

GOALS REPORT Q4 2018 Airport / Downtown

Airport

- Completed the first 4 'Chapters' of the plan (including inventory and forecast) and submitted to the FAA for review. Response from FAA regarding conclusions typically takes 90 days. Federal shutdown affecting all timetables. Targeting mid-2019 for submission of completed plan.
- Continued contracting out due diligence studies into the Master Plan project to attain 'Certified' status within SiteOhio program. Geological Study and EPA Study done. Archeological Study being contracted. 2 others to be done as Master Plan is concluding – they will be 'dated' if done too early.
- Collateral material for MRO campus and Community Hanger locations completed. Retained website administrative duties under Communication Coordinator. Content continues to be generated.
- Began working with REDI Cincinnati to create additional collateral materials to include 'drone video footage' commercial for use at presentations and various shows (no cost to City).
- Airport Director has begun to coordinate update of key documents and SOPs.
- Purchased additional fuel tank to begin to offer 'self-serve' sales via FBO. Complete installation forecast for 6/2019.

Downtown

- Oakland neighborhood evaluation done through consultant recommended process in order to identify baselines for property valuation.
- Downtown Redevelopment Districts identified and refined. Reviewing revenue generation potential and underlying requirements to assimilate into development plans for downtown.
- Continued to facilitate and coordinate with DMI on the list of potential infrastructure projects and programs to advance redevelopment efforts within the Downtown Master Plan. Vacant Property legislation, SID legislation, Merchant's Association on list.
- Proposed re-organization of the DORA district to create a sustainable funding mechanism in support of downtown programs. New hours initiated. Additional parcels recommended for inclusion. New processes slated for February 1 commencement.
- Communications Coordinator, DMI and CVB leadership are working to coordinate marketing efforts in support of downtown events based on predicted budget/revenues.
- CNS from EPA regarding the STM/Wrenn Site has been awarded. Filing completed and O&M process underway.
- Middletown Community Foundation transferred Bike Path Study/Planning funds from prior award to the City. Public Works department issued RFP for path study regarding connection of downtown to the Rivercenter.

<u>Economic Development</u>	2018			
Social Media	Oct	Nov	Dec	YTD
Facebook - number of people reached				
Facebook - new page likes				
Facebook - page views				
Facebook - impressions	86342	55612	56126	862,762
Facebook - engagements	1392	547	851	12,863
Facebook - clicks	456	626	187	6,224
Facebook - fans	5355	5394	5445	60,588
Facebook - posts	25	26	15	293
Twitter - total number of followers	1587	1609	1630	17,183
Twitter - profile visits				
Twitter - new followers				
Twitter - mentions				
Twitter - impressions	14710	15445	8377	186,561
Twitter - engagements	511	234	56	5,045
Twitter - clicks	30	27	9	426
Twitter - tweets sent	29	31	11	340
Twitter - mentions	161	113	70	1,622
Instagram - total number of followers	1098	1118	1134	12,537
Instagram - age range				
Instagram - highest viewing time				
Instagram - % of Middletown Citizens				
Instagram - % women				
Instagram - % men				
Instagram - likes	289	73	51	2,246
Instagram - clicks				
Instagram - posts	8	2	2	67
LinkedIn - Impressions	1166	1255	399	25,593
LinkedIn - engagements	110	149	24	1,053
LinkedIn - clicks	80	127	17	764
LinkedIn - posts	5	2	3	60

H/Econ Dev/ Admin/ reports/CM qtrly/2018/July, Aug, Sept

**PLANNING & ZONING DIVISION
ANNUAL REPORT
2018 ACCOMPLISHMENTS & 2019 GOALS**

2018 DEPARTMENT ACCOMPLISHMENTS:

- 1) **Adoption of Middletown Development Code:** On February 6, 2018 the City Council adopted the Middletown Development Code (formerly known as the Planning and Zoning Ordinance). The City initiated the Planning and Zoning ordinance update in 2015 due to the zoning code being very outdated and almost unenforceable. Most of the zoning code that has been enforced was most recently adopted in the 1960's and 1970's. For over the last three years the Planning and Zoning Department worked closely with zoning code consultant, Compass Pointe Planning, on the update of the Planning and Zoning Ordinance. Planning staff also worked with outside legal counsel and other city departments, as well as community groups such as Downtown Middletown Inc. and Middletown Moving Forward for feedback. Staff encouraged citizen input through the development code update website and hosted a public open house that showcased the new ordinance compared to the current ordinance and answered questions. The Code became effective on March 1, 2018.
- 2) **City Master Plan Update:** Nearly 15 years have passed since Middletown adopted its last Master Plan and a lot has changed for the City since 2005. The City achieved many of the objectives and strategies described in the 2005 Plan and now it's time to re-evaluate the City's future direction. A Master Plan will guide the development of the City and will address a number of key topics including housing, development, and revitalization. The updated Master Plan will be a graphically-rich, streamlined document, that will used for marketing purposes as well as a tool for directing future development. A Master Plan Steering Committee has been formed and has met a total of 5 times and will continue to meet until the completion and adoption of the updated plan.
- 3) **Award (OKI Energy Plan):** The Planning & Division submitted for and was selected by OKI Regional Council of Governments to participate in the Community Energy Planning Project. Participating in this project shows the City's commitment in becoming a leader among communities toward the important topic of energy. This plan will be implemented into the City's Master Plan that is currently in process. The City will work with OKI starting in January 2019 to write the Energy Plan for the City.
- 4) **Award (Heritage Ohio's Spring Preservation Month Photo Contest):** Planning Director, Ashley Combs, won the Heritage Ohio photo contest called for submissions of photos taken of historic buildings that have redevelopment potential. She submitted a photo taken of the bank vault inside the Historic

Goetz Tower located in Downtown Middletown. Photos were submitted state-wide and Ashley's photo was selected as a finalist among four other submissions by the Heritage Ohio to compete for first place. Her photo was selected as the first place winner by public voting. The Goetz Tower received state-wide recognition and was featured on the cover of the Revitalize Ohio magazine.

- 5) **Energy Saving Tree Program:** The Planning Division applied and was selected for the City of Middletown to participate in the Community Energy Planning Project. Residents were allowed to receive one tree per household and the program hopes to give out 250+ trees. There was no cost to Middletown or the residents to participate in receiving trees. The effort was ran by the group called Taking Root who launched their second Energy Saving Trees Program in partnership with Duke Energy, the Arbor Day Foundation, and Natorp's in Middletown. This program will help the tree canopy levels in the City and across the region. The program is tied to the City's Energy Plan that will kick-off in January 2019.

PLANNING COMMISSION (Held 8 meetings, 15 applications)

Development Plans:

- 1) *Holiday Inn Express (Development Plan Case #1-18):* A request by applicant Ajay Patel, on behalf of Horne Development, LP, for approval of an Amendment to the MidPointe Center Development Plan to allow for the construction of a Holiday Inn Express & Suites Hotel that will be a total of 56,000 sq. ft. in size with four stories and feature a total of 88 rooms. The application was also granted a height variance to allow for four stories (a total of 50 feet) where the zoning only allows a maximum of three stories.
 - a. Approved with the condition Engineering Design Manual be met.
- 2) *Waynesdale Meadows Subdivision (Development Plan Case #2-18):* A request by applicant Dave Long, on behalf of Alum Cliff Industries, for Final Development Plan approval of Waynesdale Meadows Subdivision Section 5 for 23 residential lots on a total of 4.60 acres. The Preliminary Development Plan for Waynesdale Meadows Section 5 was approved by Planning Commission in 2002.
 - a. Approved with the condition Engineering Design Manual be met.
- 3) *Renaissance I Phase 8 (Development Plan Case #3-18):* A request for Final Development Plan approval for the Renaissance Subdivision I Phase 8 by applicant McGill Smith Punshon, on behalf of Fischer Development Company. This section of the Renaissance subdivision is a total of 18 single family homes and two open space areas on a total of 14.467 acres. This section is a part of a previously approved Preliminary Development Plan of the Renaissance subdivision.

- a. Approved with the condition Engineering Design Manual be met.
- 4) *Renaissance II Section 13 (Development Plan Case #4-18)*: A request for Final Development Plan approval for the Renaissance II Section 13 by applicant McGill Smith Punshon, on behalf of Fischer Development Company. This section of the Renaissance subdivision is a total of 18 single family homes on a total of 5.401 acres. This section is a part of a previously approved Preliminary Development Plan of the Renaissance subdivision.
- a. Approved with the condition Engineering Design Manual be met.

Conditional Uses:

- 1) *Church of God, Transitional Housing Treatment Center (Conditional Use Case #1-18)*: A request for Conditional Use approval by applicant Dr. Quinton Moss to allow for the use of transitional housing for male only clients that suffer from substance use disorders for the property located at 3029 Yankee Road, Middletown, OH 45044 (total of 0.20 acres). If approved, the proposed facility will be 24,000 sq. ft. and will offer livable space, kitchens, showers, restrooms, and a gym. Clients will also receive 24 hour supervision, therapy, and counseling.
- a. Denied, the request did not meet the intent of Middletown Zoning Code and compatibility with the surrounding residential neighborhood.

Use Adjustments:

- 1) *UHAUL (Use Adjustment Case #1-18)*: A request by applicant Edward Vigil, on behalf of U-Haul International, Inc., for Use Adjustment approval to allow for a U-Haul self-storage facility that offers truck and trailer rental/sharing and related retail services for the property located at 3459 Towne Boulevard, Middletown, Ohio 45005.
- a. Denied, not an appropriate use for the Towne Mall Development and did not meet the intent of the Middletown Zoning Code.

Zoning Map Amendments:

- a. *UHAUL (Map Amendment Case #1-18)*: Zone change approval request by applicants Tim Carlson, Richard Cooper on behalf of U-Haul, and the City of Middletown for a total of seventeen (17) properties located along South Verity Parkway and Second Avenue at Parcel IDs:
 Q6521017000026, Q6521017000027, Q6521017000028,
 Q6521017000029, Q6521017000030, Q6521017000031,
 Q6521017000032, Q6521017000033, Q6521017000034,
 Q6521017000035, Q6521017000036, Q6521019000024,
 Q6521019000027, Q6521019000025, Q6521019000028,

Q6521019000026, Q6521019000029, approximately a total of 2.53 acres per the Butler County Auditor from UCC (Urban Central Core) Zoning District to C-4 (General Commercial) Zoning District.

- b. Approved by Planning Commission & City Council.
- 2) *City of Middletown Rezoning (Map Amendment #2-18)*: A request for zone changes by the City of Middletown for a total of sixty-three (63) properties located along Central Avenue between S. Sutphin Street & Shafor Street and between S. Sutphin Street & Edgewood Street from B-1 Neighborhood Business District to B-2 Community Business District. Per the Butler County Auditor the properties are a total of 12.29 acres. The map amendment will require final review and approval by the City Council.
 - a. Approved by Planning Commission & City Council.
 - 3) *Dollar General (Map Amendment Case #3-18)*: A request for zone changes by applicant Bob Gage for a total of three (3) properties located on the southwest corner of Roosevelt Boulevard and Bonita Drive from R-4P Attached Residential Zoning District to B-1 Neighborhood Business District. Per the Butler County Auditor the properties are a total of 0.689 acres. If approved, the applicant is proposing to build a 7,500 sq. ft. retail store. The Planning Commission's recommendation will be forwarded to City Council for final review and decision.
 - a. Denied by Planning Commission and City Council. Did not meet the intent of the Middletown Zoning Code and considered spot zoning.
 - 4) *Clark Street Townhomes Project (Map Amendment Case #4-18)*: A request for zone changes by applicant Ron Decker, on behalf of Oakley Property Group LLC, for a total of five (5) properties located at the intersection of Clark Street and Plum Street, Parcel IDS Q6532011000004, Q6532011000005, Q6532011000006, Q6532011000011, and Q6532011000012 from I-2 General Industrial Zoning District to R-4 Attached Residential Zoning District. Per the Butler County Auditor the properties are a total of 1.3 acres. If approved, the applicant is planning a new housing development. The Planning Commission's recommendation was forwarded to City Council for final review and decision.
 - a. Approved by Planning Commission & City Council.
 - 5) *City of Middletown Rezoning (Map Amendment #5-18)*: A request for zone changes by the City of Middletown for a total of forty (40) properties located near Towne Boulevard between Roosevelt Boulevard and Hendrickson Road from O-2 Office Park District to B-2 Community Business District. Per the Warren County Auditor the properties are a total of 207.92 acres. The request for rezoning the properties is regarding inconsistency with the City's new Development Code. The

Planning Commission's recommendation was forwarded to City Council for final review and decision.

- a. Approved by Planning Commission & City Council.
- 6) *Waynesdale Meadows Subdivision (Map Amendment Case #6-18)*: A request for a zone change by applicant Josh Liles, on behalf of the developer Alum Cliff Industries, for a piece of property located near the intersection of Jackson Lane and Johnathan Way to be rezoned from I-1 Industrial to R-4 Attached Residential Zoning District. The property is a part of Parcel ID: Q6542063000077, a total of 0.1299 acres. If approved the property will become a residential home lot in the Waynesdale Meadows Section 5 Residential Subdivision development.
 - a. Approved by Planning Commission & City Council.
 - 7) *Kettering Health Network (Map Amendment Case #7-18)*: A map amendment request by applicant David Montgomery, on behalf of Kettering Medical Center, for the zone change of two properties located at 6147 West State Route 122, Middletown, Ohio 45005, Parcel ID: 0703427021, approximately 13.677 acres and the property located at the 3400 block of Union Road South of State Route 122, Middletown, Ohio 45005, Parcel ID: 0703427015, approximately 2.452 acres per the Warren County Auditor from the current BC-H (Business Center Hub) Zoning District to BC-O (Business Center Office) Zoning District. If approved, the applicant is proposing medical office and hospital uses. The zone change requires final review and approval by the City Council.
 - a. Approved by Planning Commission & City Council.

TEXT AMENDMENTS:

- 8) *Various Text Amendments to Middletown Development Code (Text Amendment Case #1-18)*: Pertaining to Fees, Fences, Zoning Districts, Industrial Uses, Residential Uses, Churches, Mixed Use Buildings, and Historic Districts. The City of Middletown recently adopted a new Development Code and it became effective on March 1, 2018. As a part of the of the planning ordinance update, all of the City's zoning regulations were strengthened as well as the districts were renamed to reflect modern zoning practices. Now that the Development Code is in effect, the next step is to ensure that the zoning regulations are being used to meet the future land use goals throughout the City.
 - a. Approved by Planning Commission & City Council.

STREET VACATIONS:

- 1) *Street Vacation (ROW Petition Case #1-18)*: Request by petitioner, Randy Wolfe with The Kleingers Group, on behalf of PAC Worldwide Corporation, for a portion of Emerald Way to be vacated adjacent to 3131 Cincinnati Dayton Road,

Middletown, Ohio 45044. Per the Butler County Auditor the portion of street is surrounded by Parcel ID: Q6542059000036.

a. Approved by Planning Commission & City Council.

- 2) *Alley Vacation (ROW Petition Case #2-18)*: A request by petitioner, Ron Decker, on behalf of Oakley Property Group LLC, for a portion of alley to be vacated near the intersection of Clark Street & Reinartz Boulevard (Middletown, Ohio 45042). The alley is surrounded by Parcel IDs: Q6532011000005 and Q6532011000006. The alley vacation is 132 feet long and 15 feet wide (approximately 0.05 acres). If approved, the alley property will be consolidated with the surrounding property for a new housing development. The Planning Commission's recommendation will be forwarded to City Council for final review and decision.

a. Approved by Planning Commission & City Council.

ARCHITECTURE REVIEW BOARD: (Held 2 meetings, 2 applications)

- 1) *2708 Riverchase Drive* – Arbor Pointe Subdivision: Applicant Ron Decker, on behalf of Decker and Associates, is requesting approval to construct a new home at 2708 Riverchase Drive, Middletown, Ohio 45042. The home is located in Riverbend Subdivision Section One.

a. Approved by Architecture Review Board.

- 2) *200 Curtis Street* - Applicant Daniel Rankin with Robert Treadon & Associates, on behalf of the Middletown Central Club, is requesting approval to reconstruct their building at 200 Curtis Street, Middletown, Ohio 45044. The club recently burned down in late 2017.

a. Approved by Architecture Review Board.

BOARD OF ZONING APPEALS: (Held 3 meetings, 3 applications)

- 1) *Reconstruction of Fire Damaged Building (Variance Case #1-18)*: A request by applicant Carl North for approval of a 2nd floor dwelling space to contain 50% of the floor area where a dwelling area shall not exceed 40% in a commercial district. Mr. North is also requesting an extension of one year after the building is to be completed for a parking lot where a parking lot must be completed before the building opens. The property is located at 200 Curtis St, Middletown, Ohio 45044. The property is identified as parcel number Q6521001000058 per the Butler County Auditor.

a. Approved by Board of Zoning Appeals.

- 2) *Clark Street Townhomes (Variance Case #2-18)*: A request by applicant Ron Decker for approval to place a primary structure with a rear yard setback of 20 ft. where such a structure is required to have a rear yard setback of at least 30 ft. The property is identified as parcel numbers: Q6532011000012, Q6532011000011, Q6532011000004, Q6532011000005, Q6532011000006, Q6532011000007.
 - a. Approved by Board of Zoning Appeals.

- 3) *Williams Painting (Variance Case #3-18)*: A request by applicant Mike Williams for use variance approval to allow for the expansion of his existing business located at 3800 Tytus Avenue, Middletown, OH 45044. The property is zoned R-4 Attached Residential where commercial uses are not principally permitted.
 - a. Approved by Board of Zoning Appeals.

Historic Commission (Held 9 meetings, 25 applications)

Certificate of Appropriateness Applications & Commission Actions:

- 1) 115 South Main Street (Home Façade Upgrades) – Approved
- 2) 1029 Central Avenue (Business Awning) – Approved
- 3) 1131 Manchester Avenue (Fencing) – Approved
- 4) 1300 Central Avenue (Business Façade Upgrades) – Approved
- 5) 1316 Vail Avenue (Business Façade Upgrades) – Approved
- 6) 1835 Central Avenue (Monument Sign) – Approved
- 7) 2700 McGee Avenue (Window Replacement) – Tabled
- 8) 2700 McGee Avenue (Window Replacement) – Approved
- 9) 1300 Central Avenue (Lighting) – Approved
- 10) 218 South Main (Façade Upgrades) – Approved
- 11) 4 North Main Street (Façade Upgrades) – Approved
- 12) 64 South Main Street (Signage) – Tabled
- 13) 104 Alameda Street (Pool) – Approved
- 14) 206 Alameda Street (Home Additions) – Approved
- 15) 408 Florence Street (Shed) – Approved
- 16) 64 South Main Street (Projecting Sign) – Approved
- 17) 200 Highland Street (Fence) – Approved
- 18) 218 South Main Street (Greenhouse Renovations) – Approved
- 19) 1326 Central Avenue (Signage) – Approved
- 20) 1344 Central Avenue (Signage) – Approved
- 21) 1357 Central Avenue (Signage) – Approved
- 22) 200 Highland Street (Shed) – Approved
- 23) 2614 Superior Avenue (Shed) – Approved
- 24) 1372 Central Avenue (Façade Upgrades) – Approved

25) 115 South Main Street (Fence) - Approved

SMALL CELL TOWER LEASE AGREEMENTS:

Approval for the City (landlord) to enter into an agreement for a small cell tower lease extension with New Par d/b/a Verizon Wireless (tenant) for an additional 30 years to the original first lease extension that commenced on March 1, 2007. If approved, the tenant agrees to pay a one-time signing bonus of \$20,000.00 and the updated lease agreement will be scheduled to expire on February 28, 2037.

OUTSIDE ORGANIZATION MEETINGS ATTENDED:

- Attended Ohio-Kentucky-Indiana Regional Council of Governments meetings
- Attended Green Umbrella Trails and Greenways meetings
- Attended Butler County Land Use Coordinating Committee meetings
- Attended Middletown Rotary Chapter meetings
- Attended Warren County Regional Planning meetings

STAFF MEMBERSHIPS:

- American Planning Association / Ohio Planning Association Local Chapter
- Ohio-Kentucky-Indiana (OKI) Regional Council of Governments / Board of Directors
- Middletown Chapter of Rotary
- Heritage Ohio

PLANNING/ZONING DEPARTMENT GOALS FOR 2019:

- 1) City Master Plan Update: Complete & Adopt (Planning Commission & City Council)
- 2) City Energy Plan: Complete & Adopt (Planning Commission & City Council)
- 3) Fill Zoning Inspector Position Vacancy
- 4) Obtain Certified Local Government Status
- 5) Continue to increase overall effectiveness of code enforcement:
 - a. Through establishing clear priorities, coordination with City departments, and promoting high property maintenance standards with community partners.
 - b. Establish quarterly sweeps for zoning violations throughout City.
- 6) Provide responsive, timely, and accurate customer service.