · JANUARY 27, 2007

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**John Agenbroad, Mayor**

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**Presiding Officer**

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**Lori A. Martin, Clerk of Council**