

**Monroe Planning Commission Minutes**  
**January 21, 2020 – 6:00 pm**  
**233 South Main Street, Monroe, Ohio**

The Planning Commission of the City of Monroe met in regular session at 6:00 pm on January 21, 2020. The meeting was held at Monroe City Hall.

**Call to Order**

The meeting was called to order at 6:00 pm by Mr. Morris. Members present were Steve Wood, Ron Tubbs, Dan Clark, and Robert Routson.

Also present were: Kameryn Jones, Planner; Deana England, Deputy Clerk of Council; and John Bodiker, Engineering Technician.

Mr. Routson moved to elect Mr. Clark as Board Chair; motion failed due to a lack of a second.

Mr. Wood moved to elect Mr. Morris as Board Chair; seconded by Mr. Clark. Voice vote. Motion carried.

Mr. Wood moved to elect Mr. Tubbs as Board Secretary; Seconded by Mr. Routson. Voice vote. Motion carried.

Mr. Tubbs moved to approve the minutes from the September 17, 2019 meeting; Seconded by Mr. Wood. Voice vote. Motion carried.

**Case No. 2020-1-1—Consideration of a final plat for Trails of Todhunter Section One, Block A.**

Mrs. Jones stated that Trails of Todhunter LLC has submitted an application for final plat for Trails of Todhunter Section One, Block A. In March of 2018, the preliminary plat for the Trails of Todhunter subdivision was approved. This final plat will cover approximately 10.8 acres of the 63.5-acre subdivision and will involve the creation of one public road, Hanford Lane, and create 12 single-family lots. The average lot width is 65 feet and density is 1.2 units per acre. The average lot size is 8,125 square feet.

Trails of Todhunter is the first conservation subdivision approved by Planning Commission. The intent of such a subdivision is to provide for and encourage flexible and creative development techniques aimed toward a healthy and safe, natural and built environment and to conserve the natural environment. The developer was generally permitted to reduce lot areas to a minimum of 7,500 square feet based on the requirement for 50 percent of the total site as open/conservation space. The preliminary plat conditions of approval granted by Planning Commission included: The applicant will provide an updated plat adjusting the location of the first cul-de-sac further south away from the subdivision entrance off Todhunter. The applicant will work with Staff on an updated landscape plan to address the street tree requirement, possibly allocating some of the remaining required number of trees to other parts of the site. The applicant will provide a landscape plan showing details on the proposed mounding along

Todhunter Road and preservation of existing natural areas as coordination with and approved by Staff. Planning Commission has granted a subdivision variance to allow a maximum lot coverage of 50% for individual house lots. The applicant will work with Staff on a solution for the 5-foot right-of-way sidewalk required along Todhunter Road, which may involve granting of an easement on the property or a multiuse trail connection. A bond at 130% of the improvement cost of this path, as coordinated with and approved by the Public Works department, must be filed by the developer. The applicant will work with Staff to address the 5% formal open space requirement, particularly as it relates to trails within the subdivision. The playground and other formal open space must be installed by the end of construction of the second phase of the subdivision. The applicant will submit an updated Transportation Impact Study (TIS). The applicant will submit a street lighting plan approved by Staff. Per the request of Planning Commission, Staff will discuss with the City Engineer the possibility of prohibiting parking on both sides of the street. All other Staff comments are met, with particular attention to Public Works' concerns regarding fire hydrant and driveway locations in cul-de-sacs as they affect snow removal services, as outlined in the staff report.

Fire Department: No comment at this time. Police Department: No comment at this time. Public Works Department: Final comments have not been submitted in part due to the status of the project. A Suspension of Work Notice was served to the developer on January 6, 2020 due to outstanding and non-compliant issues with the construction site ranging from Storm Water Pollution Prevention Plan issues and other best management practices that have yet to be resolved. Accordingly, the City Engineer/Public Works will continue to monitor and regulate the construction practices. No final approval or signatures for Final Plat approval will be given by the City Engineer until all construction practice issues have been satisfied, thus ultimately preventing the recording and dedication of lots and roadways.

Planning Commission's role regarding the final plat is as a recommending body to City Council based on the layout and previous Planning Commission approval conditions being met. It should have emphasized that Planning Commission recommendation to City Council does not create a public street and/or lots and if the applicant does not comply with engineering standards within the prescribed time limits established in 1203.05(G) expiration of the recommendation or plat application can occur.

Staff recommends Planning Commission give a favorable recommendation to City Council for this final plat with the following conditions: Digital files compatible with City GIS be submitted. Conservation easement language will need to be refined and approved by Staff. Specifically, additional information regarding how the open space will be maintained is requested and the name of the specific homeowners association be listed. Staff will not forward the recommendation to City Council until the all homeowner's association or property owners' association agreements have been submitted to the Code Enforcement Officer as required for subdivision application in Planning and Zoning Code Section 1213.06(D). Discussion with the applicant/engineer on the best method to record/acknowledge that the maximum lot coverage (50%) has increased due to lot size. Current engineering issues be forwarded to City Council so that the current lack of progress on the site is understood by all parties. A plan for the location of the additional trees to be located throughout the conservation easement areas of the development (a result of the modification of the street tree plan to one tree per lot) be submitted for review and approval by the Development Department prior to final signatures for plat approval. Due to the waiver of the required 5-foot right-of-way sidewalk along Todhunter Road, there will be discussion of the required multiuse trail connection along the southern property line, or school

property. A bond at 130% of the improvement cost of this path, as coordinated with and approved by the Public Works department, must be filed by the developer.

Mr. Morris mentioned questions and concerns that were brought up at the last meeting concerning this subdivision that do not seem to be addressed in this packet. PW and Fire had an issue in regards to snow removal and service. One being that street parking would only be permitted on one side and not the side that contain the fire hydrants. No temporary turn around being constructed at the end for fire trucks to be able to turn around. The timeline for sidewalk installation in regards to children walking to board a bus as a bus will not enter the long cul-de-sacs through. The children would be walking through a construction site and quite possibly through mud. No homeowner's association agreement has been presented. Planning Commission was shown the type of housing that would be developed in the subdivision. It is the understanding that the builder has changed and Planning Commission has not been shown an updated presentation of the houses that will be built. With the reduction in side yard that is given, this could be problematic with a builder change.

Mr. Morris also inquired as to mail delivery. Whether there will be group mailboxes or individual mailboxes. If group mailboxes are used, make an effort to insure that vehicles aren't sitting in the middle of the drive to access mail and that it is designed with safety in mind.

Mr. Chesar stated that he is not sure but will inquire what the postal service recommends/requires.

Mr. Bodiker stated that currently the suspension of work has been extended for noncompliance to the cities storm water phase II requirements, for erosion control regulations. It was recommended that the contractor speak with Bayer Becker as they are the engineer of record for the project. In addition, the curb was not allowed to cure long enough (less than 3 days) which has resulted in 30% curb damage already and will only accelerate as construction is conducted.

Bayer Becker and the developer have agreed to replace any damaged curb prior to acceptance/completion of the project.

Mr. Routson stated that he is not sure as to why the commission is hearing a case that has many outstanding issues. Planning Commission shouldn't make a recommendation of approval to Council unless the plat issues and concerns are addressed.

Mr. Tubbs moved to table a favorable recommendation to the City Council for Case No. 2020-1-1 Consideration of final plat for Trails of Todhunter Section One, Block A; seconded by Mr. Wood. Voice vote. Motion carried.

Mr. Routson moved to adjourn the meeting at 7:16pm; Seconded by Mr. Tubbs.

Respectfully submitted by:

Deana England

Executive Assistant/Deputy Clerk of Council