



**Monroe Council Agenda
Regular Meeting of Council
August 26, 2025 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of August 12, 2025

Visitors

Committee Reports

Public Works Committee
Finance Committee
Administrative Liaison Committee
Technology Committee
Public Involvement Committee
Public Safety Committee

Old Business

Ordinance No. 2025-26. An Ordinance rezoning real property containing approximately 61.72 acres located at North Main Street and Todhunter Road from R-R Rural Residential to G-R General Residential Zoning.

Sponsor: Tom Smith

Strategic Priority: Strategic Growth and Development, Parks and Connectivity

Background: An application has been submitted on behalf of The Drees Company requesting a zoning map amendment. The applicant desires to rezone three parcels fronting North Main Street and Todhunter Road from the current RR Rural Residential designation to GR General Residential zoning. These parcels are identified by the Bulter County Auditor as parcel ID's: C1800006000005 [28.04 acres], C18000050000035 [32.95 acres], and C18000050000012 [0.73 acres] as shown in Figure 1 below; collectively 61.72 acres.



Figure 1: Site Location Map

On June 17, 2025, the Planning Commission held a public hearing and reviewed the application. In a vote of 5-0, the Planning Commission moved to recommend approval of the zoning map amendment.

Analysis

City of Monroe Planning and Zoning Code Section 1207.23: Zoning Map Amendment expresses the review criteria for a zoning map amendment. That criteria includes:

1. Compliance with the common review criteria detailed in table 1207.07-1 of the code
2. Changing Conditions
3. Impact Mitigation
4. Community Need
5. Strategic Objectives
6. No Single Factor and Case Determination

Common Review Criteria. This request meets all applicable common review criteria. One of the common review criteria asks if the request is consistent with the comprehensive plan. The current Advance Monroe 2040 Plan designates these parcels as “Mixed Residential”, which is intended for a range of housing types from single-family detached to townhomes. The requested zoning classification, GR General Residential, was established based on the Mixed Residential description.



Changing Conditions. Conditions have not changed since the adoption of the current zoning map in spring 2024.

Impact Mitigation. As with any development, there will be impact on the natural environment. Any future development on this property will need to be designed to mitigate these concerns. For example, the development will need to account for existing streams along the western border and incorporate noise buffering elements along North Main and Todhunter.

Community Need. This development addresses a community need in housing stock diversification. While Drees does intend to develop single-unit detached homes towards the south side of the project, the northern part is proposed to be attached housing. Attached housing has been identified as an important development type for Monroe to achieve given Monroe is nearly 90% single-family detached. Providing options for residents to both retain and attract a variety of community members is critical.

Strategic Objectives. The proposal makes use of existing connections by extending Edgewood Drive to the west, providing additional connectivity to the Brittony Woods subdivision. It also addresses Council's strategic objective of Strategic Growth and Development by adding additional housing to the center of town, which in turn will hopefully bolster commercial development in the area. Finally, development along a primary corridor will come with the addition of a shared use path, which will build upon city-wide connectivity goals.

No Single Factor and Case Determination. No single factor listed above may control and not all factors may be applicable in each case. Each case shall be determined on its own facts.

A Traffic Impact Study has also been conducted and is attached.

Ordinance No. 2025-27. An Ordinance amending the Planning and Zoning Code to adopt Section 1202.06, Downtown District Regulating Plan, and other minor corrections and updates to the Planning and Zoning Code.

Sponsor: Tom Smith

Strategic Priority: Strategic Growth and Development

Background: The City completed the Downtown Master Plan last year. One of the primary recommendations of that plan was to update the zoning code to enable development according to the plan. As such, Staff has prepared Section 1202.06 Downtown (DT) District Regulating Plan, which is a subset of regulations tailored to the downtown and its subdistricts. Staff has also included minor corrections and updates throughout the code, some as a consequence of and some unrelated to the downtown code.

On June 17, 2025, the Planning Commission held a public hearing and reviewed the proposed zoning code text amendments. In a vote of 5-0, the Planning Commission moved to recommend approval of the zoning code text amendments.



Analysis

City of Monroe Planning and Zoning Code Section 1207.22: Zoning Text Amendment expresses the review criteria for a zoning code text amendment. That criteria includes:

1. Compliance with the common review criteria detailed in table 1207.07-1 of the code
2. Changing Conditions
3. Impact Mitigation
4. Community Need
5. Strategic Objectives
6. No Single Factor and Case Determination

Common Review Criteria. The application meets all applicable common review criteria.

Changing Condition. The bulk of the text amendments proposed revolve around the Downtown Master Plan, which is a new initiative since the adoption of the most recent Planning and Zoning Code.

Impact Mitigation. The proposed text amendments are diverse, some of which address adverse impacts of development while others remain neutral.

Community Need. The proposed amendments address a demonstrated community need.

Strategic Objectives. This set of amendments primarily addresses the Council's Strategic Growth and Development objective by proactively setting in place the regulations necessary to bring the Downtown Master Plan's vision to life. Outside of the downtown portion of the code, the text amendments are primarily small adjustments or corrections noted in the course of its day-to-day application.

No Single Factor and Case Determination. No single factor listed above may control and not all factors may be applicable in each case. Each case shall be determined on its own facts.

Ordinance No. 2025-28. An Ordinance authorizing the City Manager to enter into a Community Reinvestment Area Agreement with Crane Consumables, LLC.

Sponsor: Seth Geisler

Strategic Priority:

Background: Crane is committing to a 12,000 SF expansion to its ~40,000 SF facility and will add:

- 20 new FTEs, \$1,076,363 in new payroll
- Retain 66 FTEs, and \$5,045,392 in total payroll



- Invest **\$1,620,000** in Fixed Asset Investment (\$1.3M in building costs, and \$320,000 in M&E).

They are also accepting a \$100,000 JobsOhio Economic Development Grant. As proposed, the CRA Agreement would match the JobsOhio grant in benefit and help reattain 66 full-time employees and create 20 new full-time positions. Crane Consumables has grown from 1 employee to 66 in the City of Monroe and this would allow them to stay in their current building and continue to be headquartered in Monroe.

We are requesting a 10-year 50% real property tax abatement that is estimated to equal \$100,000. The abatement is only on the improved property value.

New Business

Ordinance No. 2025-29. An Ordinance amending and supplementing Ordinance No. 2025-23, otherwise known as the permanent appropriations ordinance, to meet current expenses and other expenditures of the City of Monroe, during fiscal year ending December 31, 2025.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: Supplemental appropriation requests totaling \$620,126 (\$93,000 General Fund, \$20,000 OneOhio Opioid Settlement Fund, \$19,000 Police Law Enforcement Fund, \$146,438 Water Capital Improvement Fund, \$341,688 Storm Water Fund) are necessary for the items below. Additional engineering services are necessary for oversight of the Stonybrook subdivision development. Public Works is requesting an additional \$93,000 for these services, all of which will be reimbursed by the developer, resulting in no impact on the General Fund. City Council passed Resolution 36-2025 on June 24, 2025, approving a contract with Birkley Consulting for services for Police and Fire in the amount of \$20,000. These services will be funded by opioid settlement funds.

The Police Department has evaluated the potential for a hybrid patrol position for a traffic enforcement officer that is also a K-9 handler. By adding the second K-9 handler position and placing that officer with a primary focus of traffic enforcement, this provides the dedicated traffic interdiction function that the department has identified as a goal for the past several years, while enhancing our ability to provide added services and crime prevention that are unique to a K-9 team. The city received a donation in the amount of \$19,000 to offset this expense.

Public Works presented the purchase of a storm sewer cleaning (vacuum) truck at the August 12, 2025, Public Works Committee meeting. The total price of the truck from Environmental Products Group is \$488,125.67. 70% will be funded by the Stormwater Fund and 30% from the Water Capital Improvement Fund.

Ordinance No. 2025-30. An Ordinance amending and supplementing Personnel Policy Sections 2-1 (a) and (b), pertaining to the definition of immediate family member and family member.



Sponsor: Sarah Hunold

Strategic Priority: Good Governance

Background:

Ordinance No. 2025-31. An Ordinance amending and supplementing Personnel Policy Section 2-3 (I) (1), pertaining to sick leave conversion at retirement.

Sponsor: Sarah Hunold

Strategic Priority: Good Governance

Background: To align with recent changes made to the Collective Bargaining Agreements with OPBA Lieutenants and Monroe Firefighters IAFF Local 3824, the policy on sick leave conversion at retirement is being updated as follows:

I. Sick Leave Conversion at Retirement

1. All employees, at the time of their retirement, in good standing with the City, are eligible to receive payment of their available and unused sick leave balance per the conversion stated below:
 - 0 to 400 hours no conversion; 401-800 converted at 3:1; 801-1,200 hours converted at 2:1; 1,201-1,400 hours converted at 1:1.
 - Sick leave payout only applies when an employee officially retires under the terms of the applicable pension fund. The city must receive official notice from the applicable pension fund that the employee has been approved for retirement.

Resolution No. 41-2025. A Resolution authorizing the City Manager to enter into a collective bargaining agreement by and between the City of Monroe and the Monroe Firefighters IAFF Local 3824.

Sponsor: Sarah Hunold

Strategic Priority: Good Governance

Background: Negotiations between the City of Monroe and the Monroe Firefighters IAFF Local 3824 have been ongoing. As a result of said negotiations, the parties have reached an agreement.

Resolution No. 42-2025. A Resolution authorizing the City of Monroe to opt-in to participate in the opioid settlement agreements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, and authorizing the City Manager and/or Law Director to execute any and all documents related to these settlement agreements.

Sponsor: Jake Burton



Strategic Priority: Good Governance

Background: The City of Monroe is a participant in the OneOhio Memorandum of Understanding for the distribution of opioid settlement funds. The most recent proposed settlement in the national litigation is with eight opioid manufacturers: Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus. The City is required to "opt-in" to participate in this settlement and be entitled to any portion of the settlement.

The settlements will provide a maximum of approximately \$720 million to participating states and subdivisions to remediate and abate the impacts of the opioid crisis. The breakdowns of payments by each manufacturer are below:

Alvogen to immediately pay up to approximately \$19 million;

Amneal to pay up to approximately \$74 million over 10 years, and to provide either approximately \$177 million of its generic version of the drug Narcan or up to an additional approximately \$44 million in cash;

Apotex to immediately pay up to approximately \$65 million;

Hikma to immediately pay up to approximately \$98 million, and to provide either approximately \$35 million of its naloxone product or up to an additional approximately \$7 million in cash;

Indivior to pay up to approximately \$75 million over five years, a portion of which, at the election of the state, could be paid in the form of Indivior's branded buprenorphine and/or nalmefene products with a value of up to \$140 million.;

Mylan to pay up to approximately \$290 million over nine years;

Sun to immediately pay up to approximately \$32 million; and

Zydus to immediately pay up to approximately \$15 million.

The exact amount to be received by the City is unknown at this time. The deadline for the opt-in documentation to be signed is October 8, 2025.

Resolution No. 43-2025. A Resolution authorizing the City of Monroe to opt-in to participate in the opioid settlement agreement with the Kroger Co. and authorizing the City Manager and/or Law Director to execute any and all documents related to the settlement agreement.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: The City of Monroe is a participant in the OneOhio Memorandum of Understanding for the distribution of opioid settlement funds. The City previously "opted-in" to the settlement in the national litigation with Kroger Co. in June 2014, and received payment for years 1 and 2 allocations in July 2025, however, a Resolution adopted by Council was not previously completed.

The settlement requires Kroger Co. to pay over a billion dollars to abate the opioid epidemic.

The exact amount to be received by the City is unknown at this time however payments for Year 1 were \$3,453.98 and Year 2 were \$3,096.39). Payments will be made over 11 years.



Resolution No. 44-2025. A Resolution authorizing the City of Monroe to opt-in to participate in the opioid settlement agreements with Purdue Pharma L.P. and the Sackler Family and authorizing the City Manager and/or Law Director to execute any and all documents related to these settlement agreements.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: The City of Monroe is a participant in the OneOhio Memorandum of Understanding for the distribution of opioid settlement funds. The most recent proposed settlement in the national litigation is Purdue, and its owner, the Sackler Family. The City is required to "opt-in" to participate in this settlement and be entitled to any portion of the settlement.

The maximum amount to be received by the State of Ohio is \$198 million, which will then be distributed to participating entities per the OneOhio MOU, with amounts being distributed over 16 annual payments. The exact amount to be received by the City is unknown at this time. The deadline for the opt-in documentation to be signed is September 30, 2025.

Resolution No. 45-2025. A Resolution adopting the Warren County Multi-Jurisdictional Hazard Mitigation 5-Year Plan Update.

Sponsor: Chief David Leverage

Strategic Priority: Good Governance

Background: Every 5 years, the Warren County EMA is required to review and amend the County's Hazard Mitigation Plan that addresses the most common hazards that will affect the county as a whole (tornado, flooding, drought, temperature extremes, pandemics, etc.). A series of meetings is held with the stakeholders of the county, including ourselves, and the plan is revised and updated as areas of focus might change from plan to plan. In order for the city to be eligible for grant funding for projects mitigating the risk identified, it is necessary for the council to adopt the plan. Attached is the updated plan.

Resolution No. 46-2025. A Resolution authorizing the City Manager to enter into a road salt supply contract with Morton Salt, Inc. through the Southwest Ohio Purchasing for Government cooperative.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: Contract Details:



- **Vendor:** Morton Salt, Inc.
- **Product:** Bulk Safe-T Salt (road deicing salt)
- **Contract Term:** August 1, 2025 through July 31, 2026
- **Price:** \$91.85 per ton, delivered
- **Minimum Order:** 25 tons
- **Delivery Location:** 1000 Holman Drive, Monroe, OH 45050
- **Cooperative Contract:** Southwest Ohio Purchasing for Government Cooperative Bid #24-034SWOP4G

This contract provides the City with competitively priced road salt through an established regional cooperative purchasing agreement, ensuring adequate winter road maintenance supplies for the upcoming season. The cooperative purchasing approach provides cost savings and administrative efficiency compared to individual municipal bidding processes.

Resolution No. 47-2025. A Resolution authorizing the City of Monroe to enter into a Federal Highway Administration Safe Streets and Roads for All (SS4A) grant agreement and authorizing the City Manager to execute any and all documents related to said agreement.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background:

FEDERAL HIGHWAY ADMINISTRATION SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT AGREEMENT

Federal Award No.: 693JJ32540744

Grant Period: 48 months from execution

Total Project Value: \$595,000

PROJECT OVERVIEW

The City of Monroe has been awarded a Federal Highway Administration Safe Streets and Roads for All (SS4A) grant totaling **\$476,000 in federal funding** with a required **\$119,000 local match** for a comprehensive safety improvement initiative.

PROJECT COMPONENTS

Phase 1 - Action Plan Development (Base Phase)



- Federal Funding: \$343,400
- Develop citywide transportation safety action plan
- Focus on major arterials and local roadways
- Establish policies for future safety implementation
- Includes preliminary design and NEPA compliance

Phase 2 - Final Design and Right-of-Way (Option Phase 1)

- Federal Funding: \$4,000
- Contingent upon NEPA approval
- Final engineering design work

Phase 3 - Demonstration Project (Option Phase 2)

- Federal Funding: \$128,600
- Install 6 CCTV cameras at highest crash risk intersections along SR 63 corridor
- Enable 24/7 monitoring for rapid response to crashes and signal malfunctions
- Conduct before-and-after safety and travel time analysis
- Temporary installation pending performance evaluation

KEY MILESTONES

- **NEPA Completion:** June 1, 2026
- **Construction Completion:** June 15, 2027
- **Final Action Plan Public Release:** April 1, 2029
- **Final Report Submission:** June 15, 2029

AUTHORIZED PERSONNEL

- **Project Manager:** Gary Morton, Public Works Director
- **City Signatory:** Larry Lester, City Manager
- **Consultant Team:** Lindsey Kieres (Project Manager), Paul Goodhue (Engineer)

COMPLIANCE REQUIREMENTS

The agreement requires compliance with:

- 2 CFR Part 200 (Uniform Administrative Requirements)
- National Environmental Policy Act (NEPA)
- Build America, Buy America Act
- Civil Rights obligations (Title VI, ADA, Section 504)



- Labor and workforce development standards

FINANCIAL DETAILS

Phase	Federal Share	Local Match	Total
Action Plan	\$343,400	\$85,900	\$429,300
Final Design/ROW	\$4,000	\$1,000	\$5,000
Demonstration	\$128,600	\$32,100	\$160,700
TOTAL	\$476,000	\$119,000	\$595,000

RECOMMENDATION

Staff recommends City Council approve the execution of this federal grant agreement to enhance transportation safety throughout Monroe, with particular focus on the SR 63 corridor where traffic safety concerns have been identified.

Resolution No. 48-2025. A Resolution authorizing the City Manager to enter into a contract with Insight Pipe Contracting, LLC for storm sewer infrastructure rehabilitation.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: Action Required: Consideration and approval of contract with Insight Pipe Contracting, LLC for storm sewer infrastructure rehabilitation.

Project Summary: The Engineering Department recommends approval of a contract with Insight Pipe Contracting, LLC (Harmony, PA) to perform trenchless rehabilitation of existing storm sewer infrastructure using Cured-in-Place Pipe (CIPP) lining technology.

Scope of Work:

- Installation of 528 linear feet of 12-inch diameter CIPP liner (6.2mm thickness)
- Installation of 392 linear feet of 15-inch diameter CIPP liner (7.8mm thickness)
- Pre and post-installation video inspection
- Heavy cleaning and preparation of existing pipes
- Steam curing process for liner installation
- One-year warranty on completed work



Contract Amount: \$91,350.00

Key Terms:

- Work performed under HGAC (Houston-Galveston Area Council) cooperative purchasing agreement
- Contractor employees paid prevailing wage rates
- City responsible for: traffic control, permits, water supply, debris disposal, and site access
- 15-day price quote validity period
- Payment due within 30 days of completion

Recommendation: Staff recommends approval as this project addresses critical storm sewer infrastructure needs using proven trenchless technology, minimizing surface disruption and extending pipe service life.

Consideration of Motion to accept the Completion Report for the Stonybrook Subdivision arch culvert construction management services.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: Subject: Completion Report - Stonybrook Subdivision Arch Culvert Construction Management Services

Department: Engineering/Public Works

Purchase Order: 20250161-00

Vendor: Fishbeck Engineers

Project Status: Complete

Background

The City contracted with Fishbeck Engineers in November 2024 to provide specialized construction management and inspection services for the Stonybrook Subdivision arch culvert project. These services became necessary when the original contractor encountered construction complications requiring expert oversight beyond standard municipal inspection capabilities.

Services Completed

Fishbeck has completed all contracted services for the period March 1 - May 31, 2025, including:

- Comprehensive on-site inspection of critical structural components (wingwall footers, wingwall installation, headwall construction and reconstruction)



- Oversight of complete backfill removal and replacement operations
- Senior engineer construction management and coordination meetings
- Final backfill placement to roadway elevation specifications

Financial Summary

- **On-site Inspection Services:** \$10,446.00 (105 hours)
- **Construction Management:** \$6,120.00 (24 hours)
- **Mileage Expenses:** \$1,562.15
- **Total Contract Amount:** \$18,128.15

Recommendation

Staff recommends Council acceptance of this completion report. The specialized engineering oversight ensured proper construction of this critical infrastructure component, protecting the City's investment and ensuring long-term performance of the culvert system serving the Stonybrook Subdivision.

Consideration of Motion to authorize the expenditure of \$29,800 to Robinson Fence Co. for replacing fencing around baseball fields #4 and #5 at Monroe Community Park.

Sponsor: Brian Perkins

Strategic Priority: Parks and Connectivity Well Managed Services and Infrastructure

Background: This is to replace the fence and backstops around fields #4 and #5 in Community Park. The existing fence is in disrepair. Many of the posts are rusted off at ground level, and the fence fabric is also in bad shape. No one knows how old the current fences are. The Public Works Department plans to replace all the current fencing within Community Park, where we started on field #1 last year.

Consideration of Motion to authorize the expenditure of \$488,125.67 to Vactor for the purchase of a Vac-Con Combination Sewer Cleaner.

Sponsor: Zach McNutt

Strategic Priority: Well Managed Services and Infrastructure

Background:

Consideration of Motion accepting the April, May, and June 2025 Finance Reports as submitted.

Sponsor: Jake Burton



Strategic Priority: Good Governance

Background:

Consideration of Motion to authorize the expenditure of \$16,282.60 to Atlantic Emergency Solutions for maintenance services on a Medic unit.

Sponsor: Chief David Leverage

Strategic Priority: Well Managed Services and Infrastructure

Background: This is for services to replace the fuel system in a medic unit for the fire department.

Administrative Reports

Adjournment



**Monroe Council Minutes
Regular Meeting of Council
August 12, 2025 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Mayor Funk opened the regular meeting at 6:30 p.m. with the Pledge of Allegiance.

Roll Call

Council members present: Keith Funk, Christina McElfresh, Kelly Clark, Michael Graves, Ben Wagner, and Tom Hagedorn.

Mrs. McElfresh moved to excuse Mr. Centers; seconded by Mr. Wagner. Voice vote. Motion carried.

Approval of the Minutes

Mrs. McElfresh moved to approve the Council Minutes of July 22 and July 26, 2025; seconded by Mr. Hagedorn. Voice vote. Motion carried.

Visitors

None.

Committee Reports

None.

Old Business.

Ordinance No. 2025-25. An Ordinance establishing a municipal snow emergency operations policy.

The Clerk of Council read the title of Ordinance No. 2025-25 by title only.

Mrs. McElfresh moved to adopt Ordinance No. 2025-25; seconded by Dr. Clark. Roll call vote: six ayes. Motion carried.

New Business

Mayor Funk opened the public hearing for Ordinance No. 2025-26 and gave a statement on the procedure of the public hearing.

Having been sworn, Director of Development Tom Smith advised that a rezoning request has been submitted by Drees for two parcels consisting of approximately 61.72 acres at North Main Street and



Todhunter Road. Mr. Smith presented on the current zoning, which is Rural Residential, and proposed zoning, which is General Residential. He shared that when a zoning map amendment is introduced, the application is subject to criteria to be reviewed by Planning Commission and City Council, although not all criteria may be applicable in each case, and each case shall be determined by its own facts:

- Is the proposed amendment consistent with the comprehensive plan? Yes, this would provide a variety of different housing types in that area.
- Does the proposed amendment correct an error or meet a challenge of some changing conditions since the time that the original designations were established? There have been no changes to the land.
- Will the proposed amendment result in mitigation of adverse impacts on the natural environment? The development will need to account for an existing stream and incorporate noise buffering.
- Does the proposed amendment address a community need? Yes, attached housing is an important component to the Comprehensive Plan because most of Monroe currently consists of single-family, detached housing.

Mr. Smith also presented strategic objectives, including making use of existing conditions by extending Edgewood Drive to the west, providing additional connectivity. The proposed amendment also addresses Council's objective of strategic growth and development by adding additional housing at the center of town, which will hopefully bolster commercial development in the area. The developer has already begun a traffic impact study.

Mr. Smith shared that Planning Commission held a public hearing on July 17, 2025, where six residents provided comments. Those comments included concerns about the preservation of green space, stormwater management and runoff, sewer access, impact on water pressure, existing wildlife, school capacity, and traffic. Staff and the developer are aware of these concerns to be addressed at the preliminary plat stage. Residents also shared that the subdivision looked nice and liked the pathway accessibility. The density for this proposed zoning would accommodate 2.45 units per acre. Planning Commission voted 5-0 to recommend approval of the zoning map amendment.

Matt Mains, Drees Homes, presented existing conditions, including the stream, which they plan to protect as much as possible. He also shared the justification, referencing the future land use map and Comprehensive Plan, which details the land as Mixed Residential. Monroe's Comprehensive Plan is clear about what zoning categories are allowed in that, one of which is General Residential. Mr. Mains also spoke generally to mitigation of adverse impacts, community needs, and strategic objectives, including attached and detached homes at a price point that hits the market well and they believe is needed in this area. Mr. Mains showed product examples, including 52' and 65' lots, as well as paired patios. The development would provide approximately 30% open space.

Resident Steve Jones expressed concern that the proposal conflicts with the community's vision outlined in the Comprehensive Plan. He stated that the Rural Residential designation reflects the community's desire to preserve rural character and cautioned that rezoning could lead to increased traffic congestion, strain on public services, loss of open space, and erosion of Monroe's rural ambiance. Mr. Jones urged Council to reject the proposal, noting that his home is located between the two parcels and that he purchased it with the understanding that surrounding land was zoned Rural Residential. Resident Molly Cloyd emphasized the importance of maintaining current zoning to preserve Monroe's rural character,



low-density development, and quality of life. She voiced concerns about increased traffic, impacts on schools and public services, and the loss of open space. Ms. Cloyd urged a ‘no’ vote, warning that a change to General Residential zoning could allow remaining undeveloped parcels to be built out at maximum density, with long-term consequences for the community. Resident Gene Williams expressed general concern that the city is growing too quickly, potentially jeopardizing community safety and character.

Mrs. McElfresh moved to accept the publication of notice of public hearing and Planning Commission’s recommendation for the record; seconded by Dr. Clark. Voice vote. Motion carried.

Mrs. McElfresh moved to close the public hearing; seconded by Mr. Graves. Voice vote. Motion carried.

Ordinance No. 2025-26. An Ordinance rezoning real property containing approximately 61.72 acres located at North Main Street and Todhunter Road from R-R Rural Residential to G-R General Residential zoning.

The Clerk of Council read the title of Ordinance No. 2025-26.

Mayor Funk advised this Ordinance will appear on the next agenda for a second reading.

Mayor Funk opened the public hearing for Ordinance No. 2025-27 and gave a statement on the procedure of the public hearing.

Having been sworn, Director of Development Tom Smith stated that the proposed Code amendments reflect many elements of the Downtown Plan and would enable those plans to move forward. He noted that the amendments also include minor technical changes related to parking and loading circulation, drive-thru stacking, light industrial distribution centers, signage, setbacks, and height requirements.

Mrs. McElfresh moved to accept the publication of notice of public hearing and Planning Commission’s recommendation for the record; seconded by Mr. Hagedorn. Voice vote. Motion carried.

Mrs. McElfresh moved to close the public hearing; seconded by Dr. Clark. Voice vote. Motion carried.

Ordinance No. 2025-27. An Ordinance amending the Planning and Zoning Code to adopt Section 1202.06, Downtown District Regulating Plan, and other minor corrections and updates to the Planning and Zoning Code.

The Clerk of Council read the title of Ordinance No. 2025-27.

Mayor Funk advised this Ordinance will appear on the next agenda for a second reading.

Ordinance No. 2025-28. An Ordinance authorizing the City Manager to enter into a Community Reinvestment Area Agreement with Crane Consumables, LLC.

Mayor Funk advised this Ordinance will appear on the next agenda for a second reading.



Administrative Reports

None.

Executive Session

Mrs. McElfresh moved to adjourn into executive session to review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Additionally, to consider and discuss confidential information related to economic development assistance, including marketing plans, specific business strategies, production techniques, trade secrets, or personal financial statements of an applicant; negotiations with other political subdivisions; or matters involving public infrastructure improvements or utility extensions directly related to an economic development project. Council has determined that an executive session is necessary to protect the interests of the applicant and the potential investment or expenditure of public funds. Seconded by Mr. Wagner. Roll call vote: six ayes. Motion carried.

Council adjourned into executive session at 7:10 p.m.

Mr. Wagner moved to reconvene into regular session; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Council reconvened into regular session at 8:29 p.m.

Adjournment

Mrs. McElfresh moved to adjourn the regular session of Council; seconded by Mr. Hagedorn. Voice vote. Motion carried.

The regular meeting of Council adjourned at 8:29 p.m.

Respectfully submitted,

Beth Combs
Clerk of Council Pro-Tem

ORDINANCE NO. 2025-26

AN ORDINANCE REZONING REAL PROPERTY CONTAINING APPROXIMATELY 61.72 ACRES LOCATED AT NORTH MAIN STREET AND TODHUNTER ROAD FROM R-R RURAL RESIDENTIAL TO G-R GENERAL RESIDENTIAL ZONING.

WHEREAS, an application has been submitted on behalf of The Drees Company requesting a zoning map amendment for three parcels fronting North Main Street and Todhunter Road, totaling approximately 61.72 acres, from R-R Rural Residential to G-R General Residential; and

WHEREAS, the parcels proposed for rezoning are identified by the Butler County Auditor as Parcel ID C1800006000005 (28.04 acres), Parcel ID C1800005000035 (32.95 acres), and Parcel ID C1800005000012 (0.73 acres); and

WHEREAS, the Planning Commission held a public hearing on June 17, 2025, to review the application and voted 5-0 to recommend approval of the zoning map amendment, in accordance with the review criteria set forth in City of Monroe Planning and Zoning Code Section 1207.23; and

WHEREAS, the subject parcels are designated as “Mixed Residential” in the Advance Monroe 2040 Plan, and the requested G-R General Residential zoning classification is consistent with that land use designation.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The zoning classification for Parcel IDs C1800006000005, C1800005000035, and C1800005000012, totaling approximately 61.72 acres and located at North Main Street and Todhunter Road, is hereby amended from R-R Rural Residential to G-R General Residential, as shown on the zoning map attached hereto as “Exhibit A” and made a part hereof.

SECTION 2: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

ATTEST:

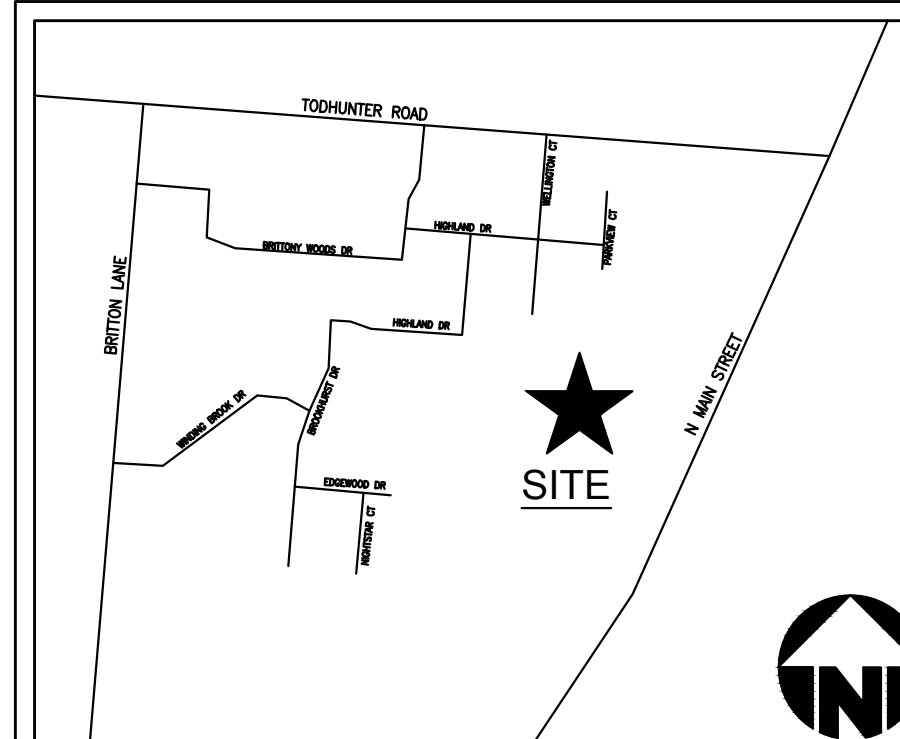
APPROVED:

Clerk of Council

Mayor

First Reading: _____

"Exhibit A" Ord. No. 2025-26



VICINITY MAP
NOT TO SCALE

REZONING OWNERSHIP
JAMES W. SMITH, SUCCESSOR
TRUSTEE OF THE ALDA MAY SMITH
REVOCABLE TRUST
227 CINCINNATI AVENUE
LEBANON, OHIO 45036

- (A) LOT 3465
FROMAN KAREN F
C1800-005-420-053
- LOT 3470
- (B) NICHOLS-ROSS MILDRED MARIE
C1800-005-420-054
- LOT 3471
- (C) KISSINGER CARRIE L & WILLIAM J
C1800-005-420-055
- LOT 3472
- (D) HALF REALTY LLC
C1800-005-420-056
- LOT 3473
- (E) MASSIE TIMOTHY L & DIANE L
C1800-005-420-057
- LOT 3474
- (F) JESTICE MARK L
C1800-005-420-058
- LOT 5167
- (G) STOECCKER LAUREN A & GENTRY ASHLEY
C1800-005-230-081
- LOT 5168
- (H) MCKENKENT & BARBARA
C1800-005-230-082
- LOT 5169
- (I) BAKER MICHAEL & LIVING
C1800-005-230-083
- LOT 5170
- (J) BURFORD SAMANTHA L & DAVID
C1800-005-230-084
- LOT 5144
- (K) RUMPING JAMES CARL & TERESA ARLINE

[illegible]

**RR TO GR
60.743 ACRES**

**bayer
becker**
www.bayerbecker.com
6900 Tylersville Road, Suite A
Cincinnati, OH 45240 • 513.336.6600

Drawing:	24-0265
Drawn by:	PA
Checked By:	TM
Issue Date:	03-14

 $1/2$

SURVEYOR CERTIFICATION

THIS MAP WAS PREPARED FROM EXISTING DEEDS AND PLATS OF RECORD
AND DOES NOT REPRESENT A BOUNDARY SURVEY.

JEFFREY O. LAMBERT
PROFESSIONAL SURVEYOR #7
IN THE STATE OF OHIO

DATE: 3-17-25





RR TO GR
60.743 ACRES
SECTIONS 18 & 12, TOWN 3, RANGE 3 B TM
CITY OF MOORE
BUTLER COUNTY, OHIO
REZONING PLAT

Drawing:	24-0265 F
Drawn by:	PA
Checked By:	TM
Issue Date:	03-14-2



Application for a Zoning Map/Text Amendment

Monroe Development Department
233 South Main Street, Monroe, Ohio 45050
Phone: 513-539-7374
Email: planning@monroeohio.gov
www.monroeohio.gov

For Staff Use Only

Submittal Date:

Date Application Determined Complete:

Date of Planning Commission Review:

Fee Paid:

Staff Initials:

Application/Case Number:

Zoning Amendment Review Information

1. The zoning map and text amendment review procedure and review criteria are established in Section 1207.04 of the Monroe Planning and Zoning Code.
2. A pre-application conference is required prior to submission of an application for a zoning map amendment unless the Development Director waives the requirement. Contact the Development Department to set up a time.
3. The application fee is due at the time the application is submitted to planning@monroeohio.gov.

Basic Information

Project Address: North Main Street & Todhunter Road

County: ☒ Butler ☐ Warren Total Area of Rezoning: 61.729 Acres

County Tax Parcel ID: C1800-006-000-005, C1800-005-000-035 & C1800-005-000-012

Existing Zoning District: RR - Rural Residential

Proposed Zoning District: GR - General Residential

Applicant Information

Applicant Name: The Drees Company

Contact Person: Matt Mains

Contact Address: 211 Grandview Drive, Ft. Mitchell, KY 41017

Contact Phone Number: 859-578-4324

Contact Fax Number:

Contact E-Mail: mmains@dreeshomes.com

Property Owner Name: James W. Smith, Suc.Tr. of the Alda May Smith Revocable

The applicant may provide a separate attachment with contact information for additional people, if necessary (e.g., additional owners, registered engineer, landscape architect, etc.). The same contact information shall be provided for each contact name.

Zoning Amendment Information

1) Describe any change in conditions, trends, or other facts that necessitates the proposed zoning amendment. Furthermore, describe how the proposed zoning district will remedy the change in conditions, trends, or other issues.

Housing in this category is both limited and highly needed in the area. Located just north of the Downtown District along N. Main Street, this zone change will allow for homes to be built that can help address this demand while remaining well-connected to the nearby commercial center. We are proposing a variety of housing options, including 65' wide lots, 52' wide lots, and attached single family homes, all designed to meet current market demands while ensuring high-quality construction and character.

Rezoning Information Continued

2) Describe how the proposed amendment furthers each of the objectives of the Comprehensive Plan.

The future land use map identifies this area as "Mixed Residential" which is meant to provide a variety of housing types and sizes with an overall density of up to 4 DU/acre. The General Residential zoning classification fits this need by allowing a range of housing types and lot sizes. The zoning code specifically states, "The GR district is appropriate for the areas shown on the Future Land Use Map as Mixed Residential."

3) Provide information necessary to document and describe how the map amendment meets the review criteria established for zoning amendments [Table 1207.07-1 Common Review Criteria and Article 07.04 Text and Zoning Map Amendments].

The existing "Rural Residential" zoning does not align with the City's future land use map or the current housing needs in the area. As mentioned earlier, General Residential zoning is more suitable for this location. With residential areas to the west, mixed-use developments to the north, and commercial zones to the south, the proposed zoning offers a smooth transition and fits into the character of the surrounding areas.

Certification and Signatures

Applicant Signature - I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this zoning map amendment application and any subsequent zoning permit or other review applications.

Print Name: Matt Mains

Signature:

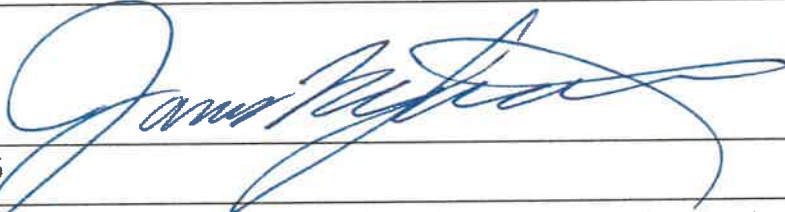


Date: 3/18/2025

Property Owner Signature - If the property owner is not the named applicant on this form, the property owner shall sign the form below acknowledging that the applicant is an authorized agent of the property owner as it relates to proposed project. If the proposed rezoning affects multiple properties owned by different property owners, each property owner subject to the rezoning shall be required to sign this form acknowledging consents of the rezoning request. Separate signature sheets or letters acknowledging such consent are acceptable.

Print Name: James W. Smith

Signature:



Date: 3/18/2025

Note: A letter signed by the property owner, authorizing the applicant to act on their behalf may be submitted in lieu of the property owner's signature on this form.

Submittal Requirement Checklist

General Information

☒	Completion of required pre-application conference	5/13/2025 at City of Monroe
☐	Zoning Map Amendment Review application form	
☐	Application fee	
☐	Legal description of the parcels subject to the proposed rezoning.	
☐	Plans and maps established below at a scale no smaller than 1 inch = 100 feet, unless otherwise noted.	
☐	Traffic Impact Study, if required by the City Engineer.	
☐	Any additional information determined to be necessary by the Development Department	

Vicinity Map (Scale may be smaller than 1" = 100')

☐	Date, north arrow, scale, and a legend for all symbols
☐	Boundary line of the land subject to the proposed rezoning
☐	All surrounding properties, streets, and corporation limits within a minimum of 500' of the outer boundaries of the project site

Proposed Zoning Text or Map

☐	The existing and proposed zoning for all properties part of the application for a zoning map amendment. The map shall also identify the existing zoning for all surrounding properties. For text amendments, a redline draft of the proposed text is required.
☐	Existing parcel lines for the properties to be rezoned and all parcel lines within 200' of the site
☐	Existing streets within 200' of site with names and centerlines
☐	Existing watercourses and bodies of water including any applicable flood hazard areas

Date: March 14, 2025
Description: North Main Street & Todhunter Road
Rezoning RR to GR
Location: City of Monroe
Butler County, Ohio



Situated in Sections 18 and 12, Town 3, Range 3, Between the Miamis, the City of Monroe, Butler County, Ohio, being part of Lot 635 of said City of Monroe and part of James W. Smith, Successor Trustee of the Alda May Smith Revocable Trust as recorded in Official Record 9882, Page 152 of the Butler County Recorder's Office, containing 21.244 acres of land and being further described as follows:

Beginning at the southeast corner of Brittony Trails, Section One as recorded in Plat Envelope 3781, Pages A to F and being on Lot 6116 of said City of Monroe and being the **True Point of Beginning**;

thence, from the True Point of Beginning, departing said Lot 6116 and with said Brittony Trails, Section One, North 11° 10' 44" East, 805.49 feet to the northeast corner of said Brittony Trails, Section One and being on the north line of said Section 12 and the centerline of Todhunter Road;

thence, departing said Brittony Trails, Section One and with said Section 12 and the centerline of said Todhunter Road, South 84° 28' 26" East, 917.13 feet to the intersection of the centerline of said Todhunter Road and the centerline of North Main Street;

thence, departing said Section 12 and the centerline of said Todhunter Road and with the centerline of said North Main Street, South 24° 50' 07" West, 1370.90 feet to the northeast corner of said Lot 6116;

thence, departing the centerline of said North Main Street and with said Lot 6116 for the following three courses:

- 1) North 76° 57' 57" West, 548.10 feet;
- 2) North 16° 03' 40" East, 506.26 feet;
- 3) South 55° 38' 45" West, 120.30 feet to the **True Point of Beginning**, containing 21.244 acres of land, more or less, to be rezoned.

I hereby certify that the above description is a complete, proper and legal description of the property to be rezoned.



Jeffrey O. Lambert Professional Surveyor #7568
In the State of Ohio



Date: March 14, 2025
Description: North Main Street
Rezoning RR to GR
Location: City of Monroe
Butler County, Ohio



Situated in Sections 18 and 12, Town 3, Range 3, Between the Miamis, the City of Monroe, Butler County, Ohio, being part of Lot 655 of said City of Monroe and part of James W. Smith, Successor Trustee of the Alda May Smith Revocable Trust as recorded in Official Record 9882, Page 152 and all of Lot 358 of said City of Monroe and part of James W. Smith, Successor Trustee of the Alda May Smith Revocable Trust as recorded in Official Record 9882, Page 152 of the Butler County Recorder's Office, containing 39.499 acres of land and being further described as follows:

Commencing at the southeast corner of Brittony Trails, Section One as recorded in Plat Envelope 3781, Pages A-F and being on Lot 6116 of said City of Monroe; thence, with said Brittony Trails, Section One and said Lot 6116, South 55° 38' 45" West, 478.79 feet to the southwest corner of Lot 4775 of said Brittony Trails, Section One and being the **True Point of Beginning**;

thence, from the True Point of Beginning thus found, departing said Brittony Trails, Section One and continuing with said Lot 6116 for the following two courses:

- 1) South 16° 27' 10" West, 270.60 feet;
- 2) South 76° 57' 28" East, 900.15 feet to the southeast corner of said Lot 6116 and being on the centerline of North Main Street;

thence, departing said Lot 6116 and with the centerline of said North Main Street for the following two courses:

- 1) South 24° 50' 06" West, 785.83 feet;
- 2) South 33° 18' 31" West, 178.70 feet to the northeast corner of Lot 355;

thence, departing the centerline of said North Main Street and with said Lot 355 for the following two courses:

- 1) South 33° 18' 31" West, 178.70 feet;
- 2) North 84° 39' 58" West, 485.71 feet to the southwest corner of said Lot 355 and being on Lot 349;

thence, departing said Lot 355 and with said Lot 349 and Lot 350, North 84° 39' 58" West, 840.71 feet to the southeast corner of The Reserves at Brittony Woods, Section Two as recorded in Official Record 7864, Page 1267;

thence, departing said Lot 350 and with said Reserves at Brittony Woods, Section Two for the following two courses:

- 1) North 06° 12' 51" East, 790.00 feet;
- 2) North 84° 42' 18" West, 150.00 feet

thence, continuing with said Reserves at Brittony Woods, Section Two and with The Reserves at Brittony Woods, Section One as recorded in Plat Envelope 3888, Pages A-E, North 06° 12' 51" East, 75.41 feet;

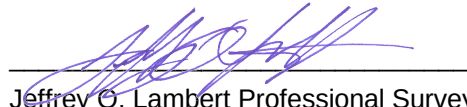
thence, continuing with said Reserves at Brittony Woods, Section One, North 58° 41' 51" East, 315.19 feet to Brittony Woods, Section Two as recorded in Plat Envelope 3580, Pages A-E;

thence, with said Brittony Woods, Section Two for the following two courses:

- 1) South 06° 12' 51" West, 12.63 feet;
- 2) North 58° 33' 02" East, 455.23 feet to the southwest corner of said Brittony Woods, Section Two and being the southwest corner of said Brittony Trails, Section One;

thence, departing said Brittony Woods, Section Two and with said Brittony Trails, Section One, North 65° 58' 20" East, 414.31 feet to the **True Point of Beginning**, containing 39.499 acres of land, more or less, to be rezoned.

I hereby certify that the above description is a complete, proper and legal description of the property to be rezoned.



Jeffrey O. Lambert Professional Surveyor #7568
In the State of Ohio



**TRAFFIC IMPACT STUDY
FOR
JIM SMITH PROPERTY
DEVELOPMENT**

**N. MAIN STREET AND TODHUNTER ROAD
CITY OF MONROE, BUTLER COUNTY, OHIO**

JUNE 2025

PREPARED FOR:

*DREES HOMES
211 GRANDVIEW DRIVE, SUITE 300
FT. MITCHELL, KENTUCKY 41017*

PREPARED BY:

*BAYER BECKER
6900 TYLERSVILLE ROAD, SUITE A
MASON, OHIO 45040
(513) 336-6600*



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- Appendix A – 2025 Existing AM and PM Peak Hour Traffic Count Summary Reports
- Appendix B – Historical Growth Communications
- Appendix C – ITE Trip Generation Land Use Excerpts and Worksheets
- Appendix D – Turn Lane Warrant
- Appendix E – Level of Service Analysis
- Appendix F – Turn Lane Queue Length Calculations
- Appendix G – City of Monroe Code of Ordinance Excerpts
- Appendix H – Intersection Sight Distance Analysis

EXECUTIVE SUMMARY

The proposed Jim Smith Property development project is located on approximately 61.729 acres in the southwest corner of the intersection of North Main Street and Todhunter Road, in the City of Monroe, Butler County, Ohio.

The proposed development will consist of the following land uses and densities:

Land Use	Density
Single-Family Detached Housing	91 Dwelling Units (DU's)
Single-Family Attached Housing	60 Dwelling Units (DU's)
Total	151 Dwelling Units (DU's)

The roadways that will provide regional access to the site are Todhunter Road and N. Main Street. Direct access to the proposed Jim Smith Property development will be provided at two (2) locations on N. Main Street and one (1) location on Todhunter Road.

Bayer Becker corresponded with City of Monroe to establish the scope of this study. As such, the following key intersections define the study area of this report:

- N. Main Street and Todhunter Road - Existing.
- Todhunter Road and Site Access 1 - Proposed.
- N. Main Street and Site Access 2 - Proposed.
- N. Main Street and Site Access 3 - Proposed.

The site is generally surrounded by commercial, agricultural, and residential land uses.

Traffic Impacts

Based on the results of the turn lane warrant analysis and queue length calculations, the following turn lane is warranted to accommodate the 2027 and 2037 Build Traffic Projections:

- A northbound left-turn lane on N. Main Street at Site Access 3 with 125 feet of storage, plus diverging taper.

Recommended Improvements

The following additional improvements are recommended to accommodate 2027 or 2037 No-Build Traffic Projections (excluding site traffic):

- Monitor and optimize signal operations at the intersection of N. Main Street and Todhunter Road, as necessary.

The need for further roadway improvements, as associated with the proposed Jim Smith Property development project, for 2027 and 2037 Build Traffic Projections, according to the analysis contained within this report, are summarized as follows:

Todhunter Road and Site Access 1

- Construct a public street access on Todhunter Road 706 feet west of N. Main Street.
 - Provide one (1) southbound lane for entering traffic.
 - Provide one (1) northbound lane for exiting traffic.
 - Install a stop sign traffic control device on the northbound approach.

N. Main Street and Site Access 2

- Construct a public street access on N. Main Street 1,010 feet south of Todhunter Road.
 - Provide one (1) westbound lane for entering traffic.
 - Provide one (1) eastbound lane for exiting traffic.
 - Install a stop sign traffic control device on the eastbound approach.

N. Main Street and Site Access 3

- Construct a public street access on N. Main Street 628 feet south of the private residential drive at 741 N. Main Street.
 - Restripe center two way left turn lane to provide one (1) northbound left turn lane 125 feet in length, plus diverging taper.
 - Provide one (1) westbound lane for entering traffic.
 - Provide one (1) eastbound lane for exiting traffic.
 - Install a stop sign traffic control device on the eastbound approach.

Compliance with Applicable Codes

All roadway improvements shall be constructed in accordance with City of Monroe requirements, as appropriate and applicable.

INTRODUCTION

Purpose of Report and Study Objectives

The purpose and primary objectives of this study are to determine the traffic impacts of the proposed development, to determine what off-site improvements are required to mitigate the site's impact, and to satisfy the City of Monroe requirements for traffic impact studies.

This study describes the existing roadway network, identifies peak traffic conditions, forecast procedures, future traffic volume projections, and the impact of the proposed development on the adjacent road network. Conclusions related to the impacts of the increased traffic on the adjacent roadway system, associated with the proposed Jim Smith Property development, have been identified and recommendations for mitigating any possible traffic impacts are provided as necessary.

Project Location

The proposed Jim Smith Property development project is situated on approximately 61.729 acres, at the southwest corner of the intersection of Todhunter Road and N. Main Street, in City of Monroe, Butler County, Ohio. A vicinity map is provided in Figure 1.



Figure 1
Vicinity Map

Bayer Becker corresponded with City of Monroe to establish the scope of the study. As such, the following key intersections define the study area of this report:

- N. Main Street and Todhunter Road - Existing.
- Todhunter Road and Site Access 1 - Proposed.
- N. Main Street and Site Access 2 Proposed.
- N. Main Street and Site Access 3 - Proposed.

Bayer Becker prepared this document under the supervision of Ms. Etta M. Reed, P.E., a licensed Professional Engineer in the State of Ohio.

Referenced Sources

The technical material and data presented in this document were prepared utilizing the following resources:

1. Site reconnaissance by Bayer Becker.
2. Communications with the City of Monroe's Engineering Consultant, Goodhue Consulting.
3. *ITE Trip Generation Manual, 11th Edition.*
4. Institute of Transportation Engineer's (ITE), *Traffic Access and Impact Studies and Site Development – A Recommended Practice.*
5. *Trip Generation Handbook, 3rd Edition, An ITE Proposed Recommended Practice.*
6. *Highway Capacity Manual (HCM), 7th Edition.*
7. *Highway Capacity Software 2025 (HCS2025),* Version 8.2, computer software package.
8. *Manual on Uniform Traffic Control Devices (MUTCD)*, dated December 2023, Updated December 2024.
9. *ODOT State Highway Access Management Manual (SHAMM)*, dated January 2025.
10. *ODOT Location and Design Manual, Volume 1, Roadway Design*, dated January 17, 2025.
11. *City of Monroe Code of Ordinances, Part Twelve – Planning and Zoning Code, Chapter 1211 – Planning, Loading, and Circulation, Section 1211.05 – Access Management Regulations.*
12. *City of Monroe, Advance Monroe 2040 Comprehensive Plan*, dated October 2021.

PROPOSED SITE DEVELOPMENT

The proposed Jim Smith Property development project is located on approximately 61.729 acres in the southwest corner of the intersection of North Main Street and Todhunter Road, in the City of Monroe, Butler County, Ohio.

The proposed development will consist of the following land uses and densities:

Land Use	Density
Single-Family Detached Housing	91 Dwelling Units (DU's)
Single-Family Attached Housing	60 Dwelling Units (DU's)
Total	151 Dwelling Units (DU's)

The roadways that will provide regional access to the site are Todhunter Road and N. Main Street. Direct access to the proposed Jim Smith Property development will be provided at two (2) locations on N. Main Street and one (1) location on Todhunter Road.

Bayer Becker corresponded with City of Monroe to establish the scope of this study. As such, the following key intersections define the study area of this report:

- N. Main Street and Todhunter Road - Existing.
- Todhunter Road and Site Access 1 - Proposed.
- N. Main Street and Site Access 2 Proposed.
- N. Main Street and Site Access 3 - Proposed.

The site is generally surrounded by commercial, agricultural, and residential land uses. A concept plan of the proposed Jim Smith Property development is provided as Figure 2.

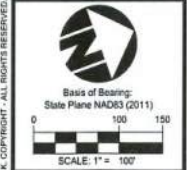
Plot time: Feb 26, 2025 - 3:23pm
Drawing name: J:\2024\24-0265\CDWG\24-0265 CC3.dwg - Layout Tab: CC3



PROJECT DATA

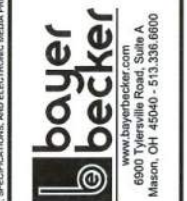
	DETACHED SINGLE FAMILY	DETACHED SINGLE FAMILY	ATTACHED SINGLE FAMILY
LOT FRONTAGE	52'	65'	40'
SQUARE FOOTAGE (MIN)	6,000	6,000	2,000
FRONT SETBACK	30'	30'	25'
SIDE SETBACK (MIN)	5'	5'	0", 5'
* 0' SIDE YARD SETBACK ON SHARED LOT LINE			
SIDE SETBACK (TOTAL)	10'	10'	10' Between Buildings
REAR SETBACK	30'	30'	30'
# OF SINGLE FAMILY LOTS	35	56	60

TOTAL # OF SINGLE FAMILY LOTS = 151
OPEN SPACE REQUIRED = 9.26 Acres (15%)
OPEN SPACE PROVIDED = 18.5 Acres (30%)
TOTAL ACREAGE = 61.729± Acres
OVER-ALL DENSITY = 2.45 Units/Ac.



Date	Drawn	Chk.
12-11-24	TAC	
12-13-24	TAC	
12-17-24	TAC	
2-26-25	TAC	

JIM SMITH PROPERTY
SECTIONS 12 & 18, TOWN 3, RANGE 3
CITY OF MONROE, BUTLER COUNTY, OH



Drawing: 24-0265 CC3
Drawn by: TAC
Checked by:
Issue Date: 2-26-25

Figure 2
Site Plan

AREA CONDITIONS

Study Area

The proposed Jim Smith Property development project is located on approximately 61.729 acres in the southwest corner of the intersection of North Main Street and Todhunter Road, in the City of Monroe, Butler County, Ohio.

Adjacent Road Network

N. Main Street is a five-lane wide roadway, operating two (2) lanes of travel in each of the northbound and southbound directions and a center two way left turn lane (TWLTL). According to the *Advance Monroe 2040 Comprehensive Plan - Functional Classification Map*, N. Main Street is classified as a minor arterial. The posted speed limit of 45 miles per hour (mph) is installed on N. Main Street, along the site frontage.

Todhunter Road is a two (2) lane wide roadway, operating one lane of travel in each of the eastbound and westbound directions. According to the *Advance Monroe 2040 Comprehensive Plan - Functional Classification Map*, N. Main Street is classified as a minor collector. The posted speed limit of 40 miles per hour (mph) is installed on Todhunter Road, along the site frontage.

Study Area Land Use

The site is generally surrounded by commercial, agricultural, and residential land uses.

Site Accessibility

The roadways that will provide regional access to the site are Todhunter Road and N. Main Street. Direct access to the proposed Jim Smith Property development will be provided at two (2) locations on N. Main Street and one (1) location on Todhunter Road.

Existing Traffic Volumes

To determine the weekday AM and PM peak hour traffic volumes for the study area key intersections, Bayer Becker conducted AM and PM peak hour turning movement counts, using Miovision traffic recording equipment, at the following key intersection:

- N. Main Street and Todhunter Road.

According to the data collected, the AM peak hour occurred from 7:00 AM to 8:00 AM with a peak hour factor (PHF) of 0.90, and the PM peak hour occurred from 4:30 PM to 5:30 PM with a PHF of 0.94.

The 2025 Existing Traffic Volumes are presented graphically in Figure 3 and the actual data provided in Appendix A.

Regional Traffic Percentage Distributions

The regional traffic percentage distributions were determined based on the existing traffic patterns at the external road network stations of the study area, for weekday AM and PM peak hours, which are presented in Table 1 as follows.

Table 1
Regional Traffic and Percentage Distributions

Orientation To/From	AM Peak Hour				PM Peak Hour			
	Entering		Exiting		Entering		Exiting	
	Volume	Percentage	Volume	Percentage	Volume	Percentage	Volume	Percentage
North on N. Main Street	396	44%	450	50%	589	45%	647	49%
South on N. Main Street	359	40%	382	42%	579	44%	499	38%
West on Todhunter Road	150	16%	73	8%	146	11%	168	13%
Total	905	100%	905	100%	1,314	100%	1,314	100%

The existing traffic percentage distributions are presented in Figure 3, along with the existing traffic volumes.

No-Build Traffic Projections

The Opening Year for the proposed Jim Smith Property development is **2027** and the Design Year is **2037 Build**. Therefore, the background traffic projections to address the natural growth in traffic, minus the proposed development trips, are **2027** and **2037 No-Build Traffic Projections**.

The **2027** and **2037 No-Build Traffic Projections** were obtained by growing the **2025 Existing** traffic volumes at an annual linear growth rate of 1 percent (1%) per year for 2 and 12 years, as established and approved by the City's engineer. Therefore, the following exponential growth factors were yielded for the 2027 and 2037 No-Build design years:

- 2025 to Full Build-Out Year 2027 – 2-year rate of change = 1.02 growth factor.
- 2025 to Horizon Year 2037 – 12-year rate of change = 1.12 growth factor.

The **2027** and **2037 No-Build Traffic Projections** are presented in Figure 4 and Figure 5, and the supportive data is contained in Appendix B.

External Station Locations

Existing Traffic and Percentages	AM In		AM Out	
To/From North on N. Main Street	396	44%	450	50%
To/From South on N. Main Street	359	40%	382	42%
To/From West on Todhunter Road	150	16%	73	8%
	905	100%	905	100%

	PM In		PM Out	
To/From North on N. Main Street	589	45%	647	49%
To/From South on N. Main Street	579	44%	499	38%
To/From West on Todhunter Road	146	11%	168	13%
	1,314	100%	1,314	100%

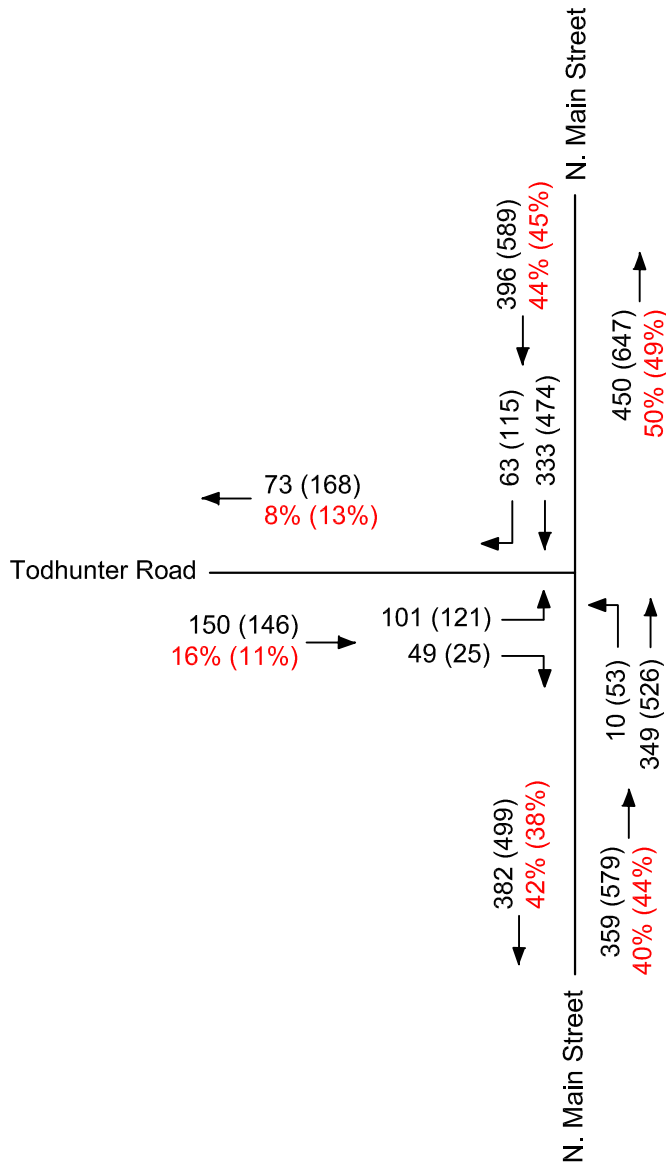


Figure 3

Jim Smith Property Development
City of Monroe, Bulter County, Ohio

2025 Existing Traffic & Percentage Distributions

xx/xx% - AM Peak Hour
(xx)/(xx%) - PM Peak Hour



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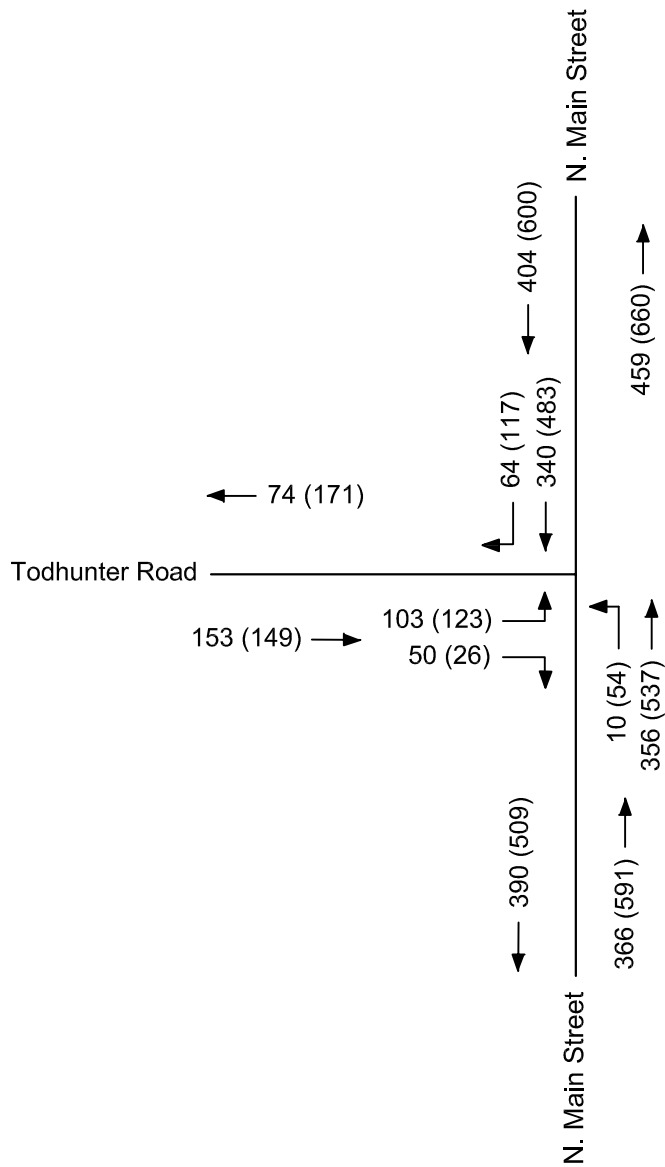


Figure 4

Jim Smith Property Development
City of Monroe, Bulter County, Ohio

2027 No-Build Traffic Projections
- Includes a 2 year Growth Factor of 1.02
Applied to 2025 Existing Traffic Volumes

xx - AM Peak Hour
(xx) - PM Peak Hour



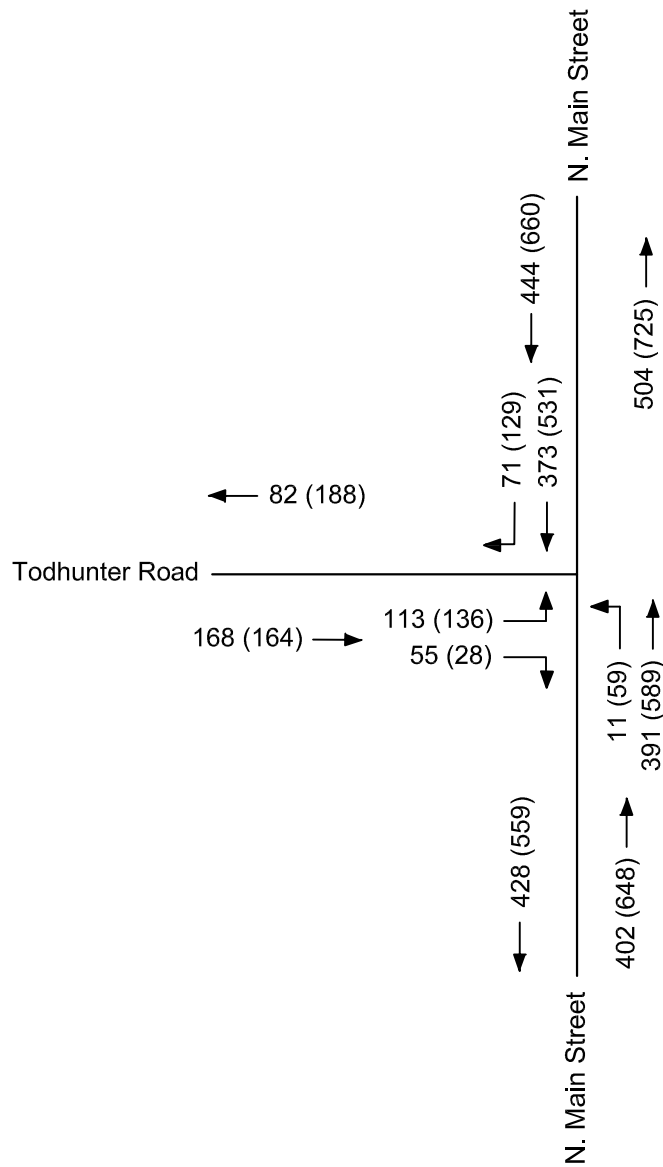


Figure 5

Jim Smith Property Development
City of Monroe, Bulter County, Ohio

2037 No-Build Traffic Projections
- Includes a 12 year Growth Factor of 1.12
Applied to 2025 Existing Traffic Volumes

xx - AM Peak Hour
(xx) - PM Peak Hour



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DEVELOPMENT TRAFFIC

Site Generated Trips

Site trips generated by the proposed Jim Smith Property development were calculated using the Institute of Transportation Engineer's (ITE) *Trip Generation Manual*, 11th Edition. The ITE rate for each individual land use was used to estimate primary site traffic volumes during the weekday AM and PM peak hours of adjacent street traffic.

All trips generated by the Full Build Out of the proposed Jim Smith Property development during the weekday AM and PM peak hour (of adjacent street traffic) are shown in Table 2.

Table 2
Jim Smith Property Trip Generation

Land Use*	ITE Code	Size	Units	AM Peak Hour			PM Peak Hour		
				Enter	Exit	Total	Enter	Exit	Total
Single Family Detached Housing	210	91	DU	17	51	68	57	34	91
Single Family Attached Housing	215	60	DU	6	20	26	19	13	32
Total Site Trips				23	71	94	76	47	123

* *Trip Generation Manual*, Institute of Transportation Engineers (ITE), 11th Edition. See Appendix C.

Site trips generated by the proposed Jim Smith Property development were assigned to the adjacent roadway network, by direction, based on existing traffic distributions and experience related to land use patterns in the area, as shown in Table 1.

The **Site Generated Trips** for the proposed development are presented in Figure 6, and land use excerpts and supportive worksheet documents are presented in Appendix C.

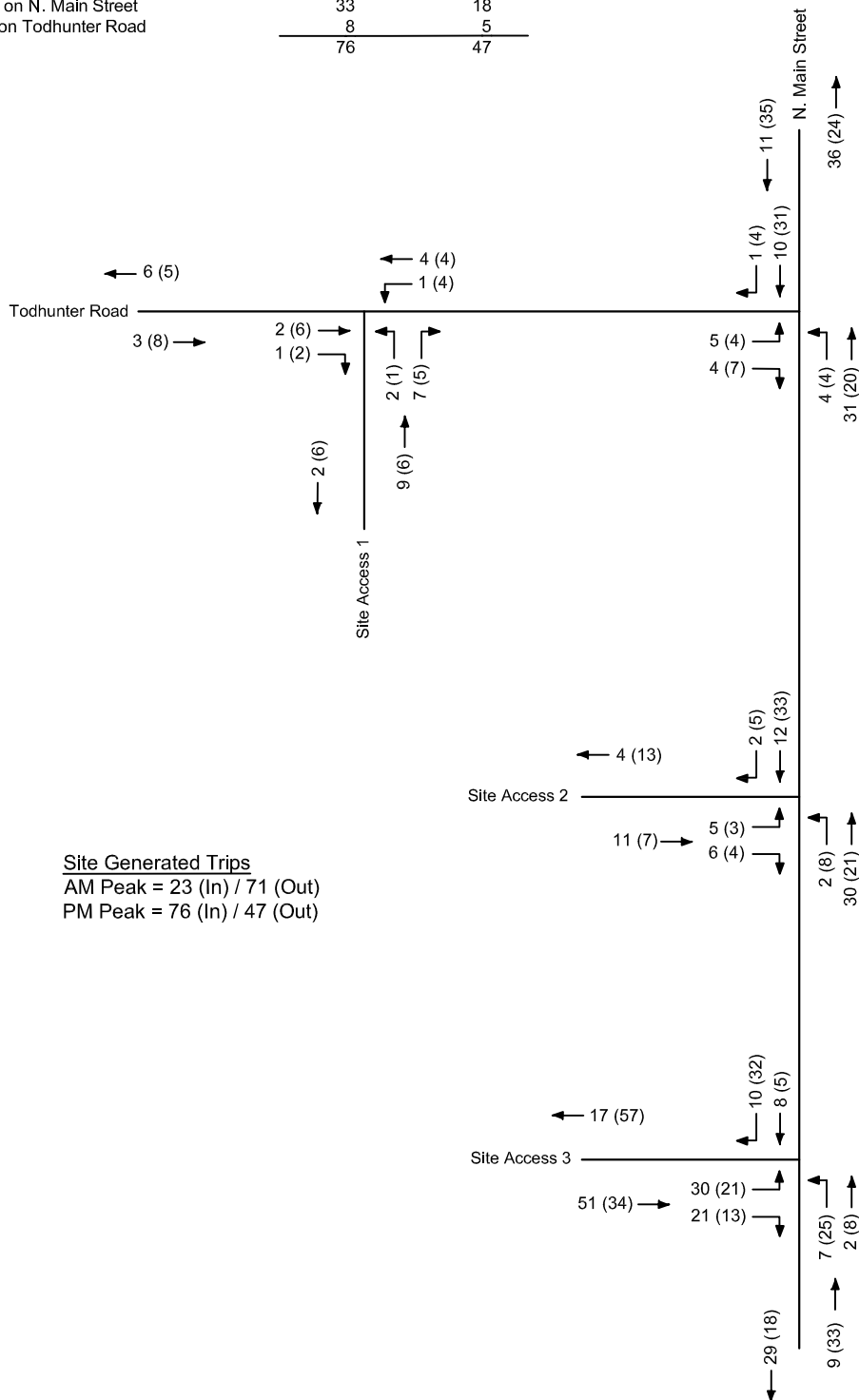
Build Traffic Projections

The 2027 and 2037 Build Traffic Projections were obtained by adding the Site Generated Trips, for the proposed Jim Smith Property development, to the 2027 and 2037 No-Build Traffic Projections.

The **2027** and **2037 Build Traffic Projections** are presented in Figure 7 and Figure 8.

External Station - Site Generated Trips		
	AM In	AM Out
To/From North on N. Main Street	11	36
To/From South on N. Main Street	9	29
To/From West on Todhunter Road	3	6
	23	71

	PM In	PM Out
To/From North on N. Main Street	35	24
To/From South on N. Main Street	33	18
To/From West on Todhunter Road	8	5
	76	47



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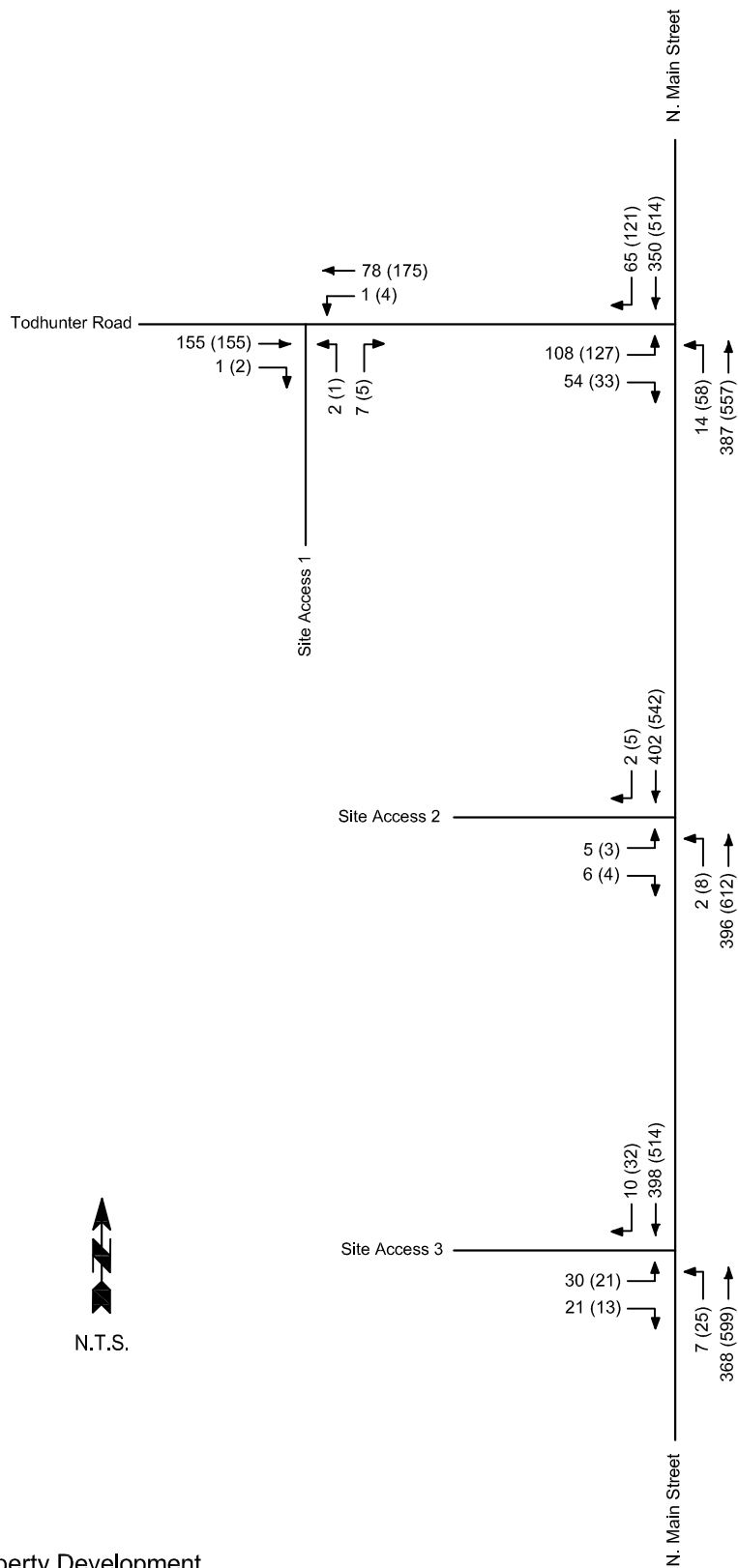


Figure 7

Jim Smith Property Development
City of Monroe, Butler County, Ohio

2027 Build Traffic Projections

xx - AM Peak Hour
(xx) - PM Peak Hour



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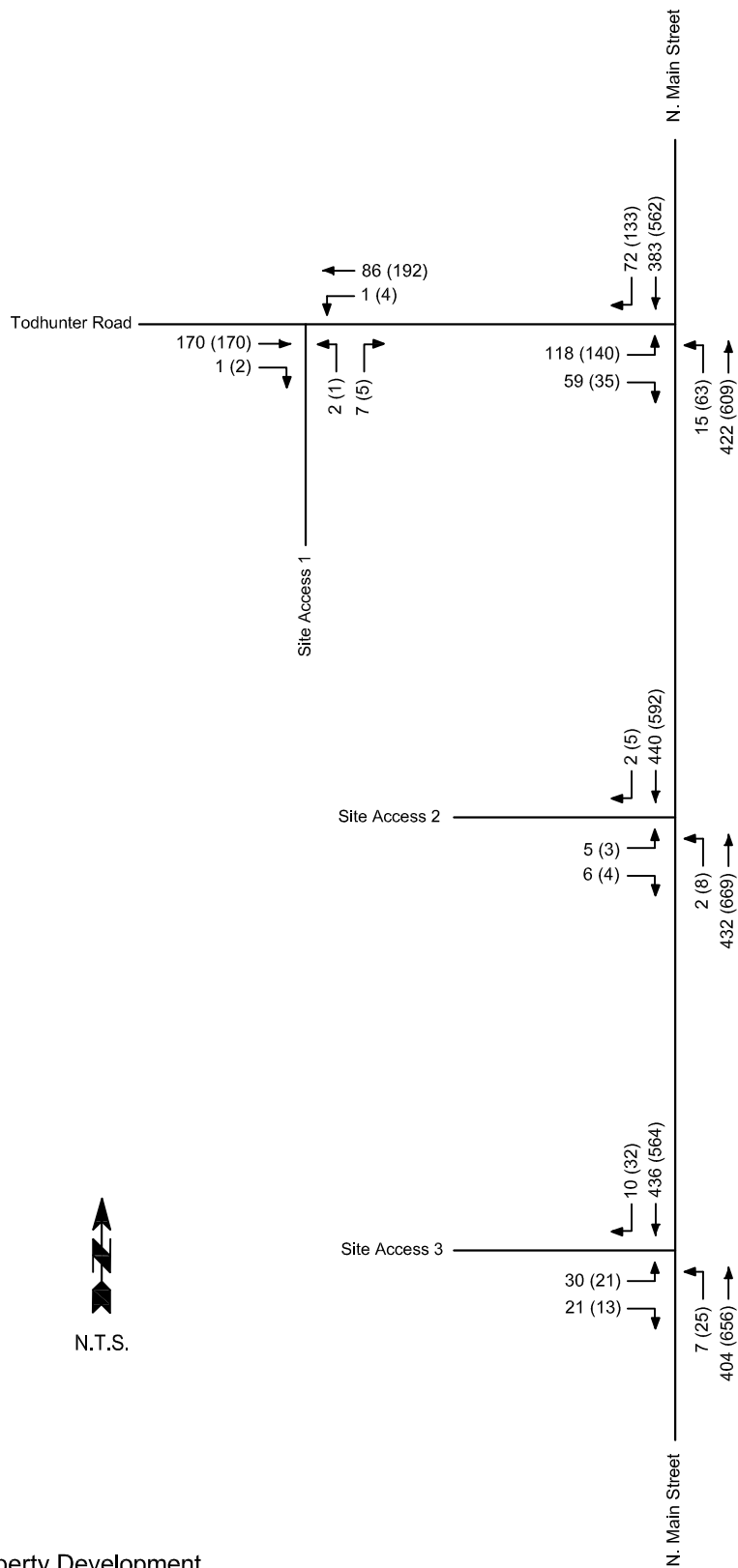


Figure 8

Jim Smith Property Development
City of Monroe, Butler County, Ohio

2037 Build Traffic Projections

xx - AM Peak Hour
(xx) - PM Peak Hour



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TRAFFIC ANALYSIS

Site Access

Direct access to the proposed Jim Smith Property development will be provided at two (2) locations on N. Main Street and one (1) location on Todhunter Road at the following locations:

- Todhunter Road and Site Access 1.
- N. Main Street and Site Access 2.
- N. Main Street and Site Access 3.

Turn Lane Warrant Analysis

The need for left and/or right turn lanes along the free-flow approaches of each of the key unsignalized intersections is to be determined using the auxiliary graphs contained in the ODOT *Location and Design Manual, Volume One*. The left and/or right turn lanes evaluated at each intersection are as follows:

Todhunter Road and Site Access 1

- Westbound Left Turn Lane.
- Eastbound Right Turn Lane.

N. Main Street and Site Access 2

- Northbound Left Turn Lane.
- Southbound Right Turn Lane.

N. Main Street and Site Access 3

- Northbound Left Turn Lane.
- Southbound Right Turn Lane.

Based on the results of the turn lane warrant analysis, the following turn lane is warranted to accommodate the 2027 and 2037 Build Traffic Projections:

N. Main Street and Site Access 3

- Northbound Left Turn Lane.

The Turn Lane Warrant results are available in Appendix D.

Level of Service Analysis

Level of service (LOS), as defined in the *Highway Capacity Manual, 7th Edition* (HCM7), is “a quality measure describing operational conditions within a traffic stream, generally in terms of such service measures as speed and travel time, freedom to maneuver, traffic interruptions, and comfort and convenience.” LOS is a function of the controlled delay per vehicle, and it is the standard used to evaluate traffic flow at an intersection.

The LOS criteria used by HCM are provided in Table 3 as follows:

Table 3
Level of Service Criteria for Signalized and Unsignalized Intersections

Signalized Intersection		
Level of Service	Delay Range (sec/veh)	Expected Delay
A	≤ 10	Extremely Favorable Progression
B	>10 and < 20	Good Progression
C	>20 and < 35	Fair Progression
D	>35 and < 55	Unfavorable Progression
E	>55 and < 80	Poor Progression
F	>80 or v/c > 1	Excessive Traffic Delay
Unsignalized Intersection		
Level of Service	Delay Range (sec/veh)	Expected Delay
A	≤ 10	Little or No Delay
B	>10 and < 15	Short Traffic Delay
C	>15 and < 25	Average Traffic Delay
D	>25 and < 35	Long Traffic Delay
E	>35 and < 50	Very long Traffic Delay
F	>50 or v/c > 1	Excessive Traffic Delay

Capacity analysis of the study area intersections was performed for the 2027 and 2037 No-Build Traffic Projections and for the 2027 and 2037 Build Traffic Projections using Highway Capacity Software (HCS2024).

The level of service results for the key intersections are presented in Table 4 as follows:

Table 4
Levels of Service Results

		2027 No-Build Traffic Projections		2027 Build Traffic Projections		2037 No-Build Traffic Projections		2037 Build Traffic Projections	
		LOS (Sec. of Delay)							
		AM	PM	AM	PM	AM	PM	AM	PM
N. Main Street and Todhunter Road - Signalized									
EB	L	D (35.2)	D (35.8)	D (35.3)	D (36.1)	D (35.5)	D (36.2)	D (35.6)	D (36.6)
	R	C (31.4)	C (27.7)	C (31.0)	C (27.6)	C (31.3)	C (27.6)	C (30.9)	C (27.5)
	Approach	C (33.9)	C (34.4)	C (33.9)	C (34.3)	C (34.1)	C (34.7)	C (34.1)	C (34.8)
NB	L	A (4.3)	A (4.6)	A (4.3)	A (4.7)	A (4.3)	A (4.7)	A (4.4)	A (4.8)
	T	A (3.3)	A (3.5)	A (3.4)	A (3.6)	A (3.4)	A (3.7)	A (3.4)	A (3.8)
	Approach	A (3.3)	A (3.6)	A (3.4)	A (3.7)	A (3.4)	A (3.8)	A (3.5)	A (3.9)
SB	T	A (6.4)	A (8.4)	A (6.7)	A (8.8)	A (6.6)	A (8.7)	A (6.9)	A (9.1)
	R	A (2.6)	A (3.7)	A (2.7)	A (3.9)	A (2.6)	A (3.9)	A (2.8)	A (4.0)
	Approach	A (5.8)	A (7.5)	A (6.1)	A (7.8)	A (6.0)	A (7.8)	A (6.2)	A (8.1)
Intersection		A (9.5)	A (8.8)	A (9.6)	A (9.1)	A (9.6)	A (9.0)	A (9.7)	A (9.3)
Todhunter Road and Site Access 1 - Unsignalized									
WB	L	N/A	N/A	A (7.6)	A (7.6)	N/A	N/A	A (7.6)	A (7.6)
	T	N/A	N/A	A (0.0)	A (0.0)	N/A	N/A	A (0.0)	A (0.0)
	Approach	N/A	N/A	A (0.1)	A (0.2)	N/A	N/A	A (0.1)	A (0.2)
NB	LR	N/A	N/A	A (9.4)	A (9.5)	N/A	N/A	A (9.5)	A (9.6)
	Approach	N/A	N/A	A (9.4)	A (9.5)	N/A	N/A	A (9.5)	A (9.6)
N. Main Street and Site Access 2 - Unsignalized									
EB	LR	N/A	N/A	B (11.9)	B (14.4)	N/A	N/A	B (12.4)	C (15.4)
	Approach	N/A	N/A	B (11.9)	B (14.4)	N/A	N/A	B (12.4)	C (15.4)
NB	LT	N/A	N/A	A (8.3)	A (8.8)	N/A	N/A	A (8.4)	A (9.0)
	T	N/A	N/A	A (0.0)	A (0.1)	N/A	N/A	A (0.0)	A (0.1)
	Approach	N/A	N/A	A (0.1)	A (0.2)	N/A	N/A	A (0.1)	A (0.2)
N. Main Street and Site Access 3 - Unsignalized									
EB	LR	N/A	N/A	B (13.4)	C (17.8)	N/A	N/A	B (14.1)	C (19.6)
	Approach	N/A	N/A	B (13.4)	C (17.8)	N/A	N/A	B (14.1)	C (19.6)
NB	L	N/A	N/A	A (8.3)	A (8.9)	N/A	N/A	A (8.4)	A (9.1)
	Approach	N/A	N/A	A (0.2)	A (0.4)	N/A	N/A	A (0.1)	A (0.3)

The Level of Service Capacity results are available in Appendix E.

According to the City's goal for the capacity operations, "An overall LOS of D shall be the minimum acceptable. An intersection may have an overall LOS C or D and have individual movements of LOS E or F."

Based on the level of service analysis completed for the 2027 and 2037 No-Build and Build Traffic Projections, AM and PM peak hours, and summarized in Table 4, the intersection LOS results yielded a satisfactory LOS of A at all study area intersections. The approach and individual LOS results were also acceptable at better than a LOS of E.

Turn Lane Queue Length Calculations

Turn lane queue lengths for existing and warranted turn lanes were calculated using the Ohio Department of Transportation's (ODOT's) *Location and Design Manual, Volume One*, Figure 401-9, "Basis for Computing Length of Turn Lanes" and Figure 401-10, "Queue Length at Intersections".

The turn lane queue length results for 2027 and 2037 No-Build and Build Traffic Projections are provided in Table 5, as follows, and the calculation results are available in Appendix F.

Table 5
Turn Lane Queue Length Results

		Existing Turn Lane Length	2027 No-Build Traffic Projections	2027 Build Traffic Projections	2037 No-Build Traffic Projections	2037 Build Traffic Projections
Turn Lane Queue Length						
Todhunter Road and N. Main Street						
EB	L	155 Feet	225 Feet	225 Feet	225 Feet	225 Feet
NB	L	100 Feet	125 Feet	125 Feet	125 Feet	175 Feet
SB	R	120 Feet	225 Feet	225 Feet	225 Feet	225 Feet
N. Main Street and Site Access 3						
NB	L	-	-	125 Feet	-	125 Feet

Generally, the calculated turn lane queue lengths presented in Table 5 for the 2027 and 2037 Build Traffic Projections are consistent with those derived from the 2027 and 2037 No-Build Traffic Projections. However, an exception exists for the northbound left turn at the N. Main Street and Todhunter Road intersection in the 2037 horizon year. Although the no-build and build results are comparable, all required distances exceed the existing turn lane lengths installed at the N. Main Street and Todhunter Road intersection.

Back of Queue Length Calculations

In comparison, the 95th percentile back of queue lengths contained in the HCS capacity summary reports were reviewed to understand the queue lengths at the N. Main Street and Todhunter Road intersection, based on the operational analysis for the 2027 and 2037 No-Build and Build Traffic Projections.

The 95th percentile back of queue results for 2027 and 2037 No-Build and Build Traffic Projections are provided in Table 6, as follows, and the calculation results are available in Appendix E, along with the HCS capacity results.

Table 6
Back of Queue Results

		Existing Turn Lane Length	2027 No-Build Traffic Projections	2027 Build Traffic Projections	2037 No-Build Traffic Projections	2037 Build Traffic Projections
Back of Queue*						
Todhunter Road and N. Main Street						
EB	L	155 Feet	110 Feet	120 Feet	124 Feet	134 Feet
NB	L	100 Feet	10 Feet	11 Feet	11 Feet	12 Feet
SB	R	120 Feet	21 Feet	23 Feet	24 Feet	26 Feet

*Greater Queue Length (AM Peak vs PM Peak).

The operational back of queue lengths shown in Table 6 for the 2027 and 2037 Build Traffic Projections are consistent with those derived from the 2027 and 2037 No-Build Traffic Projections, with none exceeding the existing turn lane storage lengths currently installed. Consequently, the existing turn lane lengths available at the N. Main Street and Todhunter Road intersection are adequate for the anticipated operations for both the 2027 and 2037 No-Build and Build Traffic Projections.

Access Management

Access management is the practice of controlling the number, type, size, and location of access points to the roadway system to promote the efficient and safe movement of traffic. More specifically, according to the City of Monroe *Code of Ordinances, Part Twelve – Planning and Zoning Code, Chapter 1211 – Planning, Loading, and Circulation, Section 1211.05 – Access Management Regulations*, the purpose is stated as follows:

“Access management provides or manages access to land while simultaneously preserving the flow of traffic on the surrounding road systems in terms of safety, capacity and speed. Every roadway in a transportation network has a specific function, which can be broadly stated as either to provide direct access to abutting land or to provide for through traffic movement. In this context, it can be stated that the effects of access management become significant in the case of freeways, arterial streets and collector streets, where there needs to be a balance between through traffic movement and the access functions performed by the roadway.”

As per *Table 1211-8: Roadway Access Classification*, North Main Street, classified as a minor arterial, is assigned an access level of 3. Todhunter Road, classified as a minor collector, holds an access level of 4.

In *Table 1211-11: Access Spacing Regulations – Unsignalized Intersections and Driveways*, the spacing regulations are based upon the type of traffic generator or land use, and its classification (urban, suburban, rural) along a given roadway.

The following public street intersection locations are defined for the proposed Jim Smith Property development project:

- Site Access 1, a public street access on a minor collector suburban roadway (Todhunter Road) with low traffic generation at 12 AM and 12 PM trips (less than 100), measuring 706 feet west of N. Main Street (center to center) and 821 feet east of Wellington Court (center to center).
- Site Access 2, a public street access on a minor arterial suburban roadway (N. Main Street) with low traffic generation at 15 AM and 20 PM trips (less than 100), measuring 1,010 feet south of Todhunter Road (center to center) and 486 feet north of private drive (center to center).
- Site Access 3, a public street access on a minor arterial suburban roadway (N. Main Street) with low traffic generation at 68 AM and 91 PM trips (less than 100), measuring 628 feet south of private drive (center to center) and 966 feet north of cemetery drive (center to center).

Based on the criteria in *Table 1211-11*, the minimum spacing for Site Access 1 is satisfied at 150 feet in both the eastbound and westbound directions. Similarly, the minimum spacing for Site Access 2 and Site Access 3 is satisfied at 200 feet in both the northbound and southbound directions.

The City of Monroe Code of Ordinances, Access Management Regulations excerpts, are available in Appendix G.

Intersection Sight Distance Analysis

Horizontal and vertical Intersection Sight Distance (ISD) analysis was conducted at each of the proposed public street access locations for the Jim Smith Property development. GIS mapping was utilized to prepare the plan view and vertical profiles for the sight distance analysis.

The following design standards from ODOT's *Location & Design Manual Volume 1*, were used in analyzing the intersection sight distance of the two (2) proposed public street access locations on N. Main Street:

- Design Speed: 45 MPH
- Height of Eye: 3.5 Feet
- Height of Object: 3.5 Feet
- Decision Point: 18 Feet from Edge of Pavement
- Intersection Sight Distance
565 Feet for a left turn from the proposed access
to the innermost northbound thru lane
600 Feet for a left turn from the proposed access to
the outside northbound thru lane

The following design standards were used in analyzing the sight distance of the proposed public street access location on Todhunter Road:

- Design Speed: 40 MPH
- Height of Eye: 3.5 Feet
- Height of Object: 3.5 Feet
- Decision Point: 18 Feet from Edge of Pavement
- Intersection Sight Distance
445 Feet for a left turn from the proposed access
385 Feet for a right turn from the proposed access

Based on the intersection sight distance analysis results, the proposed access points meet the required horizontal and vertical distances.

The Sight Distance Analysis exhibits and calculations are available in Appendix H.

FINDINGS

Site Access

The roadways that will provide regional access to the site are Todhunter Road and N. Main Street. Direct access to the proposed Jim Smith Property development will be provided at two (2) locations on N. Main Street and one (1) location on Todhunter Road.

Traffic Impacts

Based on the results of the turn lane warrant analysis and queue length calculations, the following turn lane is warranted to accommodate the 2027 and 2037 Build Traffic Projections:

- A northbound left-turn lane on N. Main Street at Site Access 3 with 125 feet of storage length, plus diverging taper.

Based upon engineering judgment and the analysis contained in this report, the proposed Jim Smith Property development, with the improvements discussed herein, will not significantly impact operations on the adjacent roadway network.

RECOMMENDATIONS

Site Access

The roadways that will provide regional access to the site are Todhunter Road and N. Main Street. Direct access to the proposed Jim Smith Property development will be provided at two (2) locations on N. Main Street and one (1) location on Todhunter Road.

Area Conditions

The site is generally surrounded by commercial, agricultural, and residential land uses.

Recommended Improvements

The following additional improvements are recommended for 2027 or 2037 No-Build Traffic Projections (excluding site traffic):

- Monitor and optimize signal operations at the intersection of N. Main Street and Todhunter Road, as necessary.

The need for further roadway improvements, as associated with the proposed Jim Smith Property development, for 2027 and 2037 Build Traffic Projections, per the analysis contained within this report, are summarized as follows:

Todhunter Road and Site Access 1

- Construct a public street access on Todhunter Road 706 feet west of N. Main Street.
 - Provide one (1) southbound lane for entering traffic.
 - Provide one (1) northbound lane for exiting traffic.
 - Install a stop sign traffic control device on the northbound approach.

N. Main Street and Site Access 2

- Construct a public street access on N. Main Street 1,010 feet south of Todhunter Road.
 - Provide one (1) westbound lane for entering traffic.
 - Provide one (1) eastbound lane for exiting traffic.
 - Install a stop sign traffic control device on the eastbound approach.

N. Main Street and Site Access 3

- Construct a public street access on N. Main Street 628 feet south of the private residential drive at 741 N. Main Street.
 - Restripe center two way left turn lane to provide one (1) northbound left turn lane 125 feet in length, plus diverge taper.
 - Provide one (1) westbound lane for entering traffic.

- Provide one (1) eastbound lane for exiting traffic.
- Install a stop sign traffic control device on the eastbound approach.

Compliance with Applicable Codes

All roadway improvements shall be constructed in accordance with City of Monroe requirements, as appropriate and applicable.

APPENDIX A

**2025 EXISTING AM AND PM PEAK HOUR
TRAFFIC COUNT SUMMARY REPORTS**



Bayer Becker
6900 Tylersville Road
Suite A
Mason, Ohio, United States 45040
513-336-6600 wardellwilcox@bayerbecker.com

Count Name: N. Main Street & Todhunter Road
Site Code: 24-0265
Start Date: 03/20/2025
Page No: 1

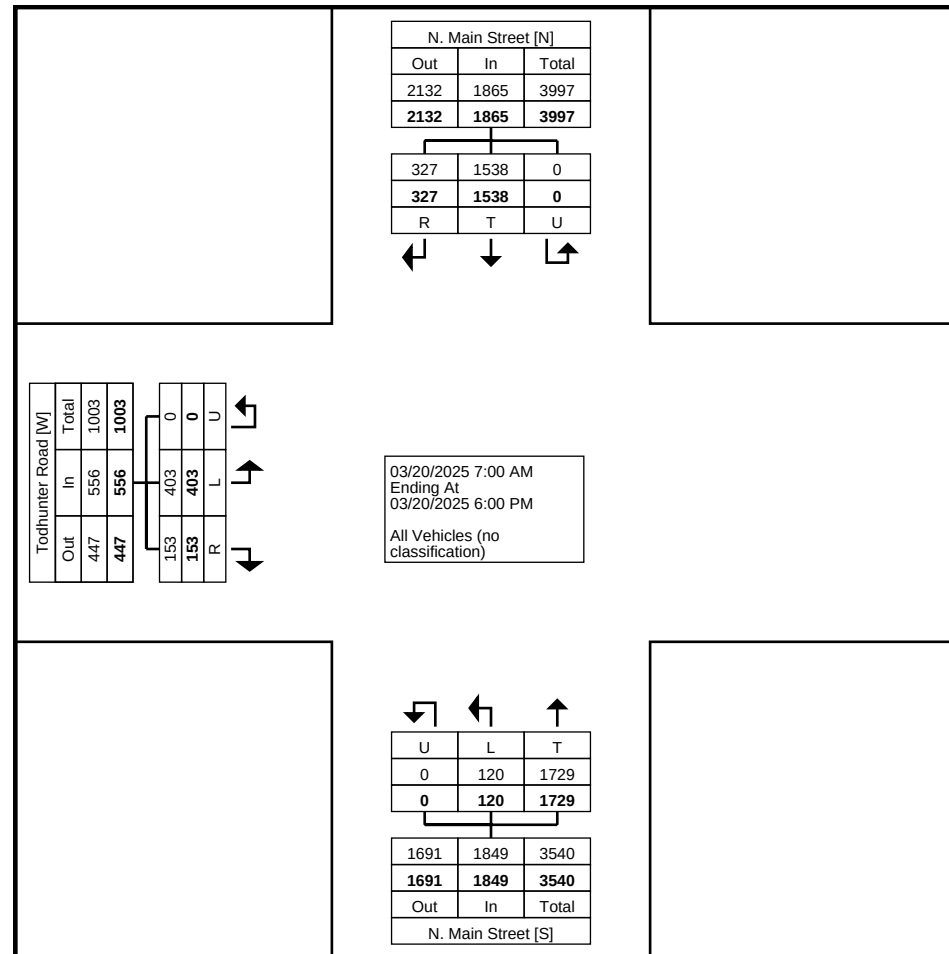
Turning Movement Data

Start Time	N. Main Street Southbound				N. Main Street Northbound				Todhunter Road Eastbound				Int. Total
	Right	Thru	U-Turn	App. Total	Thru	Left	U-Turn	App. Total	Right	Left	U-Turn	App. Total	
7:00 AM	15	65	0	80	67	2	0	69	7	20	0	27	176
7:15 AM	13	77	0	90	82	0	0	82	14	20	0	34	206
7:30 AM	16	67	0	83	102	1	0	103	13	29	0	42	228
7:45 AM	22	98	0	120	89	2	0	91	11	29	0	40	251
Hourly Total	66	307	0	373	340	5	0	345	45	98	0	143	861
8:00 AM	9	79	0	88	82	6	0	88	13	23	0	36	212
8:15 AM	16	89	0	105	76	1	0	77	12	20	0	32	214
8:30 AM	12	76	0	88	87	3	0	90	14	20	0	34	212
8:45 AM	11	91	0	102	96	4	0	100	10	17	0	27	229
Hourly Total	48	335	0	383	341	14	0	355	49	80	0	129	867
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	-	-	-
4:00 PM	23	116	0	139	160	10	0	170	14	41	0	55	364
4:15 PM	24	107	0	131	119	5	0	124	7	23	0	30	285
4:30 PM	23	126	0	149	148	14	0	162	5	34	0	39	350
4:45 PM	23	116	0	139	121	8	0	129	8	29	0	37	305
Hourly Total	93	465	0	558	548	37	0	585	34	127	0	161	1304
5:00 PM	31	108	0	139	144	15	0	159	6	25	0	31	329
5:15 PM	38	124	0	162	113	16	0	129	6	33	0	39	330
5:30 PM	21	117	0	138	119	17	0	136	7	18	0	25	299
5:45 PM	30	82	0	112	124	16	0	140	6	22	0	28	280
Hourly Total	120	431	0	551	500	64	0	564	25	98	0	123	1238
Grand Total	327	1538	0	1865	1729	120	0	1849	153	403	0	556	4270
Approach %	17.5	82.5	0.0	-	93.5	6.5	0.0	-	27.5	72.5	0.0	-	-
Total %	7.7	36.0	0.0	43.7	40.5	2.8	0.0	43.3	3.6	9.4	0.0	13.0	-
All Vehicles (no classification)	327	1538	0	1865	1729	120	0	1849	153	403	0	556	4270
% All Vehicles (no classification)	100.0	100.0	-	100.0	100.0	100.0	-	100.0	100.0	100.0	-	100.0	100.0



Bayer Becker
6900 Tylersville Road
Suite A
Mason, Ohio, United States 45040
513-336-6600 wardellwilcox@bayerbecker.com

Count Name: N. Main Street & Todhunter Road
Site Code: 24-0265
Start Date: 03/20/2025
Page No: 2



Turning Movement Data Plot



Bayer Becker
6900 Tylersville Road
Suite A
Mason, Ohio, United States 45040
513-336-6600 wardellwilcox@bayerbecker.com

Count Name: N. Main Street & Todhunter Road
Site Code: 24-0265
Start Date: 03/20/2025
Page No: 3

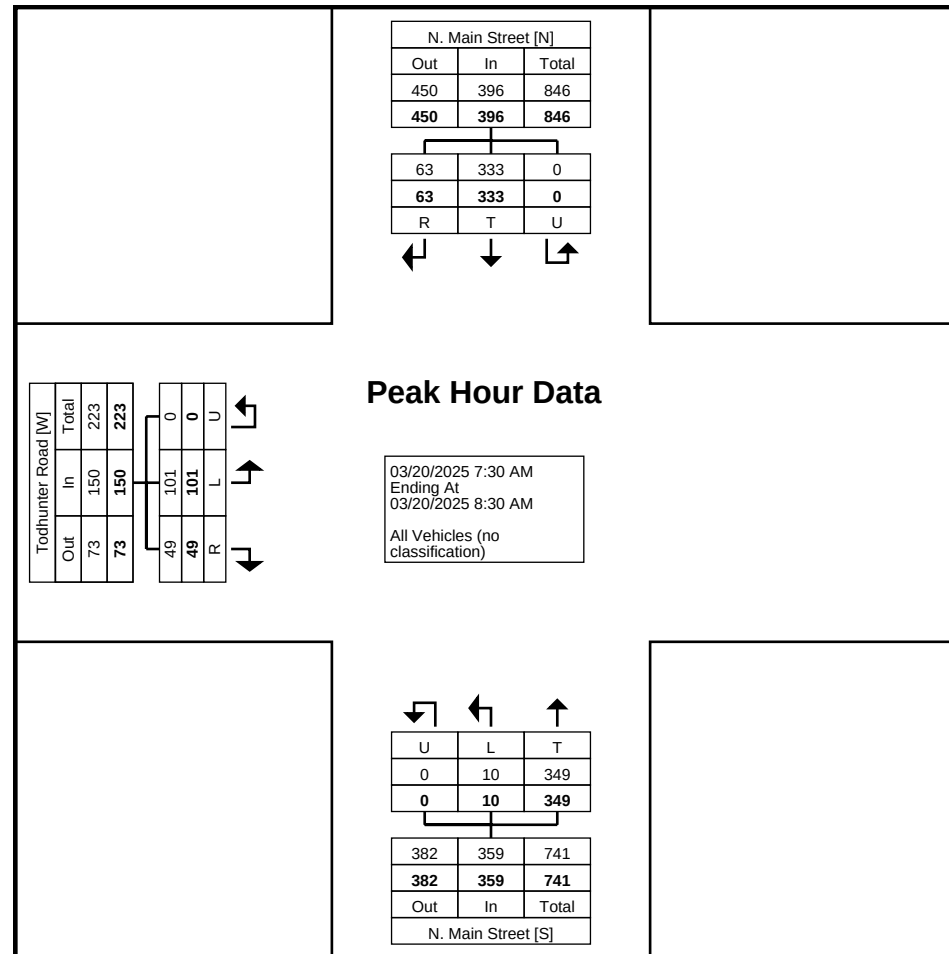
Turning Movement Peak Hour Data (7:30 AM)

Start Time	N. Main Street Southbound				N. Main Street Northbound				Todhunter Road Eastbound				Int. Total
	Right	Thru	U-Turn	App. Total	Thru	Left	U-Turn	App. Total	Right	Left	U-Turn	App. Total	
7:30 AM	16	67	0	83	102	1	0	103	13	29	0	42	228
7:45 AM	22	98	0	120	89	2	0	91	11	29	0	40	251
8:00 AM	9	79	0	88	82	6	0	88	13	23	0	36	212
8:15 AM	16	89	0	105	76	1	0	77	12	20	0	32	214
Total	63	333	0	396	349	10	0	359	49	101	0	150	905
Approach %	15.9	84.1	0.0	-	97.2	2.8	0.0	-	32.7	67.3	0.0	-	-
Total %	7.0	36.8	0.0	43.8	38.6	1.1	0.0	39.7	5.4	11.2	0.0	16.6	-
PHF	0.716	0.849	0.000	0.825	0.855	0.417	0.000	0.871	0.942	0.871	0.000	0.893	0.901
All Vehicles (no classification)	63	333	0	396	349	10	0	359	49	101	0	150	905
% All Vehicles (no classification)	100.0	100.0	-	100.0	100.0	100.0	-	100.0	100.0	100.0	-	100.0	100.0



Bayer Becker
6900 Tylersville Road
Suite A
Mason, Ohio, United States 45040
513-336-6600 wardellwilcox@bayerbecker.com

Count Name: N. Main Street & Todhunter Road
Site Code: 24-0265
Start Date: 03/20/2025
Page No: 4





Bayer Becker
6900 Tylersville Road
Suite A
Mason, Ohio, United States 45040
513-336-6600 wardellwilcox@bayerbecker.com

Count Name: N. Main Street & Todhunter Road
Site Code: 24-0265
Start Date: 03/20/2025
Page No: 5

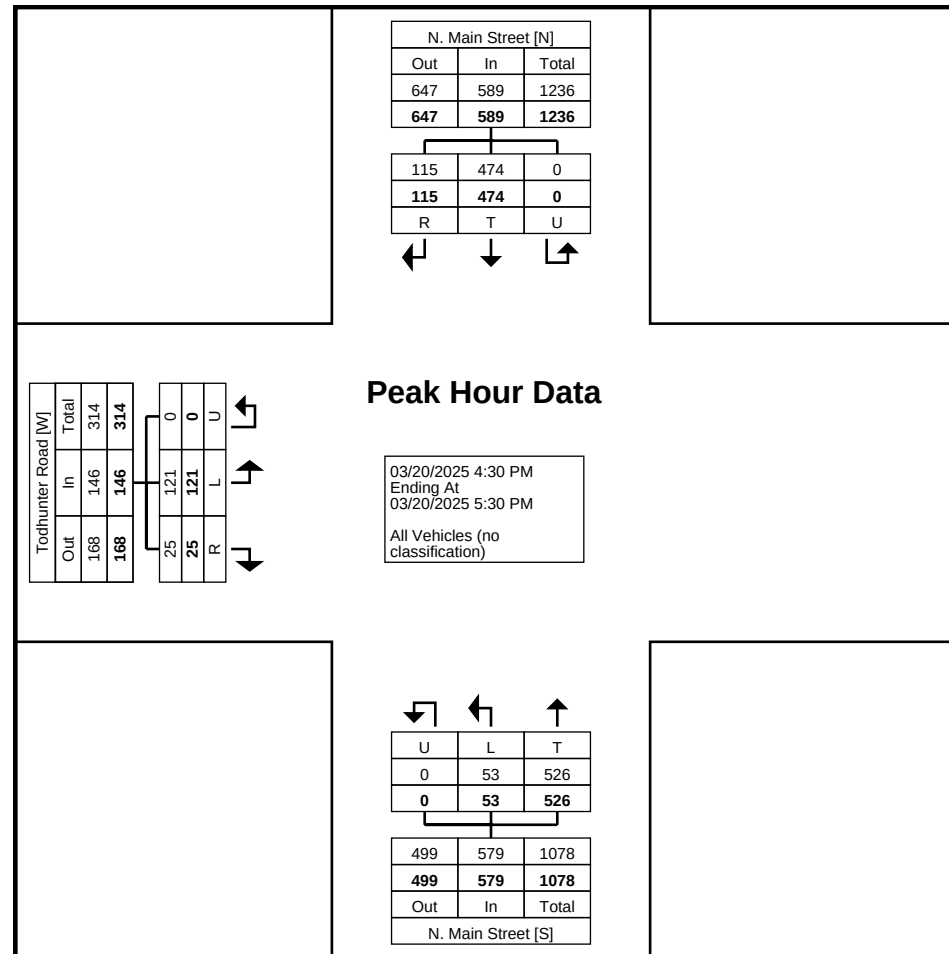
Turning Movement Peak Hour Data (4:30 PM)

Start Time	N. Main Street Southbound				N. Main Street Northbound				Todhunter Road Eastbound				Int. Total
	Right	Thru	U-Turn	App. Total	Thru	Left	U-Turn	App. Total	Right	Left	U-Turn	App. Total	
4:30 PM	23	126	0	149	148	14	0	162	5	34	0	39	350
4:45 PM	23	116	0	139	121	8	0	129	8	29	0	37	305
5:00 PM	31	108	0	139	144	15	0	159	6	25	0	31	329
5:15 PM	38	124	0	162	113	16	0	129	6	33	0	39	330
Total	115	474	0	589	526	53	0	579	25	121	0	146	1314
Approach %	19.5	80.5	0.0	-	90.8	9.2	0.0	-	17.1	82.9	0.0	-	-
Total %	8.8	36.1	0.0	44.8	40.0	4.0	0.0	44.1	1.9	9.2	0.0	11.1	-
PHF	0.757	0.940	0.000	0.909	0.889	0.828	0.000	0.894	0.781	0.890	0.000	0.936	0.939
All Vehicles (no classification)	115	474	0	589	526	53	0	579	25	121	0	146	1314
% All Vehicles (no classification)	100.0	100.0	-	100.0	100.0	100.0	-	100.0	100.0	100.0	-	100.0	100.0



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6900 Tylersville Road
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Count Name: N. Main Street & Todhunter Road
Site Code: 24-0265
Start Date: 03/20/2025
Page No: 6



Turning Movement Peak Hour Data Plot (4:30 PM)

APPENDIX B

HISTORICAL GROWTH COMMUNICATIONS

MEMORANDUM

To: Wardell Wilcox, P.T.P., Bayer Becker
From: Lindsey Kieres, P.E., PTOE
Cc: Paul Goodhue, P.E., PTOE, City Engineer
Date: May 14, 2025
Subject: Proposed Jim Smith (Drees) Development Volume Submittal Review Approval

Goodhue Consulting, on behalf of the City of Monroe, has reviewed the proposed Jim Smith (Drees) Development Volume Submittal, dated April 16, 2025. This submittal followed the approval of the Memorandum of Understanding dated April 3, 2025.

Goodhue Consulting offers the following comments on the Volume Submittal:

1. Per the City of Monroe's Planning and Zoning Code (1204.18.D.2) Traffic Impact studies must be prepared by a professional engineer.
2. Provide full count data in the attachments of the traffic counts.
3. Table 1 references "Bauman Lane" this should change to "Main Street"
4. Trip Generation calculations differ slightly from ITE Web based App. Use the following values:

Table 2
Trip Generation – Jim Smith Property Development

Land Use	ITE Code	Size	Units	AM Peak Hour			PM Peak Hour		
				Enter	Exit	Total	Enter	Exit	Total
Single Family Detached Housing	210	91	DU's	18	17/51	68	57	34	91
Single Family Attached Housing	215	60	DU's	8	6/20	26	18	19/13	32

5. For future developments/submittals, please simplify the directional distribution to a single value for to/from north, to/from south, and to/from west. The AM and PM distributions should be the same unless there are known reasons for the percentages to differ. The trip distributions are acceptable.
6. A nearby parcel is utilizing a 0.5% growth rate, but with this and the other study progressing along the same timeline, assuming a slightly higher 1% growth rate for this site is acceptable.
7. Bookmark all future PDF submittals for ease of navigation throughout the document.

A resubmittal of the Volume Submittal is not required. However, the comments above shall be completed and addressed within the Traffic Impact Study. Please provide a response to these comments with the Traffic Impact Study submittal.

Should you have any questions, please contact me at 513-907-0943 or at lindsey.kieres@goodhueconsulting.com.

Wardell Wilcox

From: Matthew Loeffler <LoefflerM@bceo.org>
Sent: Friday, August 9, 2024 2:27 PM
To: Wardell Wilcox
Subject: RE: Kyles Creek Development

Good afternoon, Wardell.

I recommend using a 3% annual growth rate for horizon year analysis. When the Millikin Road Interchange is constructed, the surrounding vacant land will develop quickly. I have seen studies showing 5% annual growth rates along Cin-Day Road. I think 3% is reasonable.

If you are talking about current growth rate, 1% is a good assumption. Thank you.

Matthew J. Loeffler, PE
Traffic Engineer
Direct: 513-785-4109 | Cell: 513-505-6508
Butler County Engineer's Office
www.bceo.org

-----Original Message-----

From: Wardell Wilcox <wardellwilcox@bayerbecker.com>
Sent: Thursday, August 8, 2024 10:07 AM
To: Matthew Loeffler <LoefflerM@bceo.org>
Subject: Kyles Creek Development

Good Morning Matt,

I am working on the Kyles Creek development on Kyles Station Road and Cincinnati-Dayton Road that Katie scoped with you in February 2024. According to the scope, the growth rate for the development is to be approved with BCEO.

Attached are the historical traffic counts, from ODOT TIMS, on Cincinnati-Dayton Road and Kyles Station Road in the vicinity of the proposed development. The annual growths contained in the volume trend section for the 2 locations are very lop-sided. Instead of making an arithmetic judgement, I thought the 1% growth in 2023, on Cincinnati-Dayton Road is a good factor for use in this study.

APPENDIX C
ITE TRIP GENERATION
LAND USE EXCERPTS
&
WORKSHEETS

Land Use: 210

Single-Family Detached Housing

Description

A single-family detached housing site includes any single-family detached home on an individual lot. A typical site surveyed is a suburban subdivision.

Specialized Land Use

Data have been submitted for several single-family detached housing developments with homes that are commonly referred to as patio homes. A patio home is a detached housing unit that is located on a small lot with little (or no) front or back yard. In some subdivisions, communal maintenance of outside grounds is provided for the patio homes. The three patio home sites total 299 dwelling units with overall weighted average trip generation rates of 5.35 vehicle trips per dwelling unit for weekday, 0.26 for the AM adjacent street peak hour, and 0.47 for the PM adjacent street peak hour. These patio home rates based on a small sample of sites are lower than those for single-family detached housing (Land Use 210), lower than those for single-family attached housing (Land Use 251), and higher than those for senior adult housing -- single-family (Land Use 251). Further analysis of this housing type will be conducted in a future edition of *Trip Generation Manual*.

Additional Data

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (<https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>).

For 30 of the study sites, data on the number of residents and number of household vehicles are available. The overall averages for the 30 sites are 3.6 residents per dwelling unit and 1.5 vehicles per dwelling unit.

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Arizona, California, Connecticut, Delaware, Illinois, Indiana, Kentucky, Maryland, Massachusetts, Minnesota, Montana, New Jersey, North Carolina, Ohio, Ontario (CAN), Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Vermont, Virginia, and West Virginia.

Source Numbers

100, 105, 114, 126, 157, 167, 177, 197, 207, 211, 217, 267, 275, 293, 300, 319, 320, 356, 357, 367, 384, 387, 407, 435, 522, 550, 552, 579, 598, 601, 603, 614, 637, 711, 716, 720, 728, 735, 868, 869, 903, 925, 936, 1005, 1007, 1008, 1010, 1033, 1066, 1077, 1078, 1079

Single-Family Detached Housing (210)

Vehicle Trip Ends vs: Dwelling Units

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 192

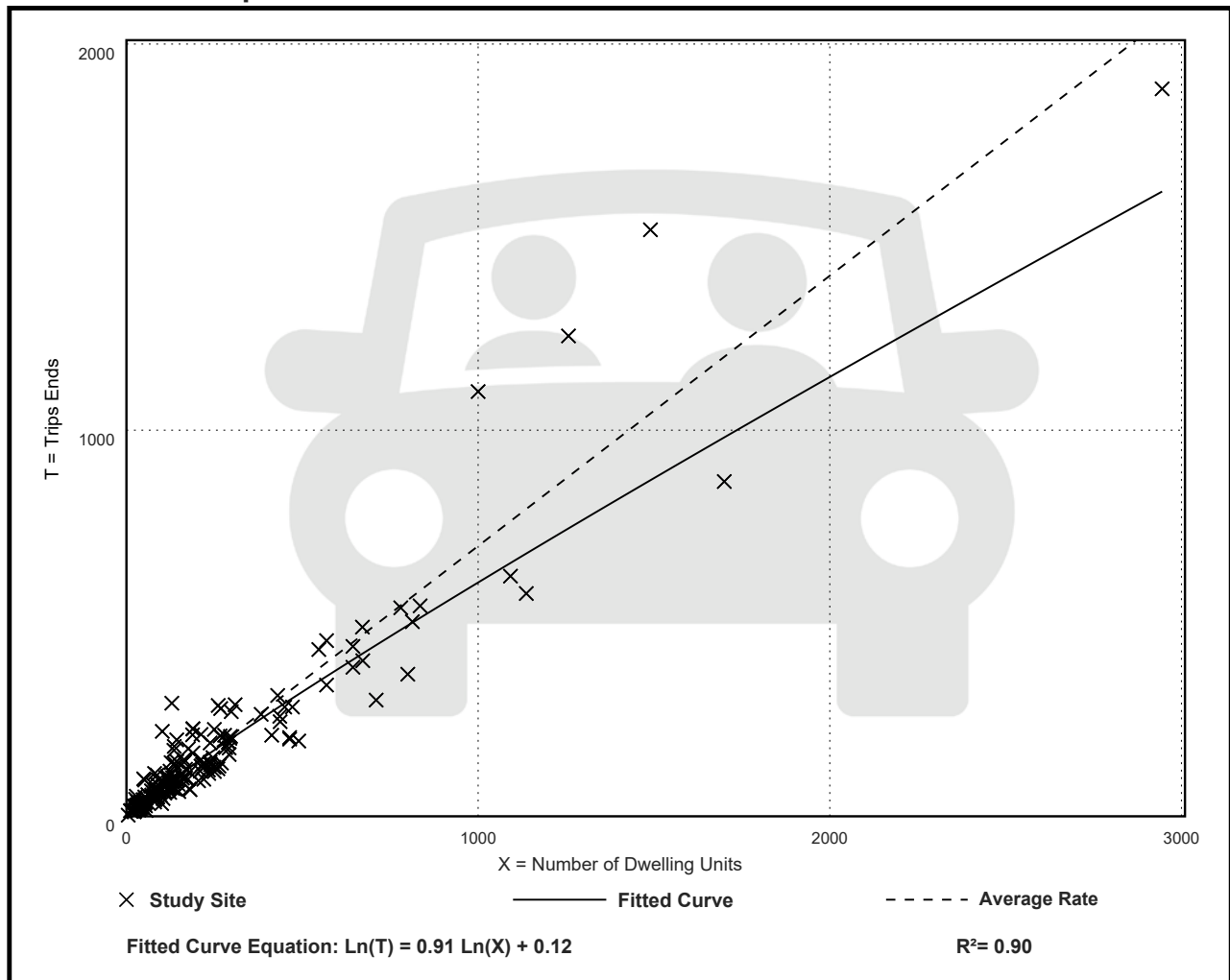
Avg. Num. of Dwelling Units: 226

Directional Distribution: 26% entering, 74% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.70	0.27 - 2.27	0.24

Data Plot and Equation



Single-Family Detached Housing (210)

Vehicle Trip Ends vs: Dwelling Units

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 208

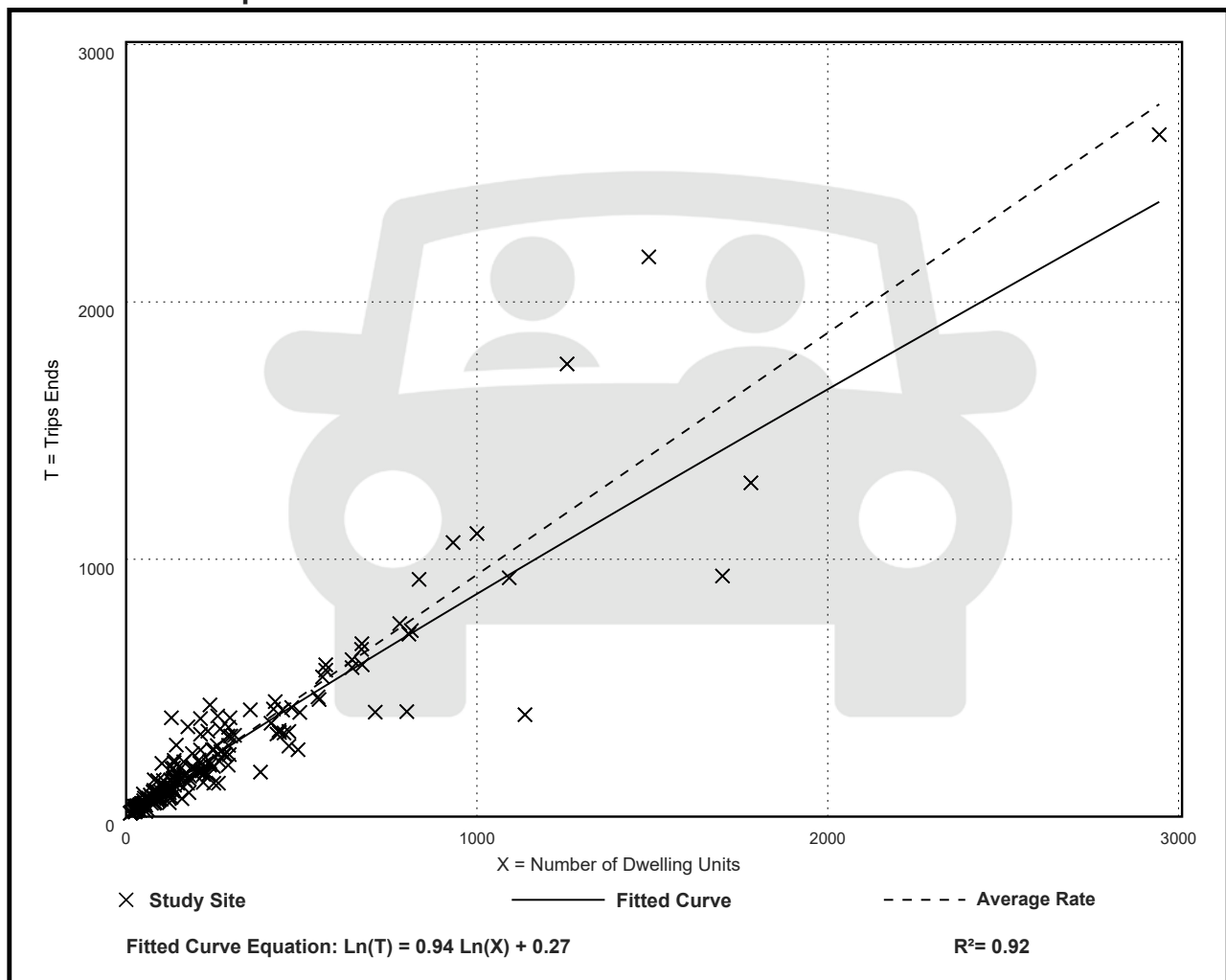
Avg. Num. of Dwelling Units: 248

Directional Distribution: 63% entering, 37% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.94	0.35 - 2.98	0.31

Data Plot and Equation



Land Use: 215

Single-Family Attached Housing

Description

Single-family attached housing includes any single-family housing unit that shares a wall with an adjoining dwelling unit, whether the walls are for living space, a vehicle garage, or storage space.

Additional Data

The database for this land use includes duplexes (defined as a single structure with two distinct dwelling units, typically joined side-by-side and each with at least one outside entrance) and townhouses/rowhouses (defined as a single structure with three or more distinct dwelling units, joined side-by-side in a row and each with an outside entrance).

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (<https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>).

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in British Columbia (CAN), California, Georgia, Illinois, Maryland, Massachusetts, Minnesota, New Jersey, Ontario (CAN), Oregon, Pennsylvania, South Dakota, Utah, Virginia, and Wisconsin.

Source Numbers

168, 204, 211, 237, 305, 306, 319, 321, 357, 390, 418, 525, 571, 583, 638, 735, 868, 869, 870, 896, 912, 959, 1009, 1046, 1056, 1058, 1077

Single-Family Attached Housing (215)

Vehicle Trip Ends vs: Dwelling Units

On a: **Weekday,**

**Peak Hour of Adjacent Street Traffic,
One Hour Between 7 and 9 a.m.**

Setting/Location: General Urban/Suburban

Number of Studies: 46

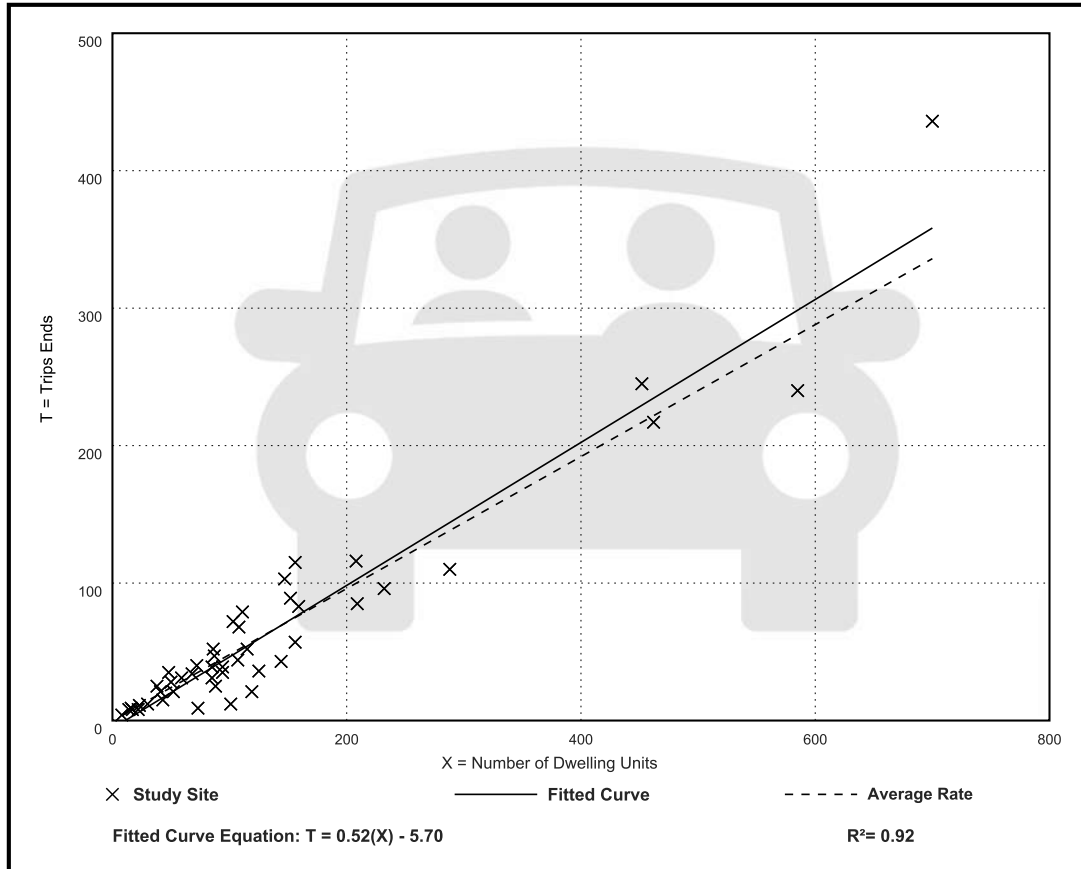
Avg. Num. of Dwelling Units: 135

Directional Distribution: 31% entering, 69% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.48	0.12 - 0.74	0.14

Data Plot and Equation



Single-Family Attached Housing (215)

Vehicle Trip Ends vs: Dwelling Units

On a: Weekday,

Peak Hour of Adjacent Street Traffic,
One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 51

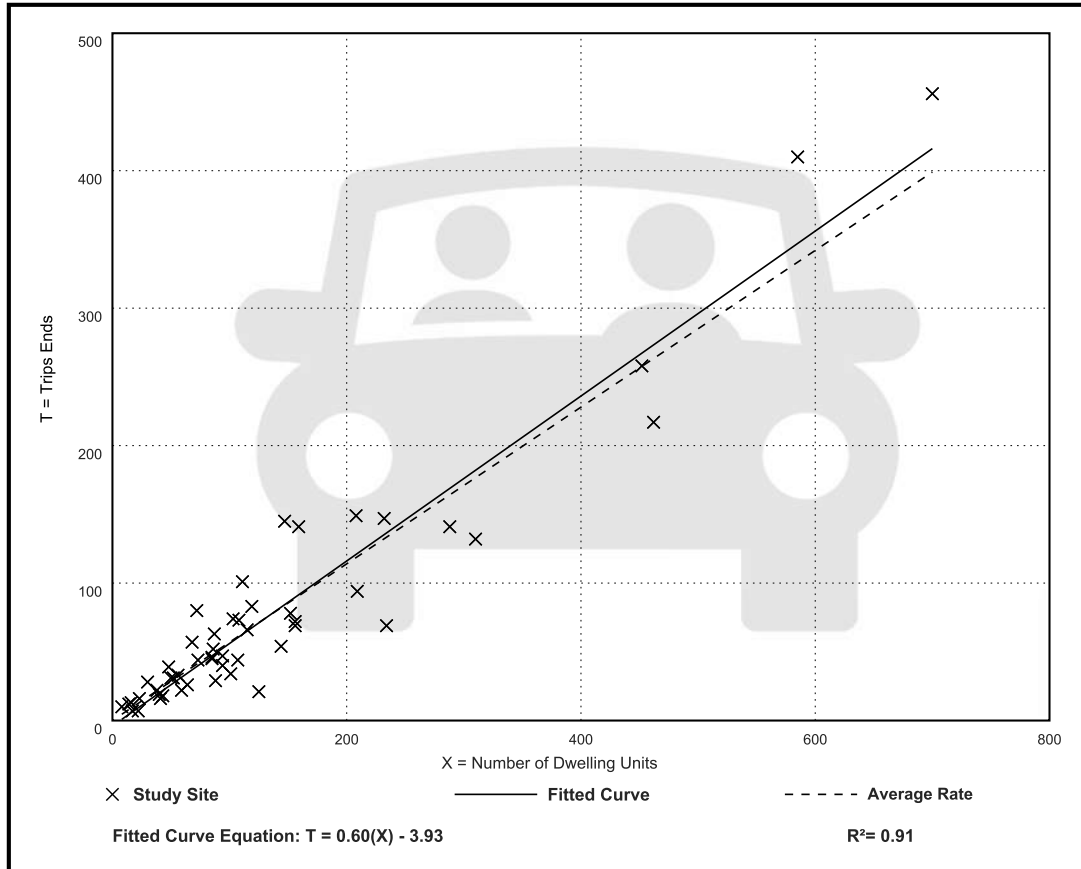
Avg. Num. of Dwelling Units: 136

Directional Distribution: 57% entering, 43% exiting

Vehicle Trip Generation per Dwelling Unit

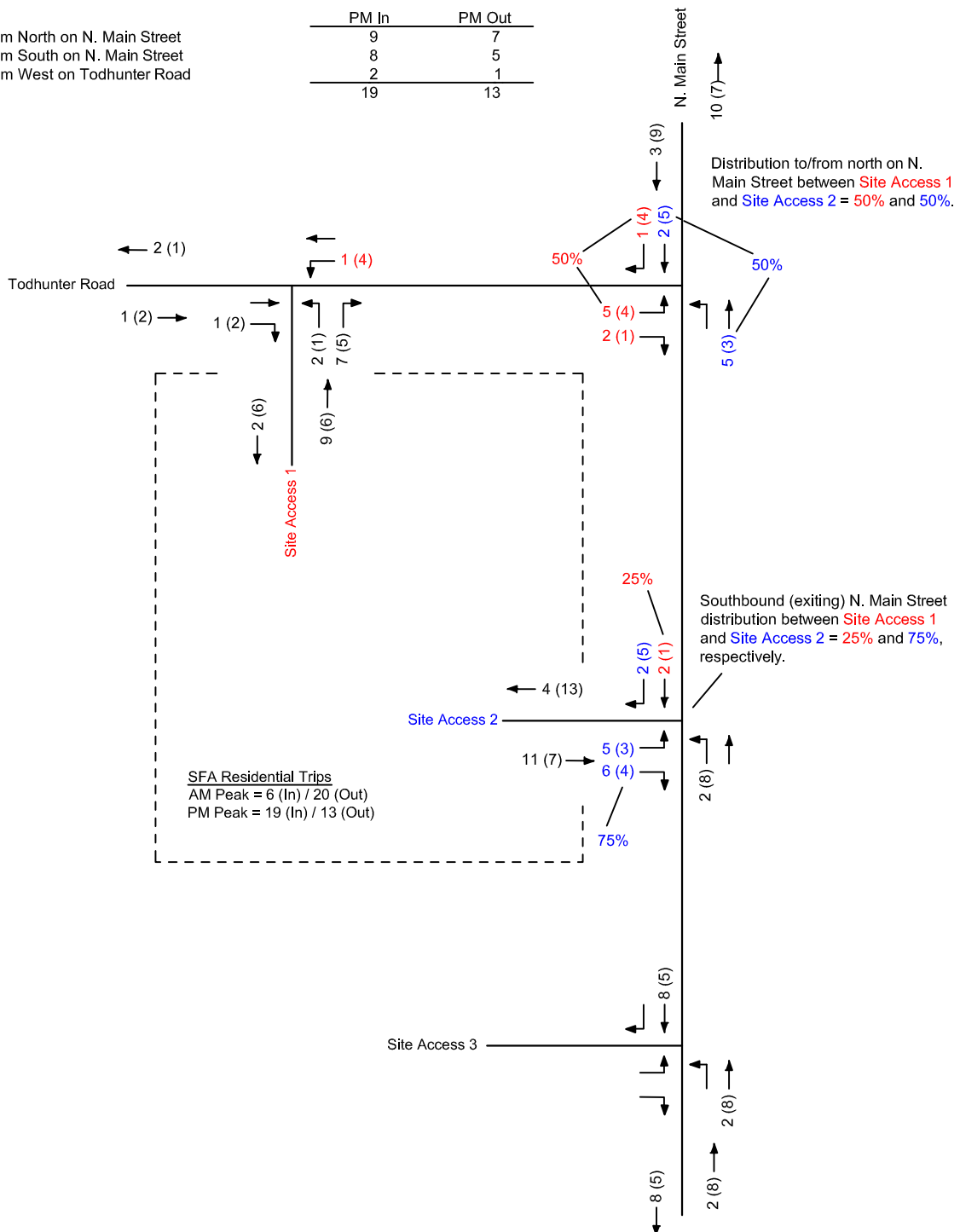
Average Rate	Range of Rates	Standard Deviation
0.57	0.17 - 1.25	0.18

Data Plot and Equation



External Station - SFA Residential Trips	AM In	AM Out
To/From North on N. Main Street	3	10
To/From South on N. Main Street	2	8
To/From West on Todhunter Road	1	2
	6	20

	PM In	PM Out
To/From North on N. Main Street	9	7
To/From South on N. Main Street	8	5
To/From West on Todhunter Road	2	1
	19	13



Worksheet 1

Jim Smith Property Development
 City of Monroe, Butler County, Ohio

Single Family Attached (SFA) Residential Trips

xx - AM Peak Hour
 (xx) - PM Peak Hour



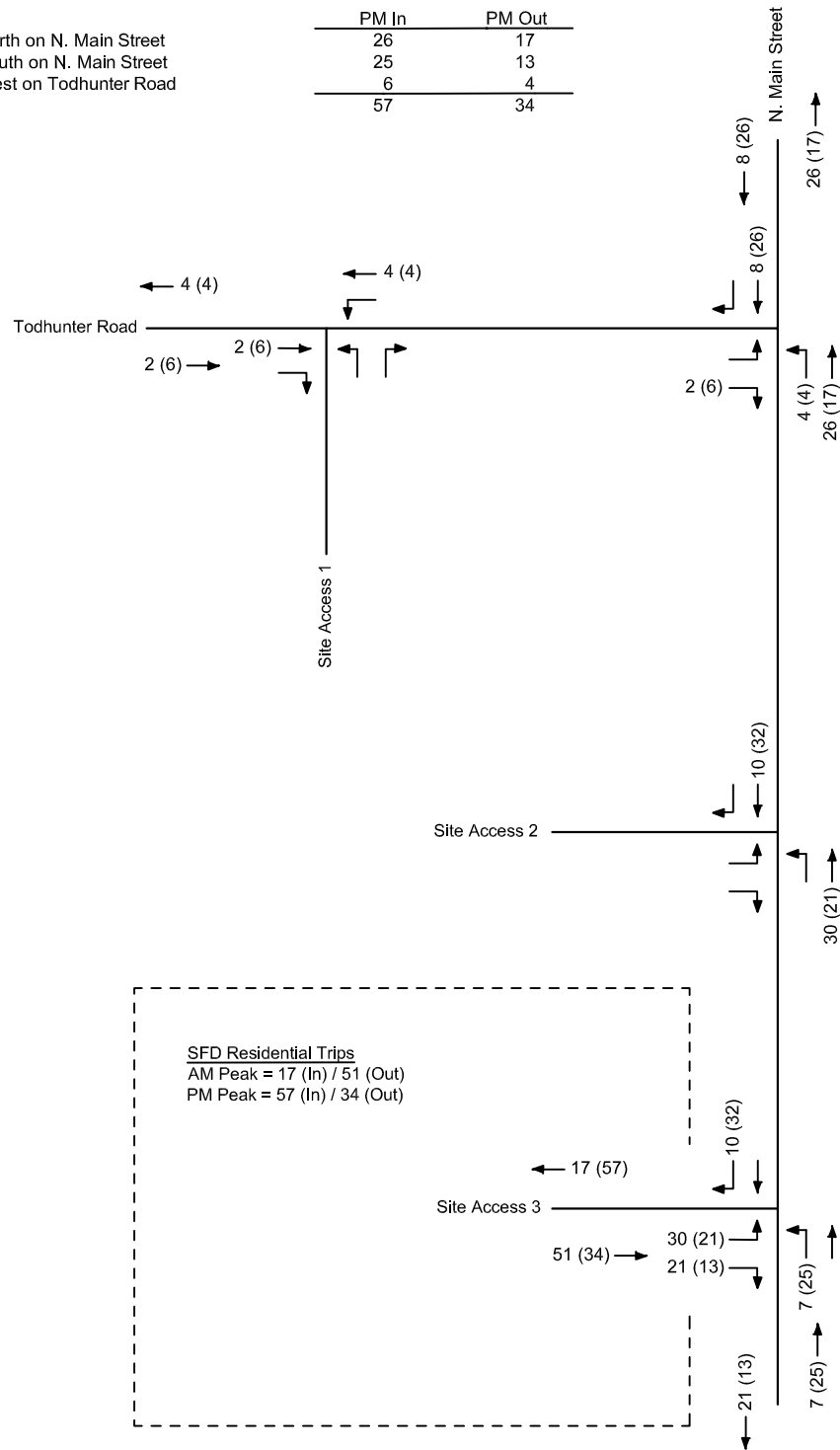
N.T.S.



www.bayerbecker.com
 6900 Tylersville Road, Suite A
 Mason, OH 45040 - 513.336.6600

External Station - SFD Residential Trips		
	AM In	AM Out
To/From North on N. Main Street	8	26
To/From South on N. Main Street	7	21
To/From West on Todhunter Road	2	4
	17	51

	PM In	PM Out
To/From North on N. Main Street	26	17
To/From South on N. Main Street	25	13
To/From West on Todhunter Road	6	4
	57	34



Worksheet 2

Jim Smith Property Development
City of Monroe, Butler County, Ohio

Single Family Detached (SFD) Residential Trips

xx - AM Peak Hour
(xx) - PM Peak Hour

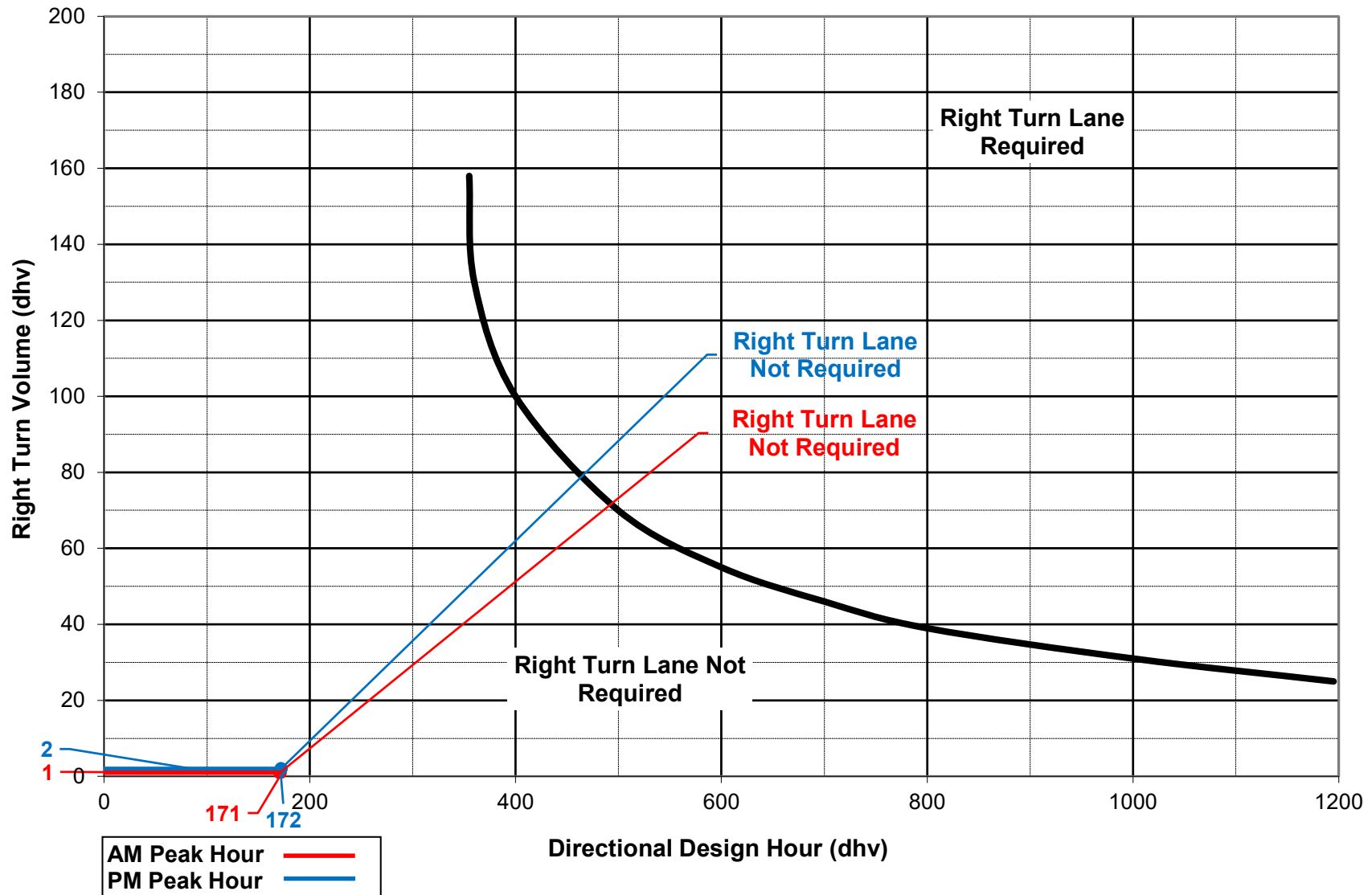


www.bayerbecker.com
6900 Tylersville Road, Suite A
Mason, OH 45040 - 513.336.6600

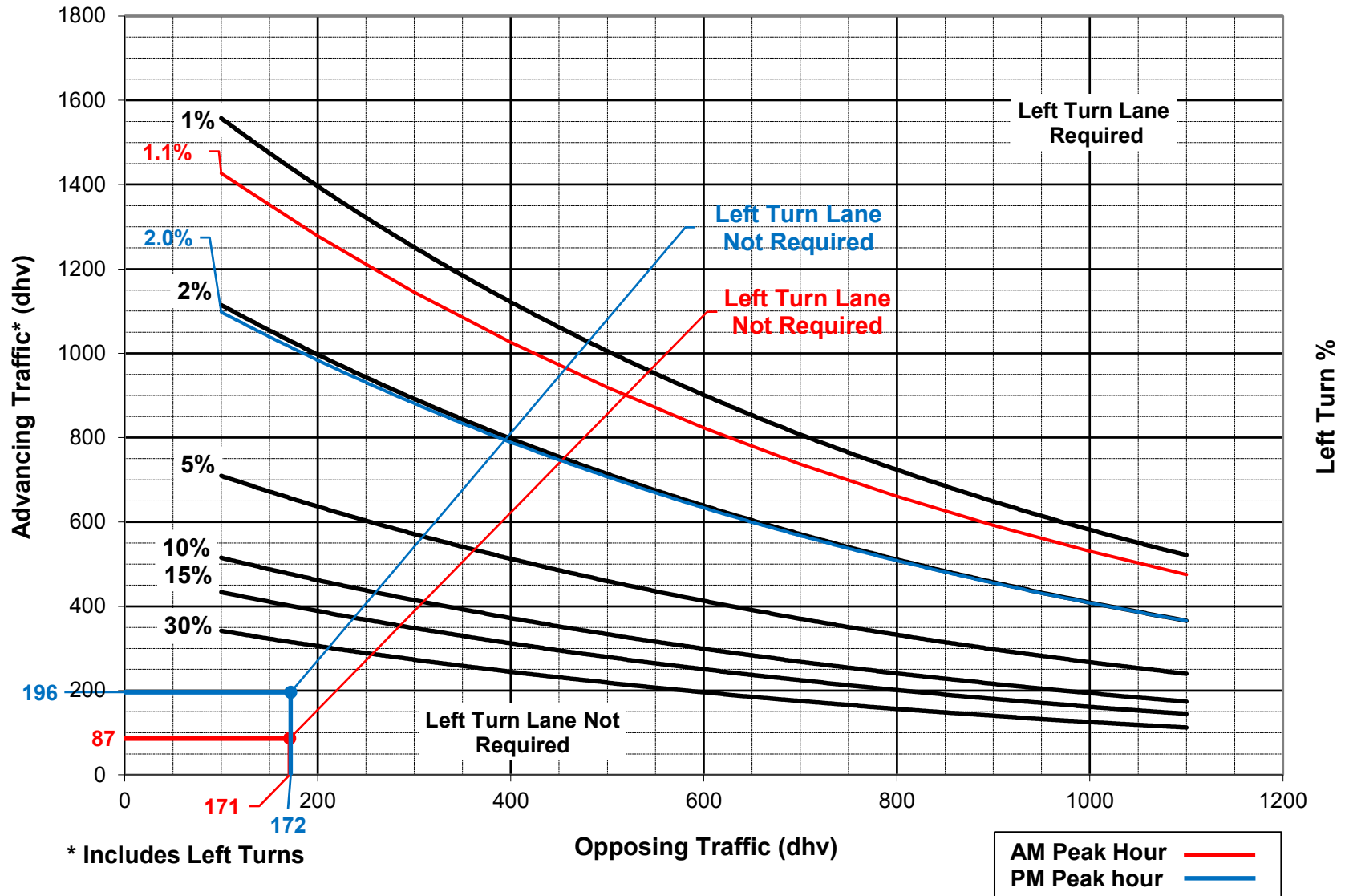
APPENDIX D

TURN LANE WARRANT

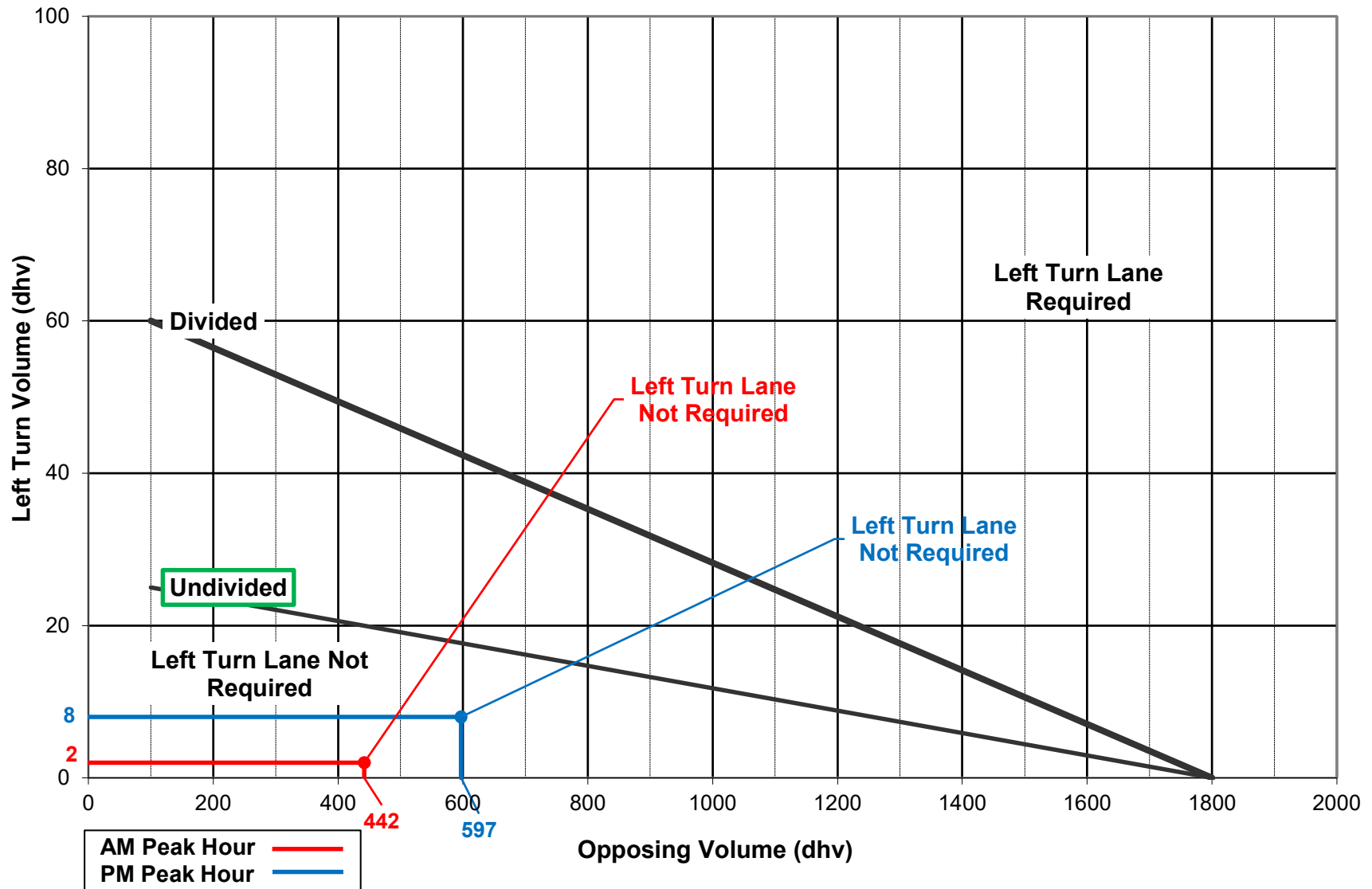
Eastbound Todhunter Road @ Site Access 1 - 2037 Build Traffic Projections
2-Lane Highway Right Turn Lane Warrant
 (= < 40 mph or 70 kph Posted Speed)



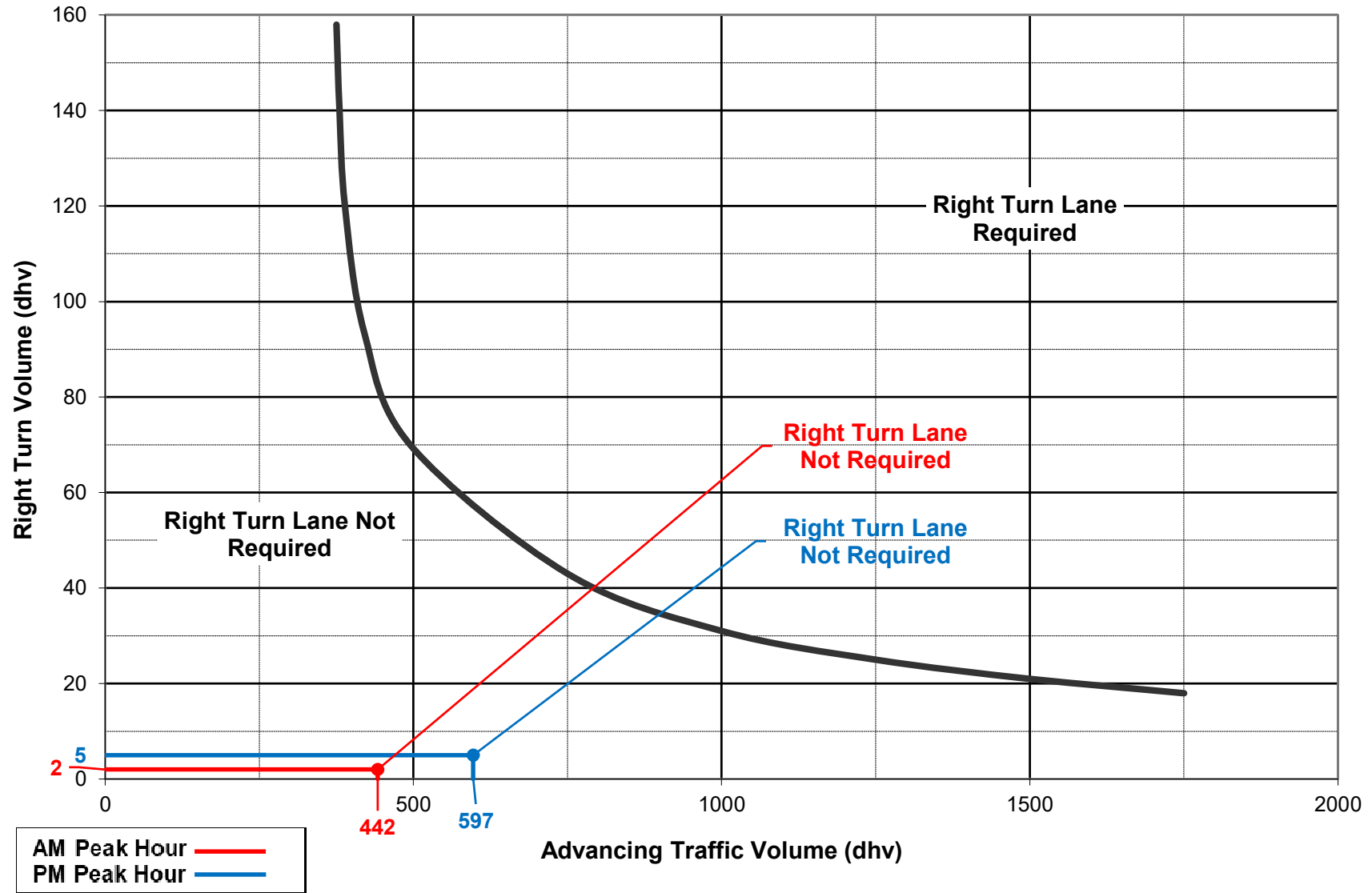
Westbound Todhunter Road @ Site Access 1 - 2037 Build Traffic Projections
2-Lane Highway Left Turn Lane Warrant
 (= < 40 mph or 70 kph Posted Speed)



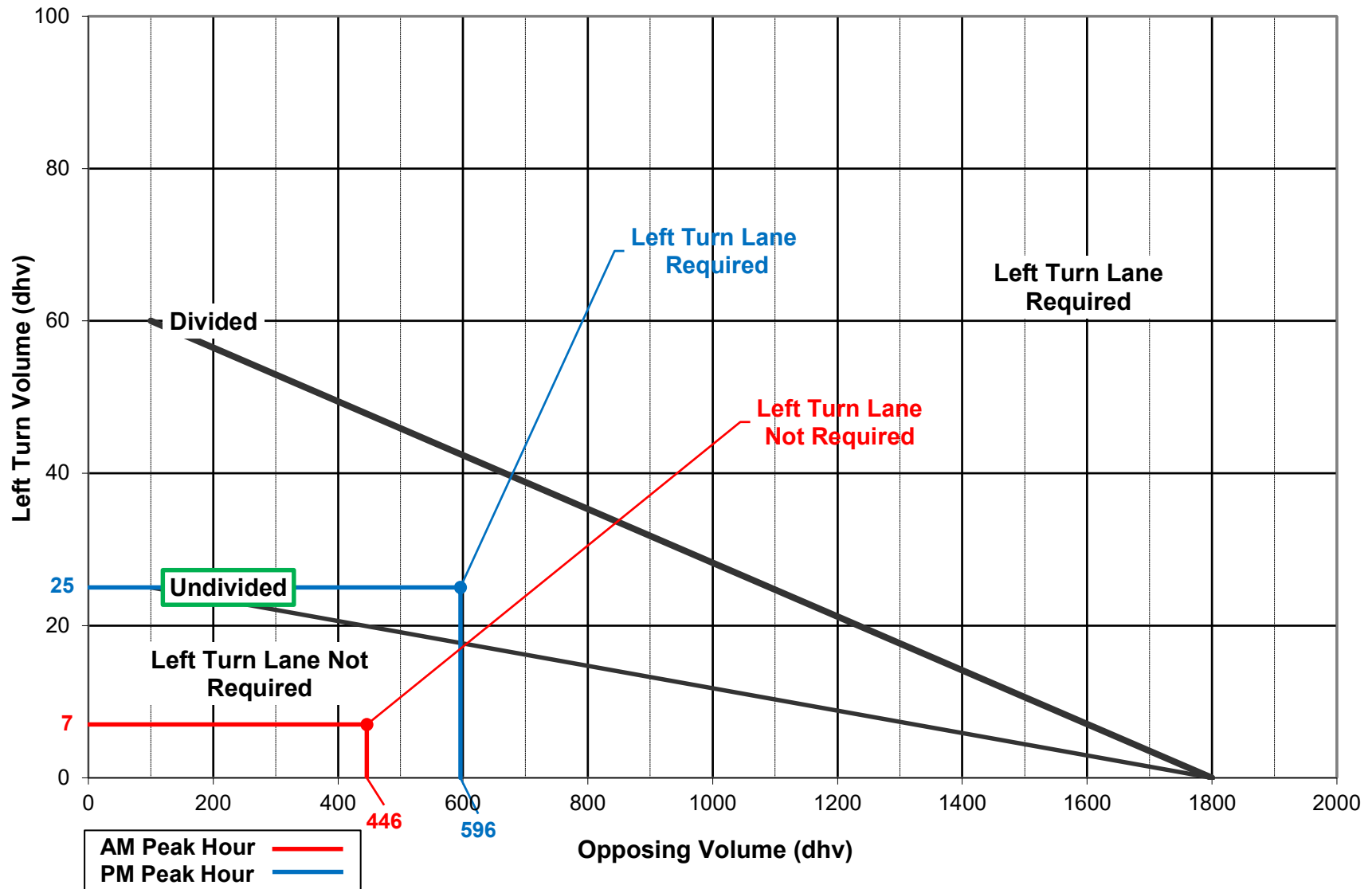
**Northbound N. Main Street @ Site Access 2 - 2037 Build Traffic Projections
4-Lane Highway Left Turn Lane Warrant**



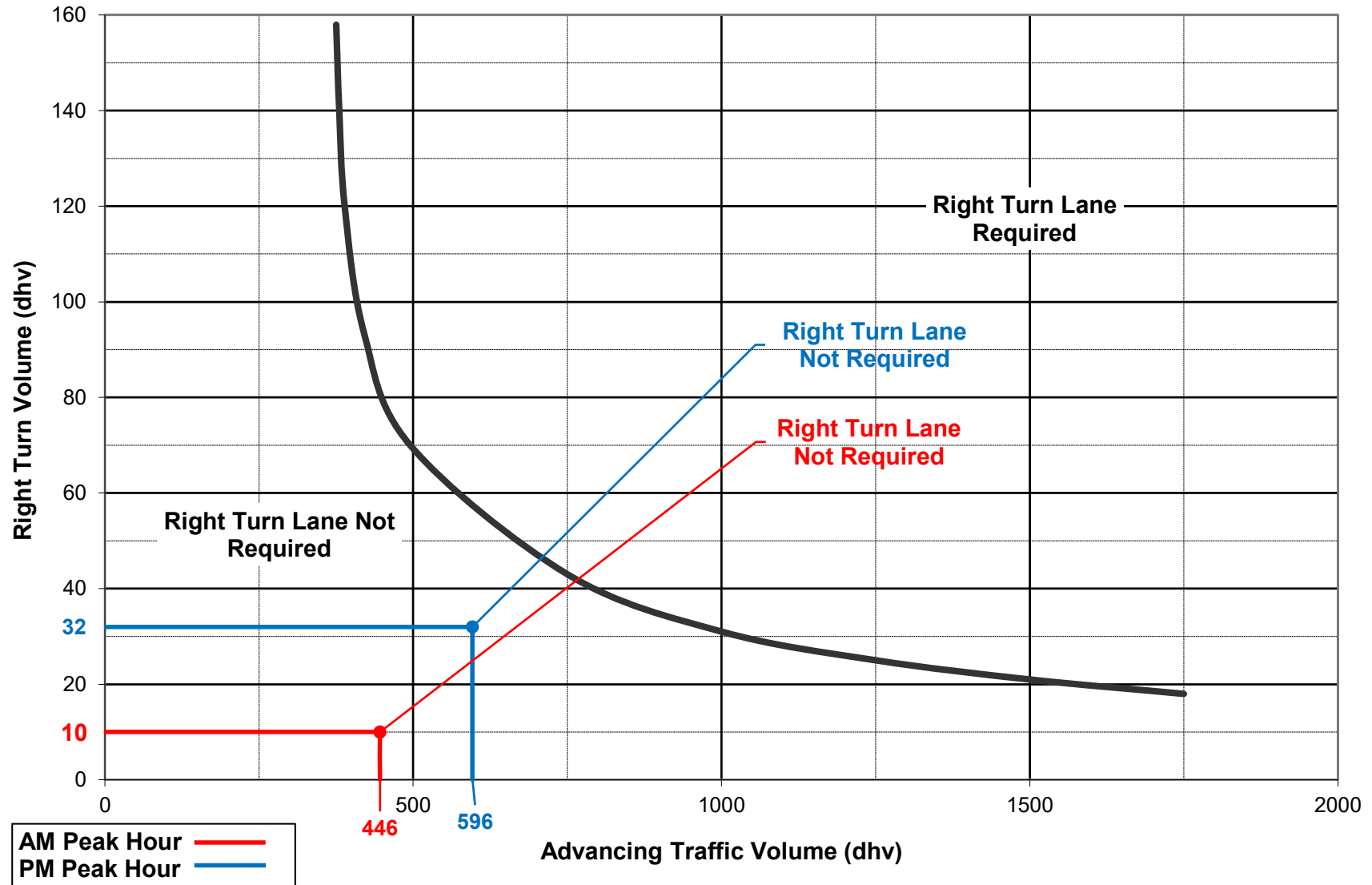
Southbound N. Main Street @ Site Access 2 - 2037 Build Traffic Projections
4-Lane Highway Right Turn Lane Warrant
 (> 40 mph or 70 kph Posted Speed)



**Northbound N. Main Street @ Site Access 3 - 2037 Build Traffic Projections
4-Lane Highway Left Turn Lane Warrant**



Southbound N. Main Street @ Site Access 3 - 2037 Build Traffic Projections
4-Lane Highway Right Turn Lane Warrant
(> 40 mph or 70 kph Posted Speed)



APPENDIX E

LEVEL OF SERVICE ANALYSIS

2027 NO-BUILD TRAFFIC PROJECTIONS AM AND PM PEAK HOUR

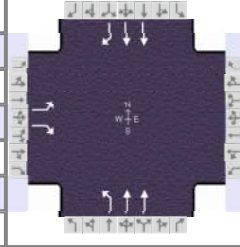
HCS Signalized Intersection Results Summary

General Information

Agency	Bayer Becker
Analyst	WLW
Jurisdiction	City of Monroe, Ohio
Urban Street	N. Main Street
Intersection	Todhunter Road
Project Description	No-Build Traffic Projections

Intersection Information

Duration, h	0.250
Area Type	Other
PHF	0.90
Analysis Period	1> 7:00
File Name	Main & Todhunter 2027 NB AM.xus



Demand Information

	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (v), veh/h	103		50				10	356			340	64

Signal Information

Cycle, s	85.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Timer Results

	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase		4			5	2		6
Case Number		9.0			1.0	4.0		7.3
Phase Duration, s		15.8			9.3	69.2		59.9
Change Period, ($Y+R_c$), s		6.0			7.7	6.7		6.7
Max Allow Headway (MAH), s		3.1			3.0	0.0		0.0
Queue Clearance Time (g_s), s		7.0			2.2			
Green Extension Time (g_e), s		0.2			0.0	0.0		0.0
Phase Call Probability		0.98			0.23			
Max Out Probability		0.00			0.00			

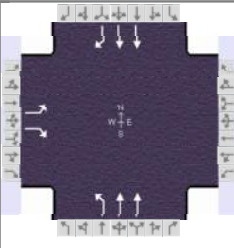
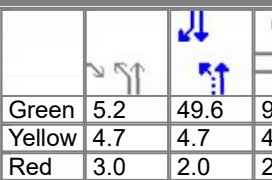
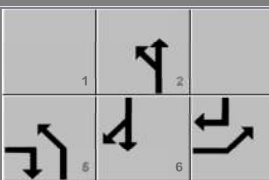
Movement Group Results

	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	7		14				5	2		6		16
Adjusted Flow Rate (v), veh/h	114		56				11	396		378		71
Adjusted Saturation Flow Rate (s), veh/h/ln	1810		1610				1810	1766		1766		1610
Queue Service Time (g_s), s	5.0		2.6				0.2	2.7		3.7		0.9
Cycle Queue Clearance Time (g_c), s	5.0		2.6				0.2	2.7		3.7		0.9
Green Ratio (g/C)	0.13		0.16				0.69	0.75		0.64		0.76
Capacity (c), veh/h	230		255				747	2638		2251		1231
Volume-to-Capacity Ratio (X)	0.497		0.218				0.015	0.150		0.168		0.058
Back of Queue (Q), ft/ln (95 th percentile)	95		43				2	27		51		8
Back of Queue (Q), veh/ln (95 th percentile)	3.8		1.7				0.1	1.0		2.0		0.3
Queue Storage Ratio (RQ) (95 th percentile)	0.62		0.28				0.02	0.00		0.00		0.07
Uniform Delay (d_1), s/veh	34.6		31.2				4.3	3.2		6.3		2.5
Incremental Delay (d_2), s/veh	0.6		0.2				0.0	0.1		0.2		0.1
Initial Queue Delay (d_3), s/veh	0.0		0.0				0.0	0.0		0.0		0.0
Control Delay (d), s/veh	35.2		31.4				4.3	3.3		6.4		2.6
Level of Service (LOS)	D		C				A	A		A		A
Approach Delay, s/veh / LOS	33.9		C		0.0		3.3	A		5.8		A
Intersection Delay, s/veh / LOS	9.5						A					

Multimodal Results

	EB			WB			NB			SB		
Pedestrian LOS Score / LOS	2.31		B	2.31		B	0.64		A	1.87		B
Bicycle LOS Score / LOS			F				0.82		A	0.86		A

HCS Signalized Intersection Results Summary

General Information						Intersection Information										
Agency		Bayer Becker				Duration, h		0.250								
Analyst		WLW		Analysis Date		6/3/2025		Area Type		Other						
Jurisdiction		City of Monroe, Ohio		Time Period		PM Peak		PHF		0.94						
Urban Street		N. Main Street		Analysis Year		2027		Analysis Period		1> 7:00						
Intersection		Todhunter Road		File Name		Main & Todhunter 2027 NB PM.xus										
Project Description		No-Build Traffic Projections														
Demand Information				EB			WB			NB			SB			
Approach Movement				L	T	R	L	T	R	L	T	R	L	T	R	
Demand (v), veh/h				123		26				54	537			483	117	
Signal Information																
Cycle, s	85.0	Reference Phase	2													
Offset, s	0	Reference Point	End													
Uncoordinated	No	Simult. Gap E/W	On			Green	5.2	49.6	9.8	0.0	0.0	0.0				
Force Mode	Fixed	Simult. Gap N/S	On			Yellow	4.7	4.7	4.0	0.0	0.0	0.0				
				Red	3.0	2.0	2.0	0.0	0.0	0.0						
Timer Results				EBL	EBT		WBL	WBT		NBL	NBT		SBL	SBT		
Assigned Phase					4					5	2			6		
Case Number					9.0					1.0	4.0			7.3		
Phase Duration, s					15.8					12.9	69.2			56.3		
Change Period, (Y+R c), s					6.0					7.7	6.7			6.7		
Max Allow Headway (MAH), s					3.1					3.0	0.0			0.0		
Queue Clearance Time (g s), s					7.8					2.9						
Green Extension Time (g e), s					0.2					0.0	0.0			0.0		
Phase Call Probability					0.98					0.74						
Max Out Probability					0.00					0.00						
Movement Group Results				EB			WB			NB			SB			
Approach Movement				L	T	R	L	T	R	L	T	R	L	T	R	
Assigned Movement				7		14				5	2			6	16	
Adjusted Flow Rate (v), veh/h				131		28				57	571			514	124	
Adjusted Saturation Flow Rate (s), veh/h/ln				1810		1610				1810	1766			1766	1610	
Queue Service Time (g s), s				5.8		1.2				0.9	4.1			5.8	2.0	
Cycle Queue Clearance Time (g c), s				5.8		1.2				0.9	4.1			5.8	2.0	
Green Ratio (g/C)				0.13		0.20				0.69	0.75			0.60	0.72	
Capacity (c), veh/h				229		321				691	2641			2105	1163	
Volume-to-Capacity Ratio (X)				0.571		0.086				0.083	0.216			0.244	0.107	
Back of Queue (Q), ft/ln (95 th percentile)				110		20				10	41			86	21	
Back of Queue (Q), veh/ln (95 th percentile)				4.4		0.8				0.4	1.6			3.4	0.8	
Queue Storage Ratio (RQ) (95 th percentile)				0.71		0.13				0.10	0.00			0.00	0.17	
Uniform Delay (d 1), s/veh				34.9		27.7				4.5	3.4			8.1	3.5	
Incremental Delay (d 2), s/veh				0.8		0.0				0.0	0.2			0.3	0.2	
Initial Queue Delay (d 3), s/veh				0.0		0.0				0.0	0.0			0.0	0.0	
Control Delay (d), s/veh				35.8		27.7				4.6	3.5			8.4	3.7	
Level of Service (LOS)				D		C				A	A			A	A	
Approach Delay, s/veh / LOS				34.4		C	0.0			3.6	A		7.5		A	
Intersection Delay, s/veh / LOS				8.8						A						
Multimodal Results				EB			WB			NB			SB			
Pedestrian LOS Score / LOS				2.31		B	2.31		B	0.64	A		1.88		B	
Bicycle LOS Score / LOS						F				1.01	A		1.01		A	

2027 BUILD TRAFFIC PROJECTIONS AM AND PM PEAK HOUR

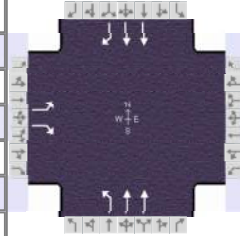
HCS Signalized Intersection Results Summary

General Information

Agency	Bayer Becker
Analyst	WLW
Jurisdiction	City of Monroe, Ohio
Urban Street	N. Main Street
Intersection	Todhunter Road
Project Description	Build Traffic Projections

Intersection Information

Duration, h	0.250
Area Type	Other
PHF	0.90
Analysis Period	1> 7:00
File Name	Main & Todhunter 2027 Build AM.xus



Demand Information

	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (v), veh/h	108		54				14	387			350	65

Signal Information

Cycle, s	85.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Timer Results

	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase		4			5	2		6
Case Number		9.0			1.0	4.0		7.3
Phase Duration, s		15.9			9.9	69.1		59.3
Change Period, ($Y+R_c$), s		6.0			7.7	6.7		6.7
Max Allow Headway (MAH), s		3.1			3.0	0.0		0.0
Queue Clearance Time (g_s), s		7.3			2.2			
Green Extension Time (g_e), s		0.2			0.0	0.0		0.0
Phase Call Probability		0.99			0.31			
Max Out Probability		0.00			0.00			

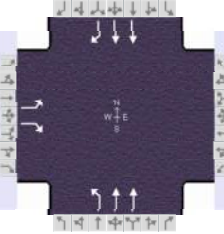
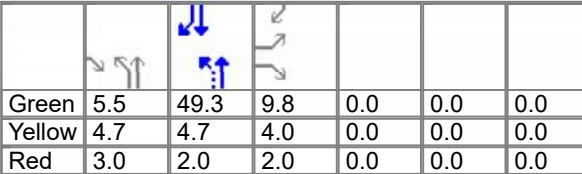
Movement Group Results

	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	7		14				5	2		6		16
Adjusted Flow Rate (v), veh/h	120		60				16	430		389		72
Adjusted Saturation Flow Rate (s), veh/h/ln	1810		1610				1810	1766		1766		1610
Queue Service Time (g_s), s	5.3		2.7				0.2	3.0		3.9		1.0
Cycle Queue Clearance Time (g_c), s	5.3		2.7				0.2	3.0		3.9		1.0
Green Ratio (g/C)	0.13		0.16				0.69	0.75		0.63		0.76
Capacity (c), veh/h	231		265				743	2637		2227		1221
Volume-to-Capacity Ratio (X)	0.519		0.226				0.021	0.163		0.175		0.059
Back of Queue (Q), ft/ln (95 th percentile)	100		46				3	30		54		9
Back of Queue (Q), veh/ln (95 th percentile)	4.0		1.8				0.1	1.2		2.1		0.3
Queue Storage Ratio (RQ) (95 th percentile)	0.65		0.30				0.03	0.00		0.00		0.07
Uniform Delay (d_1), s/veh	34.6		30.8				4.3	3.2		6.5		2.6
Incremental Delay (d_2), s/veh	0.7		0.2				0.0	0.1		0.2		0.1
Initial Queue Delay (d_3), s/veh	0.0		0.0				0.0	0.0		0.0		0.0
Control Delay (d), s/veh	35.3		31.0				4.3	3.4		6.7		2.7
Level of Service (LOS)	D		C				A	A		A		A
Approach Delay, s/veh / LOS	33.9		C	0.0			3.4	A		6.1		A
Intersection Delay, s/veh / LOS	9.6						A					

Multimodal Results

	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	2.31	B	2.31	B	0.64	A	1.87	B
Bicycle LOS Score / LOS		F			0.86	A	0.87	A

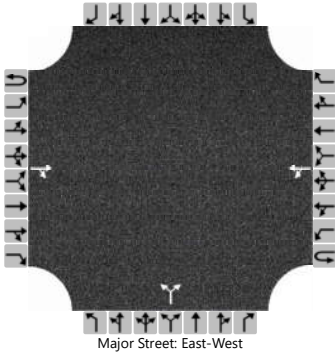
HCS Signalized Intersection Results Summary

General Information						Intersection Information													
Agency		Bayer Becker				Duration, h		0.250											
Analyst		WLW		Analysis Date		6/3/2025		Area Type		Other									
Jurisdiction		City of Monroe, Ohio		Time Period		PM Peak		PHF		0.90									
Urban Street		N. Main Street		Analysis Year		2027		Analysis Period		1> 7:00									
Intersection		Todhunter Road		File Name		Main & Todhunter 2027 Build PM.xus													
Project Description		Build Traffic Projections																	
Demand Information				EB			WB			NB			SB						
Approach Movement				L	T	R	L	T	R	L	T	R	L	T	R				
Demand (v), veh/h				127		33				58	557			514	121				
Signal Information																			
Cycle, s	85.0	Reference Phase	2																
Offset, s	0	Reference Point	End																
Uncoordinated	No	Simult. Gap E/W	On																
Force Mode	Fixed	Simult. Gap N/S	On																
				Green	5.5	49.3	9.8	0.0	0.0	0.0									
				Yellow	4.7	4.7	4.0	0.0	0.0	0.0									
				Red	3.0	2.0	2.0	0.0	0.0	0.0									
Timer Results				EBL		EBT		WBL		WBT		NBL		NBT		SBL		SBT	
Assigned Phase						4						5		2				6	
Case Number						9.0						1.0		4.0				7.3	
Phase Duration, s						15.8						13.2		69.2				56.0	
Change Period, (Y+R c), s						6.0						7.7		6.7				6.7	
Max Allow Headway (MAH), s						3.1						3.0		0.0				0.0	
Queue Clearance Time (g s), s						8.3						3.0							
Green Extension Time (g e), s						0.2						0.1		0.0				0.0	
Phase Call Probability						0.98						0.78							
Max Out Probability						0.00						0.00							
Movement Group Results				EB			WB			NB			SB						
Approach Movement				L	T	R	L	T	R	L	T	R	L	T	R				
Assigned Movement				7		14				5	2			6	16				
Adjusted Flow Rate (v), veh/h				141		37				64	619			571	134				
Adjusted Saturation Flow Rate (s), veh/h/ln				1810		1610				1810	1766			1766	1610				
Queue Service Time (g s), s				6.3		1.6				1.0	4.6			6.7	2.2				
Cycle Queue Clearance Time (g c), s				6.3		1.6				1.0	4.6			6.7	2.2				
Green Ratio (g/C)				0.13		0.20				0.69	0.75			0.59	0.72				
Capacity (c), veh/h				231		328				660	2637			2090	1158				
Volume-to-Capacity Ratio (X)				0.611		0.112				0.098	0.235			0.273	0.116				
Back of Queue (Q), ft/ln (95 th percentile)				120		26				11	45			100	23				
Back of Queue (Q), veh/ln (95 th percentile)				4.8		1.0				0.5	1.8			3.9	0.9				
Queue Storage Ratio (RQ) (95 th percentile)				0.77		0.17				0.11	0.00			0.00	0.19				
Uniform Delay (d 1), s/veh				35.1		27.6				4.7	3.4			8.5	3.7				
Incremental Delay (d 2), s/veh				1.0		0.1				0.0	0.2			0.3	0.2				
Initial Queue Delay (d 3), s/veh				0.0		0.0				0.0	0.0			0.0	0.0				
Control Delay (d), s/veh				36.1		27.6				4.7	3.6			8.8	3.9				
Level of Service (LOS)				D		C				A	A			A	A				
Approach Delay, s/veh / LOS				34.3		C		0.0		3.7	A		7.8		A				
Intersection Delay, s/veh / LOS				9.1						A									
Multimodal Results				EB			WB			NB			SB						
Pedestrian LOS Score / LOS				2.31		B	2.31		B	0.64	A		1.88		B				
Bicycle LOS Score / LOS						F				1.05	A		1.07		A				

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	Todhunter Road and Site Access 1
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	Todhunter Road
Analysis Year	2027	North/South Street	Site Access 1
Time Analyzed	AM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			155	1		1	78			2		7				
Percent Heavy Vehicles (%)						3				3		3				
Proportion Time Blocked																
Percent Grade (%)									0							
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)						4.1				7.1		6.2				
Critical Headway (sec)						4.13				6.43		6.23				
Base Follow-Up Headway (sec)						2.2				3.5		3.3				
Follow-Up Headway (sec)						2.23				3.53		3.33				

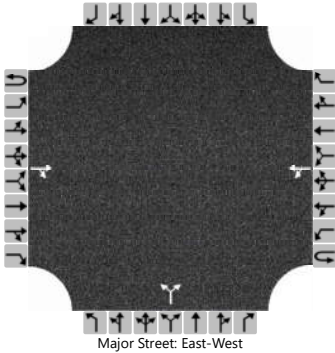
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						1					10					
Capacity, c (veh/h)						1397					832					
v/c Ratio						0.00					0.01					
95% Queue Length, Q ₉₅ (veh)						0.0					0.0					
95% Queue Length, Q ₉₅ (ft)						0.0					0.0					
Control Delay (s/veh)						7.6	0.0				9.4					
Level of Service (LOS)						A	A				A					
Approach Delay (s/veh)						0.1				9.4						
Approach LOS						A				A						

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	Todhunter Road and Site Access 1
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	Todhunter Road
Analysis Year	2027	North/South Street	Site Access 1
Time Analyzed	PM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			155	2		4	175			1		5				
Percent Heavy Vehicles (%)						3				3		3				
Proportion Time Blocked																
Percent Grade (%)									0							
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)						4.1				7.1		6.2				
Critical Headway (sec)						4.13				6.43		6.23				
Base Follow-Up Headway (sec)						2.2				3.5		3.3				
Follow-Up Headway (sec)						2.23				3.53		3.33				

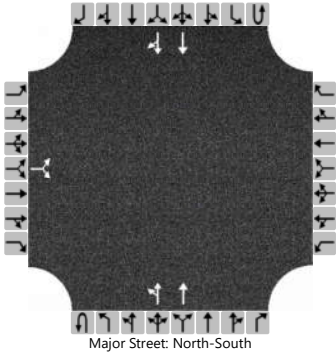
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						4					7					
Capacity, c (veh/h)						1396					814					
v/c Ratio						0.00					0.01					
95% Queue Length, Q ₉₅ (veh)						0.0					0.0					
95% Queue Length, Q ₉₅ (ft)						0.0					0.0					
Control Delay (s/veh)						7.6	0.0				9.5					
Level of Service (LOS)						A	A				A					
Approach Delay (s/veh)					0.2				9.5							
Approach LOS					A				A							

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	N. Main Street and Site Access 2
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	N. Main Street
Analysis Year	2027	North/South Street	Site Access 2
Time Analyzed	AM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	0	2	0	0	0	2	0
Configuration			LR							LT	T				T	TR
Volume (veh/h)		5		6						2	396				402	2
Percent Heavy Vehicles (%)		3		3						3						
Proportion Time Blocked																
Percent Grade (%)	0															
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		7.5		6.9						4.1						
Critical Headway (sec)		6.86		6.96						4.16						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

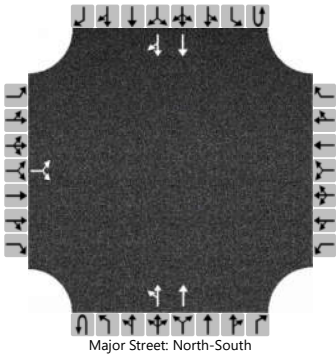
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			12							2						
Capacity, c (veh/h)			532							1101						
v/c Ratio			0.02							0.00						
95% Queue Length, Q ₉₅ (veh)			0.1							0.0						
95% Queue Length, Q ₉₅ (ft)			2.6							0.0						
Control Delay (s/veh)			11.9							8.3	0.0					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)	11.9								0.1							
Approach LOS	B								A							

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	N. Main Street and Site Access 2
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	N. Main Street
Analysis Year	2027	North/South Street	Site Access 2
Time Analyzed	PM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	0	2	0	0	0	2	0
Configuration			LR							LT	T				T	TR
Volume (veh/h)		3		4						8	612				542	5
Percent Heavy Vehicles (%)		3		3						3						
Proportion Time Blocked																
Percent Grade (%)	0															
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		7.5		6.9						4.1						
Critical Headway (sec)		6.86		6.96						4.16						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

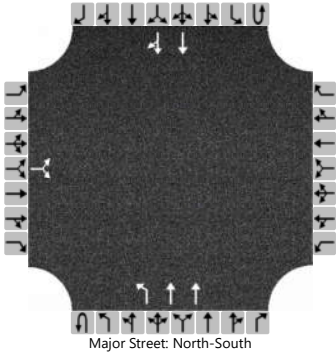
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			8							9						
Capacity, c (veh/h)			392							960						
v/c Ratio			0.02							0.01						
95% Queue Length, Q ₉₅ (veh)			0.1							0.0						
95% Queue Length, Q ₉₅ (ft)			2.6							0.0						
Control Delay (s/veh)			14.4							8.8	0.1					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)	14.4								0.2							
Approach LOS	B								A							

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	N. Main Street and Site Access 3
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	N. Main Street
Analysis Year	2027	North/South Street	Site Access 3
Time Analyzed	AM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	1	2	0	0	0	2	0
Configuration			LR							L	T				T	TR
Volume (veh/h)		30		21					0	7	368				398	10
Percent Heavy Vehicles (%)		3		3					3	3						
Proportion Time Blocked																
Percent Grade (%)	0															
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		7.5		6.9						4.1						
Critical Headway (sec)		6.86		6.96						4.16						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

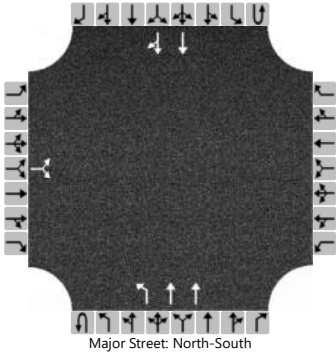
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			57							8						
Capacity, c (veh/h)			487							1097						
v/c Ratio			0.12							0.01						
95% Queue Length, Q ₉₅ (veh)			0.4							0.0						
95% Queue Length, Q ₉₅ (ft)			10.2							0.0						
Control Delay (s/veh)			13.4							8.3						
Level of Service (LOS)			B							A						
Approach Delay (s/veh)	13.4								0.2							
Approach LOS	B								A							

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	N. Main Street and Site Access 3
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	N. Main Street
Analysis Year	2027	North/South Street	Site Access 3
Time Analyzed	PM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	1	2	0	0	0	2	0
Configuration			LR							L	T				T	TR
Volume (veh/h)		21		13					0	25	599				514	32
Percent Heavy Vehicles (%)		3		3					3	3						
Proportion Time Blocked																
Percent Grade (%)	0															
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

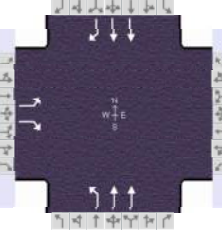
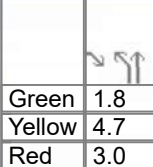
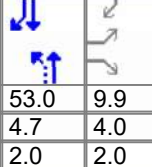
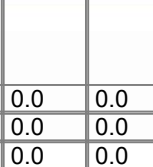
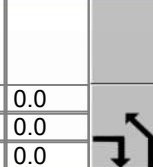
Base Critical Headway (sec)		7.5		6.9						4.1						
Critical Headway (sec)		6.86		6.96						4.16						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			38							28						
Capacity, c (veh/h)			319							961						
v/c Ratio			0.12							0.03						
95% Queue Length, Q ₉₅ (veh)			0.4							0.1						
95% Queue Length, Q ₉₅ (ft)			10.2							2.6						
Control Delay (s/veh)			17.8							8.9						
Level of Service (LOS)			C							A						
Approach Delay (s/veh)	17.8								0.4							
Approach LOS	C								A							

2037 NO-BUILD TRAFFIC PROJECTIONS AM AND PM PEAK HOUR

HCS Signalized Intersection Results Summary

General Information						Intersection Information													
Agency		Bayer Becker				Duration, h		0.250											
Analyst		WLW		Analysis Date		6/3/2025		Area Type		Other									
Jurisdiction		City of Monroe, Ohio		Time Period		AM Peak		PHF		0.90									
Urban Street		N. Main Street		Analysis Year		2037		Analysis Period		1> 7:00									
Intersection		Todhunter Road		File Name		Main & Todhunter 2037 NB AM.xus													
Project Description		No-Build Traffic Projections																	
Demand Information				EB			WB			NB			SB						
Approach Movement				L	T	R	L	T	R	L	T	R	L	T	R				
Demand (v), veh/h				113		55				11	391			373	71				
Signal Information																			
Cycle, s	85.0	Reference Phase	2																
Offset, s	0	Reference Point	End																
Uncoordinated	No	Simult. Gap E/W	On																
Force Mode	Fixed	Simult. Gap N/S	On																
Green				1.8	53.0	9.9	0.0	0.0	0.0										
Yellow				4.7	4.7	4.0	0.0	0.0	0.0										
Red				3.0	2.0	2.0	0.0	0.0	0.0										
Timer Results				EBL		EBT		WBL		WBT		NBL		NBT		SBL		SBT	
Assigned Phase						4						5		2				6	
Case Number						9.0						1.0		4.0				7.3	
Phase Duration, s						15.9						9.5		69.1				59.7	
Change Period, (Y+R c), s						6.0						7.7		6.7				6.7	
Max Allow Headway (MAH), s						3.1						3.0		0.0				0.0	
Queue Clearance Time (g s), s						7.5						2.2							
Green Extension Time (g e), s						0.2						0.0		0.0				0.0	
Phase Call Probability						0.99						0.25							
Max Out Probability						0.00						0.00							
Movement Group Results				EB			WB			NB			SB						
Approach Movement				L	T	R	L	T	R	L	T	R	L	T	R				
Assigned Movement				7		14				5	2			6	16				
Adjusted Flow Rate (v), veh/h				126		61				12	434			414	79				
Adjusted Saturation Flow Rate (s), veh/h/ln				1810		1610				1810	1766			1766	1610				
Queue Service Time (g s), s				5.5		2.8				0.2	3.0			4.1	1.0				
Cycle Queue Clearance Time (g c), s				5.5		2.8				0.2	3.0			4.1	1.0				
Green Ratio (g/C)				0.13		0.16				0.69	0.75			0.63	0.76				
Capacity (c), veh/h				232		258				722	2636			2243	1228				
Volume-to-Capacity Ratio (X)				0.542		0.237				0.017	0.165			0.185	0.064				
Back of Queue (Q), ft/ln (95 th percentile)				106		47				2	30			57	9				
Back of Queue (Q), veh/ln (95 th percentile)				4.2		1.9				0.1	1.2			2.2	0.4				
Queue Storage Ratio (RQ) (95 th percentile)				0.68		0.30				0.02	0.00			0.00	0.08				
Uniform Delay (d 1), s/veh				34.7		31.1				4.3	3.3			6.4	2.5				
Incremental Delay (d 2), s/veh				0.7		0.2				0.0	0.1			0.2	0.1				
Initial Queue Delay (d 3), s/veh				0.0		0.0				0.0	0.0			0.0	0.0				
Control Delay (d), s/veh				35.5		31.3				4.3	3.4			6.6	2.6				
Level of Service (LOS)				D		C				A	A			A	A				
Approach Delay, s/veh / LOS				34.1		C		0.0		3.4	A		6.0		A				
Intersection Delay, s/veh / LOS				9.6						A									
Multimodal Results				EB			WB			NB			SB						
Pedestrian LOS Score / LOS				2.31		B	2.31		B	0.64	A		1.87		B				
Bicycle LOS Score / LOS						F				0.86	A		0.89		A				

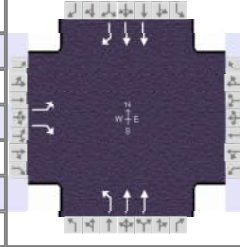
HCS Signalized Intersection Results Summary

General Information

Agency	Bayer Becker
Analyst	WLW
Jurisdiction	City of Monroe, Ohio
Urban Street	N. Main Street
Intersection	Todhunter Road
Project Description	No-Build Traffic Projections

Intersection Information

Duration, h	0.250
Area Type	Other
PHF	0.94
Analysis Period	1> 7:00
File Name	Main & Todhunter 2037 NB PM.xus



Demand Information

	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (v), veh/h	136		28				59	589			531	129

Signal Information

Cycle, s	85.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Timer Results

	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase		4			5	2		6
Case Number		9.0			1.0	4.0		7.3
Phase Duration, s		15.8			13.1	69.2		56.1
Change Period, ($Y+R_c$), s		6.0			7.7	6.7		6.7
Max Allow Headway (MAH), s		3.1			3.0	0.0		0.0
Queue Clearance Time (g_s), s		8.4			2.9			
Green Extension Time (g_e), s		0.2			0.1	0.0		0.0
Phase Call Probability		0.98			0.77			
Max Out Probability		0.00			0.00			

Movement Group Results

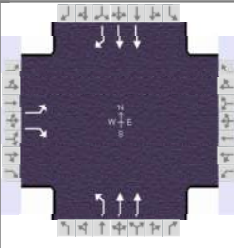
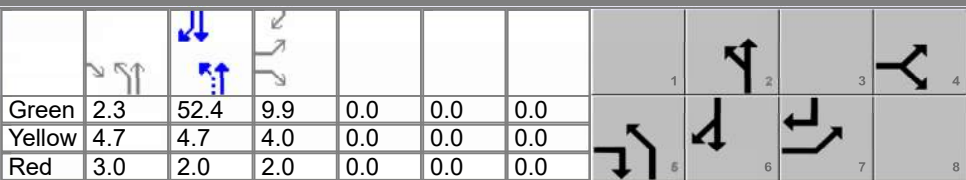
	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	7		14				5	2			6	16
Adjusted Flow Rate (v), veh/h	145		30				63	627			565	137
Adjusted Saturation Flow Rate (s), veh/h/ln	1810		1610				1810	1766			1766	1610
Queue Service Time (g_s), s	6.4		1.3				0.9	4.6			6.6	2.2
Cycle Queue Clearance Time (g_c), s	6.4		1.3				0.9	4.6			6.6	2.2
Green Ratio (g/C)	0.13		0.20				0.69	0.75			0.59	0.72
Capacity (c), veh/h	231		327				663	2638			2093	1159
Volume-to-Capacity Ratio (X)	0.627		0.091				0.095	0.238			0.270	0.118
Back of Queue (Q), ft/ln (95 th percentile)	124		21				11	46			98	24
Back of Queue (Q), veh/ln (95 th percentile)	4.9		0.8				0.4	1.8			3.8	0.9
Queue Storage Ratio (RQ) (95 th percentile)	0.80		0.14				0.11	0.00			0.00	0.20
Uniform Delay (d_1), s/veh	35.2		27.5				4.7	3.4			8.4	3.6
Incremental Delay (d_2), s/veh	1.0		0.0				0.0	0.2			0.3	0.2
Initial Queue Delay (d_3), s/veh	0.0		0.0				0.0	0.0			0.0	0.0
Control Delay (d), s/veh	36.2		27.6				4.7	3.7			8.7	3.9
Level of Service (LOS)	D		C				A	A			A	A
Approach Delay, s/veh / LOS	34.7		C		0.0		3.8	A		7.8		A
Intersection Delay, s/veh / LOS	9.0						A					

Multimodal Results

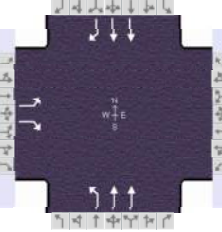
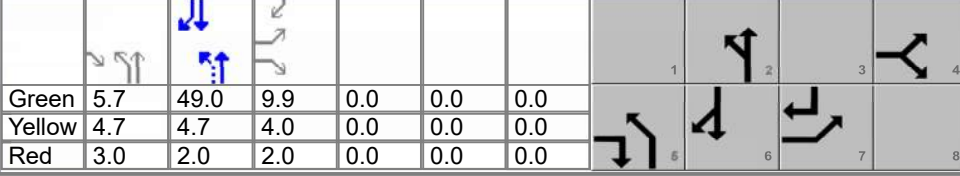
	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	2.31	B	2.31	B	0.64	A	1.88	B
Bicycle LOS Score / LOS		F			1.06	A	1.07	A

2037 BUILD TRAFFIC PROJECTIONS AM AND PM PEAK HOUR

HCS Signalized Intersection Results Summary

General Information						Intersection Information													
Agency		Bayer Becker				Duration, h		0.250											
Analyst		WLW		Analysis Date		6/3/2025		Area Type		Other									
Jurisdiction		City of Monroe, Ohio		Time Period		AM Peak		PHF		0.90									
Urban Street		N. Main Street		Analysis Year		2037		Analysis Period		1> 7:00									
Intersection		Todhunter Road		File Name		Main & Todhunter 2037 Build AM.xus													
Project Description		Build Traffic Projections																	
Demand Information				EB			WB			NB			SB						
Approach Movement				L	T	R	L	T	R	L	T	R	L	T	R				
Demand (v), veh/h				118		59				15	422			383	72				
Signal Information																			
Cycle, s	85.0	Reference Phase	2																
Offset, s	0	Reference Point	End																
Uncoordinated	No	Simult. Gap E/W	On																
Force Mode	Fixed	Simult. Gap N/S	On																
				Green	2.3	52.4	9.9	0.0	0.0	0.0									
				Yellow	4.7	4.7	4.0	0.0	0.0	0.0									
				Red	3.0	2.0	2.0	0.0	0.0	0.0									
Timer Results				EBL		EBT		WBL		WBT		NBL		NBT		SBL		SBT	
Assigned Phase						4						5		2				6	
Case Number						9.0						1.0		4.0				7.3	
Phase Duration, s						15.9						10.0		69.1				59.1	
Change Period, (Y+R c), s						6.0						7.7		6.7				6.7	
Max Allow Headway (MAH), s						3.1						3.0		0.0				0.0	
Queue Clearance Time (g s), s						7.8						2.2							
Green Extension Time (g e), s						0.3						0.0		0.0				0.0	
Phase Call Probability						0.99						0.33							
Max Out Probability						0.00						0.00							
Movement Group Results				EB			WB			NB			SB						
Approach Movement				L	T	R	L	T	R	L	T	R	L	T	R				
Assigned Movement				7		14				5	2			6	16				
Adjusted Flow Rate (v), veh/h				131		66				17	469			426	80				
Adjusted Saturation Flow Rate (s), veh/h/ln				1810		1610				1810	1766			1766	1610				
Queue Service Time (g s), s				5.8		3.0				0.2	3.3			4.3	1.1				
Cycle Queue Clearance Time (g c), s				5.8		3.0				0.2	3.3			4.3	1.1				
Green Ratio (g/C)				0.13		0.17				0.69	0.75			0.63	0.76				
Capacity (c), veh/h				232		269				719	2635			2220	1218				
Volume-to-Capacity Ratio (X)				0.565		0.244				0.023	0.178			0.192	0.066				
Back of Queue (Q), ft/ln (95 th percentile)				110		50				3	33			61	10				
Back of Queue (Q), veh/ln (95 th percentile)				4.4		2.0				0.1	1.3			2.4	0.4				
Queue Storage Ratio (RQ) (95 th percentile)				0.71		0.32				0.03	0.00			0.00	0.08				
Uniform Delay (d 1), s/veh				34.8		30.8				4.3	3.3			6.7	2.6				
Incremental Delay (d 2), s/veh				0.8		0.2				0.0	0.1			0.2	0.1				
Initial Queue Delay (d 3), s/veh				0.0		0.0				0.0	0.0			0.0	0.0				
Control Delay (d), s/veh				35.6		30.9				4.4	3.4			6.9	2.8				
Level of Service (LOS)				D		C				A	A			A	A				
Approach Delay, s/veh / LOS				34.1		C		0.0		3.5	A		6.2		A				
Intersection Delay, s/veh / LOS				9.7						A									
Multimodal Results				EB			WB			NB			SB						
Pedestrian LOS Score / LOS				2.31		B		2.31		B	0.64		A	1.87		B			
Bicycle LOS Score / LOS						F				0.89		A	0.90		A				

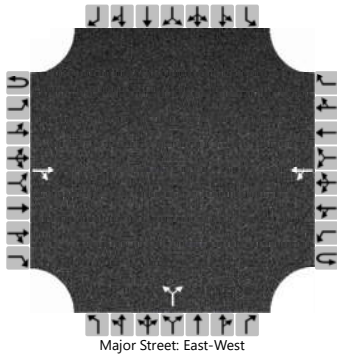
HCS Signalized Intersection Results Summary

General Information							Intersection Information												
Agency		Bayer Becker					Duration, h		0.250										
Analyst		WLW		Analysis Date		6/3/2025		Area Type		Other									
Jurisdiction		City of Monroe, Ohio		Time Period		PM Peak		PHF		0.90									
Urban Street		N. Main Street		Analysis Year		2037		Analysis Period		1> 7:00									
Intersection		Todhunter Road		File Name		Main & Todhunter 2037 Build PM.xus													
Project Description		Build Traffic Projections																	
Demand Information				EB			WB			NB			SB						
Approach Movement				L	T	R	L	T	R	L	T	R	L	T	R				
Demand (v), veh/h				140		35				63	609			562	133				
Signal Information																			
Cycle, s	85.0	Reference Phase	2																
Offset, s	0	Reference Point	End																
Uncoordinated	No	Simult. Gap E/W	On																
Force Mode	Fixed	Simult. Gap N/S	On																
				Green	5.7	49.0	9.9	0.0	0.0	0.0									
				Yellow	4.7	4.7	4.0	0.0	0.0	0.0									
				Red	3.0	2.0	2.0	0.0	0.0	0.0									
Timer Results				EBL		EBT		WBL		WBT		NBL		NBT		SBL		SBT	
Assigned Phase						4						5		2				6	
Case Number						9.0						1.0		4.0				7.3	
Phase Duration, s						15.9						13.4		69.1				55.7	
Change Period, (Y+R c), s						6.0						7.7		6.7				6.7	
Max Allow Headway (MAH), s						3.1						3.0		0.0				0.0	
Queue Clearance Time (g s), s						9.0						3.1							
Green Extension Time (g e), s						0.2						0.1		0.0				0.0	
Phase Call Probability						0.99						0.81							
Max Out Probability						0.00						0.00							
Movement Group Results				EB			WB			NB			SB						
Approach Movement				L	T	R	L	T	R	L	T	R	L	T	R				
Assigned Movement				7		14				5	2			6	16				
Adjusted Flow Rate (v), veh/h				156		39				70	677			624	148				
Adjusted Saturation Flow Rate (s), veh/h/ln				1810		1610				1810	1766			1766	1610				
Queue Service Time (g s), s				7.0		1.7				1.1	5.1			7.5	2.4				
Cycle Queue Clearance Time (g c), s				7.0		1.7				1.1	5.1			7.5	2.4				
Green Ratio (g/C)				0.13		0.21				0.69	0.75			0.59	0.72				
Capacity (c), veh/h				232		333				633	2635			2080	1154				
Volume-to-Capacity Ratio (X)				0.670		0.117				0.111	0.257			0.300	0.128				
Back of Queue (Q), ft/ln (95 th percentile)				134		27				12	50			112	26				
Back of Queue (Q), veh/ln (95 th percentile)				5.4		1.1				0.5	2.0			4.4	1.0				
Queue Storage Ratio (RQ) (95 th percentile)				0.86		0.18				0.12	0.00			0.00	0.22				
Uniform Delay (d 1), s/veh				35.3		27.4				4.8	3.5			8.7	3.7				
Incremental Delay (d 2), s/veh				1.3		0.1				0.0	0.2			0.4	0.2				
Initial Queue Delay (d 3), s/veh				0.0		0.0				0.0	0.0			0.0	0.0				
Control Delay (d), s/veh				36.6		27.5				4.8	3.8			9.1	4.0				
Level of Service (LOS)				D		C				A	A			A	A				
Approach Delay, s/veh / LOS				34.8		C		0.0		3.9		A		8.1		A			
Intersection Delay, s/veh / LOS				9.3						A									
Multimodal Results				EB			WB			NB			SB						
Pedestrian LOS Score / LOS				2.31		B		2.31		B		0.64		A		1.88		B	
Bicycle LOS Score / LOS						F					1.10		A		1.12		A		

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	Todhunter Road and Site Access 1
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	Todhunter Road
Analysis Year	2037	North/South Street	Site Access 1
Time Analyzed	AM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			170	1		1	86			2		7				
Percent Heavy Vehicles (%)						3				3		3				
Proportion Time Blocked																
Percent Grade (%)									0							
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)						4.1				7.1		6.2				
Critical Headway (sec)						4.13				6.43		6.23				
Base Follow-Up Headway (sec)						2.2				3.5		3.3				
Follow-Up Headway (sec)						2.23				3.53		3.33				

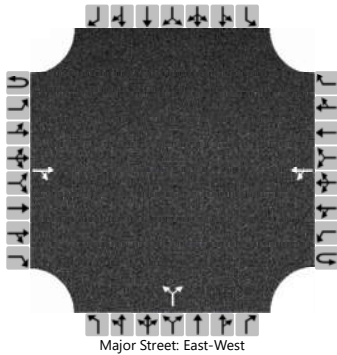
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						1					10					
Capacity, c (veh/h)						1378					811					
v/c Ratio						0.00					0.01					
95% Queue Length, Q ₉₅ (veh)						0.0					0.0					
95% Queue Length, Q ₉₅ (ft)						0.0					0.0					
Control Delay (s/veh)						7.6	0.0				9.5					
Level of Service (LOS)						A	A				A					
Approach Delay (s/veh)					0.1				9.5							
Approach LOS					A				A							

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	Todhunter Road and Site Access 1
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	Todhunter Road
Analysis Year	2037	North/South Street	Site Access 1
Time Analyzed	PM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			170	2		4	192			1		5				
Percent Heavy Vehicles (%)						3				3		3				
Proportion Time Blocked																
Percent Grade (%)									0							
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)						4.1				7.1		6.2				
Critical Headway (sec)						4.13				6.43		6.23				
Base Follow-Up Headway (sec)						2.2				3.5		3.3				
Follow-Up Headway (sec)						2.23				3.53		3.33				

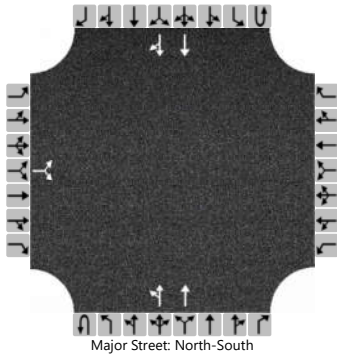
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						4					7					
Capacity, c (veh/h)						1377					792					
v/c Ratio						0.00					0.01					
95% Queue Length, Q ₉₅ (veh)						0.0					0.0					
95% Queue Length, Q ₉₅ (ft)						0.0					0.0					
Control Delay (s/veh)						7.6	0.0				9.6					
Level of Service (LOS)						A	A				A					
Approach Delay (s/veh)						0.2				9.6						
Approach LOS						A				A						

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	N. Main Street and Site Access 2
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	N. Main Street
Analysis Year	2037	North/South Street	Site Access 2
Time Analyzed	AM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	0	2	0	0	0	2	0
Configuration			LR							LT	T				T	TR
Volume (veh/h)		5		6						2	432				440	2
Percent Heavy Vehicles (%)		3		3						3						
Proportion Time Blocked																
Percent Grade (%)	0															
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		7.5		6.9						4.1						
Critical Headway (sec)		6.86		6.96						4.16						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

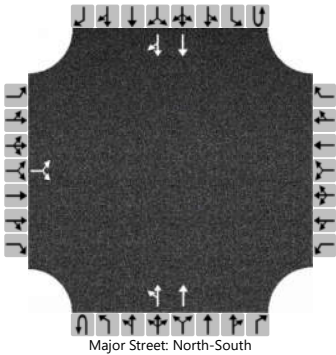
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			12							2						
Capacity, c (veh/h)			496							1061						
v/c Ratio			0.02							0.00						
95% Queue Length, Q ₉₅ (veh)			0.1							0.0						
95% Queue Length, Q ₉₅ (ft)			2.6							0.0						
Control Delay (s/veh)			12.4							8.4	0.0					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)	12.4								0.1							
Approach LOS	B								A							

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	N. Main Street and Site Access 2
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	N. Main Street
Analysis Year	2037	North/South Street	Site Access 2
Time Analyzed	PM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	0	2	0	0	0	2	0
Configuration			LR							LT	T				T	TR
Volume (veh/h)		3		4						8	669				592	5
Percent Heavy Vehicles (%)		3		3						3						
Proportion Time Blocked																
Percent Grade (%)	0															
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		7.5		6.9						4.1						
Critical Headway (sec)		6.86		6.96						4.16						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

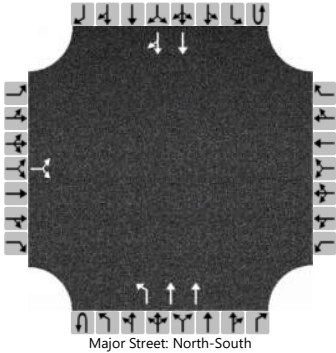
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			8							9						
Capacity, c (veh/h)			354							915						
v/c Ratio			0.02							0.01						
95% Queue Length, Q ₉₅ (veh)			0.1							0.0						
95% Queue Length, Q ₉₅ (ft)			2.6							0.0						
Control Delay (s/veh)			15.4							9.0	0.1					
Level of Service (LOS)			C							A	A					
Approach Delay (s/veh)	15.4								0.2							
Approach LOS	C								A							

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	N. Main Street and Site Access 3
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	N. Main Street
Analysis Year	2037	North/South Street	Site Access 3
Time Analyzed	AM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	1	2	0	0	0	2	0
Configuration			LR							L	T				T	TR
Volume (veh/h)		30		21					0	7	404				436	10
Percent Heavy Vehicles (%)		3		3					3	3						
Proportion Time Blocked																
Percent Grade (%)	0															
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		7.5		6.9						4.1						
Critical Headway (sec)		6.86		6.96						4.16						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

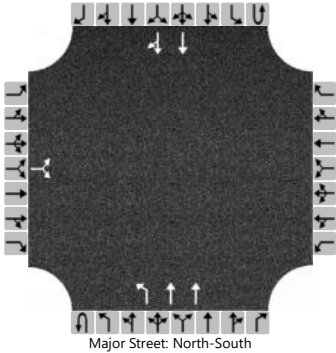
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			57							8						
Capacity, c (veh/h)			451							1057						
v/c Ratio			0.13							0.01						
95% Queue Length, Q ₉₅ (veh)			0.4							0.0						
95% Queue Length, Q ₉₅ (ft)			10.2							0.0						
Control Delay (s/veh)			14.1							8.4						
Level of Service (LOS)			B							A						
Approach Delay (s/veh)	14.1								0.1							
Approach LOS	B								A							

HCS Two-Way Stop-Control Report

General Information		Site Information	
Analyst	WLW	Intersection	N. Main Street and Site Access 3
Agency/Co.	Bayer Becker	Jurisdiction	City of Monroe, Ohio
Date Performed	6/3/2025	East/West Street	N. Main Street
Analysis Year	2037	North/South Street	Site Access 3
Time Analyzed	PM Peak Hour	Peak Hour Factor	0.90
Intersection Orientation	North-South	Analysis Time Period (hrs)	0.25
Project Description	Build Traffic Projections		

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	1	2	0	0	0	2	0
Configuration			LR							L	T				T	TR
Volume (veh/h)		21		13					0	25	656				564	32
Percent Heavy Vehicles (%)		3		3					3	3						
Proportion Time Blocked																
Percent Grade (%)	0															
Right Turn Channelized																
Median Type Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)		7.5		6.9						4.1						
Critical Headway (sec)		6.86		6.96						4.16						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.53		3.33						2.23						

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			38							28						
Capacity, c (veh/h)			284							916						
v/c Ratio			0.13							0.03						
95% Queue Length, Q ₉₅ (veh)			0.5							0.1						
95% Queue Length, Q ₉₅ (ft)			12.8							2.6						
Control Delay (s/veh)			19.6							9.1						
Level of Service (LOS)			C							A						
Approach Delay (s/veh)	19.6								0.3							
Approach LOS	C								A							

APPENDIX F

TURN LANE QUEUE LENGTH CALCULATIONS

2027 NO-BUILD TRAFFIC PROJECTIONS AM AND PM PEAK HOUR

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2027 No-Build Traffic Projections

Eastbound Left Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 40 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 103 Vehicles/Hour
 - PM Peak Hour = 123 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{123 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 2.92 \text{ or } 3 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 3 = 150 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{123 \text{ Vehicles/Hour}}{149 \text{ Vehicles/Hour}} = 82.6 \text{ or } 83 \text{ (rounded) Percent*}$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 40 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 40 MPH = **75** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 40 MPH = 75 feet + 150 feet = **225** feet.

Condition C is greater. Therefore;

- Eastbound left turn lane should be **225** feet (plus diverging taper).

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2027 No-Build Traffic Projections

Northbound Left Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 45 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 10 Vehicles/Hour
 - PM Peak Hour = 54 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{54 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 1.29 \text{ or } 1 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 1 = 50 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{54 \text{ Vehicles/Hour}}{591 \text{ Vehicles/Hour}} = 9.14 \text{ or } 9 \text{ (rounded) Percent*}$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 45 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 45 MPH = **125** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 45 MPH = 75 feet + 50 feet = **125** feet.

Condition B and C are equal. Therefore;

- Northbound left turn lane should be **125** feet (plus diverging taper).

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2027 No-Build Traffic Projections

Southbound Right Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 45 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 64 Vehicles/Hour
 - PM Peak Hour = 117 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{117 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 2.79 \text{ or } 3 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 3 = 150 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{117 \text{ Vehicles/Hour}}{600 \text{ Vehicles/Hour}} = 19.5 \text{ or } 20 \text{ (rounded) Percent*}$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 45 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 45 MPH = **125** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 45 MPH = 75 feet + 150 feet = **225** feet.

Condition C is greater. Therefore;

- Southbound right turn lane should be **225** feet (plus diverging taper).

2027 BUILD TRAFFIC PROJECTIONS AM AND PM PEAK HOUR

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2027 Build Traffic Projections

Eastbound Left Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 40 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 108 Vehicles/Hour
 - PM Peak Hour = 127 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{127 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 3.02 \text{ or } 3 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 3 = 150 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{127 \text{ Vehicles/Hour}}{160 \text{ Vehicles/Hour}} = 79.4 \text{ or } 79 \text{ (rounded) Percent*}$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 40 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 40 MPH = **75** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 40 MPH = 75 feet + 150 feet = **225** feet.

Condition C is greater. Therefore;

- Eastbound left turn lane should be **225** feet (plus diverging taper).

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2027 Build Traffic Projections

Northbound Left Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 45 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 14 Vehicles/Hour
 - PM Peak Hour = 58 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{58 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 1.38 \text{ or } 1 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 1 = 50 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{58 \text{ Vehicles/Hour}}{615 \text{ Vehicles/Hour}} = 9.4 \text{ Percent}^*$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 45 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 45 MPH = **125** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 45 MPH = 75 feet + 50 feet = **125** feet.

Condition B and C are equal. Therefore;

- Northbound left turn lane should be **125** feet (plus diverging taper).

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2027 Build Traffic Projections

Southbound Right Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 45 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 65 Vehicles/Hour
 - PM Peak Hour = 121 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{121 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 2.88 \text{ or } 3 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 3 = 150 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{121 \text{ Vehicles/Hour}}{635 \text{ Vehicles/Hour}} = 19.1 \text{ or } 19 \text{ (rounded) Percent*}$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 45 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 45 MPH = **125** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 45 MPH = 75 feet + 150 feet = **225** feet.

Condition C is greater. Therefore;

- Southbound right turn lane should be **225** feet (plus diverging taper).

Unsignalized Through Road

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Site Access 3 - 2027 Build Traffic Projections

Northbound Left Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 45 mph
- Unsignalized
- Volume of Turns
 - AM Peak Hour = 7 Vehicles/Hour
 - PM Peak Hour = 25 Vehicles/Hour

1. Determine the cycles per hour.

For an unsignalized intersection, 60 Cycles/Hour is assumed.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{25 \text{ Vehicles/Hour}}{60 \text{ Cycles/Hour}} = 0.42 \text{ or } 1 \text{ (rounded) Vehicles/Cycle}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 1 = 50 feet

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{25 \text{ Vehicles/Hour}}{624 \text{ Vehicles/Hour}} = 4 \text{ Percent}^*$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for an unsignalized through road, with a 45 mph design speed and a low turn demand volume, Condition B applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 45 MPH = **125** feet.

Therefore;

- Northbound left turn lane should be **125** feet (plus diverging taper).

2037 NO-BUILD TRAFFIC PROJECTIONS AM AND PM PEAK HOUR

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2037 No-Build Traffic Projections

Eastbound Left Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 40 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 113 Vehicles/Hour
 - PM Peak Hour = 136 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{136 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 3.24 \text{ or } 3 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 3 = 150 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{136 \text{ Vehicles/Hour}}{164 \text{ Vehicles/Hour}} = 82.9 \text{ or } 83 \text{ (rounded) Percent*}$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 40 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 40 MPH = **75** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 40 MPH = 75 feet + 150 feet = **225** feet.

Condition C is greater. Therefore;

- Eastbound left turn lane should be **225** feet (plus diverging taper).

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2037 No-Build Traffic Projections

Northbound Left Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 45 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 11 Vehicles/Hour
 - PM Peak Hour = 59 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{59 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 1.4 \text{ or } 1 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 1 = 50 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{59 \text{ Vehicles/Hour}}{648 \text{ Vehicles/Hour}} = 9.1 \text{ or } 9 \text{ (Rounded) Percent*}$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 45 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 45 MPH = **125** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 45 MPH = 75 feet + 50 feet = **125** feet.

Condition B and C are equal. Therefore;

- Northbound left turn lane should be **125** feet (plus diverging taper).

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2037 No-Build Traffic Projections

Southbound Right Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 45 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 71 Vehicles/Hour
 - PM Peak Hour = 129 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{129 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 3.07 \text{ or } 3 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 3 = 150 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{129 \text{ Vehicles/Hour}}{660 \text{ Vehicles/Hour}} = 19.5 \text{ or } 20 \text{ (rounded) Percent*}$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 45 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 45 MPH = **125** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 45 MPH = 75 feet + 150 feet = **225** feet.

Condition C is greater. Therefore;

- Southbound right turn lane should be **225** feet (plus diverging taper).

2037 BUILD TRAFFIC PROJECTIONS AM AND PM PEAK HOUR

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2037 Build Traffic Projections

Eastbound Left Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 40 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 118 Vehicles/Hour
 - PM Peak Hour = 140 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{140 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 3.33 \text{ or } 3 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 3 = 150 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{140 \text{ Vehicles/Hour}}{175 \text{ Vehicles/Hour}} = 80 \text{ Percent}^*$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 40 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 40 MPH = **75** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 40 MPH = 75 feet + 150 feet = **225** feet.

Condition C is greater. Therefore;

- Eastbound left turn lane should be **225** feet (plus diverging taper).

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2037 Build Traffic Projections

Northbound Left Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 45 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 15 Vehicles/Hour
 - PM Peak Hour = 63 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{63 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 1.5 \text{ or } 2 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 2 = 100 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{63 \text{ Vehicles/Hour}}{672 \text{ Vehicles/Hour}} = 9.4 \text{ or } 9 \text{ (Rounded) Percent*}$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 45 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 45 MPH = **125** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 45 MPH = 75 feet + 100 feet = **175** feet.

Condition C is greater. Therefore;

- Northbound left turn lane should be **175** feet (plus diverging taper).

Signalized Intersection

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Todhunter Road - 2037 Build Traffic Projections

Southbound Right Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 45 mph
- Signalized
- Volume of Turns
 - AM Peak Hour = 72 Vehicles/Hour
 - PM Peak Hour = 133 Vehicles/Hour

1. Determine the cycles per hour.

For a signalized intersection operating a 85 second cycle length, the Cycles/Hours = 42.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{133 \text{ Vehicles/Hour}}{42 \text{ Cycles/Hour}} = 3.16 \text{ or } 3 \text{ (rounded) Vehicles/Cycle.}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 3 = 150 feet.

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{133 \text{ Vehicles/Hour}}{695 \text{ Vehicles/Hour}} = 19.1 \text{ or } 19 \text{ (rounded) Percent*}$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for a signalized intersection, with a 45 mph design speed and a low or high turn demand volume, the greater between Condition B or Condition C applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 45 MPH = **125** feet.

Condition C – Moderate Speed Deceleration and Storage:

The queue length for a Design Speed of 45 MPH = 75 feet + 150 feet = **225** feet.

Condition C is greater. Therefore;

- Southbound right turn lane should be **225** feet (plus diverging taper).

Unsignalized Through Road

Queue Length Calculations

Using the ODOT *Location and Design Manual, Volume One* Figure 401-9 “Basis for Computing Length of Turn Lanes” and Figure 401-10 “Queue Length at Intersections.”

N. Main Street & Site Access 3 - 2037 Build Traffic Projections

Northbound Left Turn Lane - Queue Length Required:

Data Required:

- Speed Limit = 45 mph
- Unsignalized
- Volume of Turns
 - AM Peak Hour = 7 Vehicles/Hour
 - PM Peak Hour = 25 Vehicles/Hour

1. Determine the cycles per hour.

For an unsignalized intersection, 60 Cycles/Hour is assumed.

2. Determine Average Vehicles Per Cycle Requiring Storage.

$$\text{VPC} = \frac{25 \text{ Vehicles/Hour}}{60 \text{ Cycles/Hour}} = 0.42 \text{ or } 1 \text{ (rounded) Vehicles/Cycle}$$

3. Queue Length at Intersections (ODOT L & D Figure 401-10).

Average Vehicles/Cycle (VPC) of 1 = 50 feet

4. Turn Demand Volume (TDV) (ODOT L & D Figure 401-9).

$$\text{TDV} = \frac{25 \text{ Vehicles/Hour}}{681 \text{ Vehicles/Hour}} = 3.6 \text{ or } 4 \text{ (rounded) Percent*}$$

*Low Demand is considered 10% or less of the approach traffic volume.

5. According to the ODOT's L & D manual, Figure 401-9, for an unsignalized through road, with a 45 mph design speed and a low turn demand volume, Condition B applies.

Condition B – High Speed Deceleration Only:

The queue length for a Design Speed of 45 MPH = **125** feet.

Therefore;

- Northbound left turn lane should be **125** feet (plus diverging taper).

APPENDIX G
CITY OF MONROE
CODE OF ORDINANCE EXCERPTS

TABLE 1211-8: ROADWAY ACCESS CLASSIFICATION

FUNCTIONAL ROADWAY CLASSIFICATION	ACCESS LEVEL	COMMENTS
Freeways	1	None
Major Arterials	2 and 3	Depends on the turning restrictions imposed upon access points. The turning restrictions are decided based upon roadway geometry, roadway classification and access level, and required degree of access control.
Minor Arterials	3	Depends on the turning restrictions imposed upon access points. The turning restrictions are decided based upon roadway geometry, roadway classification and access level, and required degree of access control.
Collectors	4 and 5	Minor collector streets have an access level of 4; second class collector streets have an access level of 5.
Local streets	6	None
Alleys and private streets	7	None

TABLE 1211-11: ACCESS SPACING REGULATIONS—UNSIGNALIZED INTERSECTIONS AND DRIVEWAYS

ROADWAY TYPE	POSTED SPEED LIMIT (MPH)	MINIMUM SPACING FOR UNSIGNALIZED DRIVEWAYS AND ROADWAYS (FEET)								
		DISTANCES BASED ON ROADWAY LOCATIONS, TRAFFIC VOLUME GENERATORS(1) AND SPEED LIMITS								
		URBAN ROADWAY			SUBURBAN ROADWAY			RURAL ROADWAY		
		LOW	MEDIUM	HIGH	LOW	MEDIUM	HIGH	LOW	MEDIUM	HIGH
Major arterials	50							250	400	500
	45							225	350	450
	40				250	350	400			
	35	200	300	350	175	300	350			
	30	150	250	300						
Minor Arterials	50							200	300	400
	45							200	275	350
	40				150	200	350			
	35	175	250	300	150	200	300			
	30	125	200	250						
	25	100	150	200						
Minor collectors	45							150	250	300
	40							150	200	250
	35	150	150	200	150	200	250			
	30	150	150	200	150	200	250			
	25	150	150	150						

APPENDIX H

INTERSECTION SIGHT DISTANCE ANALYSIS

Intersection Sight Distance on Multi-lane Roadway

In accordance with *Figure 201-5 Intersection Sight Distance* of the ODOT Location and Design Manual Volume 1:

For multilane highways:

For left turns onto two-way highways with more than two lane, add 0.5 seconds for passenger cars or 0.7 seconds for trucks for each additional lane, from the left, in excess of one, to be crossed by the turning vehicle.

$$ISD = 1.47 \times V_{major} \times t_g$$

North Main Street consists of 2 thru lanes northbound and southbound with a center two-way left turn lane. Therefore the required intersection sight distance length needs to be adjusted to account for the additional lanes.

Left turn from the minor street to the innermost northbound thru lane –

Turning vehicle will need to cross 2 additional lanes – $t_g = 7.5 \text{ sec} + (2 \times 0.5) = 8.5 \text{ sec}$.

$$ISD = 1.47 \times 45 \text{ mph} \times 8.5 \text{ sec} = 562.75 \text{ ft (rounded up to 565 ft.)}$$

Left turn from the minor street to the outside northbound thru lane –

Turning vehicle will need to cross 3 additional lanes – $t_g = 7.5 \text{ sec} + (3 \times 0.5) = 9 \text{ sec}$.

$$ISD = 1.47 \times 45 \text{ mph} \times 9 \text{ sec} = 595.35 \text{ ft (rounded up to 600 ft.)}$$



July 15, 2025

Monroe City Council
233 South Main Street
Monroe, Ohio 45050

RE: Case No. 2025-7-4— Public Hearing—Consideration of a Zoning Map Amendment for
Property at North Main Street and Todhunter Road

Dear City Council,

This letter is to inform Council that on July 15, 2025, Planning Commission voted 5 - 0 to
recommend to City Council approval of Case No. 2025-7-4—Consideration of a Zoning Map
Amendment for Property at North Main Street and Todhunter Road from RR Rural Residential
to GR General Residential.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Robert Duckworth', with a large, stylized flourish extending from the end of the signature.

Robert Duckworth
Planning Commission Chair



OWNERS

James W. Smith, Suc.Tr. of the
Alda May Smith Revocable
227 Cincinnati Avenue
Lebanon, OH 45036

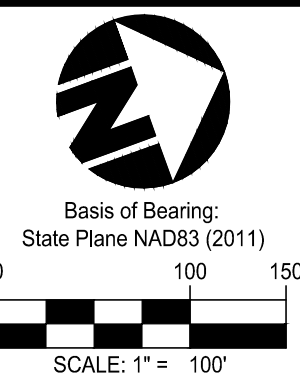
DEVELOPER

The Drees Company
211 Grandview Drive
Ft. Mitchell, KY 41017
(859) 578-4324

PROJECT DATA

	DETACHED SINGLE FAMILY	DETACHED SINGLE FAMILY	ATTACHED SINGLE FAMILY
LOT FRONTAGE	52'	65'	40'
SQUARE FOOTAGE (MIN)	6,000	6,000	2,000
FRONT SETBACK	30'	30'	25'
SIDE SETBACK (MIN)	5'	5'	0'', 5'
* 0' SIDE YARD SETBACK ON SHARED LOT LINE			
SIDE SETBACK (TOTAL)	10'	10'	10' Between Buildings
REAR SETBACK	30'	30'	30'
# OF SINGLE FAMILY LOTS	35	56	60

TOTAL # OF SINGLE FAMILY LOTS = 151
OPEN SPACE REQUIRED = 9.26 Acres (15%)
OPEN SPACE PROVIDED = 18.4 Acres (29.8%)
TOTAL ACREAGE = 61.729± Acres
OVER-ALL DENSITY = 2.45 Units/Ac.



Item	Revision Description	Date	Drawn	Chk
1	Revised as per Developer	12-11-24	TAC	
2	Revised as per Developer	12-13-24	TAC	
3	Revised as per Developer	12-17-24	TAC	
4	Revised as per Developer	2-5-25	TAC	
5	Revised as per Developer	2-26-25	TAC	
6	Revised as per City Comments	5-18-25	TAC	

JIM SMITH PROPERTY
SECTIONS 12 & 18, TOWN 3, RANGE 3
CITY OF MONROE, BUTLER COUNTY, OH



Drawing:	24-0265 CC4
Drawn by:	TAC
Checked By:	
Issue Date:	6-16-25

Sheet:
1/1

ORDINANCE NO. 2025-27

AN ORDINANCE AMENDING THE PLANNING AND ZONING CODE TO ADOPT SECTION 1202.06, DOWNTOWN DISTRICT REGULATING PLAN, AND OTHER MINOR CORRECTIONS AND UPDATES TO THE PLANNING AND ZONING CODE.

WHEREAS, the City of Monroe completed and adopted the Advance Monroe 2040 Comprehensive Plan to guide the future growth, redevelopment, and revitalization of the city; and

WHEREAS, one of the primary recommendations of the Advance Monroe 2040 Comprehensive Plan is to revise the City's Planning and Zoning Code to enable development consistent with the vision and goals outlined therein; and

WHEREAS, Section 1202.06, Downtown District Regulating Plan, is created to provide regulations specifically tailored to the downtown and its subdistricts; and

WHEREAS, other minor code updates, corrections, and clarifications have also been included in the Planning and Zoning Code; and

WHEREAS, the proposed amendments satisfy the criteria set forth in the Planning and Zoning Code Section 1207.22 for zoning code amendments; and

WHEREAS, on June 17, 2025, the Planning Commission held a public hearing to consider the proposed zoning code text amendments and voted 5-0 to recommend approval.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: Section 1202.06 of the Planning and Zoning Code of the City of Monroe, Ohio is hereby enacted as set forth in the Downtown District Regulating Plan, and additional amendments, clarifications, and corrections throughout the code are hereby adopted as presented by Staff and reviewed by the Planning Commission.

SECTION 2: These amendments are intended to implement the Downtown Master Plan and ensure the City's zoning code remains responsive, legally sound, and aligned with community values and development goals.

SECTION 3: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

First Reading: _____



PLANNING AND ZONING CODE

ADOPTED APRIL 23, 2024



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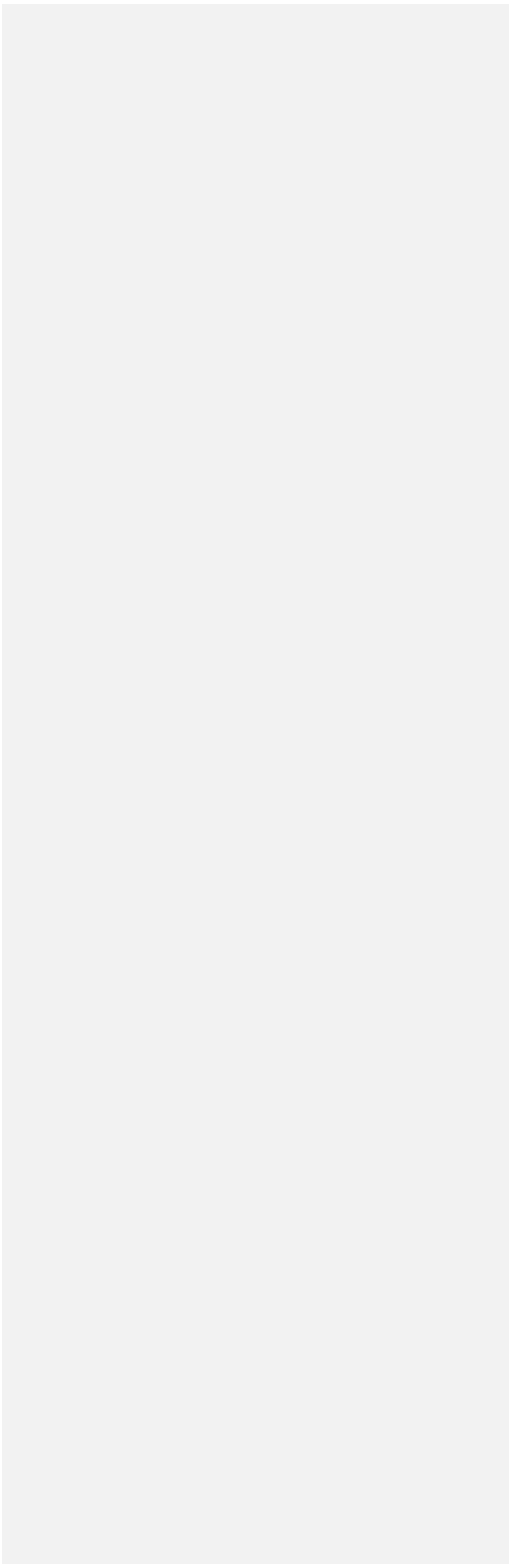
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CHAPTER 1201 GENERAL PROVISIONS

Article 01.01 Basic Provisions

1201.01 Title

- A. **Title.** These regulations shall be known and may be cited as the “City of Monroe Planning and Zoning Code”.
- B. **Short Title.** References to "this Code" or “this PZC” are interpreted as references to this Planning and Zoning Code.

1201.02 Purposes

This PZC is adopted to protect the public health, safety, and general welfare of the current and future residents of the City of Monroe in accordance with the goals of the Comprehensive Plan. The provisions of this PZC are specifically intended to:

- A. **Public Health and Safety.** Protect public health and safety by:
 - 1. Ensuring adequate provision of open space for light, air, and fire safety;
 - 2. Promoting public safety from fire, flooding, and other natural and man-made disasters through appropriate subdivision and site design;
 - 3. Providing for the proper arrangement of streets or highways to manage traffic and promote improved connectivity to better serve residents and businesses;
 - 4. Preventing the overcrowding of land and promoting a healthful and convenient distribution of population by regulating the density and intensity of development; and
 - 5. Facilitating the adequate and safe provision of transportation, water, sewage, drainage, and other public requirements in the City.
- B. **Scenic and Environmental Significance.** Preserving and protecting existing trees and vegetation, flood plains, stream corridors, and other areas of scenic and environmental significance from adverse impacts of land development.
- C. **Quality of Life.** Protect the quality of life of City residents, business owners, employees, and visitors by:
 - 1. Improving the City's appearance through the regulation of design, materials, layout, landscaping, etc., where such regulations are appropriate;
 - 2. Maintaining and enhancing the community's distinct character;
 - 3. Preserving the character and quality of residential neighborhoods;
 - 4. Promoting a range of housing choices; and
 - 5. Creating residential areas with strong neighborhood qualities including pedestrian-friendly streets, community gathering spaces, and basic commercial needs in close proximity.
- D. **Economic Development.**
 - 1. Providing for the expansion and diversification of the economic base to assure a strong economy; and

2. Encourage economic opportunities, particularly those that have meaningful multiplier effects on the local economy, by promoting the highest and best use of land and vitality and development of resilient commercial, mixed-use, and industrial districts.
- E. **Fiscal and Functional Health.** Protect the fiscal and functional health of the City by:
1. Establishing and maintaining zoning districts in order to protect the property rights of all individuals by assuring the compatibility and efficient relationships of uses and practices within districts;
 2. Promoting orderly, efficient, and appropriate development of land;
 3. Encouraging infill development to make efficient use of existing public infrastructure;
 4. Facilitating greenfield development to capitalize on valued natural features; Promoting a balanced supply of residential, commercial, and industrial land uses that are compatible with adjacent land uses and have good transportation access; and
 5. Securing economy in government and private sector expenditures by promoting efficiency in development review;
 6. To allow freedom of speech and expression in accordance with the laws of the state and nation;
- F. **Clear Regulations and Processes.** Provide transparent regulations and review procedures for development and outline the duties and powers of responsible administrative, elected, and appointed review bodies to maintain public trust.

1201.03 Authority, Jurisdiction, and Severability

- A. **General Authority.** The authority for the preparation, adoption, and implementation of this PZC is derived from Ohio Revised Code (ORC) [Chapter 711](#) and [Chapter 713](#), which permits the adoption of uniform rules and regulations governing the zoning and subdivision of land, and by the [Charter of the City of Monroe](#).
- B. **Jurisdiction.** The provisions of this PZC shall apply to the entire incorporated land areas of the City of Monroe of Butler and Warren Counties, in the State of Ohio.
- C. **Severability.**
1. If any court of competent jurisdiction invalidates any provision of this PZC, then such judgment shall not affect the validity and continued enforcement of any other provision of this PZC.
 2. If any court of competent jurisdiction invalidates the application of any provision of this PZC to a particular property, structure, or situation, then such judgment shall not affect the application of that provision to any other property, structure, or situation not specifically included in that judgment.
 3. If any court of competent jurisdiction judges invalid any condition attached to the approval of a development review application, then such judgment shall not affect any other conditions or requirements attached to the same approval that are not specifically included in that judgment.
 4. Whenever a condition or limitation is included in an administrative action authorizing regulatory activity, then it shall be conclusively presumed that the authorizing officer, Commission, or Board considered such condition or limitation necessary to carry out the spirit and intent of this PZC, and that the officer, Commission, or Board would not have granted the authorization to which the condition or limitation pertained except in belief that the condition or limitation was lawful.

1201.04 Enactment, Repeal, and Effective Date

- A. **Enactment and Repeal.** The enactment of this PZC and the referenced Official Zoning Map shall replace Part Twelve, Planning and Zoning Code, of the Codified Ordinances of Monroe, in place prior to the effective date of this Code.
- B. **Effective Date.** This PZC was adopted by City Council on April 23, 2024. This PZC shall become effective 30 days after the approval by City Council.

Article 01.02 Effect of PZC

1201.05 Abrogation, Conflicting Provisions, and Other Regulations

- A. **Abrogation.** Except for those provisions of the Code of Ordinances explicitly repealed upon the adoption of this PZC, it is not intended for this PZC to repeal, abrogate, or impair any existing public or private laws, easements, covenants, or deed restrictions.
- B. **Conflict.**
 - 1. *Public Restrictions.* The following provisions apply to laws adopted by a federal, state, or local legislative body:
 - a. Where this PZC conflicts with another local, state, or federal law, whichever the Director of Development finds imposes the more stringent restrictions and controls. Where the Director finds conflicting provisions to be equally stringent, then the provision more recently adopted controls.
 - b. Where the text of this PZC conflicts with its tables or illustrative material, the text controls. Where a table of this PZC conflicts with an illustration, the table controls.
 - 2. *Private Restrictions.*
 - a. The City does not interpret or enforce private restrictions, including, but not limited to, deed restrictions, covenants, or private easements unless the City is a party to the agreement. However, where this PZC proposes a greater restriction or imposes higher standards or requirements than such easement, covenant, or other private third-party agreement, then the provisions of this Code shall govern unless specifically approved by the City.
 - b. Nothing in this PZC shall modify or repeal any private covenant or deed restriction, but such covenant or restriction shall not excuse any failure to comply with this Code.
 - 3. *Text and Graphics.* Graphics are included in the PZC to illustrate the intent and requirements of the text. In the case of a conflict between the text and any graphics, the text governs.
- C. **Interpretation.** In the interpretation and application of this PZC, all provisions shall be:
 - 1. *Minimum Requirements.* Considered as minimum requirements;
 - 2. *In Favor of City.* Liberally construed in favor of the governing body; and,
 - 3. *State Statutes.* Deemed neither to limit nor repeal any other powers granted under state statutes.

1201.06 Transitional Provisions and Vested Rights

- A. **Generally.** These transitional rules are to resolve the status of properties with pending applications or recent approvals, and properties with outstanding violations, on the effective date of this PZC.
- B. **Vested Rights.** The transitional rules in this Section are subject to Ohio's laws related to vested rights.
- C. **Violations.**

1. *Violations Continue.* Any violation that existed at the time this PZC became effective shall continue to be a violation under this PZC and is subject to penalties and enforcement under [Article 08.02, Enforcement of Code](#), unless the use, development, construction, or other activity complies with the provisions of this PZC.

2. *Fees for Civil Penalties.* Payment of fees for any civil penalty assessed under the previous regulations is still required, even if the original violation is no longer considered to be a violation under this PZC.

D. Nonconformities.

1. *Legal Nonconformities Continue.* Any legal nonconformity that existed at the time this PZC became effective shall continue to be a legal nonconformity under this PZC as long as the situation that resulted in the nonconforming status under the previous code continues to exist, and shall be controlled by [Article 08.01, Nonconformities](#).

2. *Conversion of Nonconformity.* If a legal nonconformity that existed at the time this PZC became effective becomes conforming because of the adoption of this PZC, then the situation will be considered conforming and shall no longer be subject to the regulations pertaining to nonconformities.

E. Pending Applications.

1. *Complete Applications.* Any complete application that has been submitted or accepted for approval, but upon which no final action has been taken by the appropriate decision-making body prior to the effective date of this PZC, shall be reviewed in accordance with the provisions of the regulations in effect on the date the application was deemed complete by the City.

2. *Incomplete Applications.* If a complete application is not filed within the required application filing deadlines in effect prior to the adoption of this PZC, the application shall expire immediately upon the effective date of this Code. Subsequent resubmittals of the application(s) shall be subject to the requirements of this code.

3. *Request for Review Under New Code.* An applicant with a pending application may waive review available under prior regulations through a written letter to the City and request for review under the provisions of this PZC.

F. Approved Applications.

1. *Approved Applications.* Approved applications that are valid on the effective date of this PZC are valid until their expiration date, even if it does not conform to the provisions of this Code. If no expiration date is specified in the approval documents or prior regulations, they shall expire pursuant to [Table 1207.10-1, Development Review Summary Table](#). Any resubmittals of applications for an expired project approval shall meet the standards of this PZC.

2. *Approved Final Plats.* Any subdivision that has received final approval by the City Council prior to the adoption of this PZC shall be considered an approved final subdivision. If the approved final plat is not recorded within 90 days after the date of the City Council's approval, such approval shall be termed null and void. In the event a plat is considered invalid, the plat shall then be resubmitted as a preliminary plat and shall meet all requirements of this code.

3. *Approved Planned Unit Developments (PUDs).* Planned Unit Development- agreements approved prior to the effective date of this PZC are governed according to the express terms and conditions of each agreement, unless expressly repealed, revoked, or modified as provided in the PZC.

1201.07 Applicability

- A. **Applicability of Code.** No person may use, occupy, subdivide, or develop land, or use, occupy, erect, or modify buildings, signs, or other structures, except in accordance with all applicable provisions of this PZC. For purposes of this PZC, the "use" or "occupancy" of a building or land relates to anything and everything that is done to, on, or in that building, structure, or land.
- B. **Compliance Required.** There shall be no land used or subdivided nor structure constructed, occupied, enlarged, altered, or moved until:
 - 1. *Review.* The designated administrative, elected, or appointed body vested with the authority to make a final decision on a development review application under this PZC finds no conflict with any provision of this PZC; and
 - 2. *Approvals.* The applicant obtains all pertinent approvals in accordance with [Chapter 1207, Development Review Procedures](#), from the administrative, elected, or appointed body with the designated authority to issue such required permits or authorizations.
- C. **Consistency with the Comprehensive Plan.** The administration, enforcement, and amendment of this PZC should be consistent with the City of Monroe Comprehensive Plan, as amended and herein referred to as the "Comprehensive Plan". Amendments to this PZC should maintain and enhance the consistency between this PZC and the Comprehensive Plan.
- D. **Permits Required.** Permits or certificates issued on the basis of plans and applications approved by the agency having jurisdiction authorize only the use and arrangement set forth in such approved plans and applications and no other use, arrangement, or construction. Any other use, arrangement, or construction, or failure to obtain an appropriate permit, certificate, or inspection, shall be deemed to be a violation of this PZC, punishable under [Article 08.02, Enforcement of Code](#).
- E. **Sale of Land in a Subdivision.** No lot, tract, or parcel of land within any subdivision or any development constituting a subdivision under [ORC Chapter 711](#) shall be offered for sale, nor shall any sale or contract for sale which is intended to be recorded with the applicable county have any validity, until such subdivision, together with the plans for the improvements thereto, has been properly reviewed and officially approved by the City. This regulation is not intended to prohibit the sale of unplatted land for purposes of ownership changes or new developer acquisition.
- F. **Restoration of Unsafe Buildings.** Except as provided in [Article 08.01, Nonconformities](#), nothing contained in this Code shall prevent the strengthening or restoring to a safe condition any part of any building or structure declared unsafe by the proper authority.
- G. **Burden of Proof.** The burden of demonstrating that an application or any development subject to this PZC complies with applicable review and approval standards is on the applicant. The burden is not on the City or other parties to show that the standards have been met by the applicant or person responsible for the development.

CHAPTER 1202 ZONING DISTRICTS AND DIMENSIONAL STANDARDS

Article 02.01 Zoning District Established and Official Zoning Map

1202.01 Zoning Districts Established

The zoning districts set forth in Table 1202.01-1, *Zoning Districts*, shows the future land use designation from the Comprehensive Plan that each zoning district implements, list the available development types that are further articulated in Section 1202.04, *Development Types*, and identifies the former zoning district from the predecessor Planning and Zoning Code.

Table 1202.01-1, Zoning Districts			
Future Land Use Designation	Zoning District (Abbreviation)	Development Type¹	Former Zoning District²
Residential Districts			
Rural Residential	RR, Rural Residential	Conventional	A-1, A-2
		Conservation	
Large Lot Residential	SR, Suburban Residential	Conventional	R-2
		Conservation	
Mixed Residential	GR, General Residential	Conventional	R-3
		Conservation	
	NC, Neighborhood Conservation	Infill	R-1
Multi-Unit Residential	UR, Urban Residential	Conventional	R-4
		Cottage Court	
Mixed-Use Districts			
Mixed-Use	MU, Mixed-Use	Mixed-Use	C-4
	DT, Downtown		C-3
Nonresidential Districts			
Commercial	HC, Highway Commercial	Nonresidential	C-1
	GC, General Commercial		C-2
Employment	EC, Employment Center		B-P
Light Industrial	LI, Light Industrial		L-I
Heavy Industrial	HI, Heavy Industrial		H-I
Special Purpose			
N/A	PUD, Planned Unit Development	Planned	PUD

Table 1202.01-1, Zoning Districts			
Future Land Use Designation	Zoning District (Abbreviation)	Development Type ¹	Former Zoning District ²
N/A	DWP-O, Delineated Wellhead Protection Overlay District	Special Purpose Overlay	DWP-O
N/A	WPB-O, Wellhead Protection Buffer Overlay District	Special Purpose Overlay	WPB-O
N/A	FPOD, Floodplain Protection Overlay District	Special Purpose Overlay	--
Table Notes: 1. Refer to 1202.04, Development Types, for more details. 2. The former zoning districts are from the City of Monroe Planning and Zoning Code, adopted on October 22nd, 2013, which is repealed on the effective date of this Planning and Zoning Code.			

1202.02 Official Zoning Map

- A. **Generally.** Zoning districts are shown on the map entitled "Official Zoning Map" of the City of Monroe. The Director of Development and Office of the City Clerk shall each keep an Official Zoning Map in a convenient format, either electronically or in hard copy, available for inspection during regular business hours.
- B. **Force and Effect.** The Official Zoning Map and all notations, references, and other information shown on the map are a part of this Code and have the same force and effect as this Code.
- C. **Interpretation of Zoning Map.** Where uncertainty exists with respect to the boundaries of any of the zoning districts, as shown on the zoning map, the following rules shall apply:
1. *Streets and Rights-of-Ways.* Where district boundaries are indicated as approximately following the center lines of streets or highways, street lines or highway right-of-way lines, these center lines, street lines, or highway right-of-way lines shall be construed to be such boundaries.
 2. *Boundaries Following Property Lines.* Where district boundaries are so indicated that they approximately follow the lot lines, township lines, section lines, one-half section lines, one-quarter section lines and one-eighth section lines, such lines shall be construed to be said boundaries.
 3. *Boundaries Parallel to Streets and Rights-of-Ways.* Where district boundaries are so indicated that they are approximately parallel to the center lines or street lines of streets, or the center lines of right-of-way lines of highways, such district boundaries shall be construed as being parallel thereto and at such distance therefrom as indicated on the zoning map. If no distance is given, such dimension shall be determined by the use of the scale shown on the zoning map.
 4. *Boundaries Following Railroad Line.* Where the boundary of a district follows a railroad line, such boundary shall be deemed to be located in the middle of the main tracks of the railroad line.
 5. *Uncertainties.* If the above rules do not clarify the subject zoning district boundary, the Board of Zoning Appeals shall have the authority to review and interpret the disputed boundary. The person contesting the location of the district boundary shall be given a reasonable opportunity to present their case to the

City and to submit technical evidence if so desired pursuant to the appeals process as established in Section 1207.28, *Appeals*.

D. **Classification of Vacated or Annexed Areas.**

1. *Default Zoning District.* Unzoned lands that may hereafter become incorporated areas of the City shall be included in the RR, Rural Residential District until such property shall be assigned a district-zoned classification in accordance with Section 1207.23, *Zoning Map Amendment*.
2. *Similar Zoning District.* All territory that may hereafter become incorporated areas of the City by virtue of annexation shall be rezoned to the zoning district most similar to the previous zoning of the territory.

Article 02.02 Residential Zoning Districts

1202.03 Residential Districts Standards

2.03(A) Rural Residential (RR)

- A. **Purpose.** The Rural Residential (RR) district provides for areas designed as large lots that are typically not located within subdivisions. Development in this district is primarily reserved for agriculture and very low-density detached residential developments that accommodate compatible personal agricultural uses. The district is intended to preserve a rural character in the City and to manage growth on the periphery of the City limits.
- B. **Applicability.** The RR district is appropriate for the areas shown on the Future Land Use Map as Rural Residential (maximum one dwelling unit per two acres). Figures 2.03(A)-1 and 2.03(A)-2 depict examples of development patterns and the range of land uses, building types, heights, and scales that are characteristic of the RR district. The standards in Table 2.03(A)-1, *RR Lot and Building Standards*, reflect a minimum two-acre lot, plus an option for a conservation development pattern:
1. *Conventional.* The option provides for a conventional development type that permits single-unit estate-sized lots of a maximum of one unit per two acres.
 2. *Conservation.* The conservation development type provides for smaller lots of a maximum of one unit per half-acre that are clustered around common open space to protect environmental resources, such as woodlands, wetlands, floodplains, and riparian areas, and as a buffer or recreational set-aside.
- C. **Land Uses.** The permitted by-right (P), limited (L), conditional (C), and prohibited uses are set out in Section 1203.02, *Primary Use Table*.

Figure 2.03(A)-1, RR District Example Development Pattern

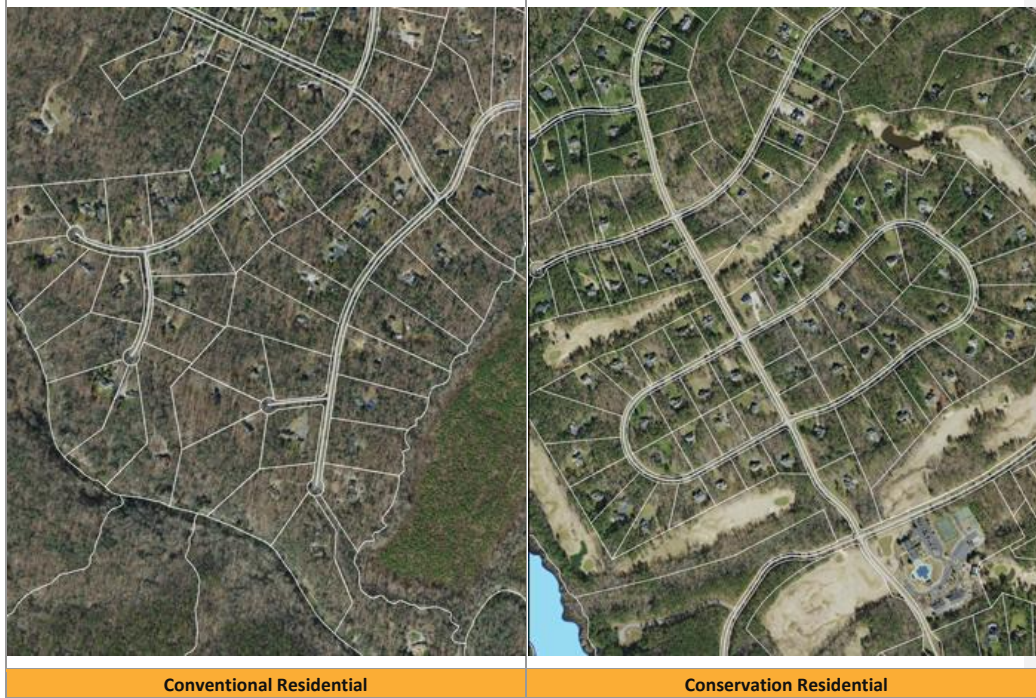


Figure 2.03(A)-2, RR District Example Imagery



- D. **Dimensional Standards and Illustrations.** The applicable dimensional standards for the RR district are outlined in Table 2.03(A)-1.

Table 2.03(A)-1, RR Lot and Building Standards

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ac = acre u = dwelling unit u/a = unit per acre st = story ' = feet SF = Square Feet			
Key			
	Development Type	Conventional	Conservation
	Open Space (min)	0%	50%
	Maximum Density (du/ac)	0.5 du/ac	1
	Minimum Floor Area [1]	1,800 sf.	1,800 sf.
Lot Standards			
A	Lot Area (min ac)	2.0	0.5
B	Lot Width (min)	100'	80'
Building Standards			
	Primary Building Placement		
C/E	Front Yard Setback (min)		
	- Street	40'	25'
	- Cul-de-sac	40'	25'
D	Side Setback (min)	25'	15'
E	Street Side Setback (min)	40'	25'
F	Rear Yard Setback (min)	40'	30'
Accessory Building Placement			

Table 2.03(A)-1, RR Lot and Building Standards

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ac = acre u = dwelling unit u/a = unit per acre st = story ' = feet SF = Square Feet

Key			
	Development Type	Conventional	Conservation
	Front Setback (min)	--	--
G	Side Setback (min) [2]	5'/10'	5'/10'
H	Street Side Setback (min)	--	--
I	Rear Setback (min) [2]	5'/10'	5'/10'
Building Height and Coverage			
	Height (max)		
J	- Stories	2.5	2.5
	- Feet	35'	35'
K	Lot Coverage (max)	20%	30%
Other Site and Building Components			
	Primary Entrance Orientation	Front façade towards primary street on front façade	Towards primary street on front façade
	Building Type Permitted	Single-Unit Detached	Single-Unit Detached
Fence or Freestanding Walls Height (max.)			
	- Front Yard [3]	4'	4'
	- Side Yard	6'	6'
	- Street Side Yard	4'	4'
	- Rear Yard	6'	6'

Notes:

- For the purposes of calculating the minimum floor area, all areas within basements, garages, stairs, and any attached or detached accessory building or structure shall not be included.
- The first number represents accessory structures and uses under 12 feet in height and the second number is for accessory structures and uses 12 feet in height or taller. All accessory structures and uses 12 feet in height or taller shall be set back a minimum of 10 feet from the side and rear lot lines.
- See Section 1204.22, *Screening and Fencing*.

Figure 2.03(A)-3, RR Illustrated Standards



Single-Unit Detached



Single-Unit Detached

- E. **References to Related Standards.** Table 2.03(A)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.03(A)-2, RR References to Related Standards	
Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.06
Screening and Fencing	1204.22
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205

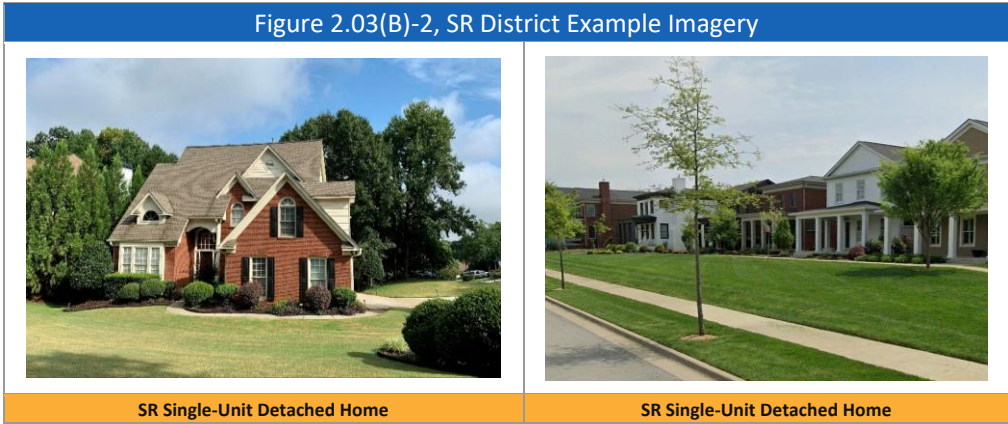
2.03(B) Suburban Residential (SR)

- A. **Purpose.** The Suburban Residential (SR) district provides for areas for large, estate-sized residential development or lots clustered around common open space in a conservation-style designed subdivision. Lots are designed to be located within traditional subdivisions that have improvements such as curbs and sidewalks and limited use of cul-de-sacs to form more connected street networks. Developments within this district may include parks, schools, religious institutions, and facilities that provide nearby community amenities for the residents in appropriate locations.
- B. **Applicability.** The SR district is appropriate for the areas shown on the Future Land Use Map as Large Lot Residential (maximum two dwelling units per acre). Figures 2.03(B)-1 and 2.03(B)-2 depict examples of development patterns and the range of land uses, building types, heights, and scales that are characteristic of the SR district. The standards in Table 2.03(B)-1, *SR Lot and Building Standards*, reflect a minimum lot size, plus an option for conservation development patterns:
1. *Conventional.* The conventional pattern provides for a development type that provides for single-unit large-lot residential parcels of at least one-half acre.
 2. *Conservation.* The conservation development type provides for smaller lots of at least 7,500 square feet that are clustered around common open space to protect environmental resources, such as woodlands, wetlands, floodplains, and riparian areas, and as a buffer or recreational set-aside.
- C. **Land Uses.** The permitted by-right (P), limited (L), conditional (C), and prohibited uses are set out in Section 1203.02, *Primary Use Table*.



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D. **Dimensional Standards and Illustrations.** The applicable dimensional standards for various housing/building and development types for the SR district are outlined in Table 2.03(B)-1, *SR Lot and Building Standards*. Except as provided in [Article 02.05, Measurements and Specific Allowances](#), and Section **1202.04, Development Types**, no lot shall be reduced in size so that its area, width, setback requirements, gross density, or other requirements of Table 2.03(B)-1 are not maintained.

Table 2.03(B)-1, SR Lot and Building Standards

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ac = acre du = dwelling unit du/ac = dwelling unit per acre st = story sf. = square feet ' = feet

Key			
	Development Type	Conventional	Conservation
	Open Space (min)	15%	50%
	Maximum Density (du/ac)	1.90	2.57
	Minimum Floor Area [1]	1,800 sf.	1,800 sf.
Lot Standards			
A	Lot Area (min ac)	0.5 ac. (21,780 sf.)	7,500 sf.
B	Lot Width (min)	100'	75'
Building Standards			
Primary Building Placement			
C/E	Front Setback (min)		
	- Street	40'	25'
	- Cul-de-sac	40'	25'
D	Side Setback (min)[2]	0'/10'	0'/10'
E	Street Side Setback (min)	40'	25'
F	Rear Setback (min)	30'	20'
Accessory Building Placement			
	Front Setback (min)	--	--
G	Side Setback (min) [3]	5'/10'	5'/10'
H	Street Side Setback (min)	—	—
I	Rear Setback (min) [3]	5'/10'	5'/10'
Building Height and Coverage			
J	Height (max)		
	- Stories	2.5	2.5
	- Feet	35'	35'
K	Lot Coverage (max)	30%	40%
Other Site and Building Components			
	Primary Entrance Orientation	Towards primary street on front facade	Towards primary street on front facade

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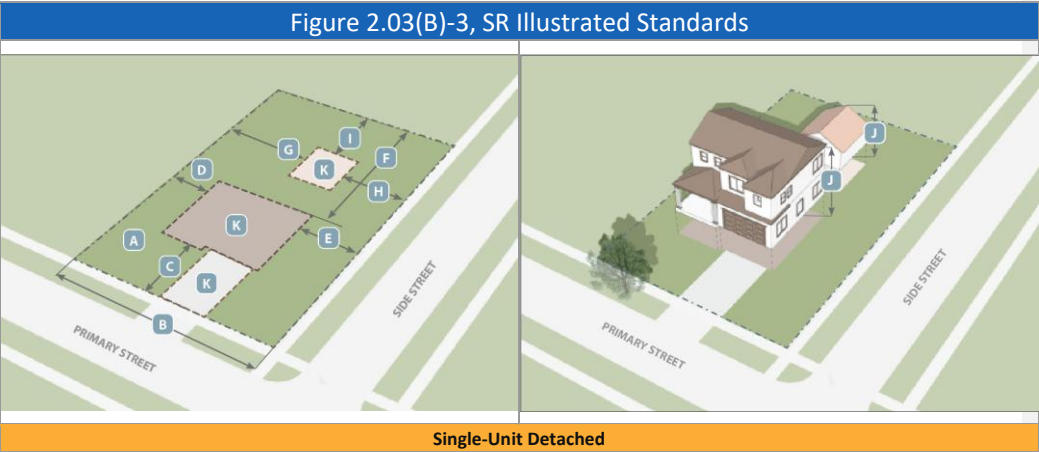
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Table 2.03(B)-1, SR Lot and Building Standards

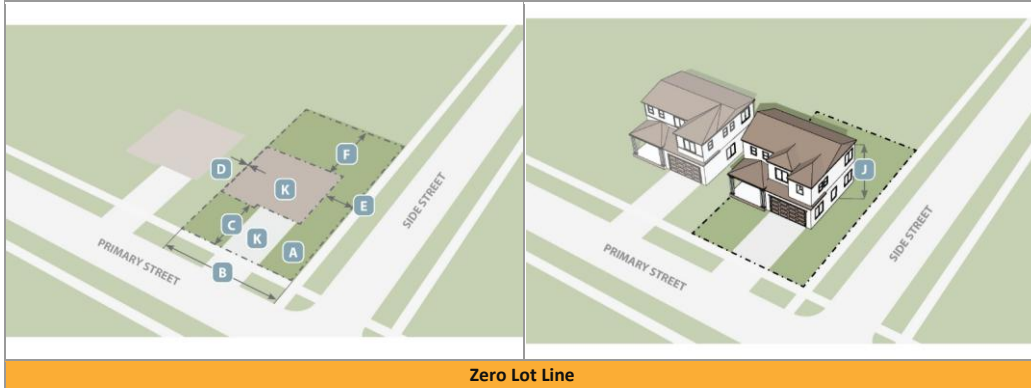
Key		
Development Type	Conventional	Conservation
Building Type Permitted	Single-Unit Detached, Zero Lot Line	Single-Unit Detached, Zero Lot Line
Fence or Freestanding Walls Height (max.)		
- Front Yard	3'	3'
- Side Yard	6'	6'
- Street Side Yard	3'	3'
- Rear Yard	6'	6'

- Notes:
- For the purposes of calculating the minimum floor area, all areas within basements, garages, stairs, and any attached or detached accessory building or structure shall not be included.
 - The first number represents only one side yard setback as permitted for the zero-lot line dwelling unit as allowed in the SR zoning district. The second number represents the minimum for the non-zero setback side. See the definition in Section 1209.03, *Definitions*.
 - The first number represents accessory structures and uses under 12 feet in height and the second number is for accessory structures and uses 12 feet in height or taller. All accessory structures and uses 12 feet in height or taller shall be set back a minimum of 10 feet from the side and rear lot lines.



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Figure 2.03(B)-3, SR Illustrated Standards



- E. **References to Related Standards.** Table 2.03(B)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.03(B)-2, SR References to Related Standards

Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.06
Screening and Fencing	1204.22
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205

2.03(C) General Residential (GR)

- A. **Purpose.** The General Residential (GR) district provides areas for a range of housing types and lot sizes in a residential subdivision. Developments within this district shall also include parks, schools, public assembly facilities, certain commercial uses, or similar facilities that provide nearby community amenities for the residents in appropriate locations. The GR district provides a development option of smaller lots that provide for a variety of single-unit detached and attached housing types clustered around common open spaces used as buffers between districts or housing types. The site design should provide for resource protection and preservation of sensitive lands.

- B. **Applicability.** The GR district is appropriate for the areas shown on the Future Land Use Map as Mixed Residential. Figures 2.03(C)-1 and 2.03(C)-2 depict examples of development patterns and the range of land uses, building types, heights, and scales that are characteristic of the GR district. The standards in Table 2.03(C)-1, *GR Lot and Building Standards*, reflect minimum square footage for the housing types -permitted in the conventional option, plus an option for conservation development patterns:
1. *Conventional.* The conventional pattern provides for a conventional development type that provides for a variety of housing types, including single-unit detached, zero lot line, and single-unit attached residential lots. The conventional pattern includes community space and amenities.
 2. *Conservation.* The conservation development type provides for smaller lots ~~of at least 3,500 square feet that are~~ clustered around common open space ~~to protect environmental resources,~~ such as woodlands, wetlands, floodplains, and riparian areas, and as a buffer or recreational set-aside. The conservation pattern includes community space and amenities.
- C. **Land Uses.** The permitted by-right (P), limited (L), conditional (C), and prohibited uses are set out in Section 1203.02, *Primary Use Table*.

Figure 2.03(C)-1, GR District Example Development Pattern



Figure 2.03(C)-2, GR District Example Imagery



D. **Dimensional Standards and Illustrations.** The applicable dimensional standards for various building and development types for the GR district are outlined in Table 2.03(C)-1, *GR Lot and Building Standards*. Except as provided in [Article 02.05, Measurements and Specific Allowances](#), and Section [1202.04, Development Types](#), no lot shall be reduced in size so that its area, width, setback requirements, gross density, or other requirements of Table 2.03(C)-1 are not maintained.

Table 2.03(C)-1, GR Lot and Building Standards

ac = acre du = dwelling unit du/a = unit per acre st = story sf. = square feet ' = feet

Key		
Development Type	Conventional	Conservation
Open Space (min.)	15%	30%
Maximum Density (du/ac)	6	8

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Table 2.03(C)-1, GR Lot and Building Standards

ac = acre du = dwelling unit du/a = unit per acre st = story sf. = square feet ' = feet

Key			
	Development Type	Conventional	Conservation
	Minimum Floor Area [1]		
	—Single-Unit Detached	1,800 sf.	1,800 sf.
	—Single-Unit Attached/Duplex	1,600 sf.	1,600 sf.
	—Zero Lot Line	1,800 sf.	1,800 sf.
	—Townhouse	1,600 sf.	1,600 sf.
Lot Standards			
A	Lot Area (min.)	6,000 sf.	3,500 sf.
	—Single-Unit Detached	2,500 sf.	1,500 sf.
	—Single-Unit Attached/Duplex	6,000 sf.	3,500 sf.
	—Zero Lot Line	2,000 sf.	1,500 sf.
	—Townhouse		
B	Lot Width (min.)	40'	30'
Building Standards			
Primary Building Placement			
C	Front Setback (min.)	30'	20'
D	Side Setback (min.) [2]	0/5'	0/5'
E	Street Side Setback (min.)	20'	15'
F	Rear Setback (min.)	30'	20'
Accessory Building Placement			
	Front Setback (min.)	--	--
G	Side Setback (min.) [3]	5'/10'	5'/10'
H	Street Side Setback (min.)	—	—
I	Rear Setback (min.) [3]	5'/10'	5'/10'
Building Height and Coverage			
J	Height (max.)	2.5	2.5 / 3.0
	- Stories	30'	30' / 40'
K	Lot Coverage (max.)	55%	55%
Other Site and Building Components			

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Table 2.03(C)-1, GR Lot and Building Standards

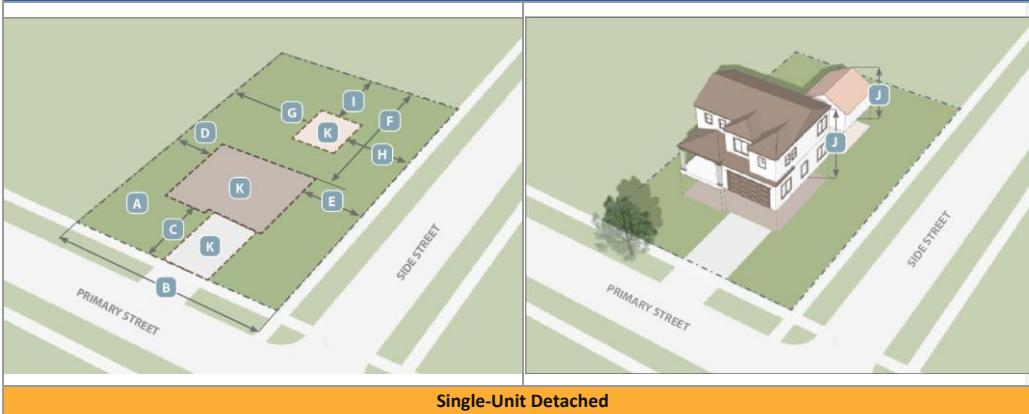
ac = acre du = dwelling unit du/a = unit per acre st = story sf. = square feet ' = feet

Key		
Development Type	Conventional	Conservation
Primary Entrance Orientation	Towards primary street on front facade	Towards primary street on front facade
Building Type Permitted	Single-Unit Detached, Zero Lot Line, Single-Unit Attached, Duplex Attached, Duplex, Townhouse	Single-Unit Detached, Zero Lot Line, Single-Unit Attached, Duplex, Townhouse
Fence or Freestanding Walls Height (max.)		
- Front Yard	3'	3'
- Side Yard	6'	6'
- Corner Yard	3'	3'
- Rear Yard	6'	6'

Notes:

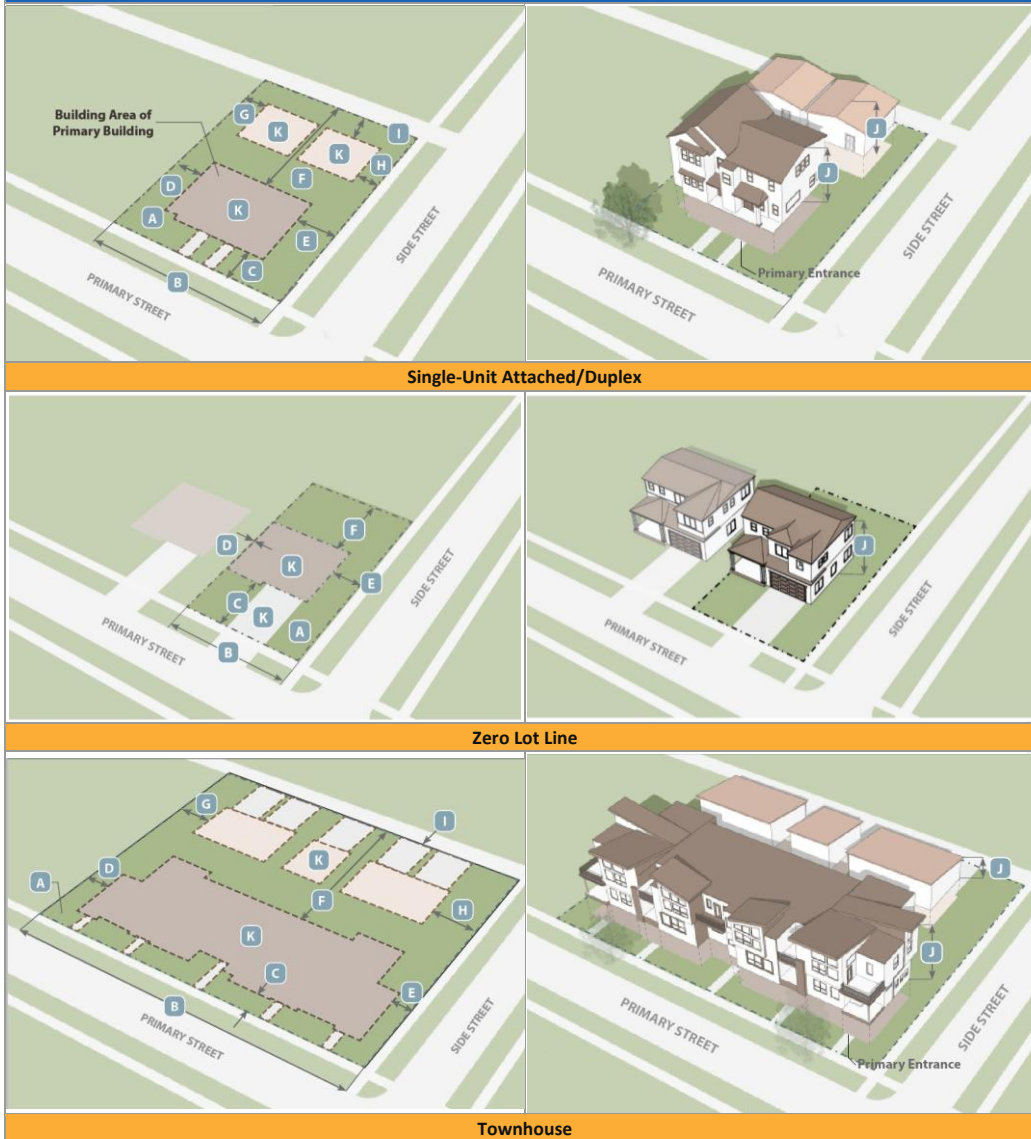
1. To calculate the floor area, all areas within basements, garages, stairs, and any attached or detached accessory building or structure shall not be included.
2. The first number represents only one side yard setback as permitted for the zero-lot line dwelling unit as allowed in the SR zoning district. The second number represents the minimum for the non-zero setback side. See the definition in Section 1209.03, Definitions.
3. The first number represents accessory structures and uses under 12 feet in height and the second number is for accessory structures and uses 12 feet in height or taller. All accessory structures and uses 12 feet in height or taller shall be set back a minimum of 10 feet from the side and rear lot lines.

Figure 2.03(C)-3, GR Illustrated Standards



Single-Unit Detached

Figure 2.03(C)-3, GR Illustrated Standards



- E. **References to Related Standards.** Table 2.03(C)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.03(C)-2, GR References to Related Standards	
Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.06
Screening and Fencing	1204.22
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205

2.03(D) Neighborhood Conservation (NC)

- A. **Purpose.** The Neighborhood Conservation (NC) district provides for preserving the character of the designated existing residential neighborhoods that were developed under previous zoning categories that are no longer used in this Code, or of record platted areas that may now be nonconforming.
- B. **Applicability.** The NC district is appropriate for the areas shown on the Future Land Use Map as Mixed Residential (maximum four dwelling units per acre) in established residential subdivisions. Figures 2.03(D)-1 and 2.03(D)-2 depict examples of development patterns and the range of land uses, building types, heights, and scales that are characteristic of the NC district. The standards in Table 2.03(D)-1, *NC Lot and Building Standards*, reflect a minimum 9,000 sf. lots.
- C. **Land Uses.** The permitted by-right (P), limited (L), conditional (C), and prohibited uses are set out in Section 1203.02, *Primary Use Table*.

Figure 2.03(D)-1, NC District Example Development Pattern

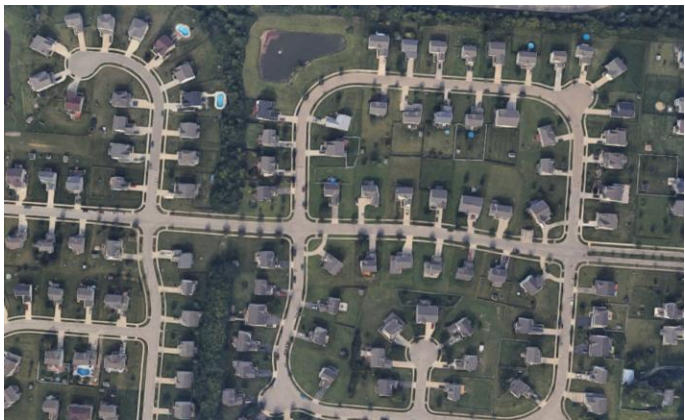


Figure2.03(D)-2, NC District Example Imagery

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D. **Dimensional Standards and Illustrations.** The applicable dimensional standards for the NC district are outlined in Tables 2.03(D)-1, *NC Lot and Building Standards*.

Table 2.03(D)-1, NC Lot and Building Standards

ac = acre du = dwelling unit d u/a = unit per acre sf. = square feet ' = feet

Key			
	Development Type	Infill	Permitted Nonresidential Uses
	Open Space (min)	0%	0%
	Maximum Density (du/ac)	4	--
	Minimum Floor Area [1]	1,800 sf.	--
Lot Standards			
A	Lot Area (min ac)	9,000 sf.	20,000 sf.
B	Lot Width (min)	75'	100'
Building Standards			
	Primary Building Placement		
C/E	Front Setback (min)		
	- Street	40'	40'
	- Cul-de-sac	40'	40'
D	Side Setback (min)	10'	20'
E	Street Side Setback (min)	40'	40'
F	Rear Setback (min)	30'	30'
Accessory Building Placement			
	Front Setback (min)	--	--
G	Side Setback (min)[2]	5'/10'	5'/10'
H	Street Side Setback (min)	10'	10'
I	Rear Setback (min) [2]	5'/10'	5'/10'
Building Height and Coverage			
J	Height (max)	2.5	2.5
	- Stories	35'	35'
K	Lot Coverage (max)	35%	35%
Other Site and Building Components			
	Primary Entrance Orientation	Towards primary street on front facade	Towards primary street on front facade

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Table 2.03(D)-1, NC Lot and Building Standards

ac = acre du = dwelling unit d u/a = unit per acre sf. = square feet ' = feet

Key		
Development Type	Infill	Permitted Nonresidential Uses
Building Type Permitted	Single-Unit Detached	--
Fence or Freestanding Walls Height (max.)		
- Front Yard	3'	3'
- Side Yard	6'	6'
- Corner Yard	3'	3'
- Rear Yard	6'	6'

Notes:

1. For the purposes of calculating the floor area, all areas within basements, garages, stairs, and any attached or detached accessory building or structure shall not be included.
2. The first number represents accessory structures and uses under 12 feet in height and the second number is for accessory structures and uses 12 feet in height or taller. All accessory structures and uses 12 feet in height or taller shall be set back a minimum of 10 feet from the side and rear lot lines.

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Figure 2.03(D)-3, NC Illustrated Standards



Single-Unit Detached

- E. **References to Related Standards.** Table 2.03(D)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.03(D)-2, NC References to Related Standards	
Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.06
Screening and Fencing	1204.22
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205

2.03(E) Urban Residential (UR)

- A. **Purpose.** The Urban Residential (UR) district provides for areas of higher gross density designed to accommodate a diverse range of housing types including single-unit attached and multi-unit dwellings. The district is intended for areas within or adjacent to mixed-use centers to serve as a higher-density residential transition from suburban neighborhoods. Given its urban transition character, there are higher densities and greater amenity spaces set aside for streetscapes, greens, common landscaping, plazas, and resident gathering areas, as well as common landscaping and screening. Amenities are linked together with abutting developments to create a system of interconnected public spaces. The role of the UR District is to provide a variety of living types and spaces near and in support of commercial businesses and work spaces within mixed-use centers.
- B. **Applicability.** The UR district is appropriate for the areas shown on the Future Land Use Map as Multi-Family Residential. Figures 2.03(E)-1 and 2.03(E)-2 depict examples of development patterns and the range of land uses, housing types, heights, and scales that are characteristic of the UR district. The standards in Table 2.03(E)-1, *UR Lot and Building Standards*, reflect a minimum 2,800 square foot lot for a duplex/single-unit attached housing type, plus options for townhouse, multiplex, multi-unit (apartment), and permitted nonresidential uses.
- C. **Land Uses.** The permitted by-right (P), limited (L), conditional (C), and prohibited uses are set out in Section [1203.02](#), *Primary Use Table*.

Figure 2.03(E)-1, UR District Example Development Pattern



Figure 2.03(E)-2, UR District Example Imagery



Cottage Court



Townhouse



Multiplex



Multi-Unit

D. **Dimensional Standards and Illustrations.** The applicable dimensional standards for the UR district are outlined in Table 2.03(E)-1.

Table 2.03(E)-1, UR Lot and Building Standards

ac. = acre du/a = unit per acre st = story ' = feet sf. = square feet -- = not applicable

Key							
	Building Type	Duplex/ Single- Unit Attached ²	Cottage ^{4,5}	Townhouse ²	Multiplex	Multi-Unit (Apartment)	Permitted Nonresidential Uses
	Open Space (min)	15%	15%	15%	15%	15%	15%
	Maximum Density (du/ac)	20					--
	Minimum Floor Area [1]	1,600 sf.	1,100 sf.	1,600 sf.	--	--	--
Lot Standards							
A	Lot Area (min.)	2,800 sf.	1,000 sf.	2,000 sf.	5,000 sf.	5,000 sf.	40,000 sf.
B	Lot Width (min)	20'	20'	20'	50'	50'	100'
Building Standards							
Primary Building Placement							
C	Front Setback (min)	25'	25'	25'	25'	25'	40'
D	Side Setback (min)	10'	10'	10'	10'	10'	20'
E	Street Side Setback (min)	10'	10'	10'	10'	10'	20'
F	Rear Setback (min)	30'	15'	30'	30'	30'	40'
Accessory Building Placement							
H	Front Setback (min)	--	--	--	--	--	--
G	Side Setback (min) [3]	5'/10'	5'/10'	5'/10'	5'/10'	--	5'/10'
H	Street Side Setback (min)	--	--	--	--	--	--
I	Rear Setback (min) [3]	5'/10'	5'/10'	5'/10'	5'/10'	--	5'/10'
Building Height and Coverage							
J	Height (max) - Stories - Feet	3.0 st. 35'	3.0 st. 35'	3.0 st. 35'	3.0 st. 35'	3.0 st. 35'	3.0 st. 35'

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Table 2.03(E)-1, UR Lot and Building Standards

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ac. = acre du/a = unit per acre st = story ' = feet sf. = square feet -- = not applicable

Key							
	Building Type	Duplex/ Single- Unit Attached ²	Cottage ^{4,5}	Townhouse ²	Multiplex	Multi-Unit (Apartment)	Permitted Nonresidential Uses
K	Lot Coverage (max)	60%	60%	60%	60%	60%	60%
	Other Site and Building Components						
	Primary Entrance Orientation	Towards primary street on front facade or on corner. Homes within Cottage Court development sites may front upon common open space or common court.					
	Fence or Freestanding Walls Height (max.)						
	- Front Yard	4'	4'	4'	4'	4'	4'
	- Side Yard	6'	6'	6'	6'	6'	6'
	- Street Side Yard	6'	6'	6'	6'	6'	6'
	- Rear Yard	6'	6'	6'	6'	6'	6'

Notes:

1. For the purposes of calculating the floor area, this shall include all areas "per dwelling unit." Areas within basements, garages, stairs, and any attached or detached accessory building or structure shall not be included. There shall be a minimum total floor area of 900 square feet plus an additional 150 square feet for each additional sleeping room over one.
2. Minimum lot area is calculated on a "per dwelling unit" basis. Minimum lot width is calculated for the entire lot.
3. The first number represents accessory structures and uses under 12 feet in height and the second number is for structures and uses 12 feet in height or taller. All accessory structures and uses 12 feet in height or taller shall be set back a minimum of 10 feet from the side and rear lot lines.
4. A cottage court development shall contain a minimum of three cottages.
5. For standards related to cottage court development, see Section [1202.04, Development Types](#).

Figure 2.03(E)-3, UR Illustrated Standards

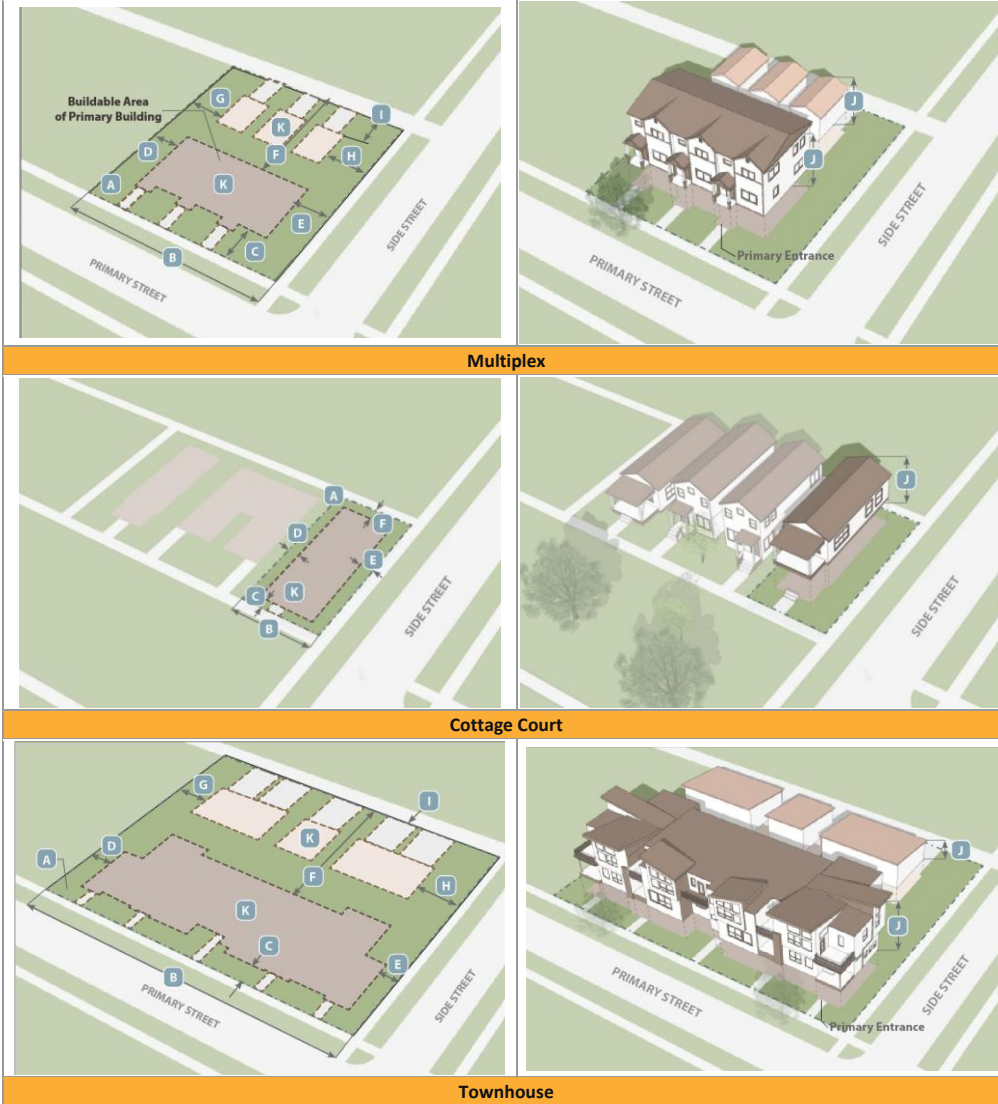
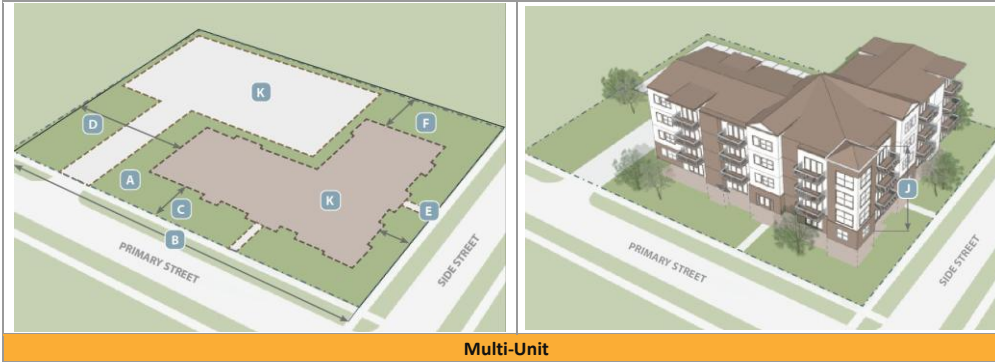


Figure 2.03(E)-3, UR Illustrated Standards



E. **References to Related Standards.** Table 2.03(E)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.03(E)-2, UR References to Related Standards

Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.06
Screening and Fencing	1204.22
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205

1202.04 Development Types

- A. **Purpose.** The standards set forth in this section establish unique and additional design and development standards for certain types of residential development not typically applicable to other forms of development in terms of use, configuration, or both. More specifically, these standards are intended to:
1. Promote a strong sense of place and pedestrian-friendly development through visual design interest and human-scale site design; and
 2. Accommodate greater housing choices and options within sites of new development, infill development, and redevelopment contexts.

- B. **Generally.** Development of any development type permitted in the zoning district is at the option of the applicant. Where more than one development type is permitted in a zoning district, no singular development type is mandatory. Refer to Section 1202.03, *Residential Districts Standards*, for lot density and dimension standards related to each permitted development and housing type combination.
- C. **Time of Review.** The review of proposed development types to ensure compliance with the standards of this section shall occur during procedural review of a Site Plan (see Section 1207.15), Master Development Plan (see Section 1207.16), or Preliminary Plan (Section 1207.31), as appropriate.
- D. **Permitted Residential Districts.** Table 1202.04-1, *Permitted Development Types by Residential District*, establishes the development types that are permitted in each residential zoning district.

Table 1202.04-1 Permitted Development Types by Residential District					
Development Types	RR	SR	GR	NC	UR
	"P" = Permitted "--" = Not Permitted				
Conventional	P	P	P	P	P
Conservation	P	P	P	--	--
Infill	P	P	P	P	P
Cottage Court	--	--	<u>P</u>	--	P

- E. **Applicability.** This Section established standards that are specific or unique to the various permitted development types.
- F. **Development Types.**
1. *Conventional.*
 - a. *Description.* The conventional development type, as depicted in Figure 1202.04-1, is a pattern that allows primarily residential uses. A conventional development type consists of varying housing types depending on the zoning district and minimum lot size is a primary factor in the character built environment of the development.
 - a-b. *Housing Types in the GR Zoning District.* A development in the GR zoning district must develop multiple housing types as permitted in Table 1203.02-1, Primary Use Table. No one lot size or configuration or building type may exceed a total of 70 percent of all the residential units in the development.
 - b-c. *Standards.* All the requirements of this Article shall apply to conventional development types unless otherwise specified.

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Figure 1202.04-1 Conventional Development Type



2. *Conservation.*

- a. *Description.* A conservation development type, as depicted in Figure 1202.04-2, consists of smaller lots than conventional development that are clustered together in order to provide for more common ~~civic and~~ open spaces. The common open space may be set-aside for resource features such as private parks, recreation areas, woodlands, creeks, streams, and similar features.
- ~~b. *Housing Types in the GR Zoning District.* A development in the GR zoning district must develop multiple housing types as permitted in Table 1203.02-1, Primary Use Table. No one lot size or configuration or building type may exceed a total of 70 percent of all the residential units in the development.~~
- ~~b. *Housing Types in the GR and UR Zoning Districts.* A conservation development type in the GR and UR zoning districts may develop multiple housing types as permitted in Table 1203.02-1, Primary Use Table. No one lot size or configuration or building type may exceed a total of 70 percent of all the residential units in the development.~~
- c. *Minimum Site Area.* The minimum site area required for a conservation development is 5 acres.

- d. *Common ~~Civic and~~ Open Space Requirements.*
 - i. Regardless of whether common open space is on privately or publicly owned property, the space shall be open to the public at the same hours as a comparable City park.
 - ii. A minimum of 75 percent of the required ~~civic and~~ open space shall consist of the natural area open space type per [Article 04.02, Open Space](#). Open space shall be integrated into the development design so as to bring access to significant open space to the maximum number of properties; provided, however, that physical access may be limited if such limitation would materially enhance natural resource management.
 - iii. Land area within the conservation development dedicated to nonresidential uses permitted within the base zoning district shall not exceed 10 percent of the total land area of the development. In addition, such uses may be counted toward 10 percent of the common open space requirement established in Section [1202.03, Residential District Development Standards](#). For example, a 20-acre conservation development with single-unit attached and detached dwellings requires three acres (15% of the development) of civic and common open space. The development may have up to two acres of nonresidential uses and 13,068 square feet of nonresidential development counts toward the ~~civic and~~ open space requirement.
- e. *Minimum Lot Area Adjacent to Other Development.* Conservation development lots directly abutting existing conventional single-unit development shall be:
 - i. Equal to or greater than the lot area and width of the existing adjacent lots;
 - ii. Separated from adjacent lots by a Type A bufferyard; or
 - iii. The dwelling units on the perimeter cluster shall be set back from the boundary of the conservation development a minimum of the following distances based on the number of conservation lots being developed:
 - (A) One to 10 lots: 30 feet;
 - (B) 11 to 30 lots: 40 feet; and
 - (C) 31 or more lots: 50 feet.
- f. *Distance from Residential Lots.* All required common open space shall be accessible and located no further than 1,200 feet from any residential lot within the conservation development, measured along a sidewalk or trail from the nearest property line of the lot to the nearest property line of the open space. Widths of public rights-of-way and pedestrian easements shall be excluded from the 1,200 feet calculation.
- g. *Buffering Requirements.* A bufferyard along the perimeter of the conservation development may count toward the required common open space. However, no more than 25% of the total required open space may be within the perimeter buffer yard.

Figure 1202.04-2
Conservation Development Type



3. *Infill.*

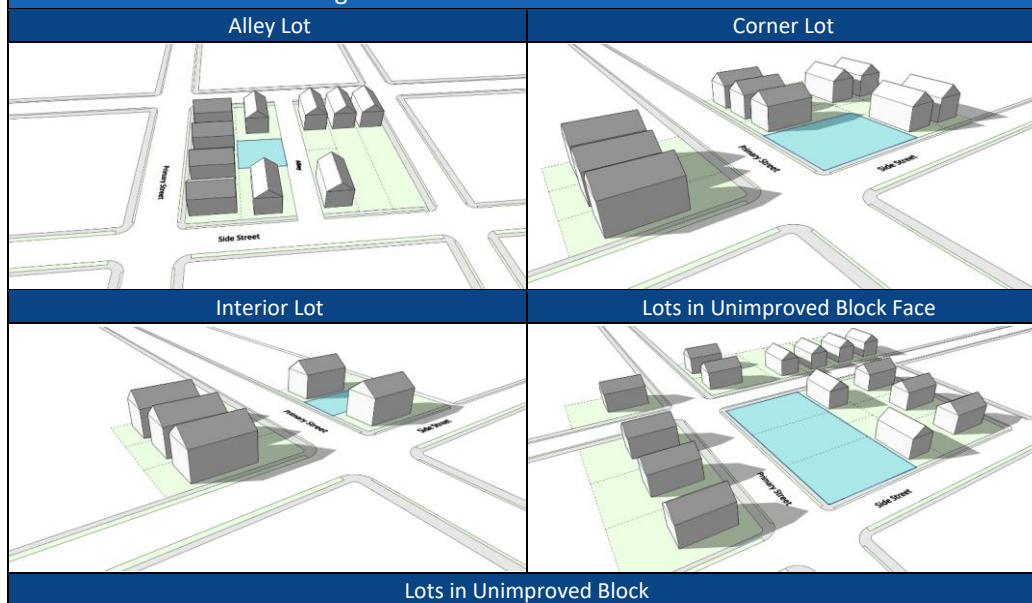
- a. *Description.* An infill development type may consist of different lot sizes and configurations than conventional or conservation developments that make efficient use of land and infrastructure on vacant or underutilized lots in already developed areas.
- b. *Eligibility for Infill.* An infill development type may be located on any parcel:
 - i. *Vacant or Unoccupied.* That is surrounded by existing developed properties and has been vacant or unoccupied for more than five years;
 - ii. *Utility Easements.* Where adjacent properties abutting at least 50 percent of the non-street perimeter of the subject property are utility easements that create a substantial break in development or redevelopment potential;
 - iii. *Existing Development.* Where adjacent properties abutting at least 50 percent of the non-street perimeter of the subject property are developed.
- c. *Appearance.* Infill development shall be constructed to be compatible in appearance with other existing structures in the context, as established in Paragraph d.vii., *Context*, below, that comply with

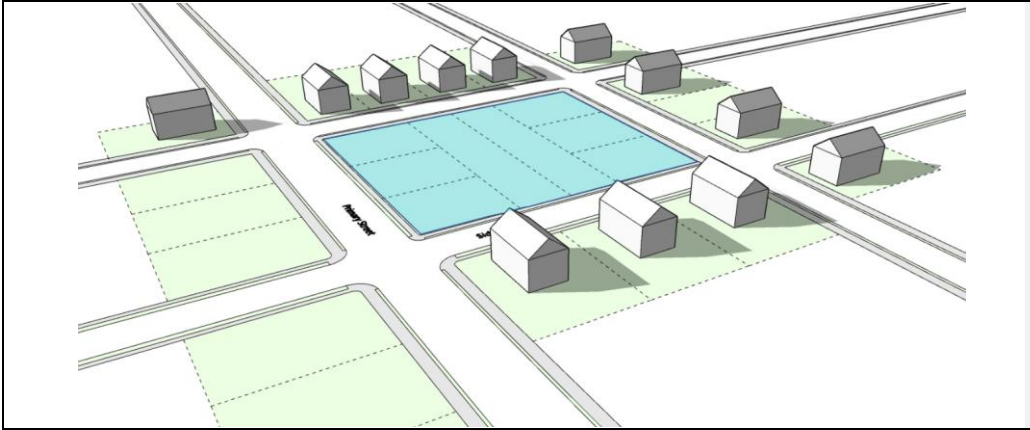
this Code. This provision shall be satisfied by constructing the proposed building(s) so that at least four of the following features are substantially similar to the majority of other buildings in the context:

- i. Roof pitch and overhang;
 - ii. Shape, size, and alignment of windows and doors;
 - iii. Front porches or porticos;
 - iv. Exterior building materials;
 - v. Exterior building color; or
 - vi. Location and style of garage.
- d. *Alternative Standards.* In place of the standards in Section [1202.03, Residential District Standards](#), and other standards of this Code, the applicant may utilize the following alternative standards.
- i. *Lot Area and Width.* The minimum lot area may be that of the smallest lot in the context of the development, as defined in Paragraph vii, Context, below. The minimum lot width may be that of the narrowest lot in the context of the development. Refer to Section [1207.33, Replat](#), for requirements related to replatting existing lots.
 - ii. *Minimum Floor Area.* The minimum floor area may be that of the average floor area in the context of the development.
 - iii. *Maximum Building Height.* The maximum building height may be that of the tallest building in the context, plus 15 percent of the height.
 - iv. *Minimum / Maximum Setbacks.*
 - (A) The minimum front or street side setback may be that of 80 percent of the average front or street side setbacks in the context of the development.
 - (B) The maximum front and street side setback, where applicable, may be that of the average of the front and street side setbacks of the context of the development, plus 10 percent.
 - (C) The minimum side and rear setbacks may be that of 80 percent of the average side or rear setbacks in the context of the development.
 - v. *Buffering.* Except as required for specific uses in [Article 03.01, Use Standards](#), where a buffer is required along a street or parking area, or between zoning districts, the buffer width and planting materials per 100 feet may be reduced by 50%.
 - vi. *Parking.* The development may take advantage of the parking credits and reductions in Section [1204.13, Parking Credits and Reductions](#).
 - vii. *Context.* This Subsection identifies various contexts that inform the allowances provided in Subsection d., Alternative Standards, above, and as depicted in Figure 1202.04-4, *Context Illustrations*.
 - (A) *Alley Lot.* If the infill site is an alley lot, then the context consists of other adjacent alley lots and the surrounding lots within the block that includes the infill site (shown in green).
 - (B) *Corner Lot.* If the infill site is a corner lot, then the context consists of both block faces that include the infill site and the lots directly across the street from the infill site.
 - (C) *Interior Lot.* If the infill site is an interior lot, then the context consists of the block face that includes the infill site and the lots directly across the street from the infill site.

- (D) Lots in Unimproved Block Face. If the infill site is within a block face that does not include other lots improved with buildings, then the context consists of the opposing block faces (being immediately opposite the same street as the project site) and the remaining lots on the block of the infill site.
- (E) Lots in Unimproved Block. If the infill site is within a block that does not include other lots improved with buildings, and the block face opposite the given project site does not include other lots improved with buildings, then the context consists of the block faces surrounding the block that includes the infill site.

Figure 1202.04-4 Context Illustrations





3. *Cottage Court.*

- a. Description. A cottage court development type, as depicted in Figure 1202.04-5, broadens the diversity of housing options available in the community to provide accessible, adequate, and affordable housing. This development type contains single-unit detached housing units typically arranged in a cluster of four to 12 dwelling units around a common open space, and may include a common building as an amenity (e.g., a common kitchen or meeting area). Vehicular access may be provided by a shared parking lot.
- b. Building Requirements.
 - i. Minimum Site Area. The minimum site area for the development of a cottage court development type shall be one-half acre. The maximum site area shall be no greater than five acres.
 - ii. Common Areas. The following shall apply to a cottage court development type:
 - (A) Common open space shall be a minimum of 30 percent of the overall site and shall include a central green, lawn or garden area, playground, or plaza as a central focal point of all dwellings.
 - (B) Common area improvements shall include pedestrian walkways connecting each dwelling unit to a community-wide sidewalk network, shared parking areas or garages, and a Type A bufferyard around the perimeter of the site that incorporates landscape materials and earthen berm and/or a wall or fence to provide a visual buffer from adjacent development. See Section [1204.21](#), *Bufferyard Landscaping*.
 - (C) If a common building is permitted as accessory to a cottage court neighborhood and may serve all residents, its gross floor area shall be no greater than 10 percent of the site area. A common building may not include bedrooms.
- c. Required Vehicular Access to Cottage Court Development Types. A cottage court development types require direct access from a local, minor, or collector street type.

- d. Garages. The following garage structure requirements shall apply to a cottage court development type:
- i. If provided, detached garages serving more than one dwelling unit shall be accessed via a private drive or alley.
 - ii. Garage doors are prohibited from facing public streets rights-of-way unless screened by a Type B bufferyard.
 - iii. A garage shall not exceed four car bays.
 - iv. Garage buildings shall match the principal dwellings in terms of roof pitch, roof materials, materials, material patterns, and color.

Figure 1202.04-5,
Cottage Court Development Type



Article 02.03 Mixed Use and Nonresidential Zoning Districts

1202.05 Mixed Use and Nonresidential Districts Standards

2.05(A) Mixed-Use (MU)

- A. **Purpose.** The Mixed-Use (MU) District provides for areas that foster the development of high-activity uses within a connected and walkable environment outside of the downtown area. The district requires a compatible mix of residential, commercial, retail, service, live-work uses, and open spaces, together with certain governmental, educational, religious, recreational, and support uses. Urban design standards maintain a neighborhood commercial scale, promote pedestrian activity, and maintain the unique character of innovative design. Development within this district is denser than other parts of the City and generally consists of multi-story buildings that are built to the street; parking that is located on-street, to the rear of the property, built under or on top of a building, or in standalone parking structures.
- B. **Applicability.** The MU district is appropriate for the areas shown on the Future Land Use Plan Map as Mixed-Use. Figures 2.05(A)-1 and 2.05(A)-2 depict examples of development patterns and the range of land uses, building types, heights, and scales that are characteristic of the MU district.
- C. **Land Uses.** The permitted by-right (P), limited (L), conditional (C), and prohibited uses are set out in Section 1203.02, *Primary Use Table*.

Figure 2.05(A)-1, MU District Example Development Pattern

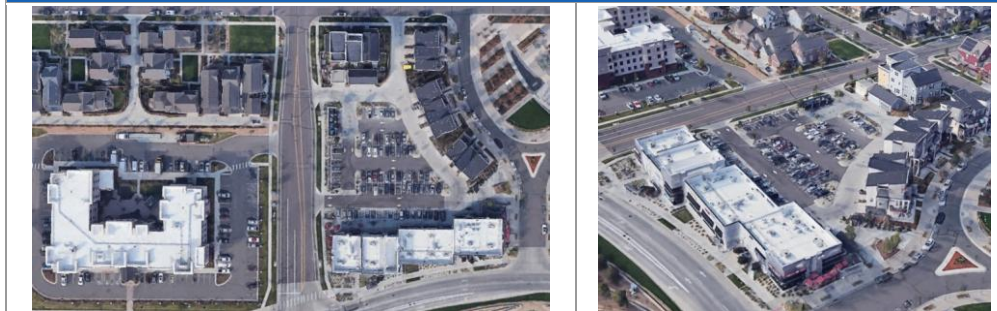


Figure 2.05(A)-2, MU District Example Imagery



- D. **Dimensional Standards and Illustrations.** Table 2.05(A)-1, MU Lot and Building Standards, below, establishes the standards for mixed-use and nonresidential in the MU district. Permitted residential uses shall be developed by the standards in Section 2.03(E), *Urban Residential*. Unless the use is a Live-Work building type, the lot and building standards for the Mixed-Use building type shall apply.

Table 2.05(A)-1, MU Lot and Building Standards

ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet N/A = Not Applicable

Development Standards			
Key	Category	Live-Work	Mixed-Use
	Lot Area (min.)	N/A	N/A
A	Lot Width (min.)	20'	20'
	Open Space (min.)	15%	15%
	Maximum Density	For residential densities in the MU district, see Section 2.03(E), <i>Urban Residential (UR)</i>	
Building Standards			
	Building Placement and Lot Coverage		
B	Frontage Buildout (front/side)(min.)	80%/60%	80%/60%
C	Front Setback (min./max.) [1]	0'/10'	0'/10'
D	Interior Side Setback (min./max.)	0'	0'
E	Street Side Setback (min./max.)	0'/10'	0'/10'
F	Rear Setback (min)	10'	0'

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Table 2.05(A)-1, MU Lot and Building Standards

ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet N/A = Not Applicable

Development Standards			
Key	Category	Live-Work	Mixed-Use
Building Height and Coverage			
G	Height (max.)	45'/3 stories	60'/5 stories
H	Lot Coverage (max.)	90%	90%
Access and Parking			
--	Parking Type(s)	On-Street/On-Site	On-Street/On-Site
--	Parking Location	Side/Rear	Side/Rear
	Parking Lot Setback	10'	10'
	Required Parking Spaces	See Section 1204.13, <i>Off-Street Loading and Stacking</i> for number of spaces required.	See Section 1204.13, <i>Off-Street Loading and Stacking</i> for number of spaces required.
Other Site and Building Components			
	Frontage Type	Porch, Stoop, Gallery, Forecourt, Storefront, or Terrace. See Section 1204.08, <i>Frontage Types</i>	Porch, Stoop, Gallery, Forecourt, Storefront, or Terrace. See Section 1204.08, <i>Frontage Types</i>
	Primary Entrance Orientation	Towards primary street on front facade or on corner	Towards primary street on front facade or on corner
Allowed Setback Encroachments (max.) [2]			
	- Architectural Features	2'	2'
	- Building Frontage	3'	3'
Accessory Building Setbacks (min.)			
	- Front, Street Side	Accessory buildings shall not be located in the front or street-facing side yard on a corner lot.	Accessory buildings shall not be located in the front or street-facing side yard on a corner lot.
	- Alley	5'	5'
	- Any Other Property Line	5'	5'
	Accessory Building Height	35'	35'
Fence or Freestanding Walls Height (max.)			
	- Front Yard	3'	3'
	- Side Yard	6'	6'
	- Corner Yard	3'	3'
	- Rear Yard	6'	6'

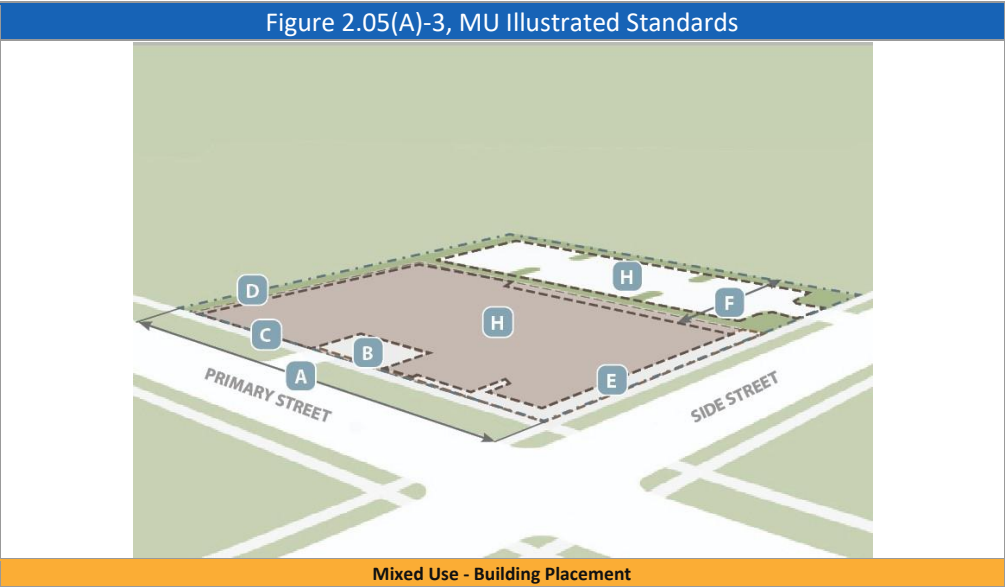
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Table 2.05(A)-1, MU Lot and Building Standards

ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet N/A = Not Applicable		
Development Standards		
Key Category	Live-Work	Mixed-Use

- Notes:
1. A setback that adjoins and shares a common property line with another district shall be the greater width of the setback or the minimum required district buffer as outlined in [Article 04.05, Landscaping, Screening, and Buffering](#). All surface parking along public roads must be screened with landscaping or 3-foot masonry wall.
 2. Setback encroachments shall only apply to architectural features such as defined in [Section 1204.08, Frontage Types](#), and as specified in [Section 1202.12, Specific Allowances](#).



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Figure 2.05(A)-3, MU Illustrated Standards



Mixed-Use - Building Height



Live-Work - Building Placement

Figure 2.05(A)-3, MU Illustrated Standards



Live-Work - Building Height

- E. **References to Related Standards.** Table 2.05(A)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.05(A)-2, MU References to Related Standards	
Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.07
Screening and Fencing	1204.21
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205
Site Plan Review	1207.15

2.05(B) Downtown (DT)

- A. **Purpose.** The Downtown (DT) District provides for areas that foster the development of highly compatible and mutually supportive land uses in the downtown area. The district concentrates retail, service, office, and mixed uses in the developed parts of the City. Urban design standards maintain a neighborhood commercial scale, promote pedestrian activity, and maintain the unique character of the center. While vehicular traffic and parking will continue to be accommodated, it must be subordinate to safe pedestrian movement to aid the friendliness and economic health and vibrancy of these areas.
- B. **Applicability.** The DT district is appropriate for the areas shown on the Future Land Use Plan Map as Mixed Use. Figures 2.05(B) 1 and 2.05(B) 2 depict examples of development patterns and the range of land uses, building types, heights, and scales that are characteristic of the DT district.
- C. **Land Uses.** The permitted by right (P), limited (L), conditional (C), and prohibited uses are set out in Section 1203.02, *Primary Use Table*.

Figure 2.05(B) 1, DT District Example Development Pattern



Figure 2.05(B)-2, DT District Example Imagery



~~D. Dimensional Standards and Illustrations. The applicable dimensional standards for the DT district are outlined in Table 2.05(B)-1. Permitted residential uses shall be developed in accordance with the standards in Section 2.05(B), Urban Residential.~~

Table 2.05(B)-1, DT Lot and Building Standards

ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet

Development	Standard
Key Category	Mixed-Use
Lot Area (min.)	None
A Lot Width (min.)	15'
Open Space (min.)	15%
Maximum Density	For residential densities in the MU district, see Section 2.03(E), Urban Residential (UR)
Building Standards	
Building Placement and Lot Coverage	
B Frontage Buildout (front/side) (min.)	80%/60%
C Front Setback (min./max.) [1]	0'/10'
D Side Setback (min./max.)	0'/5'
E Street Side Setback (max)	0'
F Rear Setback (min)	0'
Building Height and Coverage	
G Height (feet/stories) (max.) [2]	60'/4
H Lot Coverage	100%

Table 2.05(8)-1, DT Lot and Building Standards

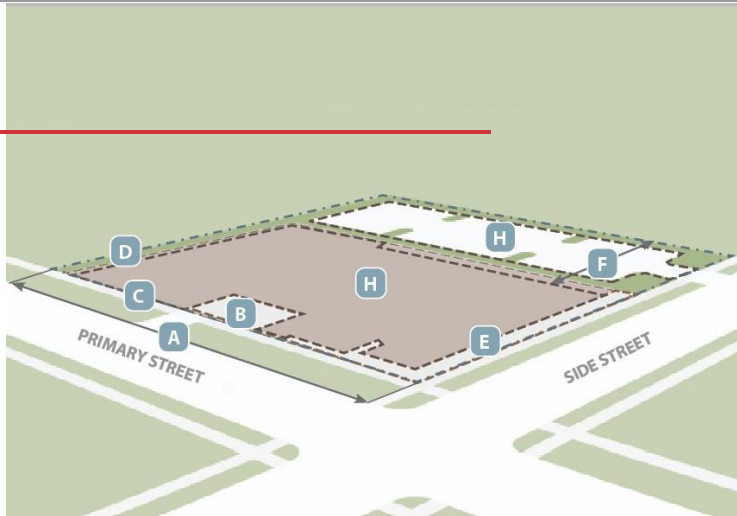
ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet

Development	Standard
Key Category	Mixed-Use
Access and Parking	
— Parking Type(s)	On-Street/On-Site
— Parking Location	Side/Rear
↓ Parking Lot Setback [3]	10'
Required Parking Spaces	See Section 1204.12, <i>Off-Street Loading and Stacking</i> for number of spaces required.
Other Site and Building Components	
Frontage Type	Porch, Stoop, Gallery, Forecourt, Storefront, or Terrace. See Section 1204.08, <i>Frontage Types</i>
Primary Entrance Orientation	Towards primary street on front facade or on corner
Building Elements and Architectural Design	See 1204.06, <i>Mixed-Use and Nonresidential Building Elements and Architectural Design</i>
Allowed Setback Encroachments (max.) [4]	
— Architectural Features	2'
— Building Frontage	3'
Accessory Building Setbacks (min.)	
— Front, Corner	Accessory buildings shall not be located in the front or street-facing side yard on a corner lot.
— Alley	0'
— Any Other Property Line	0'
Accessory Building Height	35'
Fence or Freestanding Walls Height (max.)	
— Front Yard	3'
— Side Yard	8'
— Corner Yard	3'
— Rear Yard	8'

Notes:

1. — The setback is exclusive of easements.
2. — Within 200 feet of land zoned as single-unit detached, height must not exceed 45 feet.
3. — A setback that adjoins and shares a common property line with another district shall be the greater width of the setback or the minimum required district buffer as outlined in Article 04.05, *Landscaping, Screening, and Buffering*. All surface parking along public roads must be screened with landscaping or 3-foot masonry wall.
4. — Setback encroachments shall only apply to architectural features such as defined in Section 1204.08, *Frontage Types*, and as specified in Section 1202.12, *Specific Allowances*.

Figure 2-05(B)-3, DT Illustrated Standards



Downtown Mixed Use—Building Placement



Downtown Mixed Use—Building Height

E. ~~References to Related Standards.~~ Table 2.05(B)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.05(B)-2, DT References to Related Standards	
Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.06
Screening and Fencing	1204.20
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205
Site Plan Review	1207.15

2.05(CB) Highway Commercial (HC)

- A. **Purpose.** The Highway Commercial (HC) district provides for a variety of commercial retail and service uses in freestanding or multi-tenant buildings and centers located around the State Route 63 and Interstate 75 interchange. The character of development within the HC district consists of sites varying in size and scale catering to regional destinations and interstate traffic.
- B. **Applicability.** The HC district is appropriate for the areas shown on the Future Land Use Map as Commercial. Figures 2.05(C)-1 and 2.05(C)-2 depict examples of development patterns and the range of land uses, building types, heights, and scales that are characteristic of the HC district.
- C. **Land Uses.** The permitted by-right (P), limited (L), conditional (C), and prohibited uses are set out in Section [1203.02, Primary Use Table](#).

Figure 2.05(EB)-1, HC District Example Development Pattern

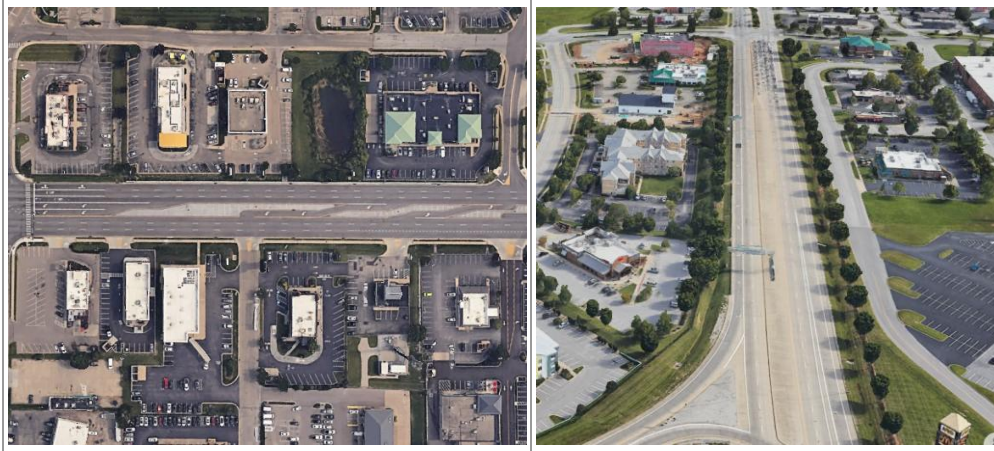


Figure 2.05(EB)-2, HC District Example Imagery



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D. **Dimensional Standards and Illustrations.** The applicable dimensional standards for the HC district are outlined in Table 2.05(EB)-1.

Table 2.05(~~C3~~)-1, HC Lot and Building Standards

ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet N/A = Not Applicable

Development Standards		
Key	Category	Commercial
	Lot Area (min.)	N/A
	Lot Width (min.)	N/A
	Open Space (min)	20%
Building Standards		
Building Placement and Lot Coverage		
A	Front/Road Setback (min) [1] Arterial Collector	50'25' 25'
B	Side Setback (min) [1][2]	5'/50'
C	Rear Setback (min) [1][2]	5'/50'
Building Height and Coverage		
D	Height (min./max.)	20'/70'
E	Lot Coverage	80%
Access and Parking		
--	Parking Type(s)	On-Site
--	Parking Location	Front/Side/Rear
F	Parking Lot Setback	6'
	Required Parking Spaces	See Section 1204.14, <i>Off-Street Loading and Stacking</i> for number of spaces required.
Other Site and Building Components		
	Frontage Type	--
	Primary Entrance Orientation	Toward primary street
Allowed Setback Encroachments (max.)		
	- Architectural Features	3'
	- Building Frontage	3'
Accessory Building Setbacks (min.)		
	- Front, Corner	Accessory buildings shall not be located in the front or street-facing side yard on a corner lot.
	- Alley	5'
	- Any Other Property Line	5'
	Accessory Building Height	35'
Fence or Freestanding Walls Height (max.)		
	- Front Yard	3'

Table 2.05(~~CB~~)-1, HC Lot and Building Standards

ac. = acre	du = dwelling unit	sf. = square feet	st. = story	' = feet	N/A = Not Applicable
	- Side Yard			6'8'	
	- Corner Yard			3'	
	- Rear Yard			8'	

Notes:

1. A setback that adjoins and shares a common property line with another district shall be the greater width of the setback or the minimum required district buffer as outlined in [Article 04.05, Landscaping, Screening, and Buffering](#). All surface parking along public roads must be screened with landscaping or 3-foot masonry wall.
2. The second number on the side and rear setbacks apply to properties when a parcel is directly adjacent to a residential use or zoning district.

Figure 2.05(~~CB~~)-3, HC Illustrated Standards



Highway Commercial - Building Placement

Figure 2.05(~~CB~~)-3, HC Illustrated Standards



Highway Commercial - Building Height

- E. **References to Related Standards.** Table 2.05(~~CB~~)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.05(~~CB~~)-2, HC References to Related Standards

Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.07
Screening and Fencing	1204.22
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205
Site Plan Review	1207.15

2.05(~~DC~~) General Commercial (GC)

- A. **Purpose.** The General Commercial (GC) district provides for a variety of commercial retail and service uses in freestanding or multi-tenant buildings and centers. The character of development within the GC district typically consists of sites varying in size and scale depending upon the types and characteristics of land use and their locations along corridor frontages, near intersections, or when combined with other uses.
- B. **Applicability.** The GC district is appropriate for the areas shown on the Land Use Plan Map as Commercial. Figures 2.05(BC)-1 and 2.05(BC)-2 depict examples of development patterns and the range of land uses, building types, heights, and scales that are characteristic of the GC district.
- C. **Land Uses.** The permitted by-right (P), limited (L), conditional (C), and prohibited uses are set out in Section 1203.02, *Primary Use Table*.

Figure 2.05(BC)-1, GC District Example Development Pattern



Figure 2.05(BC)-2, GC District Example Imagery



- D. **Dimensional Standards and Illustrations.** The applicable dimensional standards for the GC district are outlined in Table 2.05(BC)-1.

Table 2.05(BC)-1, GC Lot and Building Standards

ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet

Development Standards	
Key Category	Commercial
Lot Area	N/A
Lot Width	N/A
Open Space (min)	20%
Building Standards	
Building Placement and Lot Coverage	
Front/Road Setback (min) [1]	50'
A Arterial	25'
B Collector	
Side Setback (min)[1] [2]	5'
C Rear Setback (min)[1] [2]	5'
Building Height and Coverage	
D Height (min./max.)	20'/60'

Table 2.05(2C)-1, GC Lot and Building Standards

ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet

Development Standards		
Key	Category	Commercial
E	Lot Coverage	80%
	Access and Parking	
--	Parking Type(s)	On-Site
--	Parking Location	Front/Side/Rear
F	Parking Lot Setback	6'
	Required Parking Spaces	See Section 1204.14, <i>Off-Street Loading and Stacking</i> for number of spaces required.
	Other Site and Building Components	
	Frontage Type	--
	Primary Entrance Orientation	Toward primary street
	Allowed Setback Encroachments (max.)	
	- Architectural Features	2'
	- Building Frontage	3'
	Accessory Building Setbacks (min.)	
	- Front, Corner	Accessory buildings shall not be located in the front or street-facing side yard on a corner lot.
	- Alley	5'
	- Any Other Property Line	5'
	Accessory Building Height	16'
	Fence or Freestanding Walls Height (max.)	
	- Front Yard	3'
	- Side Yard	8'
	- Corner Yard	3'
	- Rear Yard	8'

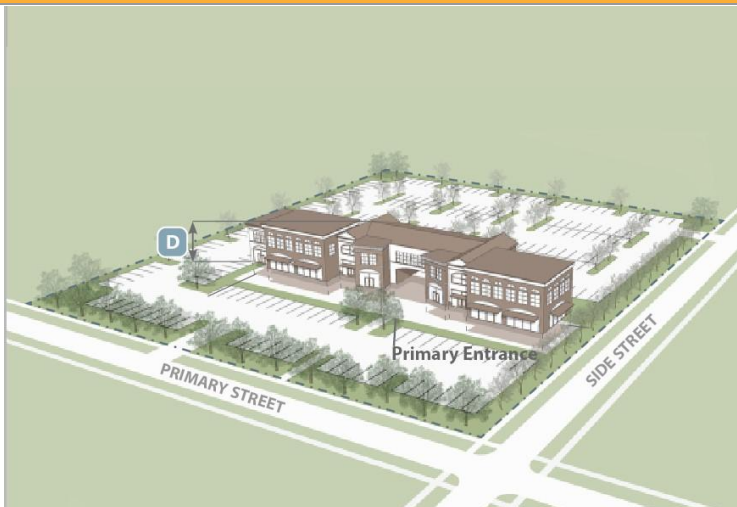
Notes:

1. A setback that adjoins and shares a common property line with another district shall be the greater width of the setback or the minimum required district buffer as outlined in [Article 04.05, Landscaping, Screening, and Buffering](#). All surface parking along public roads must be screened with landscaping.
2. The setback shall be 50 feet when adjacent to a residential district.

Figure 2.05(9C)-3, GC Illustrated Standards



Building Placement



Building Height

- E. **References to Related Standards.** Table 2.05(D)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.05(BC)-2, GC References to Related Standards	
Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.07
Screening and Fencing	1204.22
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205
Site Plan Review	1207.15

2.05(ED) Employment Center (EC)

- A. **Purpose.** The Employment Center (EC) district provides for business park or a larger-scale corporate or medical campus development. This district is appropriate for office, commercial uses and services, overnight accommodations, professional services, medical uses, ~~some~~-limited small-scale light industrial uses, and research and development facilities. The EC is ~~intended for~~intended for diversity in building types and uses but also to minimize impact on adjacent properties. The character of development within the EC consists of a suburban, campus-style setting and may include an internal street system serving individual lots that contain single-business or multi-tenant buildings.
- B. **Applicability.** The EC district is appropriate for the areas shown on the Future Land Use Plan Map as Employment. Figures 2.05(ED)-1 and 2.05(ED)-2 depict examples of development patterns and the range of land uses, building types, heights, and scales that are characteristic of the EC district.
- C. **Land Uses.** The permitted by-right (P), limited (L), conditional (C), and prohibited uses are set out in Section 1203.02, *Primary Use Table*.

Figure 2.05(ED)-1, EC District Example Development Pattern



Figure 2.05(ED)-2, EC District Example Imagery



D. **Dimensional Standards and Illustrations.** The applicable dimensional standards for the EC district are outlined in Table 2.05(ED)-1.

Table 2.05(ED)-1, EC Lot and Building Standards

ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet N/A = Not Applicable	
Development Standards	
Key Category	Commercial
Lot Area	N/A
Lot Width	N/A
Open Space (min)	15%

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Building Standards		
Building Placement and Lot Coverage		
A	Front/Road Setback (min) [1]	50'
	-Arterial	25'
B	Side Setback (min) [1][2]	10'/50'
C	Rear Setback (min) [1][2]	10'/50'
Building Height and Coverage		
D	Height (min./max.)	20'/55'
E	Lot Coverage	70%
Access and Parking		
--	Parking Type(s)	On-Site
--	Parking Location	Front/Side/Rear
F	Parking Lot Setback [3]	15'
	Required Parking Spaces	See Section 1204.14, <i>Off-Street Loading and Stacking</i> for number of spaces required.
Other Site and Building Components		
	Frontage Type	--
	Primary Entrance Orientation	Toward primary street, open space, or parking area
Allowed Setback Encroachments (max.)		
	- Architectural Features	3'
	- Building Frontage	3'
Accessory Building Setbacks (min.)		
	- Front, Corner	Accessory buildings shall not be located in the front or street-facing side yard on a corner lot.
	- Alley	10'
	- Any Other Property Line	10'
	Accessory Building Height	35'
Fence or Freestanding Walls Height (max.)		
	- Front Yard	6'
	- Side Yard	8'
	- Corner Yard	6'
	- Rear Yard	8'

Notes:

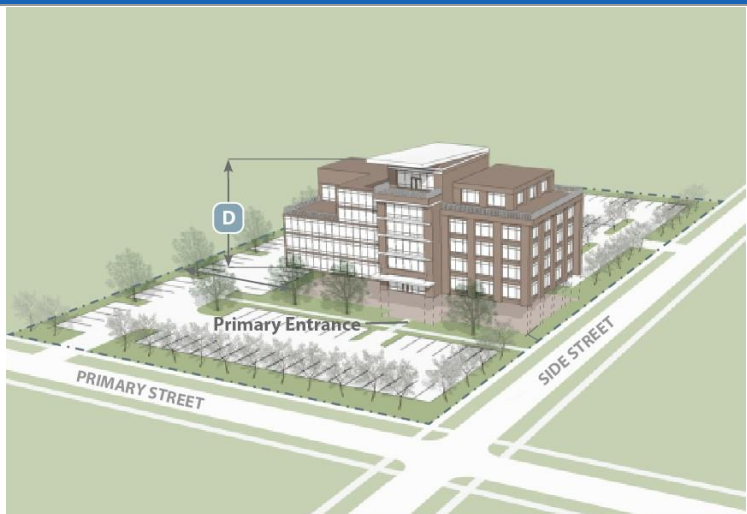
1. A setback that adjoins and shares a common property line with another district shall be the greater width of the setback or the minimum required district buffer as outlined in [Article 04.05, Landscaping, Screening, and Buffering](#). All surface parking along public roads must be screened with landscaping.
2. The second number on the side and rear setbacks apply to properties when a parcel is adjacent to a residential use or zoning district.
3. The setback for access drives and employee parking shall be a minimum of 100 feet when adjacent to a residential zone or use. The only exception for access drive location is for emergency vehicle access as determined by the City.

Figure 2.05(ED)-3, EC Illustrated Standards



Employment Center - Building Placement

Figure 2.05(ED)-3, EC Illustrated Standards



Employment Center - Building Height

E. **References to Related Standards.** Table 2.05(ED)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.05(ED)-2, EC References to Related Standards

Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.07
Screening and Fencing	1204.22
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205
Site Plan Review	1207.15

2.05(EE) Light Industrial (LI)

- A. **Purpose.** The Light Industrial (LI) district provides areas for industry, wholesaling, manufacturing, processing and related operations that have a non-objectionable effect on the surrounding area and the community as a whole. The character of development within the LI typically consists of large areas of land and large buildings with heavy equipment and facilities.
- B. **Applicability.** The LI district is appropriate for the areas shown on the Future Land Use Map as Light Industrial. Figures 2.05(FE)-1 and 2.05(FE)-2 depict examples of development patterns and the range of land uses, building types, heights, and scales that are characteristic of the LI district.
- C. **Land Uses.** The permitted by-right (P), limited (L), conditional (C), and prohibited uses are set out in Section 1203.02, *Primary Use Table*.

Figure 2.05(FE)-1, LI District Example Development Pattern



Figure 2.05(FE)-2, LI District Example Imagery



D. **Dimensional Standards and Illustrations.** The applicable dimensional standards for the LI district are outlined in Table 2.05(FE)-1.

Table 2.05(FE)-1, LI Lot and Building Standards

ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet

Development Standards	
Key Category	Commercial
Lot Area	N/A
Lot Width	N/A
Open Space (min)	15%
Building Standards	
Building Placement and Lot Coverage	
Front Setback (min) [1][2]	20'/150'
A -Arterial	20'/150'
B -Collector	
Side Setback (min) [1][2]	10'/200'
C Rear Setback (min) [1][2]	10'/200'
Building Height and Coverage	
D Height (min./max.)	0'/55'

Table 2.05(~~FE~~)-1, LI Lot and Building Standards

	ac. = acre	du = dwelling unit	sf. = square feet	st. = story	' = feet
E	Lot Coverage			85%	
	Access and Parking				
--	Parking Type(s)			On-Site	
--	Parking Location			Front/Side/Rear	
F	Parking Lot Setback [2][3]			10'/200'	
	Required Parking Spaces			See Section 1204.14, <i>Off-Street Loading and Stacking</i> for number of spaces required.	
	Other Site and Building Components				
	Frontage Type			--	
	Primary Entrance Orientation			Toward primary street, open space, or parking area	
	Allowed Setback Encroachments (max.)				
	- Architectural Features			3'	
	- Building Frontage			3'	
	Accessory Building Setbacks (min.)				
	- Front, Corner			Accessory buildings shall not be located in the front or street-facing side yard on a corner lot.	
	- Alley			10'	
	- Any Other Property Line			10'	
	Accessory Building Height			35'	
	Fence or Freestanding Walls Height (max.)				
	- Front Yard			6'	
	- Side Yard			8'	
	- Corner Yard			6'	
	- Rear Yard			8'	

Notes:

1. A setback that adjoins and shares a common property line with another district shall be the greater width of the setback or the minimum required district buffer as outlined in [Article 04.05, Landscaping, Screening, and Buffering](#). All surface parking along public roads must be screened with landscaping.
2. The second number on the setbacks apply to properties when a parcel is directly adjacent to a residential use or zoning district.
3. Access drives used for semi trucks and/or parking of semi trucks or trailers shall be no closer than 200 feet to the property line when adjacent to a residential zone or use. Access drives and parking for employee automotive vehicles shall be no closer than 100 feet to the property line when adjacent to a residential zone or use. The only exception for access drive location is for emergency vehicle access as determined by the City.

Figure 2.05(FE)-3, LI Illustrated Standards



Building Placement



Building Height

- E. **References to Related Standards.** Table 2.05(FE)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.05(6F)-2, LI References to Related Standards	
Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.07
Screening and Fencing	1204.22
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205
Site Plan Review	1207.15

2.05(6F) Heavy Industrial (HI)

- A. **Purpose.** The Heavy Industrial (HI) district provides areas for industrial and manufacturing uses that may generate noise, odor, or other nuisances incompatible with other types of uses. The character of development within the HI typically consists of large areas of land and large buildings with heavy equipment and facilities. Uses within HI developments may involve significant truck traffic or rail service requiring access to major roadways and rail spurs.
- B. **Applicability.** The HI district is appropriate for the areas shown on the Future Land Use Map as Heavy Industrial. Figures 2.05(6F)-1 and 2.05(6F)-2 depict examples of development patterns and the range of land uses, building types, heights, and scales that are characteristic of the HI district.
- C. **Land Uses.** The permitted by-right (P), limited (L), conditional (C), and prohibited uses are set out in Section 1203.02, *Primary Use Table*.

Figure 2.05(6F)-1, HI District Example Development Pattern



Figure 2.05(6F)-2, HI District Example Imagery



D. **Dimensional Standards and Illustrations.** The applicable dimensional standards for the HI district are outlined in Table 2.05(6F)-1.

Table 2.05(6F)-1, HI Lot and Building Standards

ac. = acre		du = dwelling unit		sf. = square feet		st. = story		' = feet		N/A= not applicable	
Development Standards											
Key	Category						Commercial				
	Lot Area (min.)						N/A				
	Lot Width (min.)						N/A				
	Open Space (min)						15%				
	Lot Coverage (max.)						85%				
Building Standards											
	Building Placement and Lot Coverage										
A	Front Setback (min.) [1][2]						20'/150'				
	-Arterial						20'/150'				
	-Collector										
B	Side Setback (min.) [1][2]						10'/200'				
C	Rear Setback (min.) [1][2]						10'/200'				
	Building Height and Coverage										
D	Height (min./max.)						0'/70'				
	Access and Parking										
--	Parking Type(s)						On-Site				
--	Parking Location						Front/Side/Rear				
E	Parking Lot Setback [2][3]						10'/200'				

Table 2.05(61)-1, HI Lot and Building Standards

ac. = acre	du = dwelling unit	sf. = square feet	st. = story	' = feet	N/A= not applicable
	Required Parking Spaces		See Section 1204.14, <i>Off-Street Loading and Stacking</i> for number of spaces required.		
	Other Site and Building Components				
	Frontage Type		--		
	Primary Entrance Orientation		Toward primary street, open space, or parking area		
	Allowed Setback Encroachments (max.)				
	- Architectural Features		3'		
	- Building Frontage		3'		
	Accessory Building Setbacks (min.)				
	- Front, Corner		Accessory buildings shall not be located in the front or street-facing side yard on a corner lot.		
	- Alley		10'		
	- Any Other Property Line		10'		
	Accessory Building Height		35'		
	Fence or Freestanding Walls Height (max.)				
	- Front Yard		6'		
	- Side Yard		8'		
	- Corner Yard		6'		
	- Rear Yard		8'		

Notes:

- A setback that adjoins and shares a common property line with another district shall be the greater width of the setback or the minimum required district buffer as outlined in [Article 04.05, Landscaping, Screening, and Buffering](#). All surface parking along public roads must be screened with landscaping.
- The second number on the setbacks apply to properties when a parcel is directly adjacent to a residential use or zoning district.
- Access drives used for semi trucks and/or parking of semi trucks or trailers shall be no closer than 200 feet to the property line when adjacent to a residential zone or use. Access drives and parking for employee automotive vehicles shall be no closer than 100 feet to the property line when adjacent to a residential zone or use. The only exception for access drive location is for emergency vehicle access as determined by the City.

Figure 2.05(~~GF~~)-2, HI Illustrated Standards



Heavy Industrial - Building Placement



Heavy Industrial - Building Height

- E. **References to Related Standards.** Table 2.05(~~GF~~)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

Table 2.05(6E)-2, HI References to Related Standards	
Standard Topic	Location in PZC
Accessory Uses and Structures	1203.07
Open Space	Article 04.02
Building Design	1204.07
Screening and Fencing	1204.22
Floodplain and Floodway Development	City of Monroe Code of Ordinances, Chapter 1446
Parking, Loading, and Circulation	Article 04.04
Landscaping, Screening, and Buffering	Article 04.05
Signage	Article 04.06
Outdoor Lighting	Article 04.07
Subdivision Design	Chapter 1205
Site Plan Review	1207.15

1202.06 Downtown (DT) District Regulating Plan

2.06(A) Purpose and Applicability

A. Purpose. The purpose of the Downtown District is to promote and sustain:

1. Vibrant Downtown. Strengthen downtown as a vibrant, commercial, civic, residential, and cultural art center with its own unique identity in conformance with the City's Downtown Master Plan.
2. Enhanced Appearance. Improve and enhance the appearance of the built environment and natural features throughout downtown, especially along primary corridors.
3. Unique Character. Establish design standards unique to the downtown district.
4. Pedestrian Environment. Improve and enhance the pedestrian environment throughout downtown, as well as the pedestrian connections to surrounding neighborhoods and civic resources.
5. Mixed Uses. Encourage a vibrant mix of pedestrian-oriented uses, including shopping, civic, arts, residential, and entertainment uses.
6. Urban Balance. Establish height, bulk, and lot coverage regulations that balance existing urban fabric with a desired character for downtown.
7. Parking Standards. Establish parking and access standards that support pedestrian activity.
8. Building Preservation. Encourage preservation of existing buildings.
9. City Image Enhancement. Guide development and redevelopment in the Downtown Monroe District to protect and enhance the city's image.

B. Applicability. All properties designated within the Downtown (DT) Monroe District on the official zoning map of the City of Monroe will be subject to the regulations of this Section, including the five sub-districts as mapped in 2.06(A)-1, Downtown Regulating Plan District Map, below, and as designated below:

1. Gateway District (DT-G). The Gateway District is a mixed-use area that balances pedestrian and auto-oriented uses. Buildings feature commercial/retail on the first floor and office/residential above with on-site parking.

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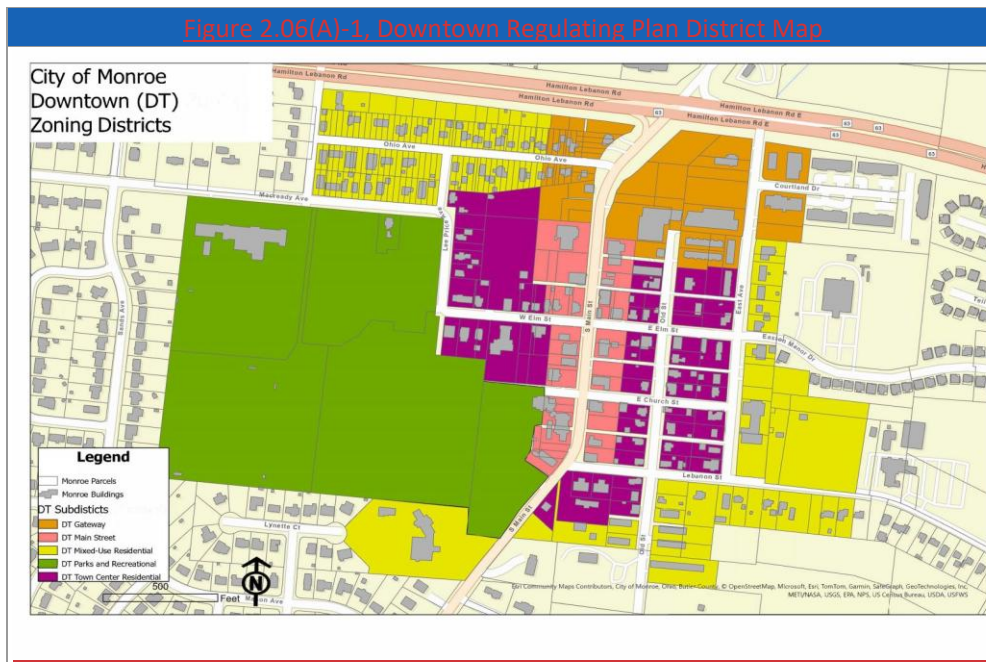
2. Downtown Multi-Unit Residential District (DT-MUR). The Downtown Multi-Unit District is an area with a variety of multi-unit residential housing types to support future downtown development.
3. Main Street District (DT-MS). The Main Street District is a pedestrian-oriented, small to medium scale and density mixed-use area that focuses commercial uses along the Main Street Corridor with active building frontages and infill development.
4. Town Center Residential District (DT-TCR). The Town Center Residential District is an area with a mix of medium to lower density residential building types and small office uses within the historic town center.
5. Parks & Recreation District (DT-PR). The Parks & Recreation District is an area with opportunity for public park and recreational amenities that can support both the downtown and school district.

- C. Planned Unit Developments (PUD) in DT District. PUDs in the DT district shall be subject to the guidance in the Downtown Master Plan and to ensure compliance with the PUD standards of Section 1202.08, *Planned Unit Developments*, and procedures established in Section 1207.23, *Zoning Map Amendment*.
- D. Regulating Plan. The DT District Regulating Plan (see figure 2.06(A)-1, below) is structured around geographic zones known as sub-districts. Each sub-district possesses a unique vision and a tailored set of uses and development standards that align with the Downtown Master Plan's envisioned future. This district-centric strategy employs a "mixed-use" and character-based approach, where the preferred uses, open spaces, and architectural styles determine the location and appearance of development.

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Figure 2.06(A)-1, Downtown Regulating Plan District Map

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2.06(B) Permitted Uses

A. Generally. This Subsection provides standards for land uses within the DT district. These standards are in addition to or, when stated, in the place of the standards contained in Chapter 1203, *Land Uses*.

B. Use Table.

1. Generally. Table 2.06(B)-1, *Downtown Primary Use Table*, lists the applicable primary land uses in rows, organized by use category (see 1203.03, *Use Categories*). The Downtown subdistricts are arranged in columns. Where rows and columns intersect, a letter indicates if the use is a permitted use, limited use, conditional use, or prohibited use in the district.

2. Legend. The land uses in Table 2.06(B)-1, *Downtown Primary Use Table*, below, are classified and symbolized by the following:

- a. "P" = The use is permitted by right and is not subject to additional use-specific standards;
- b. "L" = The use is permitted subject to limited use standards and approval of a Zoning Permit by the Director (See 1203.04, *Limited Use Standards* and Section 1207.14, *Zoning Permit*);
- c. "C" = The use is permitted subject to use standards and approval of a Conditional Use Permit by the City Council (See 1203.05, *Conditional Use Standards* and Section 1207.20, *Conditional Use Permit*); and
- d. "--" = The use is prohibited.

3. Use Standards.

- a. Reference. The "Use Standards Reference" column provides a reference to associated standards for limited and conditional uses. Where "P" is in the column, there is no associated standard because the use is permitted by right. Other standards, such as design standards in Subsection 2.06(C), *Frontage Types*, apply to all uses including permitted uses.
- b. Limited and Conditional Uses. If a land use is a limited use in one district and a conditional use in another district, then the standards for such use shall be located in both 1203.04, *Limited Use Standards*, and 1203.05, *Conditional Use Standards*.

C. Unlisted Use Categories and Uses. A use category or specific use is prohibited if it is not listed in Table 2.06(B)-1 and if the Director cannot interpret an unlisted specific use as functionally similar to a use that is allowed, based on the criteria in Section 1203.09, *New and Unlisted Uses*.

D. Accessory Uses. Accessory uses shall comply with 1203.07, *Accessory Uses and Structures*.

E. Temporary Uses. Temporary uses shall comply with 1203.08, *Temporary Uses and Structures*.

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Table 2.06(8)-1, Downtown Primary Use Table							
Key: P = Permitted Use C = Conditional Use L = Limited Use -- = Prohibited							
Use Category (1203.03)	Use Type	Downtown Subarea					Use Standard
		Gateway	Multi-Unit Residential	Main Street	Town Center Residential	Parks and Recreation	
Residential Use Categories							
Household Living	Single-Unit Detached Home	--	--	--	P	--	
	Zero Lot Line Home	--	--	--	P	--	
	Single-Unit Attached Home	--	--	--	P	--	
	Duplex	--	--	--	P	--	
	Live-Work Unit	P	C	P	P	--	1203.05
	Multiplex	C	P	C	P	--	1203.05
	Townhouse	C	P	C	P	--	1203.05
	Multi-Unit	C	P	C	P	--	1203.05
Group Living	Upper Floor Residential	L	L	L	L	--	1203.04
	Other Household Living uses not listed above	C	C	C	C	--	1203.05
	Adult Family Home or Small Residential Facility	--	--	--	--	--	
	Adult Group Home or Large Residential Facility	--	--	--	--	--	
	Institutional Care Facility	--	-	--	--	--	
	Other Group Living uses not listed above	C	C	C	C	--	1203.05
Agricultural and Animal-Related Use Categories							
Agricultural-Related	All Agriculture Related uses	--	--	--	--	--	
Animal-Related	Veterinary Office (Without Boarding)	P	--	P	--	--	
	Other Animal-Related uses not listed above	--	--	--	--	--	
Public and Civic Use Categories							
Community Facilities	Public Community Centers	P	C	P	P	P	1203.05
	Place of Public Assembly	P	C	P	C	C	1203.05
	Residential Recreational Facility	P	P	P	P	C	1203.05

Table 2.06(8)-1, Downtown Primary Use Table							
Key: P = Permitted Use C = Conditional Use L = Limited Use -- = Prohibited							
Use Category (1203.03)	Use Type	Downtown Subarea					Use Standard
		Gateway	Multi-Unit Residential	Main Street	Town Center Residential	Parks and Recreation	
	<u>Other Community Facilities uses not listed above</u>	P	C	P	P	C	1203.05
<u>Daycare Facilities</u>	<u>All Daycare Facilities uses not listed above</u>	L	L	L	L	--	1203.04
<u>Educational Facilities</u>	<u>College, University, or Other Higher Educational Institution</u>	--	--	--	--	--	
	<u>Primary or Secondary Educational Institution</u>	C	C	C	C	C	1203.05
	<u>Other Educational Facilities uses not listed above</u>	P	--	P	P	--	
<u>Government Facilities</u>	<u>All Government Facilities uses</u>	P	C	P	P	P	1203.05
<u>Medical Facilities</u>	<u>Hospital or Outpatient Center</u>	C	--	C	--	--	1203.05
	<u>Other Medical Facilities uses not listed above</u>	P	--	P	P	--	
<u>Parks and Open Areas</u>	<u>Active Park, Playground, or Ball Field</u>	C	C	C	C	P	1203.05
	<u>Cemetery, Columbarium, Mausoleum, or Memorial Park</u>	--	--	--	--	--	
	<u>Community Garden</u>	C	C	C	C	L	1203.04 and 1203.05
	<u>Other Parks and Open Areas uses not listed above</u>	P	P	P	P	P	
<u>Passenger Terminal Facilities</u>	<u>All Passenger Terminal Facilities</u>	--	--	--	--	--	
<u>Social Services</u>	<u>All Social Service uses</u>	--	--	--	--	--	

Table 2.06(8)-1, Downtown Primary Use Table

Key: P = Permitted Use | C = Conditional Use | L = Limited Use | -- = Prohibited

Use Category (1203.03)	Use Type	Downtown Subarea					Use Standard
		Gateway	Multi-Unit Residential	Main Street	Town Center Residential	Parks and Recreation	
<u>Utilities</u>	<u>Wireless Telecommunication Facilities (co-location on existing facility)</u>	L	L	L	L	L	<u>1203.04</u>
	<u>All Minor Utilities not listed above</u>	P	P	P	P	P	
	<u>Solar Farms</u>	--	--	--	--	--	
	<u>All Major Utilities uses not listed above</u>	C	C	C	C	C	<u>1203.05</u>
Commercial Use Categories							
<u>Automotive Sales and Services</u>	<u>All Automotive Sales and Service uses</u>	--	--	--	--	--	
<u>Entertainment and Recreation, Indoor</u>	<u>Cannabis Adult Use</u>	--	--	--	--	--	
	<u>Retail Dispensary</u>	--	--	--	--	--	
	<u>Entertainment Device Arcades</u>	--	--	--	--	--	
	<u>Event Hall or Conference Center</u>	L	--	L	--	--	<u>1203.04</u>
	<u>Microbrewery, Microdistillery, or Microwinery</u>	L	--	L	--	--	<u>1203.04</u>
	<u>Sexually Oriented Business</u>	--	--	--	--	--	
	<u>Shooting Range, Indoor</u>	--	--	--	--	--	
<u>Entertainment and Recreation, Outdoor</u>	<u>Video Lottery Terminals (VLT)</u>	--	--	--	--	--	
	<u>Other Indoor Entertainment and Recreation uses not listed above</u>	P	--	P	--	--	
	<u>All Outdoor Entertainment and Recreation uses</u>	L	--	L	L	L	<u>1203.04</u>
<u>Office</u>	<u>All Office uses</u>	P	--	P	P	--	
<u>Overnight Accommodations</u>	<u>Bed and Breakfast Establishments</u>	P	P	P	P	--	
	<u>Short-Term Rental</u>	C	C	C	C	--	<u>1203.05</u>

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Table 2.06(8)-1, Downtown Primary Use Table							
Key: P = Permitted Use C = Conditional Use L = Limited Use -- = Prohibited							
Use Category (1203.03)	Use Type	Downtown Subarea					Use Standard
		Gateway	Multi-Unit Residential	Main Street	Town Center Residential	Parks and Recreation	
	Other Overnight Accommodation uses not listed above	P	--	P	--	--	
Parking, Commercial	Parking Garages	L	L	L	L	--	1203.04
	Park-and-Ride Facility	P	P	P	P	--	
	Other Commercial Parking uses not listed above	--	--	--	--	--	
Restaurants	Brewpub	L	--	L	--	--	1203.04
	Restaurant, Drive-In	--	--	--	--	--	
	Other Restaurant uses not listed above	P	--	P	--	--	1203.05
Retail Repair, Sales, and Services	All Retail Repair-Oriented uses	P	--	P	--	--	
	Antique Mall	L	--	L	--	--	1203.04
	Flea Market	--	--	--	--	--	
	Small Box Discount Retail Store	--	--	--	--	--	
	Other Retail Sales- Oriented uses not listed above	L	--	L	--	--	1203.04
	Other Retail Service- Oriented uses not listed above	L	--	L	--	--	1203.04
Industrial Use Categories							
Cannabis, Adult Use	Cannabis Adult Use Cultivator	--	--	--	--	--	
	Cannabis, Adult Use Processing	--	--	--	--	--	
	Cannabis, Adult Use Testing Laboratory	--	--	--	--	--	
Heavy Industrial	All Heavy Industrial uses	--	--	--	--	--	
Light Industrial	All Light Industrial uses	--	--	--	--	--	
Resource Extraction	All Resource Extraction uses	--	--	--	--	--	

Table 2.06(B)-1, Downtown Primary Use Table							
Key: P = Permitted Use C = Conditional Use L = Limited Use -- = Prohibited							
Use Category (1203.03)	Use Type	Downtown Subarea					Use Standard
		Gateway	Multi-Unit Residential	Main Street	Town Center Residential	Parks and Recreation	
Self-Service Storage	All Self-Storage Facilities uses	--	--	--	--	--	
Warehousing and Freight Movement	All Warehousing and Freight Movement uses	--	--	--	--	--	
Waste-Related	All Waste-Related uses	--	--	--	--	--	
Wholesale Trade	All Wholesale Trade uses	--	--	--	--	--	

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2.06(C) Frontage Types

A. Generally. This Subsection sets forth the standards for buildings with private frontages within the DT district. Frontage consists of the area between the front facade of a principal building and the property line adjacent to a street, internal driveway, or open space. Private frontages shall comply with the standards of Section 1204.08, *Frontage Types*, and allowable private frontages for the building design and how it relates to the street, internal driveway, or open space.

B. Permitted Building Frontages by Sub-District.

- General.** Table 2.06(C)-1 outlines the permissible frontages for each sub-districts within the DT district. The designations of frontage types reflect their specific layout or purpose but do not restrict the building types or uses associated with them. For instance, a porch frontage can be utilized for non-residential purposes like a restaurant or office, as permitted in Subsection 2.06(B), *Permitted Uses and Buildings within the DT District*.
- Multiple Frontage Types.** Each building type or use may have multiple frontage types.
- Not Listed.** Frontage types not listed in the applicable sub-district standards are not permitted in that zone.
- Building Types.** Frontage types not listed in the applicable building type standards set forth in Section 1204.08, *Frontage Types*, are not allowed on that building type.

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Table 2.06(C)-1, Permitted Building Frontage Types by Sub-District						
Frontage Type	Frontage Type Standard	DT-G	DT- MUR	DT-MS	DT- TCR	DT-PR
"♦" = Permitted "--" = Prohibited						
Porch	1204.08.C.1	♦	♦	♦	♦	N/A
Gallery and Arcade	1204.08.C.2	♦	♦	♦	♦	N/A

Table 2.06(C)-1, Permitted Building Frontage Types by Sub-District						
Frontage Type	Frontage Type Standard	DT-G	DT-MUR	DT-MS	DT-TCR	DT-PR
Stoop	1204.08.C.3	◆	◆	◆	◆	N/A
Forecourt	1204.08.C.4	◆	◆	◆	◆	N/A
Terrace	1204.08.C.5	◆	◆	◆	◆	N/A
Storefront	1204.08.C.6	◆	==	◆	==	N/A
Common Yard	1204.08.C.7	==	◆	==	◆	N/A
Awning or Canopy	1204.08.C.8	◆	◆	◆	◆	N/A
Marquee	1204.08.C.8	◆	==	◆	==	N/A

2.06(D) Dimensional and Form Standards

- A. **Generally.** The dimensional standards within this Subsection set the basic parameters for building form, including building placement on the lot, the building envelope (in three dimensions—width, depth, and height—along with other required or permitted functional elements. These standards allow change-over-time to encourage lasting and contributing buildings to the Downtown Monroe built environment.
- B. **Dimensional Standards and Illustrations.** The applicable dimensional standards for the DT district are outlined in Table 2.06(D)-1, DT Lot and Building Standards. Permitted residential uses shall be developed in accordance with the standards in Section 2.03(E), *Urban Residential*, except where noted in this section. The standards of this section shall supersede other dimensional requirements where there are differences (e.g., height by sub-district).

Table 2.06(D)-1, DT Lot and Building Standards						
Key: ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet						
Site Development Standards						
Key	Category	DT-G	DT-MUR	DT-MS	DT-TCR	DT-PR
	Lot Area (min.)	None	None	None	None	5,000 sf
A	Lot Width (min.)	15'	15'	15'	15'	15'
=	Open Space (min.)	15%	15%	15%	15%	N/A
	Maximum Density	For residential densities in the DT district, see Section 2.03(E), <i>Urban Residential (UR)</i>				N/A
Building Standards						
	Building Placement and Lot Coverage					
=	Frontage Buildout (front/side) (min.)	80%/60%	80%/60%	80%/60%	80%/60%	N/A
B/D	Front Yard Setback (min./max.) [1]	0'/10'	0'/10'	0'/10'	0'/10'	N/A
C	Side Yard Setback (min./max.)	0'/5'	0'/5'	0'/5'	0'/5'	10'
E	Rear Yard Setback (min)	0'	0'	0'	0'	10'

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Table 2.06(D)-1. DT Lot and Building Standards

Key: ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet

Site Development Standards						
Key	Category	DT-G	DT-MUR	DT-MS	DT-TCR	DT-PR
	Building Height and Coverage					
F	Height (feet/stories) (max.) [2]	60'/4	48'/4 [3]	36'/3	36'/3	36'/3
G	Lot Coverage [6]	100%	100%	100%	100%	N/A
	Access and Parking					
	Parking Type(s)	On-Street/On-Site				
	Parking Location	Side/Rear	Side/Rear	Side/Rear	Side/Rear	Side/Rear
H	Parking Lot Setback (min.) [4]	10'	10'	10'	10'	10'
	Required Parking Spaces	No parking minimum required. See Section 1204.12, <i>Off-Street Loading and Stacking</i> for number of spaces required.				
	Other Site and Building Components					
	Frontage Type	See Subsection 2.06(C), <i>Frontage Types</i> , for frontage types permitted by subdistrict. See Section 1204.08, <i>Frontage Types</i> , for specific design standards per frontage types.				
	Primary Entrance Orientation	Towards primary street on front facade or on corner				
	Building Elements and Architectural Design	See 2.06(H), <i>Building Elements and Architectural Design</i> (DT District)				
	Allowed Setback Encroachments (max.) [5]					
	- Architectural Features	2'				
	- Building Frontage	3'				
	Accessory Building Setbacks (min.)					
	- Front, Corner	Accessory buildings shall not be located in the front on a corner lot.				
	- Alley	0'				
	- Any Other Property Line	Accessory building setbacks shall not be in conflict with any other setbacks of this table.				
	Accessory Building Height	35"				
	Fence or Freestanding Walls Height (max.)					
	- Front Yard	Not Permitted	3'	Not Permitted	3'	3'
	- Side Yard	6'	6'	6'	6'	6'
	- Rear Yard	6'	6'	6'	6'	6'

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Table 2.06(D)-1, DT Lot and Building Standards

Key: ac. = acre du = dwelling unit sf. = square feet st. = story ' = feet

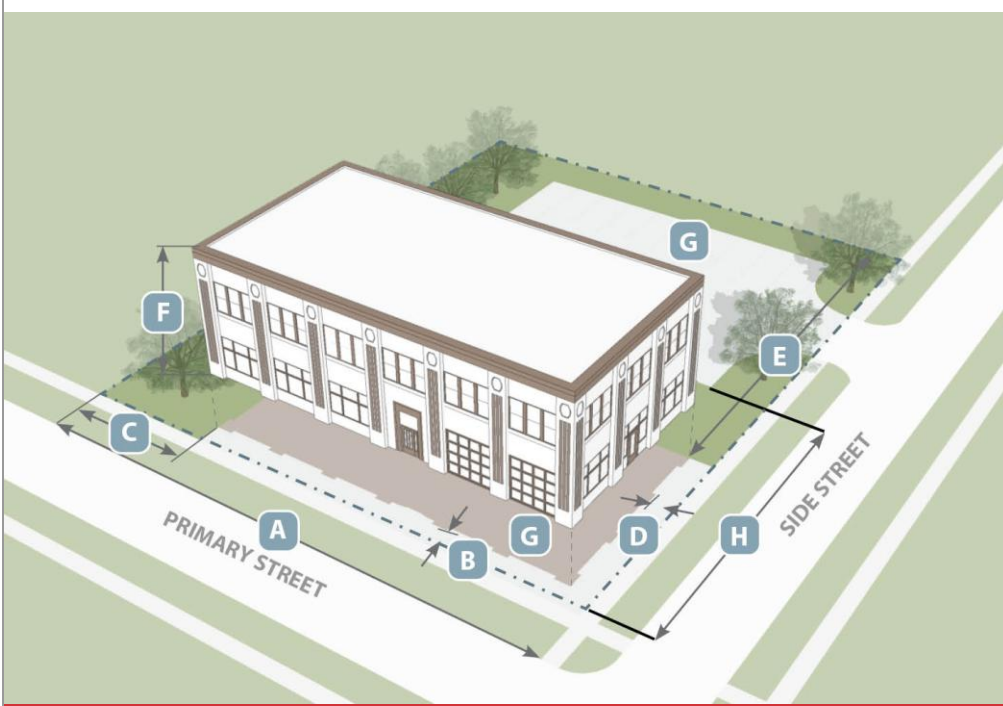
Site Development Standards

Key	Category	DT-G	DT-MUR	DT-MS	DT-TCR	DT-PR
-----	----------	------	--------	-------	--------	-------

Notes:

1. The setback is exclusive of easements.
2. Within 200 feet of land zoned as RR, SR, GR, UR, or NC district, height must not exceed 45 feet.
3. A setback that adjoins and shares a common property line with another district shall be the greater width of the setback or the minimum required district buffer as outlined in Article 04.05, *Landscaping, Screening, and Buffering*. All surface parking along public roads must be screened with landscaping or 3-foot masonry wall.
4. Setback encroachments shall only apply to architectural features such as defined in Section 1204.08, *Frontage Types*, and as specified in Section 1202.13, *Specific Allowances*.
5. See 1202.12, *Measurements*, for the explanation of the methodology for determining lot coverage on a development site.

Figure 2.06(D)-1, DT Illustrated Standards



Downtown Mixed-Use - Building Placement, Height

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C. **References to Related Standards.** Table 2.06(D)-2 provides the locations in the PZC for related provisions but is not meant to be an exhaustive list of all applicable requirements of this PZC.

<u>Table 2.06(D)-2, DT References to Related Standards</u>	
<u>Standard Topic</u>	<u>Location in PZC</u>
<u>Accessory Uses and Structures</u>	<u>1203.07</u>
<u>Open Space</u>	<u>Article 04.02</u>
<u>Building Design</u>	<u>1204.06</u>
<u>Screening and Fencing</u>	<u>1204.20</u>
<u>Floodplain and Floodway Development</u>	<u>City of Monroe Code of Ordinances, Chapter 1446</u>
<u>Parking, Loading, and Circulation</u>	<u>Article 04.04</u>
<u>Landscaping, Screening, and Buffering</u>	<u>Article 04.05</u>
<u>Signage</u>	<u>Article 04.06</u>
<u>Outdoor Lighting</u>	<u>Article 04.07</u>
<u>Subdivision Design</u>	<u>Chapter 1205</u>
<u>Site Plan Review</u>	<u>1207.15</u>

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2.06(E) Street and Streetscape Standards

A. **Generally.** This Subsection provides standards and general guidelines to implement the transportation and connectivity plans within the Downtown Master Plan. The standards provided below may be used to provide additional streets to those shown conceptually in the Master Plan in order to create future extensions of roads as part of new subdivisions and or the creation of smaller blocks for development.

B. **Vehicular Access.** Vehicular access and circulation shall be designed to meet the following standards:

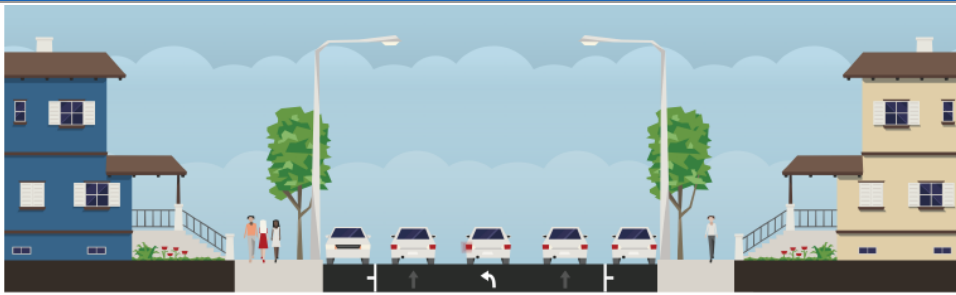
1. The specific locations of primary vehicle entrances are subject to review by the City Engineer and the approval of the applicable review body and will be based on the following factors to promote good traffic management practices:
 - a. The development shall minimize the number of curb cuts with shared access being preferred.
 - b. Where possible, access points should align with previously approved or constructed access points on the opposite side of the street to reduce conflict points.
 - c. Safe and efficient internal circulation shall be provided. Where possible internal vehicle circulation should be designed as follows:
 1. Streets internal to the development should be designed with a hierarchy of circulation.
 2. Internal driveways or aisles that are intersected by crossing traffic should either have their centerlines aligned or be offset by at least 60 feet.

C. **Street Cross-Sections.**

1. **Platting.** Wherever a dedicated or platted portion of a street or alley exists within the proposed subdivision, the street or alley shall be platted to the prescribed width within the proposed subdivision unless such use is vacated.

2. *Widths.* Widths of interstate highways, major and minor arterials, collector and local street rights-of-way shall conform to the widths specified in Table 2.06(E)-1, *Street Cross-Section Standards*. These widths may be increased or decreased or varied in unusual circumstances by the Planning Commission as recommended by the City Engineer.
 - a. Additional right-of-way may be required by the City Engineer to accommodate adjacent stormwater runoff and drainage.
 - b. Pavement width shall be measured from back of curb to back of curb.
3. *Nonconforming Widths.* Subdivisions that include, or border on, existing streets that do not conform to the required widths shall dedicate additional width along either or both sides of such streets. The half-width of all rights-of-way abutting the proposed subdivision shall be brought to city standards.
4. *Alleys.* Alleys shall be permitted in commercial areas where needed for loading and unloading or access purposes where required. Alleys may only be permitted in residential subdivisions or developments when the proposed subdivision or development is located in or adjacent to downtown, as determined by the applicable review body, or in a mixed-use PUD. Alleys shall be at least 20 feet in width and shall be fully paved.
5. *Dead-End Alleys.* Dead-end alleys shall be avoided, but if unavoidable, shall be provided with adequate turnaround facilities at the dead-end, as determined by the City Fire Chief and City Engineer.

Table 2.06(E)-1, Street Cross-Section Standards for DT District



<u>Road Classification</u>	<u>Minimum Right-of-Way Width Required</u>	<u>Minimum Pavement Width Required / Number of Lanes</u>	<u>Turning Lane2 / Median</u>	<u>Sidewalk Width</u>
	(A)	(B)	(C)	(D)
<u>Main Street Corridor (w/ turn lane)</u>	66'	44' /3 (12' drive lanes)	10'	11' min.
<u>Main Street Corridor (w/out turn lane)</u>	66'	44' /3 (11' drive lanes)	--	8.5' min.
<u>Neighborhood Connector</u>	40' -60'	10' /2 (12' drive lanes)	--	6' min./12' min. [1]
<u>Pedestrian Connector</u>	50' - 66'	28' min./3 (Two 10' drive lanes, One 8' parking lane or bump out)	--	6' min.
<u>Residential Street</u>	40' - 66'	44' /3 (10'-11' drive lanes, Two, 8' parking lanes or bump outs)	--	6' min.
TABLE NOTES: -- = Not required Source of Graphic: SteetMix.net				

2.06(F) Parking Standards

A. **Generally.** This Subsection provides standards for off-street parking and loading within the DT district. These standards are in addition to or, when stated, in the place of the standards contain in Article 04.04, *Parking, Loading, and Circulation*.

B. **Amount of Off-Street Parking Required.**

1. **Minimum Number of Spaces.** There is no minimum number of off-street parking spaces required, regardless of subarea.
2. **Maximum Number of Spaces.** The maximum number of off-street parking spaces shall only apply to surface parking lots associated with a primary use and may not exceed the maximums as listed in Table 1204.10-1, *Minimum and Maximum Parking*. No parking maximums shall apply to parking garages.
3. **Minimum Number of Accessible Spaces.** If parking is provided, the number of accessible spaces shall comply with Section 1204.12, *Accessible Parking Spaces Required and Design*.

C. **Off-Street Parking Design.** Any off-street parking provided shall comply with the standards in Section 1204.11, *Off-Street Parking Design*, with the following modifications:

1. **Site Area.** Surface parking lots and vehicle use areas shall not exceed 35% of the site area.
2. **Pedestrian Pathways.** All parking lots, regardless of size, shall provide pedestrian access connections that comply with Section 1204.11 Paragraph F., *Pedestrian Pathways*.
3. **Compact Parking Spaces.**
 - a. **Dimensions.** Up to 30% of the off-street parking spaces provided may be compact spaces. Compact spaces shall comply with the dimensions listed in Table 2.06(F)-1, *Compact Parking Space Dimensions*.
 - b. **Markings.** Compact spaces shall be clearly marked with signs or pavement markings indicating "Compact Cars Only".

Table 2.06(F)-1, Compact Parking Space Dimensions

<u>Space Angles</u>	<u>Parking Space Width</u>	<u>Parking Row Depth</u>	<u>Driving Aisle Width</u>
<u>0° (Parallel Parking)</u>	<u>16 ft.</u>	<u>8 ft.</u>	<u>See Table 1204.11-1, Standards Parking Space Dimensions</u>
<u>45° (Diagonal Parking)</u>	<u>18 ft.</u>	<u>10 ft.</u>	
<u>60° (Diagonal Parking)</u>			
<u>90° (Head-In Parking)</u>			

D. **Parking Garages.** Parking garages shall comply with Section 1204.11 Paragraph G., *Parking Garaques*.

E. **Landscaping and Screening.** Parking lots and vehicle use areas shall comply with Section 1204.20, *Development Landscaping* and 1204.22, *Screening and Fencing*, with the exception that only the following screening techniques described in Table 1204.22-1, *Parking Area Screening Technique*, shall be used in the DT district:

1. **Opaque Screening with Vegetation; and**
2. **Vegetation Screening Only.**

F. Off-Street Loading. The number and design of off-street loading spaces shall comply with 1204.14, *Off-Street Loading*.

2.06(G) Open Space Standards

A. Generally. In addition to the open space standards established in Article 04.02, *Open Space*, of this PZC, the following standards shall guide development of open spaces within the Downtown district and its subareas.

B. Specific Standards.

1. Required Public Outdoor Space. New construction or building expansion shall provide public outdoor space at a rate of 0.5 percent of the total lot area or 150 square feet, whichever is greater.
- ~~1.2.~~ Amenities. Public outdoor space may include seating areas, plazas, retail alcove and inner courtyard spaces. Entry alcoves and small outdoor pedestrian spaces may be located between the building and the street, subject to City code and provided such outdoor spaces do not obstruct pedestrian traffic.
3. Minimum Requirements for Public Open Space. Public outdoor space shall be visible and accessible to the public and comply with the standards of Table 1204.04-1, *Open Space Standards*.

2.06(H) Building Elements and Architectural Design (DT)

A. Generally. This Subsection provides standards for building elements and architectural design within the DT district. These standards are in addition to or, when stated, in the place of the standards contained in 1204.07, *Mixed-Use and Nonresidential Building Elements and Architectural Design*.

B. Downtown (DT) District Building Standards. In addition to the specific requirements set forth in Table 2.06(H)-2, *Downtown (DT) District Building Standards*, the following general building standards shall apply to all buildings within the DT district and all sub-districts:

1. Roof Type. The roof types of buildings shall be designed in conformance with the following standards:
 - a. Roof Variation. There shall be a variation in roof type every front 60 feet of building facade to reduce visual monotony and assist in development of a human scale environment.
 - b. Gabled Roof Pitch. When gabled roofs are used, the design of the roof pitch shall not be, at a minimum, less than one-fourth of the building height as measured from the grade line to the gutter.
 - c. Flat Roof Design Criteria. When flat roofs are used, decorative cornices and parapet roof lines shall be incorporated.
2. Primary Entrances. In addition to the specific requirements set forth in Table 2.06(H)-2, *Downtown (DT) District Building Standards*, the primary building entrances in the DT district and its sub-districts shall be designed in conformance with the following requirements:
 - a. Facade Unity. Entrances shall be designed to present a clear image of the individual business without compromising the sense of unity of the facade or development.
 - b. Entrance Visibility. The main entrance of the building shall integrate architectural articulation as permitted within this Section, foundation landscaping as established in 1204.20, *Development Landscaping*, or a combination of both to ensure an easily identifiable and introductory statement for the building.
 - c. Street Orientation. When a new road is proposed for interior circulation, buildings shall be oriented to face these streets and the entrance may also be oriented to these streets.

d. Residential Frontage. When a residential building has frontage on Main Street, the first floor entrances shall be located facing Main Street. Access to upper stories from Main Street is strongly encouraged.

e. Commercial Frontage. When a commercial building has frontage on Main Street, the building entrances shall front Main Street.

3. Windows. In addition to the specific requirements set forth in Table 2.06(H)-2, *Downtown (DT) District Building Standards*, windows and building transparency in the DT district and its sub-districts shall be designed in conformance with the following requirements:

a. Size and Proportion. Windows in all structures shall exhibit symmetry and proportion to the building. Individual window proportions shall be more vertical than horizontal, with the height designed as one and a half times the width of the window. Display windows on the first floor of commercial structures may be larger and have more of an emphasis on the horizontal dimension.

b. Vertical Proportion Components. Windows that are visible from a public right-of-way shall be divided into vertically proportioned components, through multi-part windows or other divided lights. Other than first-floor display windows and bay windows in residential structures, windows shall apply architectural elements, such as projecting sills, molded surrounds, lintels, transoms and/or mullions. Grilles in airspace and snap-on grille style windows are prohibited.

c. Glazing. Windows shall be constructed of clear glazing. Tinted or spandrel glazing shall not be used.

d. Window Materials. All-vinyl windows are prohibited. Extruded aluminum-clad or vinyl-clad wood windows may be permitted, if appropriate. Composite wood/PVC/fiberglass windows are permitted (i.e. Fibrex).

4. Building Materials.

a. Permitted and Prohibited Building Materials. In addition to the building material standards established in 1204.05 *General Provisions*, the following requirements shall apply to each of the subdistricts within the DT district:

Table 2.06(H)-1. Permitted and Prohibited Building Materials in DT District

Materials	Standard
<u>Primary Materials</u>	Brick, stone, natural wood clapboard, wood board and batten, wood shingles, or modern materials imitating these as permitted in 1204.05, <i>General Provisions</i>, for exterior building materials.
<u>Accent Materials</u>	- Any primary materials - Exterior insulated finish systems (EIFS) and decorative concrete masonry units (max 15% per side).
<u>Prohibited Materials</u>	- Vinyl, aluminum, or steel siding. - Standard concrete masonry units. - Tilt-up concrete.
<u>Other Materials</u>	Unlisted materials may be approved case-by-case by the Planning Commission as primary or accent materials.

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b. Changes in Building Materials. The number of materials on the exterior of a building shall be limited to a maximum of three complementary materials. Changes in materials shall occur at inside corners of buildings or transition with an appropriate trim detail.

c. Coordinating Trim. To break larger wall planes into smaller more human scale elements, a coordinating trim material shall be used on all facades of a building.

5. Building Colors.

a. Permitted Colors. The base colors used on buildings shall be the natural color of the material in the case of brick or stone or of a neutral, muted palette. Brighter, more vivid colors may be used, but shall be reserved for limited use as trim or accent. A palette of proposed materials and colors shall be submitted by the applicant for approval by the Planning Commission.

b. Prohibited Colors. No fluorescent, reflective, metallic or neon colors shall be used.

c. Changes in Colors. A maximum of three colors (excluding the natural color of brick or stone) may be used on a single structure, except in the case where the building's facade is designed to appear as more than one building. In such case, each element may use a combination of colors as approved by the Planning Commission, but the overall color scheme of the building shall be coordinated.

6. Specific Standards.

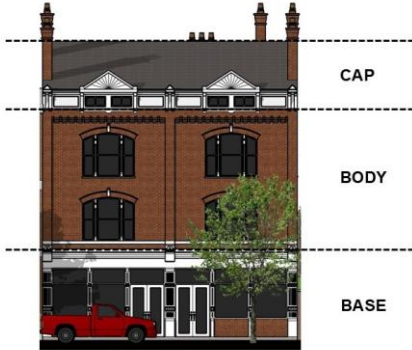
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Table 2.06(H)-2, Downtown (DT) District Building Standards

<u>Standard</u>	<u>Requirements</u>
Primary Entrance	
<u>Primary Entrance</u>	At least 2 of the following features shall be incorporated at the primary entrance: ▪ <u>Roof overhangs, raised cornice parapets, or peaked roof forms;</u> ▪ <u>Recessed or projecting wall sections;</u> ▪ <u>Arcades or arches;</u> ▪ <u>Outdoor patios;</u> ▪ <u>Water features;</u> ▪ <u>Display windows;</u> ▪ <u>Architectural details such as tile work and moldings integrated into the building structure; or</u> ▪ <u>Integral planters or wing walls that incorporate landscaping and/or seating.</u>
Building Mass	
<u>Base (min.)</u>	<u>8% of the average wall height</u>
<u>Body (min.)</u>	<u>60% of the average wall height</u>
<u>Cap (min.)</u>	<u>8% of the average wall height</u> <u>(not to exceed the height of the base)</u>
<u>Number of cap design features (min.)</u>	At least 2 of the following shall be incorporated into the design of a building's cap: ▪ <u>Cornice;</u> ▪ <u>Parapet;</u> ▪ <u>Awning;</u> ▪ <u>Canopy; or</u> ▪ <u>Eaves</u>
<u>Example</u>	
Building Height	
<u>Height (max. and min.)</u>	<u>Height may not exceed max. height defined in 2.06(D), <i>Dimensional and Form Standards</i>, of this Section.</u>

Street Facing Wall Articulation	
Facade width before articulation (max.)	60'
Facade depth	2'
Facade Alternative (a)	Facade material changes following the same dimensional standards as the offset requirements
Facade Alternative (b)	Pilasters with a minimum depth of 1', minimum width of 1', and a minimum height of 80% of the facade's height
Design Features	
Varied design features (min.)	At least two of the following shall be incorporated into the front facade of a street-facing building: - Height Variation; - Increased Setbacks; - Upper Level Front Stepback; - Upper Level Side Stepback; - Building Corner or Focal Point; - Concrete or masonry plinth at the base of the wall; - Recesses and reveals at least 12 inches in depth; - Windows and fenestration; - Arcades and pergolas; - Towers; - Gable projections; - Horizontal/vertical breaks; - Belt courses of a different texture and color; - Projecting cornice; - Projecting metal canopy; - Decorative tile work; - Trellis containing planting; or - Artwork.
Transparency ¹	
Facade glazed: % ground floor wall area (min.)	50%
Facade glazed: % upper floor(s) wall area (min.)	40%
Roof Form	
Pitched Roof Height (max.)	1/2 of the overall building height
Table Notes: 1. All windows and storefronts on the ground and second floors facing public rights-of-way or private streets.	

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2.06(l) Sign Standards

- **Generally.** This Subsection provides standards for all signage within the DT district. These standards are in addition to or, when stated, in the place of the standards contained in Article 04.06, *Signage*.
- **Guiding Principles.**
 1. Signs shall respect the overall architectural composition of the building and its scale while not overwhelming the facade.
 2. Sign colors shall relate to the style and period of the building. In general sign colors shall be muted rather than vivid. Paint shall be flat, satin or semi-gloss.
 3. Corporate identity colors or logos shall be used with restraint.
 4. Sign materials shall be wood, composite wood, metal, polycarbonate or high-density urethane (HDU) with painted or vinyl letters. Other materials may be permitted, if appropriate, as determined by the Director.
 5. Wall and projecting signs shall have a simple design and shall not have more than three lines of letters.
 6. Illuminated signs are permitted. The illumination source for a sign shall be compatible with the sign and the building.
- **Allowed Sign Types by Downtown Subarea.** Table 2.06(l)-1, *Allowed Sign Type by Downtown Subarea*, identifies on-premise signs allowed by zoning district.

Table 2.06(l)-1. Allowed Sign Type by Downtown Subarea					
Key: P = Permitted -- = Not Permitted					
Sign Type	Downtown Subareas				
	Gateway	Main Street	Multi-Unit Residential	Town Center Residential	Parks and Recreation
Permanent Attached Signs					
Awning	P	P	P	P	--
Canopy (Attached)	P	P	P	P	--
Hanging	P	P	P	P	P
Marquee	P	P	P	--	--
Mural	P	P	P	P	P
Projecting	P	P	P	P	P
Wall	P	P	P	P	P
Window	P	P	--	--	--
Permanent Freestanding Signs					
Access	P	P	P	P	P
Canopy (Freestanding)	--	--	--	--	--
Directory	P	P	--	--	--
Menu Board	--	--	--	--	--
Monument	P	P	P	P	P
Subdivision Entry	--	--	--	--	--
Pole Mounted	--	--	--	--	--
Subdivision Pylon Sign	--	--	--	--	--
Temporary Signs					

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Table 2.06(I)-1. Allowed Sign Type by Downtown Subarea

Key: P = Permitted | -- = Not Permitted

Sign Type	Downtown Subareas				
	Gateway	Main Street	Multi-Unit Residential	Town Center Residential	Parks and Recreation
Banner Sign	P	P	--	--	P
Feather Sign	P	P	--	--	P
Free Standing Temporary Sign	P	P	P	P	P
H-Frame Sign	P	P	--	--	--
Sandwich Board Sign	P	P	--	--	--
Yard Sign	--	--	P	P	--

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- **Attached Permanent Sign Standards.** All permanently attached signs in the DT districts shall follow the standards established in Table 2.06(I)-2, *Downtown Attached Permanent Sign Standards*.

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Table 2.06(I)-2. Downtown Attached Permanent Signs Standards

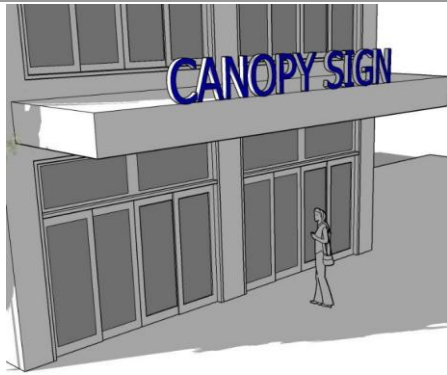
Key: -- = Not Applicable

Sign Type and Standards	Downtown Subareas				
	Gateway	Main Street	Multi-Unit Residential	Town Center Residential	Parks and Recreation
Awning Sign					
					
Number Allowed	1 per each tenant or occupant with a ground-floor entry or storefront				--
Maximum Area	30 sq. ft. and shall not cover more than 50% of the awning area				--
Minimum Clearance	8 ft. above grade and 15 ft. above any driveway or vehicle use area				--
Maximum Projection (Distance from Facade)	5 ft				--
Illumination¹	External				--
Changeable Copy²	Not Permitted				--
Sign Permit Required	Yes				--
Other Standards	1. See paragraph H, Awnings and Marquees, of 1204.26, <i>Permanent Signs</i>				--
Canopy (or Over-Canopy) Sign					

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Table 2.06(U)-2. Downtown Attached Permanent Signs Standards

Key: -- = Not Applicable

Sign Type and Standards	Downtown Subareas				
	Gateway	Main Street	Multi-Unit Residential	Town Center Residential	Parks and Recreation
					
Number Allowed	1 per building front or 1 per storefront for a multi-tenant building		1 per building	--	
Maximum Area	50% of canopy width		50% of Canopy Width	--	
Maximum Height (copy above sign)	3 ft.		3 ft	--	
Illumination¹	External		External	--	
Changeable Copy²	Not Permitted		Not Permitted	--	
Sign Permit Required	Yes		Yes	--	
Hanging Sign					

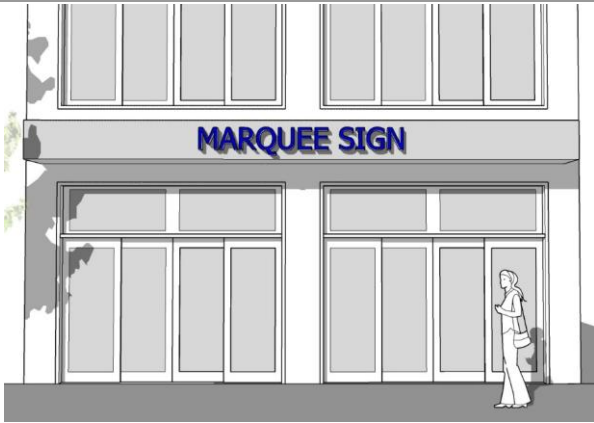
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Table 2.06(I)-2. Downtown Attached Permanent Signs Standards

Key: -- = Not Applicable

Sign Type and Standards	Downtown Subareas				
	Gateway	Main Street	Multi-Unit Residential	Town Center Residential	Parks and Recreation
					
Number Allowed	1 per each tenant with a ground-floor entry or storefront				
Maximum Area	6 sq. ft.				
Maximum Height	Not to project above roofline of building				
Minimum Clearance	8 ft. above grade				
Illumination¹	Indirect lighting only				
Changeable Copy²	Not Permitted				
Sign Permit Required	Yes				
Other Standards	1. Not extend within 2 ft. of the curb line. 2. May be suspended under a marquee sign or under a canopy or awning.				
Marquee Sign					

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Table 2.06(I)-2. Downtown Attached Permanent Signs Standards					
Key: -- = Not Applicable					
Sign Type and Standards	Downtown Subareas				
	Gateway	Main Street	Multi-Unit Residential	Town Center Residential	Parks and Recreation
					
Number Allowed	1 per street-facing facade				--
Maximum Area	50 sq. ft. per side; 100 sq. ft. total				--
Maximum Height	4 ft. from the lowest point of the marquee to the highest point, excluding any ornamentation supported directly by the marquee				--
Minimum Clearance	8 ft. above grade				--
Illumination¹	Internal or External				--
Changeable Copy²	Manual Changeable Copy Center or Electronic Message Center				--
Other Signs	If used, then a wall sign is prohibited on same facade				--
Other Standards	1. May not project more than 6 ft. from the building; 2. Sign may be on up to three sides of a marquee.				--
Sign Permit Required	Yes				--
Other Standards	1. See paragraph H, Awnings and Marquees, of this Section.				--
Mural Sign					

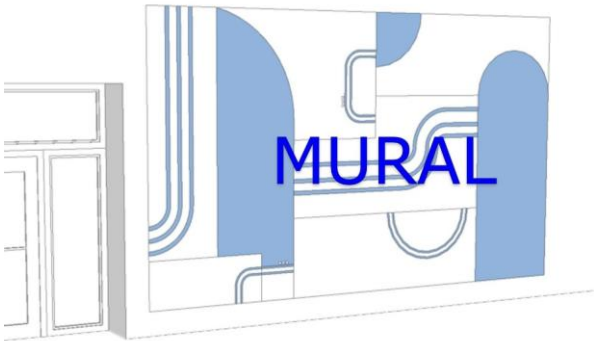
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Table 2.06(I)-2. Downtown Attached Permanent Signs Standards

Key: -- = Not Applicable

Sign Type and Standards	Downtown Subareas			
	Gateway	Main Street	Multi-Unit Residential	Town Center Residential
				
Number Allowed	1 per building			
Maximum Area	75% of facade or 1,500 square feet, whichever is less			
Maximum Width	75% of facade			
Maximum Height	30 ft. from grade			
Illumination¹	Indirect lighting only			
Changeable Copy²	Not Permitted			
Sign Permit Required	No			
Projecting Sign				
				
Number Allowed	1 per building or 1 per tenant in commercial building			

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Table 2.06(U)-2. Downtown Attached Permanent Signs Standards

Key: -- = Not Applicable

Sign Type and Standards	Downtown Subareas			
	Gateway	Main Street	Multi-Unit Residential	Town Center Residential
Maximum Area	16 sq. ft.			
Maximum Projection (Distance from Facade)	Two-thirds the width of the sidewalk or 5 ft. from the building facade, whichever is less			
Minimum Clearance	8 ft. above grade and 15 ft. above any drive or vehicle use area			
Illumination¹	Down lighting only			
Changeable Copy²	Not Permitted			
Other Signs	If used, then a wall sign is prohibited on the same façade			
Sign Permit Required	Yes			
Wall Sign				
				
Number Allowed	1 per building face or 1 per tenant for multi-tenant building	Nonresidential: 1 per lot Mixed-Use, Multiplex, or Multi-Unit Residential: 1 per facade All Other Residential: 1 per dwelling unit		1 per building
Maximum Area	8% of the total sq. ft. of each wall façade facing a public street or 100 sq. ft., whichever is less. Cumulative for total signage	Nonresidential: 25 sq. ft. Mixed-Use, Multiplex and Multi-Unit Residential: 25 sq. ft. All Other Residential: 2 sq. ft.		25 sq. ft.
Maximum Height	The eave line or building parapet wall	The eave line or building parapet wall		The eave line or building parapet wall
Maximum Projection (Distance from Facade)	6 inches	6 inches		6 inches
Illumination¹	External	External		External
Changeable Copy²	Not Permitted	Not Permitted		Not Permitted

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Table 2.06(I)-2. Downtown Attached Permanent Signs Standards

Key: -- = Not Applicable

<u>Sign Type and Standards</u>	<u>Downtown Subareas</u>				
	<u>Gateway</u>	<u>Main Street</u>	<u>Multi-Unit Residential</u>	<u>Town Center Residential</u>	<u>Parks and Recreation</u>
<u>Sign Permit Required</u>	<u>Yes</u>		<u>Yes</u>		<u>Yes</u>
<u>Other Standards</u>	<u>1. No wall sign shall be located on any portion of a mansard-style roof.</u> <u>2. No wall sign or its supporting structure shall cover any window or part of a window.</u> <u>3. No wall sign shall cover any architectural feature.</u>				

Window Sign



A = Window sign area total to be determined by surface within dashed red line.

<u>Number Allowed</u>	<u>Nonresidential: 1 per window</u>	--	--	--
<u>Maximum Area</u>	<u>Residential: 10% of window area or 2 sq. ft., whichever is less;</u> <u>Nonresidential: 30% of window area</u>	--	--	--
<u>Illumination¹</u>	<u>Residential: Not Permitted</u> <u>Nonresidential: Internal or indirect lighting only</u>	--	--	--
<u>Changeable Copy²</u>	<u>Not Permitted</u>	--	--	--
<u>Sign Permit Required</u>	<u>Yes</u>	--	--	--

TABLE NOTES:

1. If illumination is permitted, see 1204.25, *Illumination and Changeable Copy*, for illumination standards.
2. If changeable copy is permitted, see 1204.25, *Illumination and Changeable Copy*, for standards for manual changeable copy centers and electronic message centers.

- Freestanding Permanent Sign Standards.** All permanent freestanding signs in the DT district shall follow the standards established in Table 2.06(I)-3, *Downtown Freestanding Permanent Sign Standards*.

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Table 2.06(l)-3, Downtown Freestanding Permanent Sign Standards

Sign Type and Standards	Downtown Subarea			
	Gateway	Main Street	Multi-Unit Residential	Town Center Residential
Access Sign¹				
				
Number Allowed	3 per principal use			
Maximum Area	4 sq. ft. per sign			
Maximum Height	4 ft.			
Minimum Setback (Property Line)	3 ft.			
Illumination¹	External			
Changeable Copy²	Not Permitted			
Other Signs	No two access signs shall be located within 5 feet of each other.			
Sign Permit Required	Yes			
Other Standards	1. All such signs located on corner lots or intersections and greater than 3 feet in height shall not be placed inside the sight triangle as described in Table 1202.12-1, Measurements. 2. There shall be no more than 4 total access sign poles at any road intersection.			
Monument Sign				
				
Number Allowed	1 per property street frontage	Nonresidential: 1 per property street frontage Mixed-Use, Multiplex, or Multi-Unit Residential: 1 per property street frontage All Other Residential: None		1 per property street frontage
Maximum Area	32 sq. ft.	32 sq. ft.		32 sq. ft.
Maximum Height	8 ft.	6 ft.		8 ft.
Minimum Setback	0 ft.	0 ft.		0 ft.

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Table 2.06(I)-3, Downtown Freestanding Permanent Sign Standards					
Sign Type and Standards	Downtown Subarea				
	Gateway	Main Street	Multi-Unit Residential	Town Center Residential	Parks and Recreation
<u>Illumination¹</u>	<u>External</u>		<u>External</u>		<u>External</u>
<u>Changeable Copy²</u>	<u>Manual Changeable Copy Center</u>		<u>Not Permitted</u>		<u>Manual Changeable Copy Center</u>
<u>Sign Permit Required</u>	<u>Yes</u>		<u>Yes</u>		<u>Yes</u>
TABLE NOTES:					
<u>1. See 1204.25, <i>Illumination and Changeable Copy</i>.</u>					
<u>2. See 1204.25, <i>Illumination and Changeable Copy</i> for manual changeable copy centers and electronic message centers standards.</u>					

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F. **Temporary Sign Standards.** All temporary signs in the DT district shall follow the standards established in 1204.24, *Temporary Signs*.

2.06(J) Outdoor Lighting Standards

- **Generally.** This Subsection provides standards for outdoor lighting within the DT district. These standards are in addition to or, when stated, in the place of the standards contained in Article 04.07, *Outdoor Lighting*.
- **Specific Standards.**
 1. *Height.* All light fixtures in DT district shall be limited in height to the standards established in Table 1204.31-1, *Outdoor Lighting Standards*.
 2. *Scale and Context.* All lighting shall be designed and installed in scale and context with the architecture of the building. Standard security lighting shall not be used in lieu of architectural lighting. In general, actual light bulbs should not be visible.
 3. *Accent Lighting.* Accent lighting shall be used to highlight architectural fenestration, entry and access points, landscaping elements, and artwork.
 4. *Rope Lighting.* Holiday and other styles of temporary rope lighting may not be used on a permanent basis.

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Article 02.04 Overlay and Special Purpose Districts

1202.06 General Provisions

- A. **Generally.** Where land is classified into an overlay zoning district as well as an underlying base zoning district, the regulations governing development in the overlay zoning district shall apply in addition to the regulations governing the underlying base district.
- B. **Conflict with Base Zoning District.** In the event of an express conflict between the standards of the overlay zoning district and the underlying base zoning district, the standards governing the overlay district shall control.
- C. **Multiple Overlay Districts.** In some instances, land may be classified into multiple overlay districts. In the event of an express conflict between the standards of the multiple overlay districts, the most restrictive standards shall apply.

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1202.07 Planned Unit Developments (PUD)

1-A. Purpose. The purposes of the Planned Unit Development ("PUD") district are:

1. *Ensure Against Misuse.* To establish standards to ensure against misuse of the increased flexibility.
2. *Redevelopment.* To generate the reuse or redevelopment of sites where an orderly change of use is determined to be desirable, especially where reuse is restricted because of existing nonconformities, physical development, or the constraints of conventional zoning standards.
3. *Land Use Compatibility.* It is further intended that development permitted pursuant to this Section be laid out so that proposed uses, buildings, and site improvements relate to each other and to adjoining existing uses and to the public realm in such a way that they will be compatible, with no material adverse impact of one use on another.
4. *Flexibility and Innovation.* To allow regulatory flexibility to clearly achieve:
 - a. Development that is in accordance with the City's Comprehensive Plan;
 - b. Economy and efficiency in the use of land, natural resources, energy, and in the provision of public services and utilities;
 - c. Protection and preservation of natural resources and natural features;
 - d. Creation of useful open space particularly suited to the proposed development and the parcel on which it is located; and
 - e. Appropriate development to satisfy the needs of residents of the City of Monroe.

2-B. Eligibility. A PUD district is only permitted where the proposed design could not be largely or substantially achieved using conventional zone districts or PZC standards, including available tools allowing flexibility within those districts.

3-C. Purposes Not Intended. The PUD district shall not be used for the sole purpose of circumventing the requirements of this Code, securing an agreement between an applicant and nearby property owners to receive zoning approval, or assigning responsibility to the City for private deed covenants or restrictions.

4-D. Permitted Uses. The permitted uses within the PUD shall be based on the underlying base zoning district. If an applicant wishes to incorporate uses other than those permitted in the underlying base district, the applicant may request a change of the underlying base zoning district in concurrence with the procedure during the zoning map amendment process for the PUD as established in Section 1207.23, *Zoning Map Amendment*. No such change in the underlying base zoning district shall be approved without concurrent approval of a Master Development Plan. Written notice of such decision shall be provided to the Director, and any such development shall be subject to the requirements of Section 1207.16, *Master Development Plans*, and paragraph F below.

5-E. Areas of Flexibility Permitted. Each PUD application may request only the following types of adjustments from the underlying base zoning district standards as regulated in Article 02.02, *Residential Zoning Districts* or Article 02.03, *Mixed Use and Nonresidential Zoning Districts*:

1. Adjustment of minimum lot sizes;
2. Adjustment in residential development density;
3. Adjustment of building setbacks;
4. Additional types of bufferyards not specified in Section 1204.21, *Bufferyard Landscaping*; and
5. Additional types of housing not specified in this PZC.

6-F. Development Standards.

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1. *Generally.* Development requirements for each separate PUD district shall be set forth in the ordinance granting the PUD district or the concept plan attached to the ordinance and may include, but not be limited to, uses, density, lot area, lot width, lot depth, yard depths and widths, building size, building height, building elevations, coverage, floor area ratio, parking, access, screening, landscaping, accessory buildings, signs, lighting, management associations, and other requirements as the Planning Commission and City Council may deem appropriate.
2. *Conformance with the PZC.* The PUD district shall conform to all other sections of this PZC unless specifically excluded in the granting ordinance.
3. *Size.*
 - a. *Minimum Acreage.* The minimum acreage for a PUD district request shall be three acres for non-residential development and ten acres for residential development.
 - b. *Exceptions.* The Planning Commission may allow an application for smaller project areas if such land is found to be suitable for a PUD by virtue of its unique historical character, topography, unique use, or other natural features, or by virtue of its qualifying as an isolated problem area.
4. *High-Density Residential Uses.* For high-density residential developments, a common ~~civic and~~ open space shall be designated for the leisure and recreational use enjoyment of the occupants and general public. Except as provided below, the open amenity space shall be no less than required for a similar development as set forth in [Article 02.02, Residential Zoning Districts](#). This requirement may only be varied downward by the City Council when the installation of private recreational open space or where the availability and nature of adjacent and accessible public open space is such that a lesser amount would adequately accommodate the development.
5. *Mixed and Nonresidential Uses.* For mixed-use and nonresidential developments, common ~~civic and~~ open spaces shall be designated for the enjoyment of the general public or, in the case of industrial developments, the employees. Except as provided below, the ~~civic and~~ open space shall be no less than required for a similar development as set forth in [Article 02.03, Mixed Use and Nonresidential Zoning Districts](#). This requirement may only be varied downward by the City Council when installation of private recreational open space or where the availability and nature of adjacent and accessible public open amenity space is such that a lesser amount would adequately accommodate the development.
6. *Site Layout.* The subject property is laid out in an efficient manner relative to the natural and built environments and designed to achieve the aims of a compact, highly walkable environment;
7. *Building Form and Massing.* The placement, arrangement, size, and relationships of buildings relative to streets, pedestrian and civic spaces, and one another create an urban environment;
8. *Walkability.* There are trail and sidewalk connections within and between buildings, civic spaces, parking areas, transit areas, and to adjacent development; there are amenities and other pedestrian improvements; and the proximity of origins and destinations both internal and external to the development must be such that walking and bicycling are safe and viable modes of transportation;
9. *Undeveloped Space.* Together with the developed areas, the undeveloped spaces devoted to natural resource preservation, buffering of uses, and for passive and active use must be connected and continuous throughout the development;
10. *Complete Streets and Parking.* All private and public streets must be designed for multi-modal use, including vehicular movement, on-street parking, and safe use for pedestrians and bicyclists. Parking is required to be well-distributed and designed to create an urban streetscape;

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11. *Phasing.* The development must be phased in a manner that assures an adequate mixture of residential and nonresidential land uses and allows for transition from the early phases to completion, relating to the intensity of uses and parking; and
12. *Quality Design.* The design of buildings and hardscape and landscape areas help to establish visual interest, aesthetic appeal, and a unique identity for the development, including as key considerations human-scale amenities, integration of civic spaces for public interaction, and protection from the environmental elements.

1202.08 Delineated Wellhead Protection Overlay District (DWP-O)

- A. **Purpose.** The purpose of the Delineated Wellhead Protection Overlay District (DWP-O) is to safeguard the health, safety, and welfare of persons and property in the City of Monroe by protecting the groundwater supply of Monroe from degradation resulting from the improper storage, handling, or discharge of regulated substances in and around existing and future wellfields and their applicable recharge areas. The DWP-O is intended to monitor such storage, handling, and discharge of regulated substances in and around existing and future wellheads.
- B. **General Applicability.** The DWP-O regulations apply to any structure, storage, use, practice, or operation within the DWP-O as defined on the Official Zoning Map or other supplemental supporting documentation adopted by Monroe. Whenever any property is proposed to be used or occupied or a building is to be erected, moved, or altered, it must be in conformity with the regulations of this Section. The DWP-O sets forth a process of review of proposed development within the DWP-O to determine whether adequate protective measures are installed to prevent potential impacts to Monroe's water supply. Property owners and facility operators subject to regulation in the DWP-O district must comply fully with all existing applicable federal, state, and local regulations in addition to any of the requirements established in this PZC. Where federal, state, or local rules differ from the provisions of the DWP-O district, the more restrictive provision shall apply.
- C. **Permitted Uses.**
 1. *Director Approval Required.* All uses in the DWP-O shall be prohibited unless approved by the Director, who shall review the proposed use in accordance with the standards of this overlay district and other applicable standards of this PZC. Appeals of the Director's decision related to permitted uses in the DWP-O shall be heard by the Planning Commission through the Conditional Use Permit process established in [1207.20, Conditional Use Permit](#).
 2. *Other Required Approvals.* All uses shall be subject to the procedure and requirements of [1207.15, Site Plan Review](#), and if applicable, [1207.20, Conditional Use Permit](#). The applicant may be required to submit additional inventory information required by the City in accordance with this section on the DWP-O.
- D. **Prohibited Uses.** Some uses and activities are specifically prohibited at all existing or new facilities in the DWP-O, regardless if permitted in the underlying base zoning district, due the potential impact on Monroe's water supply. Such prohibited uses and activities shall include:
 1. *Prohibited in Underlying Base Zoning District.* Uses that are prohibited in the underlying base zoning district are also prohibited in the DWP-O.
 2. *Prohibited in City.* Uses on the established list of prohibited uses in [1203.01, General Provisions](#);
 3. *Violating Other Regulations.* The storage, handling, or other use of regulated substances in violation of any federal, state, or local regulations or any part of this PZC;
 4. *Other Prohibited Uses.*

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- a. On-site disposal and/or unauthorized discharge of regulated substances or process wastes other than sanitary wastes;
- b. Commercial motor vehicle repair/service shops and body shops;
- c. Animal feedlots;
- d. Metal manufacturing, plating, and/or polishing;
- e. Lawn, garden, pesticide, and agricultural services with on-site bulk mixing or blending of fertilizers, pesticides, rodenticides, and other industry-related chemicals for commercial application;
- f. Permanent or temporary storage of regulated substances in tankers not meeting current U.S. Department of Transportation standards for the transportation of regulated substances;
- g. Permanent aggregate aboveground storage of more than 2,000 gallons or 12,000 pounds, whichever is less, of regulated substances;
- h. Temporary aggregate storage of more than 1,000 gallons or 6,000 pounds of regulated substances, or any prescribed limit established by the Ohio State Fire Marshal, Ohio EPA, Occupational Safety and Health Administration (OSHA), or local fire department, whichever is lower; and
- i. Use of petroleum products for dust suppression.

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E. **Other PZC Standards.** In addition to the standards established for the DWP-O district in this section, all development shall be subject to all other applicable standards of this PZC.

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F. **Aboveground Storage Tanks (ASTs).**

1. *Generally.* All containers and aboveground storage tanks used for the storage of regulated substances at new and existing facilities subject to regulation under this Section shall be:
 - a. Product-tight and free of any defects which may result in a release of the contained substance;
 - b. Made of or lined with materials that will not react with and are otherwise compatible with the regulated substance stored;
 - c. Individually labeled with the contents in accordance with federal, state, and local labeling requirements;
 - d. Stored on or above an impervious surface at all times. All ASTs should have a secondary containment system. Such system could include a double-walled tank or the berming of an impervious surface around the tank that could hold 110 percent of the AST volume; and
 - e. Visually inspected monthly for any evidence of leaks, improper storage, or potential hazards that may result in a release of materials being stored in or transferred into the storage unit. Aisle space between containers must be adequate to allow for inspections. Leak detection systems, cathodic protection, monitoring equipment, and other monitoring and warning systems associated with an AST also must be inspected on a weekly basis. A weekly record of inspections and the findings of those inspections must be maintained and made available on request by the Director or other representative from the City of Monroe.

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2. *Defective Containers.* Defective storage containers shall be removed from service immediately and repaired, replaced, or decontaminated and disposed of in accordance with federal, state, and local waste management standards. Any person handling or otherwise using regulated substances at a facility in the DWP-O must handle such substances in accordance with all applicable safe handling practices so as to minimize the potential for a release due to mishandling.

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G. **Underground Storage Tank (UST) Regulations.** The following regulations shall apply to underground storage tanks (USTs) proposed to be located, installed, or constructed within the DWP-O:

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1. *New USTs.* No new UST system may be installed within the DWP-O.
2. *Existing USTs.* No existing UST system located in the DWP-O used for the storage of vehicle fuel, vehicle lubricants, and building and/or process heating fuel can be converted either temporarily or permanently to the storage of hazardous materials or hazardous wastes.

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H. **Review of Development.**

1. *Site Plan Review Required.* Application for construction or reconstruction of any property within the DWP-O shall follow the procedures of 1207.15, *Site Plan Review*.

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2. *Inventory of Regulated Substances.*

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- a. In addition to the information required by the Site Plan Review application, the applicant shall provide an inventory of regulated substances to be stored, processed, manufactured, or handled on the site. This list shall be provided to allow Monroe to evaluate the need for on-site regulatory measures for such substances. The Director, or other designated official, shall keep a record of the substances as submitted by the applicant. The applicant shall provide any other information as requested by the Director or Planning Commission that will be necessary for the evaluation of the proposed use within the protection area.
- b. The list of regulated substances shall be transmitted to all applicable City departments (including the Fire Department and Public Works Department) for review and report on the proposed materials to be located within the proposed development. Upon receipt of the report by each department, the Director shall consider their recommendations in accordance with this section.

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3. *Denial and Appeal.* If the application is found to be in nonconformance with this Section, the Director shall notify the applicant of the nonconforming aspects of the application in writing or digitally, and no site plan shall be accepted. The application for site plan review shall be denied unless the applicant appeals the decision in accordance with 1207.31, *Appeals*.

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I. **Development Standards.** The site development standards as established in the underlying base zoning district in other applicable sections of this PZC, shall be the minimum requirements for uses, buildings and structures within the DWP-O. The Planning Commission may increase the regulations by up to 25 percent over the underlying base zoning district regulation if a finding is made that such an increase is needed to achieve the purpose and intent of this section.

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1202.09 Wellhead Protection Buffer Overlay District (WPB-O)

- A. **Purpose.** The purpose of the Wellhead Protection Buffer Overlay District (WPB-O) is to safeguard the health, safety, and welfare of persons and property in the City of Monroe by protecting the groundwater supply of Monroe from degradation resulting from the improper storage, handling, or discharge of regulated substances

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in and around existing and future wellfields. The WPB-O is intended to monitor the storage, handling, and discharge of regulated substances in and around existing and future wellheads.

- B. **General Applicability.** The WPB-O regulations apply to any person owning or operating any real property or business within the WPB-O as defined by the Official Zoning Map or other supplemental supporting documentation. The buffer zone is established as any property as delineated on the Official Zoning map surrounding the boundary of the DWP-O district and includes all of the property if any part of the parcel falls within the buffer area. Whenever any property is proposed to be used or occupied or a building to be erected, moved, or altered, it must be in conformity with the regulations of this section. The overlay district sets forth a process of review of proposed development within the WPB-O to determine whether adequate protective measures are installed to prevent potential impacts to the water supply of Monroe.

- C. **Compliance with Other Regulations.** Property owners and facility operators subject to regulation under this section must comply fully with all existing applicable federal, state, and local regulations in addition to any of the requirements established in this PZC. Where federal, state, or local rules differ from the provisions of this section, the more strict provision shall apply.

D. **Permitted Uses.**

1. *Director Approval Required.* All uses in the WPB-O shall be prohibited unless the use is approved by the Director who shall review the proposed use in accordance with the standards of this overlay district and other applicable standards of this PZC. Appeals of the Director's decision related to permitted uses in the DWP-O shall be heard by the Planning Commission through the conditional use permit process established in [1207.20, Conditional Use Permit](#).
2. *Other Required Approvals.* All uses shall be subject to the procedure and requirements of [1207.15, Site Plan Review](#), and if applicable, [1207.20, Conditional Use Permit](#). The applicant may be required to submit additional inventory information required by the City in accordance with this section on the WPB-

E. **Aboveground Storage Tanks (ASTs).**

1. *Generally.* All containers and aboveground storage tanks used for the storage of regulated substances at new and existing facilities subject to regulation under this Section shall be:
 - a. Product-tight and free of any defects which may result in a release of the contained substance;
 - b. Made of or lined with materials that will not react with and are otherwise compatible with the regulated substance stored;
 - c. Individually labeled with the contents in accordance with federal, state, and local labeling requirements;
 - d. Stored on or above an impervious surface at all times. All ASTs should have a secondary containment system. Such system could include a double-walled tank or the berming of an impervious surface around the tank that could hold 110 percent of the AST volume; and
 - e. Visually inspected monthly for any evidence of leaks, improper storage, or potential hazards that may result in a release of materials being stored in or transferred into the storage unit. Aisle space between containers must be adequate to allow for inspections. Leak detection systems, cathodic protection, monitoring equipment, and other monitoring and warning systems associated with an AST also must be inspected on a weekly basis. A weekly record of inspections and the findings of those inspections must be maintained and made available on request by the Director or other representative from the City of Monroe.
2. *Defective Containers.* Defective storage containers shall be removed from service immediately and repaired, replaced, or decontaminated and disposed of in accordance with federal, state, and local waste

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management standards. Any person handling or otherwise using regulated substances at a facility in the DWP-O must handle such substances in accordance with all applicable safe handling practices so as to minimize the potential for a release due to mishandling.

- F. **Underground Storage Tank (UST) Regulations.** The following regulations shall apply to underground storage tanks (USTs) proposed to be located, installed, or constructed within the DWP-O:
1. *New USTs.* No new UST system may be installed within the DWP-O.
 2. *Existing USTs.* No existing UST system located in the DWP-O used for the storage of vehicle fuel, vehicle lubricants, and building and/or process heating fuel can be converted either temporarily or permanently to the storage of hazardous materials or hazardous wastes.
- G. **Development Standards.** The site development standards as established in the underlying base zoning district in other applicable sections of this PZC, shall be the minimum requirements for uses, buildings and structures within the WPB-O. The Planning Commission may increase the regulations by up to 25 percent over the underlying base zoning district regulation if a finding is made that such increase is needed to achieve the purpose and intent of this section.

1202.10 Floodplain Protection Overlay District (FPOD)

- A. **Establishment and Reference to Standards.** The Floodplain Overlay District (FPOD) is established to implement the standards in [Chapter 1446, Flood Damage Reduction](#) of the City's Code of Ordinances.
- B. **Corrective Procedures.**
1. *Generally.* In addition to the provisions of [Chapter 1208, Nonconformities and Enforcement of Code](#), the provisions of this Section shall apply in the FPOD.
 2. *Violations to be Corrected.* When the Floodplain Administrator finds violations of applicable State and local laws, it shall be their duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.
 3. *Actions in Event of Failure to Take Corrective Action.* If the owner of a building or property fails to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail, to the owner's last known address or by personal service, stating:
 - a. That the building or property violates the floodplain management regulations;
 - b. That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than 10 days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence about the matter; and
 - c. That following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.
 4. *Order to Take Corrective Action.* If, upon a hearing held according to the notice prescribed above, the Floodplain Administrator shall find that the building or development violates this Section, they shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time, not less than 60 calendar days, nor more than 180 calendar days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, they may order that corrective action be taken in such lesser period as may be feasible.
 5. *Appeal.* Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the Clerk within 30 days following issuance of the final order. In the absence of an appeal, the order of the

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Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.

- 6. *Failure to Comply with Order.* If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a misdemeanor and shall be punished at the discretion of the court.

Article 02.05 Measurements and Specific Allowances

1202.11 Measurements

This Section provides uniform measures for the interpretation and enforcement of this PZC, the method of measurement and illustrations for the developmental standards in this PZC are detailed in Table 1202.11-1, *Measurements*, below. Standards related to each type of measurement in this Section are established in:

- ~~B.A.~~ Chapter 1202, *Zoning Districts and Dimensional Standards*;
- ~~C.B.~~ Chapter 1203, *Land Uses*; and
- ~~D.C.~~ Chapter 1204, *Development and Design Standards*.

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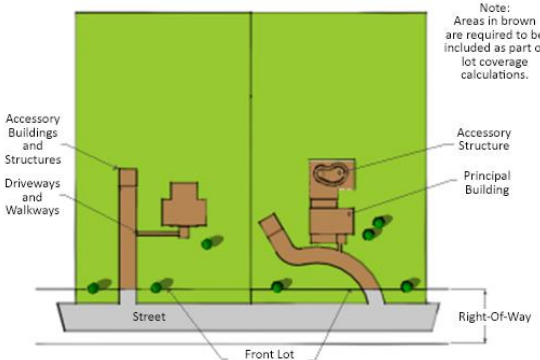
Table 1202.11-1, Measurements		
Measurement	Methodology	Illustration
Lot Coverage	The area of a parcel occupied by impervious surfaces, permanently anchored primary and/or accessory buildings, including pools, walkways, driveways, decks, and patios.	
Distance Between Uses and Buildings	For a use that is the only use or the principal use on a lot or parcel, the measurement shall be made from property line to property line from a point nearest to the use for which the measurement is being made. If the use is located in a multi-tenant building, then the distance shall be measured from the tenant space or portion of the building of the leasehold that is nearest to the use for which the measurement is being made. Measurements between properties or spaces under this PZC shall be made by the shortest distance between the two properties and/or spaces.	

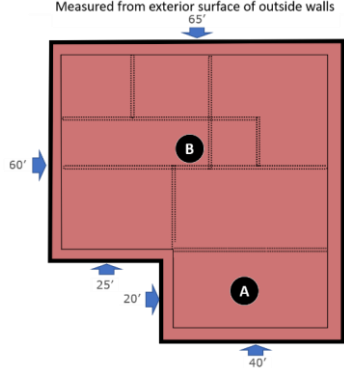
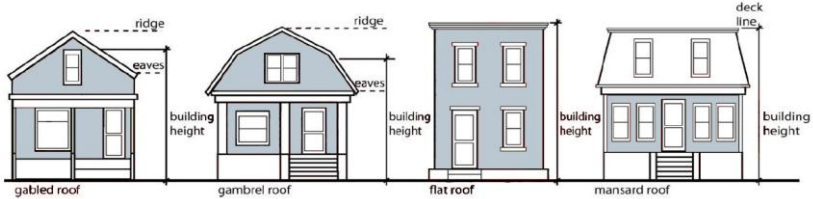
Table 1202.11-1, Measurements		
Measurement	Methodology	Illustration
		
Gross Floor Area	The total area of all the floors of a building, including basements, intermediately floored tiers, mezzanines, etc., as measured from the exterior surfaces of the outside walls of the building. Garage spaces in residential uses do not count toward gross floor area calculations.	Measured from exterior surface of outside walls  $A: 40' \times 20' = 800 \text{ sq. ft.}$ $B: 60' \times 65' = 3,900 \text{ sq. ft.}$ $A + B = 4,700 \text{ sq. ft.}$ Gross Floor Area = 4,700 sq. ft.
Height	<i>Buildings:</i> The vertical distance from the grade level of that portion of a parcel covered by the building to the highest point of the coping of a flat roof, the deck line of a mansard roof, or halfway to the ridge of a gabled, hip, or gambrel roof. Asymmetrical or dynamic roof forms shall be measured from the grade level to the highest point of the building, as measured with a flat roof.	 gabled roof gambrel roof flat roof mansard roof

Table 1202.11-1, Measurements		
Measurement	Methodology	Illustration
	<i>Buildings on Sloped Lots:</i> The height shall be measured as the vertical distance from the average ground level to the topmost point of the roof. The average ground level shall be determined by adding the lowest and highest points at the building wall and dividing by two.	
	<i>Walls or Fences:</i> The vertical distance between the ground immediately adjacent to the fence and the highest point of the fence.	
Lot Area	The total horizontal area included within lot lines.	

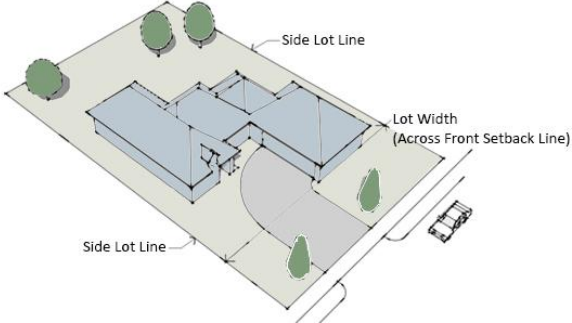
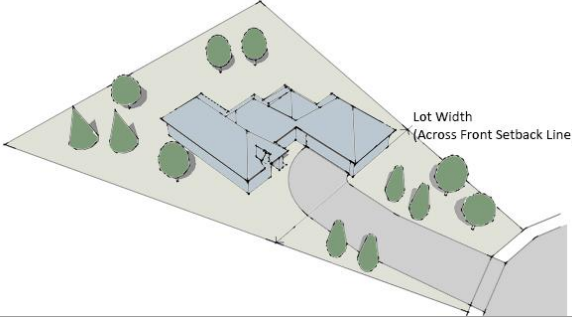
Table 1202.11-1, Measurements		
Measurement	Methodology	Illustration
Lot Width	<i>Interior Parcels:</i> For an interior parcel, the horizontal distance between the side lot lines, measured at the required front setback line.	 This diagram shows a rectangular building on a rectangular lot. Two vertical lines, labeled 'Side Lot Line', run parallel to the building. A horizontal line, labeled 'Lot Width (Across Front Setback Line)', connects these two side lot lines at the front of the lot, passing over the building. A car is shown on the street in front of the lot.
	<i>Cul-De-Sac Parcels:</i> For a cul-de-sac parcel, the horizontal distance between the side lot lines measured at the front setback line.	 This diagram shows a building on a triangular lot that tapers towards the street. Two vertical lines, labeled 'Side Lot Line', run parallel to the building. A horizontal line, labeled 'Lot Width (Across Front Setback Line)', connects these two side lot lines at the front of the lot, passing over the building. The lot is bordered by a street on one side and a curved boundary on the other.

Table 1202.11-1, Measurements		
Measurement	Methodology	Illustration
Setback	The horizontal distance of a required private open area at grade between the outer wall of a building or structure and the adjoining property lines, or, in the case of an abutting private street, the back-of-curb, unoccupied and unobstructed by any portion of a structure from the ground upward. The front and side setback lines span the entire width of the property. The interior side and side street setback lines extend from the required front setback line to the required rear setback line.	

Table 1202.11-1, Measurements		
Measurement	Methodology	Illustration
Sight Triangle	A triangular area that includes that portion of public right-of-way and any private property within a triangle formed by a diagonal line extending through points on the two lot lines 25 feet from the street corner intersection of the lot lines. The vertical dimensions of this triangle are two feet to six and one-half feet above finished grade.	The top diagram illustrates a street corner where a diagonal line is drawn from a point 25 feet from the intersection on one lot line to a point 25 feet from the intersection on the other lot line. The area within this triangle is the sight triangle. Dimension A is the vertical distance from the street corner to the point on the lot line, and dimension B is the horizontal distance from the street corner to the point on the lot line. Both A and B are 25 feet. The bottom diagram illustrates a tree on a street. Dimension A is the vertical distance from the street level to the top of the tree, and dimension B is the horizontal distance from the street corner to the base of the tree. A is 80 inches and B is 24 inches.

Table 1202.11-1, Measurements		
Measurement	Methodology	Illustration
Sign Area	<i>Cabinet Signs:</i> Where a sign is enclosed in a frame or cabinet, the area of the entire surface of the sign face within a single continuous perimeter enclosing the extreme limits of the sign and not passing through or between any adjacent elements of the sign. That perimeter does not include any structural or framing elements lying outside the limits of the sign face unless such elements consist of a corporate logo that is part of the face, frame, or cabinet of the sign.	
	<i>Channel Letters:</i> Where a sign consists of individual letters, words, or symbols attached to a surface, the area of the smallest rectangle that completely encompasses all such letters, words, or symbols and any accompanying background of a color different than the color of the wall or sign face.	

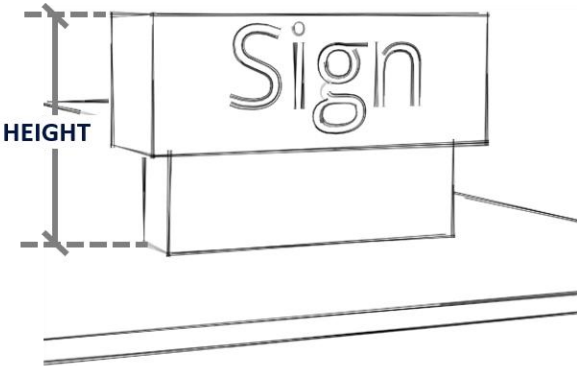
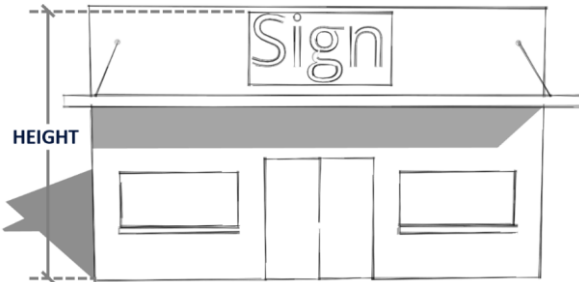
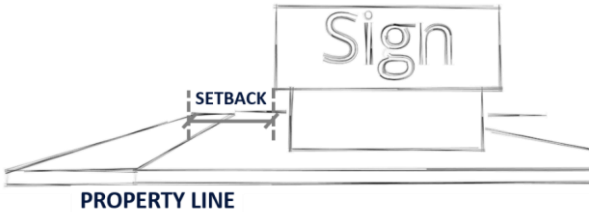
Table 1202.11-1, Measurements		
Measurement	Methodology	Illustration
Sign Clearance	Clearance is the distance between the bottom of a sign and the nearest point on the surface under it.	 The illustration shows a building facade with a sign mounted on a vertical support. A vertical double-headed arrow labeled "SIGN CLEARANCE" indicates the distance from the bottom of the sign to the ground level. A human figure is shown standing on the ground for scale.
Sign Height	<i>Freestanding Signs:</i> The vertical distance from the base of the sign's supportive structure at its point of attachment to the ground, to the highest point of the sign structure.	 The illustration shows a freestanding sign structure. A vertical double-headed arrow labeled "HEIGHT" indicates the distance from the base of the structure to the top of the sign. The sign itself has the word "Sign" written on it.
	<i>Attached Signs:</i> The vertical distance from the point where the supporting wall meets the ground to the top of the highest point of the wall sign, including any framework or other embellishments.	 The illustration shows a sign attached to a building wall. A vertical double-headed arrow labeled "HEIGHT" indicates the distance from the ground level to the top of the sign. The sign has the word "Sign" written on it.

Table 1202.11-1, Measurements		
Measurement	Methodology	Illustration
Sign Setback	The shortest distance from each property line to the leading edge of the sign.	

1202.12 Specific Allowances

A- Purpose. The purpose of this Section is to set forth special cases that warrant flexibility in the developmental standards in this PZC.

B- Height. Height limitations stipulated in this PZC shall not apply to:

1. Barns, silos, or other agricultural buildings or structures on farms (not located in an improved platted subdivision);
2. Parapet walls extending not more than four feet above the limiting height of the building; and
3. Spires, belfries, cupolas and domes, public monuments, chimneys, smokestacks, flag poles, or water towers.

C- Front Yard Averaging. In any residential district, no front yard depth shall be required to exceed the average minimum depths of the existing front yards on the lots adjacent to each side, if each of such lots is within the same block and within 100 feet of the principal building. Modification of the front yard in accordance with this section will not create a nonconforming lot unless the lot or structure does not meet other applicable provisions of this code.

D- Lot Averaging. Lot averaging is a design technique that replaces minimum lot dimensions with an average lot width and size for a subdivision. The lot area and width dimensions in [Chapter 1202, Zoning Districts and Dimensional Standards](#), may be averaged for each zoning district. To utilize lot averaging, all lots in the proposed subdivision shall meet the following criteria:

1. *Equal to or Greater.* The average lot area and average lot width of the proposed subdivision shall be equal to or greater than the individual lot area and lot width of the subdivision's proposed underlying zoning district as specified in [Chapter 1202, Zoning Districts and Dimensional Standards](#).
2. *Greater than 90 Percent.* No lot shall have a lot area or lot width that is less than 90 percent of the lot area or lot width specified in [Chapter 1202, Zoning Districts and Dimensional Standards](#) (see Figure 1202.12-1, *Lot Averaging*).

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Figure 1202.12-1, Lot Averaging



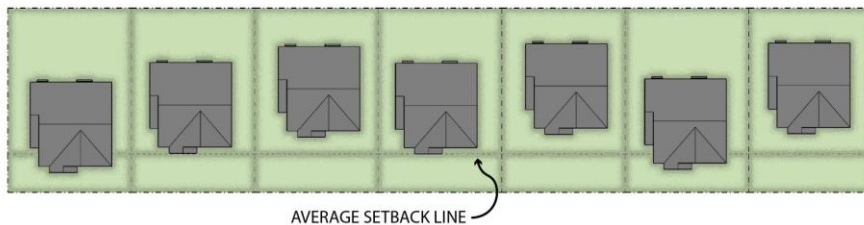
Alternative Setback Compliance. The provisions of this Subsection provide for flexibility from specifically referenced portions of the PZC that might in limited circumstances provide for requirements that are too rigid. The front setback required for all districts in [Chapter 1202, Zoning Districts and Dimensional Standards](#), may be reduced subject to the following standards.

1. If 50 percent or more of the lots on the same side of the block (not counting the applicant's lot) are developed with buildings that are set back at distances that are less than the required front yard setback, the front setback of the applicant's lot may be reduced to the average front setback of all of the developed lots on the same side of the block (See Figure 1202.12-2, *Contextual Front Setback Reduction*).
2. If the applicant's lot takes vehicular access from the front, the driveway shall be a minimum of 20 feet long, measured from the property line to a building wall or garage door.

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Figure 1202.12-2, Contextual Front Setback Reduction



Permitted Encroachments. Certain features may project into required yards as follows:

1. *Architectural Features.*

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- a. Cornices, canopies, eaves, or other architectural features may project a distance not exceeding two feet, six inches or one-fifth of the width of the required yard, whichever is greater. This dimension is measured horizontally from the adjacent exterior wall and shall include allowance for the eave, gutter, and other attachments.
- b. Bay windows, balconies, and chimneys may project a distance not exceeding three feet, provided that such features do not occupy, in the aggregate, more than one-third of the length of the building wall on which they are located.

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2. *Ingress and Egress Features.*

- a. Fire escapes may project a distance not exceeding four feet, six inches.
- b. An uncovered stair and necessary landing may project a distance not to exceed six feet, provided such stair and landings shall not extend above the front entrance floor of the building except for a railing not exceeding three feet in height or as required by the applicable Building Code.

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CHAPTER 1203 LAND USES

Article 03.01 Use Standards

1203.01 General Provisions

*A. New and Unlisted Uses.

1. *Authorization of Unlisted Uses.* Each of the use categories in [1203.03, Use Categories](#), and uses listed in Table [1203.02-1, Primary Use Table](#), are defined in [1209.03, Definitions](#). If a proposed use is not listed as part of a use category definition, the Director may interpret the proposed use as functionally similar to a use that is listed. The proposed use is then permitted, permitted with a limited use permit, permitted with a conditional use permit, or prohibited in the same districts as its functionally similar use.
2. *Decision Criteria.* In making such determinations, the Director may consider but is not limited to the following criteria:
 - a. Actual or projected characteristics of the activity in relation to those of the use type;
 - b. Amount of site area or floor space and equipment devoted to the activity;
 - c. Vehicle parking demand;
 - d. Average daily and peak hour trip generation (people, personal vehicles, and delivery vehicles);
 - e. Types of vehicles used and their parking requirements;
 - f. Building impervious surface coverage;
 - g. Regulated air or water emissions;
 - h. Noise, lighting, dust, and odors;
 - i. Solid waste generation;
 - j. Number of employees on a typical shift;
 - k. Use and storage of hazardous materials;
 - l. Character of associated buildings and structures;
 - m. How the use is advertised;
 - n. Nature and impacts of operation;
 - o. Hours of operation;
 - p. History of nuisance, code violations, or related issues in other jurisdictions, and
 - q. Any other pertinent considerations necessary.

*B. Prohibited Uses.

1. *Prohibited Use List.* In an effort to minimize the risk of creating new Brownfield areas or are of an intensity not permitted within Monroe, the following uses shall be prohibited and shall not be deemed similar to another use that is permitted under this Chapter:
 - a. Automotive Salvage, Impound, Junk, Scrap Metal, or Recycling Yard;
 - b. Battery Reclamation or Manufacturing;

c. Data Centers;

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- e.d. Drive-Through Facility, Freestanding;
- e.e. Landfill, Construction and Demolition Debris;
- e.f. Landfill, Sanitary/Solid Waste;
- f.g. Manufacturing of Paints, Varnishes, ~~laequers~~Lacquers, and Enamels;
- g.h. Manufacturing or Processing of Regulated Substances;
- h.i. Raising of Exotic Animals;
- i.j. Shooting Range, Outdoor;
- j.k. Short-Term Loan Establishment
- k.l. Storage of Vehicles (primary use);
- l.m. Transfer, Storage, Treatment, or Disposal Facility for Hazardous Waste;
- m.n. Truck Stop;
- n.o. Truck Terminal; and
- o.p. Vape Shop.

2. *If not Authorized then Prohibited.* If the Director determines that a proposed use does not fit within a given use category and is not functionally the same as a permitted, limited, or restricted conditional use, then the use is prohibited.

•C. **Disagreement with Determination.** If the applicant disagrees with the Director's determination regarding the proposed use, the applicant may choose to take one of the following actions:

1. *Appeal.* The applicant may appeal the determination of the Director to the Board of Zoning Appeals pursuant to [1207.28, Appeals](#);
2. *Text Amendment.*
 - a. The applicant may submit an application for a Zoning Text Amendment to include the proposed use and applicable standards pursuant to [1207.22, Zoning Text and Map Amendments](#); or
 - b. The applicant may present their case to the Planning Commission and/or City Council to request that the City initiate a Zoning Text Amendment to address the proposed use and applicable standards.

1203.02 Primary Use Table

- A. **Generally.** Table 1203.02-1, *Primary Use Table*, lists the applicable primary land uses in rows, organized by use category. The districts are arranged in columns. Where rows and columns intersect, a letter indicates if the use is a permitted use, limited use, conditional use, or prohibited use in the district.
- B. **Legend.** The land uses in Table 1203.02-1, *Primary Use Table*, below, are classified and symbolized by the following:
 1. "P" = The use is permitted by right and is not subject to additional use-specific standards;
 2. "L" = The use is permitted subject to limited use standards and approval of a Zoning Permit by the Director (See [1203.04, Limited Use Standards](#) and Section [1207.14, Zoning Permit](#));
 3. "C" = The use is permitted subject to use standards and approval of a Conditional Use Permit by the City Council (See [1203.05, Conditional Use Standards](#) and Section [1207.20, Conditional Use Permit](#)); and
 4. "--" = The use is prohibited.
- C. **Use Standards.**

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1. The "Use Standards Reference" column provides a reference to associated standards for limited and conditional uses. Where "P" is in the column, there is no associated standard because the use is permitted by right. Other standards, such as design standards in [Chapter 1204, Development and Design Standards](#), apply to all uses including permitted uses.
 2. If a land use is a limited use in one district and a conditional use in another district, then the standards for such use shall be located in both [1203.04, Limited Use Standards](#), and [1203.05, Conditional Use Standards](#).
- D. **Unlisted Use Categories and Uses.** A use category or specific use is prohibited if it is not listed in Table 1203.02-1 and if the Director cannot interpret an unlisted specific use as functionally similar to a use that is allowed, based on the criteria in Section [1203.09, New and Unlisted Uses](#).

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Table 1203.02-1, Primary Use Table														
Key: P = Permitted Use C = Conditional Use L = Limited Use -- = Prohibited														
Use Category (1203.03)	Use Type	RR	SR	GR	NC	UR	MU	DT	HC	GC	EC	LI	HI	Use Standard
Residential Use Categories														
Household Living	Single-Unit Detached Home	P	P	P	P	--	--		--	--	--	--	--	
	Zero Lot Line Home	--	P	P	P	--	--		--	--	--	--	--	
	Single-Unit Attached Home	--	--	P	--	P	--		--	--	--	--	--	
	Duplex	--	--	P	--	P	P		--	--	--	--	--	
	Live-Work Unit	--	--	--	--	C	P		--	--	--	--	--	1203.05
	Multiplex	--	--	--	--	L	P		--	--	--	--	--	1203.04
	Townhouse	--	--	P	--	P	P		--	--	--	--	--	
	Multi-Unit	--	--	--	--	P	P		--	--	--	--	--	
Group Living	Upper Floor Residential	--	--	--	--	--	L		L	--	--	--	--	1203.04
	Other Household Living uses not listed above	C	C	C	C	C	C		--	--	--	--	--	1203.05
	Adult Family Home or Small Residential Facility	P	P	P	P	--	--		--	--	--	--	--	
	Adult Group Home or Large Residential Facility	--	--	--	--	C	--		--	--	--	--	--	1203.05
	Institutional Care Facility	--	--	C	--	C	--		--	--	--	--	--	1203.05
	Other Group Living uses not listed above	C	C	C	C	C	C		--	--	--	--	--	1203.05
Agricultural and Animal-Related Use Categories														
Agricultural-Related	Greenhouse or Nursery	L	--	--	--	--	--		--	P	--	P	--	1203.04
	Raising of Crops	P	--	--	--	--	--		L	L	P	P	P	1203.04
	Other Agriculture-Related uses not listed above	C	--	--	--	--	--		--	--	P	P	P	1203.05
Animal-Related	Kennel	L	--	--	--	--	C		--	C	--	--	--	1203.04 and 1203.05
	Stables, Private	P	--	--	--	--	--		--	--	--	--	--	
	Raising of Livestock	L	--	--	--	--	--		--	--	--	--	--	1203.04

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Table 1203.02-1, Primary Use Table

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Key: P = Permitted Use C = Conditional Use L = Limited Use -- = Prohibited														
Use Category (1203.03)	Use Type	RR	SR	GR	NC	UR	MU	DT	HC	GC	EC	LI	HI	Use Standard
	Veterinary Office (Without Boarding)	--	--	--	--	--	P		P	P	P	P	P	
	Other Animal-Related uses not listed above	C	--	--	--	--	--		C	C	--	C	C	1203.05
Public and Civic Use Categories														
Community Facilities	Public Community Centers	C	C	C	C	C	P		P	P	P	--	--	1203.05
	Place of Public Assembly	C	C	C	C	C	P		P	P	--	--	--	1203.05
	Residential Recreational Facility	P	P	P	P	P	P		--	--	--	--	--	
	Other Community Facilities uses not listed above	--	--	--	--	--	P		P	P	--	--	--	
Daycare Facilities	All Daycare Facilities uses not listed above	--	--	--	--	C	L		--	L	L	L	--	1203.04 and 1203.05
Educational Facilities	College, University, or Other Higher Educational Institution	--	--	--	--	--	--		P	P	P	P	--	
	Primary or Secondary Educational Institution	C	C	C	C	C	C		--	--	--	--	--	1203.05
Government Facilities	Other Educational Facilities uses not listed above	--	--	--	--	--	P		P	P	P	P	--	
	All Government Facilities uses	C	C	C	C	C	P		P	P	P	P	P	1203.05
Medical Facilities	Hospital or Outpatient Center	--	--	--	--	--	C		C	C	C	--	--	1203.05
	Other Medical Facilities uses not listed above	--	--	--	--	--	P		P	P	P	--	--	
Parks and Open Areas	Active Park, Playground, or Ball Field	C	C	C	C	C	L		L	L	L	L	L	1203.04 and 1203.05
	Cemetery, Columbarium, Mausoleum, or Memorial Park	C	C	C	C	C	--		--	--	--	--	--	1203.05
	Community Garden	L	L	L	L	L	L		--	--	--	--	--	1203.04
	Other Parks and Open Areas uses not listed above	P	P	P	P	P	P		P	P	P	P	P	
Passenger Terminal Facilities	All Passenger Terminal Facilities	--	--	--	--	--	--		--	--	--	--	--	
Social Services	All Social Service uses	--	--	--	--	--	--		--	--	--	--	--	

See
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Table 1203.02-1, Primary Use Table

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Key: P = Permitted Use C = Conditional Use L = Limited Use -- = Prohibited														
Use Category (1203.03)	Use Type	RR	SR	GR	NC	UR	MU	DT	HC	GC	EC	LI	HI	Use Standard
Utilities	Wireless Telecommunication Facilities (co-location on existing facility)	L	L	L	L	L	L		L	L	L	L	L	1203.04
	All Minor Utilities not listed above	P	P	P	P	P	P		P	P	P	P	P	
	Solar Farms	L	--	--	--	--	--		--	--	--	--	--	1203.04
	All Major Utilities uses not listed above	C	C	C	C	C	C		C	C	C	C	C	1203.05
Commercial Use Categories														
Automotive Sales and Services	24- Hour Operation Adjacent to a Residential District or Use								C	C	C	C	C	1203.05
	Automotive Body and Major Repair	--	--	--	--	--	--		--	--	--	L	L	1203.04
	Automotive Sales, Leasing, or Rental	--	--	--	--	--	--		L	L	--	--	--	1203.04
	Automotive Servicing	--	--	--	--	--	L		--	L	--	P	P	1203.04
	Retail Fuel Sales	--	--	--	--	--	--		--	L	--	<u>L</u>	--	1203.04
	Vehicle Washing Establishment	--	--	--	--	--	--		L	L	--	--	--	1203.04
Cannabis	Retail Dispensary	--	--	--	--	--	--		--	C	--	--	--	1203.05
	Entertainment Device Arcades	--	--	--	--	--	--		--	C	--	--	--	1203.05
	Event Hall or Conference Center	C	--	--	--	--	L		L	L	L	--	--	1203.04
Entertainment and Recreation, Indoor	Microbrewery, Microdistillery, or Microwinery	--	--	--	--	--	L		L	L	L	P	P	1203.04
	Sexually Oriented Business	--	--	--	--	--	--		--	L	--	--	--	1203.04
	Shooting Range, Indoor	--	--	--	--	--	--		--	--	--	P	P	
	Video Lottery Terminals (VLT)	--	--	--	--	--	--		P	P	--	P	P	1203.04
Entertainment and Recreation, Outdoor	Other Indoor Entertainment and Recreation uses not listed above	C	--	--	--	--	P		P	P	P	P	--	1203.05
	All Outdoor Entertainment and Recreation uses	C	--	--	--	--	L		L	L	L	--	--	1203.04 and 1203.05
Office	All Office uses	--	--	--	--	--	P		P	P	P	P	P	
Overnight Accommodations	Bed and Breakfast Establishments	C	C	C	C	C	--		--	--	--	--	--	1203.05
	Short-Term Rental	--	C	C	C	C	C		C	--	--	--	--	1203.05

See
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Table 1203.02-1, Primary Use Table														
Key: P = Permitted Use C = Conditional Use L = Limited Use -- = Prohibited														
Use Category (1203.03)	Use Type	RR	SR	GR	NC	UR	MU	DT	HC	GC	EC	LI	HI	Use Standard
	Other Overnight Accommodation uses not listed above	--	--	--	--	--	P		P	P	P	--	--	
Parking, Commercial	Parking Garages	--	--	--	--	--	L		L	L	L	L	L	1203.04
	Parking Lots	--	--	--	--	--	--		--	--	L	L	L	1203.04
	Park-and-Ride Facility	--	--	--	--	--	P		P	P	P	P	P	
Restaurants	Other Commercial Parking uses not listed above	--	--	--	--	--	--		--	--	--	--	--	
	Brewpub	--	--	--	--	--	L		L	L	L	--	--	1203.04
	Restaurant, Drive-In	--	--	--	--	--	L		L	L	L	L	L	1203.04
Retail Repair, Sales, and Services	Other Restaurant uses not listed above	--	--	--	--	C	P		P	P	P	P	P	1203.05
	All Retail Repair-Oriented uses	--	--	--	--	--	P		P	P	P	P	P	
	Antique Mall	--	--	--	--	--	--		--	L	--	--	--	1203.04
	Flea Market	--	--	--	--	--	--		C	--	--	--	--	1203.05
	Small Box Discount Retail Store	--	--	--	--	--	--		L	L	--	--	--	1203.04
	Other-Retail Sales-Oriented uses not listed above	--	--	--	--	--	L		L	L	L	L	--	1203.04
	Other-Retail Service-Oriented uses not listed above	--	--	--	--	--	L		L	L	L	L	--	1203.04
Industrial Use Categories														
	24- Hour Operation Adjacent to a Residential District or Use										C	C	C	1203.05
Cannabis	Cultivation	--	--	--	--	--	--		--	--	--	C	C	1203.05
	Processing	--	--	--	--	--	--		--	--	--	C	C	1203.05
	Laboratories	--	--	--	--	--	--		--	--	C	C	C	1203.05
Heavy Industrial	All Heavy Industrial Uses	--	--	--	--	--	--		--	--	--	--	P	
Light Industrial	Artisan/Micro-Manufacturing	--	--	--	--	--	--	See 2.06(B), Permitted Uses and Building Types	--	--	L	L	L	1203.04
	Contractor Service, Equipment, and Storage Yard	--	--	--	--	--	--		--	--	--	C	L	1203.04 & 1203.05
	Building or Lumber Yard	--	--	--	--	--	--		--	C	--	P	P	1203.05
	Data Centers	--	--	--	--	--	--		--	--	--	--	--	
	Research and Development Facility	--	--	--	--	--	--		--	--	P	P	P	
	Truck, Trailer, or Equipment Sales, Leasing, or Rental	--	--	--	--	--	--		--	--	--	P	P	
	All other Light Industrial uses not listed above	--	--	--	--	--	--		--	--	--	P	P	
Resource Extraction	All Resource Extraction uses	--	--	--	--	--	--		--	--	--	--	--	

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Table 1203.02-1, Primary Use Table														
Key: P = Permitted Use C = Conditional Use L = Limited Use -- = Prohibited														
Use Category (1203.03)	Use Type	RR	SR	GR	NC	UR	MU	DT	HC	GC	EC	LI	HI	Use Standard
Self-Service Storage	All Self-Storage Facilities uses	--	--	--	--	--	--		--	--	--	C	C	1203.05
Warehousing and Freight Movement	-All Warehousing and Freight Movement uses	--	--	--	--	--	--		--	--	L	P	P	1203.04
Waste-Related	-All Waste-Related uses	--	--	--	--	--	--		--	--	--	--	--	
Wholesale Trade	-All Wholesale Trade uses	--	--	--	--	--	--		--	--	--	P	P	

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1203.03 Use Categories

3.03(A) Generally

- A. **Approach to Categorizing Uses.** The Use Categories found in the use table in Section 1203.02, *Primary Use Table*, are described in this Section. Specific uses may be further defined in 1209.03, *Definitions*. Any proposed use is prohibited unless the Director determines, based on the criteria in 1203.01, *General Provisions*, that the proposed use is categorized as or substantially similar to a permitted, limited, or conditional use.
- B. **Basis for Classifications.** Use Categories classify land uses based on common functional or physical characteristics. Characteristics include the type and amount of activity, how goods or services are sold or delivered, and likely impact on surrounding properties and site conditions. The Use Categories provide a systemic basis for assigning land uses to appropriate zoning districts and for consistently regulating similar uses regarding the requirements in this PZC.
- C. **Developments with Multiple Primary Uses.** Developments with multiple primary uses shall conform to the following provisions:
- When all primary uses of a development fall within the same Use Category, such as a furniture store, a pet supply store, and a hair salon, the entire development is assigned to that Use Category; and
 - When the primary uses of a development fall within different Use Categories, each primary use is classified in the applicable Use Category and each use is subject to all applicable regulations for that Use Category. For example, where a use has a limited use standard applied in the use table (such as a minimum site acreage), the standard applies even when that use is part of a development with multiple primary uses that may not be subject to those limitations.
 - There may be permitted more than one principal building/use on an individual lot only when such buildings or uses are related for a common production process, a shopping center, or office use (i.e. a research facility with multiple buildings but not multiple restaurant structures on one parcel or a car lot and a medical office on one parcel). When multiple principal buildings are located on an individual lot, the spacing between the buildings shall be reviewed and approved during site plan review to ensure an adequate amount of building spacing and preservation of landscaping areas.
- D. **Characteristics.** The "Characteristics" subsection of each Use Category table below describes the common characteristics of each primary use.
- E. **Primary Uses.** The "Primary Uses" portion of each Use Category table lists primary uses common to that Use Category. The names of these sample uses are generic and are based on common meanings, not on what a

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specific use may call itself. For example, a use that calls itself a "Wholesale Warehouse," but sells mostly to retail consumers, is included in the Retail Repair, Sales, and Service category rather than the Wholesale Trade category.

- F. **Accessory Uses.** Accessory uses are generally allowed by right in conjunction with a primary use. However, specific accessory uses with parenthetical cross-references in the Use Category tables are permitted subject to additional standards in [1203.08](#), *Accessory Uses and Structures*.

3.03(B) Residential Use Categories

The following tables set forth the primary uses and accessory uses included in each residential use category:

A. Household Living Use Category.

Table 3.03(B)-1, Household Living Use Category	
<i>Characteristics:</i> Residential occupancy of a dwelling unit by a household on a month-to-month or longer basis in structures with self-contained dwelling units, including kitchens.	
Primary Uses	Accessory Uses
▪ Single-Unit Detached Home ▪ Patio Home ▪ Single-Unit Attached Home ▪ Duplex ▪ Live-Work Unit ▪ Multiplex ▪ Townhouse ▪ Multi-Unit ▪ Upper Floor Residential ▪ Other uses meeting the characteristics of the Household Living Use Category as determined by the Director	▪ Accessory Dwelling Unit ▪ Day Care Home, Type B ▪ Garage (private) or Shed ▪ Greenhouse or Nursery (noncommercial) ▪ Guest House ▪ Home Occupation ▪ Leasing Office for multi-unit buildings ▪ Minor Utilities ▪ Pool House ▪ Private Community Center ▪ Refuse Containers for multi-unit buildings ▪ Solar Panel Array ▪ Stable (private) ▪ Swimming Pool ▪ Other Miscellaneous Household Amenities

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B. Group Living Use Category.

Table 3.03(B)-2, Group Living Use Category

Characteristics: Residential occupancy of a structure by a group of people that does not meet the definition of Household Living. Tenancy is usually arranged on a monthly or longer basis. Generally, Group Living structures have a common eating area for residents, and the residents may receive care or training. Caregivers may or may not reside on site.

Primary Uses	Accessory Uses
- Adult Family Home or Small Residential Facility - Adult Group Homes or Large Residential Facilities - Institutional Care Facility - Other uses meeting the characteristics of the Group Living Use Category as determined by the Director	- Associated Office - Food Preparation and Dining Facility - Garden - Greenhouse or Nursery (noncommercial) - Minor Utilities

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3.03(C) Agricultural and Animal-Related Use Categories

The following tables set forth the primary uses and accessory uses included in each agricultural and animal-related use category:

A. Agricultural Use Category.

Table 3.03(C)-1, Agricultural Use Category

Characteristics: Uses primarily related to the raising of plants and associated enterprises including, but not limited to floriculture, horticulture, row and field crops, viticulture, and orchards.

Primary Uses	Accessory Uses
- Community Gardens Firewood, Commercial Storage and Sales - Grain and Oilseed Milling, Exclusively Grown on Premises - Greenhouse or Nursery - Raising of Crops - Wineries, Processing Fruits Exclusively Grown on premises - Other uses meeting the characteristics of the Agricultural Use Category as determined by the Director	- Agricultural Buildings - Associated Office - Minor Utilities - Outdoor Display of Merchandise - Parking And Storage of Operable Farm Vehicles and Farm Machinery - Solid Waste Collection and Trash Enclosures - Roadside Stand

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B. Animal-Related Use Category.

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Table 3.03(C)-2, Animal-Related Use Category	
<i>Characteristics:</i> Use primarily related to the raising of animals and associated enterprises.	
Primary Uses	Accessory Uses
▪ Kennel ▪ Raising of Livestock ▪ Stables, Private ▪ Stables, Public ▪ Veterinary Office (With Boarding) ▪ Veterinary Office (Without Boarding) ▪ Other uses meeting the characteristics of the Animal-Related Use Category as determined by the Director	▪ Agricultural Buildings ▪ Associated Office ▪ Barn or Stable ▪ Minor Utilities ▪ Outdoor Display of Merchandise ▪ Parking And Storage of Operable Farm Vehicles and Farm Machinery ▪ Solid Waste Collection and Trash Enclosures ▪ Roadside Stand

3.03(D) Public and Civic Use Categories

The following tables set forth the primary uses and accessory uses included in each public and civic use category:

A. **Community Facilities Use Category.**

Table 3.03(D)-1, Community Facilities Use Category	
<i>Characteristics:</i> Uses of a public, nonprofit, or charitable nature providing social activities, worship, training, or counseling to the general public on a regular basis, without a residential component.	
Primary Uses	Accessory Uses
▪ Cultural Institution ▪ Public Community Center ▪ Place of Public Assembly ▪ Residential Recreational Facility ▪ Other uses meeting the characteristics of the Community Facilities Use Category as determined by the Director	▪ Assembly Hall ▪ Associated Office and Storage ▪ Associated Retail Sales Related to the Primary Use ▪ Classrooms ▪ Day Care ▪ Food Preparation and Dining Facility ▪ Library ▪ Limited Retail Sales Area ▪ Minor Utilities ▪ Daycare, Nursery School, or Pre-School ▪ Recreation Facility ▪ Residences for Clergy

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B. **Daycare Facilities Use Category.**

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Table 3.03(D)-2, Daycare Facilities Use Category	
<i>Characteristics:</i> Uses providing care, protection, and supervision for children or adults on a regular basis away from their primary residence. Care is typically provided to a given individual for fewer than 18 hours each day, although the facility may be open 24 hours each day.	
Primary Uses	Accessory Uses
- Adult Day Center - Child Day Care Center - Nursery School or Pre-School - Other uses meeting the characteristics of the Daycare Facilities Use Category as determined by the Director	- Associated Office and Storage - Food Preparation and Dining Facility - Garden - Minor Utilities - Recreational Facility

C. **Educational Facilities Use Category.**

Table 3.03(D)-3, Educational Facilities Use Category	
<i>Characteristics:</i> Public and private schools at the elementary, middle, or high school level that provide basic academic education. Also includes colleges and other institutions of higher learning that offer courses of general or specialized study leading to a degree usually in a campus setting.	
Primary Uses	Accessory Uses
- College, University, or Other Higher Educational Institution - Primary or Secondary Educational Institution - Vocational or Trade School - Other uses meeting the characteristics of the Educational Facilities Use Category as determined by the Director	- Assembly Hall Associated Office and Storage - Auditorium or Theater - Before- and After-School Day Care Concession Dormitory - Food Preparation and Dining Facility - Garden Laboratory Library - Medical Clinic - Minor Utilities - Recreation Facility

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D. **Government Facilities Use Category.**

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Table 3.03(D)-4, Government Facilities Use Category

Characteristics: Offices, storage, maintenance, and other facilities for the operation of local, state, or federal government.

Primary Uses	Accessory Uses
- Emergency Services (e.g. Police or Fire Station) - Government Administration Office - Post Office - Other uses meeting the characteristics of the Government Facilities Use Category as determined by the Director	- Associated Helicopter Landing Facility - Associated Storage - Day Care for Children of Employees - Medical Clinic for Employees - Meeting Space - Minor Utilities - Fleet Maintenance - Food Preparation and Dining Facility - Fueling Facility - Recreation Facility

E. Medical Facilities Use Category.

Table 3.03(D)-5, Medical Facilities Use Category

Characteristics: Uses providing medical or surgical care to patients. Some uses may offer overnight care.

Primary Uses	Accessory Uses
- Emergency Room, Freestanding - Hospital or Outpatient Center - Medical or Dental Clinics or Offices - Medical or Dental Laboratory - Urgent Care Center - Other uses meeting the characteristics of the Medical Facilities Use Category as determined by the Director	- Associated Helicopter Landing Facility - Associated Office and Storage - Associated Retail Sales Related to the Primary Use - Classrooms - Day Care for Children of Employees or Patients - Dormitory - Fleet Maintenance - Food Preparation and Dining Facility - Garden - Minor Utilities - Place of Worship - Pharmacy - Recreation Facility

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F. Parks and Open Areas Use Category.

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Table 3.03(D)-6, Parks and Open Areas Use Category	
<i>Characteristics:</i> Uses focusing on natural areas consisting mostly of vegetation, passive or active outdoor recreation areas, or community gardens, and having few structures.	
Primary Uses	Accessory Uses
- Arboretum or Botanical Garden - Active Park, Playground, or Ball Field - Cemetery, Columbarium, Mausoleum, or Memorial Park - Community Garden - Dog Park - Passive Park, Open Space, or Natural Area - Recreation Trail - Other uses meeting the characteristics of the Parks and Open Areas Use Category as determined by the Director	- Associated Office and Storage - Associated Retail Sales Related to the Primary Use - Boat Launch - Concession - Dining Area - Dock or Pier (noncommercial) - Garden - Minor Utilities - Recreation Facility - Single Residential Unit for Caretaker

A.G. Passenger Terminal Facilities Use Category.

Table 3.03(D)-7, Passenger Terminal Facilities Use Category	
<i>Characteristics:</i> Uses providing facilities for the takeoff and landing of airplanes and helicopters, and terminals for taxi, rail, or bus service carrying passengers.	
Primary Uses	Accessory Uses
- Airport, Landing Strip, Helipad, or Other Aircraft Facility - Bus, Taxi, or Rail Terminal - Other uses meeting the characteristics of the Passenger Terminal Facilities Use Category as determined by the Director	- Associated Office and Storage - Associated Retail Sales Area Related to the Primary Use - Concession - Fleet Maintenance - Freight Handling Area - Fueling Facility - Minor Utilities

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B.H. Social Service Facilities Use Category.

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Table 3.03(D)-8, Social Service Facilities Use Category	
<i>Characteristics:</i> Uses that primarily provide treatment of those with psychiatric, alcohol, or drug problems; transient housing related to social service programs; and housing for individuals legally confined	
Primary Uses	Accessory Uses
▪ Correctional Facility ▪ Domestic Abuse or Transient Shelter ▪ Homeless Meal Provider ▪ Substance Abuse Treatment Center ▪ Recovery Housing ▪ Other uses meeting the characteristics of the Social Service Facilities Use Category as determined by the Director	▪ Associated Office and Storage ▪ Classrooms ▪ Day Care for Children of Employees or Clients ▪ Medical Clinic for Employees, Clients, or Inmates ▪ Dormitory ▪ Food Preparation and Dining Facility ▪ Garden ▪ Library ▪ Meeting Space ▪ Minor Utilities ▪ Recreation Facility ▪ Other Miscellaneous Household Amenities

 Utilities Use Category.

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Table 3.03(D)-9, Utilities Use Category

Characteristics:

~~Minor Utilities:~~ Public or private infrastructure serving a limited area with no on-site personnel ~~or~~ -

~~Major Utilities:~~ Public or private infrastructure serving the general community, that may or may not be maintained or regulated by a public or municipal entity, and possibly having on-site personnel.

Primary Uses	Accessory Uses
<u>Minor Utilities:</u> - Wireless Telecommunication Facilities (co-location of an existing facility) - Public or Municipally-Owned Utilities - Sewage Pressure Control Stations and Lift Stations - Stormwater Retention or Detention Facility - Telephone Exchange - Water or Wastewater Pump Station - Water Pressure Control Station <u>Major Utilities:</u> - Electric Substations - Electric Generation Plants - Gas Generation Plant - Gas/Petroleum Line Regulating or Compression Station - Microwave Communication Facilities - Sewage Treatment Plant - Water Treatment Plants (purification) - Water Storage - Wireless Telecommunication Facilities (new facility) - Other uses meeting the characteristics of the Utilities Use Category as determined by the Director	- Associated Office and Storage - Fleet Maintenance - Minor Utilities - Storage Structures

3.03(E) Commercial Use Categories

The following tables set forth the primary uses and accessory uses included in each commercial use category:

A. **Automotive Sales and Services Use Category.**

Table 3.03(E)-1, Automotive Sales and Services Use Category

Characteristics: Direct sales of and service to automotive passenger vehicles and other consumer motor vehicles such as motorcycles, boats, and recreational vehicles.

Primary Uses	Accessory Uses
▪ Automotive Body and Major Repair (e.g., Autobody or Engine Repair, Painting, Seat Cover and Upholstery Service, etc.) ▪ Automotive Sales, Leasing, or Rental ▪ Automotive Servicing (e.g., Auto Detailing, Minor Scratch and Dent Repair, Quick Lubrication Service, Tire Sales, and Mounting, etc.) ▪ Retail Fuel Sales ▪ Vehicle Washing Establishment ▪ Other uses meeting the characteristics of the Vehicle Sales and Services Use Category	▪ Associated Office and Storage ▪ Concessions ▪ Food Preparation and Dining Facility ▪ Minor Utilities ▪ Outdoor Displays of Merchandise ▪ Outdoor Storage ▪ Sale of Auto Parts ▪ Towing ▪ Vehicle Storage

B. Entertainment and Recreation, Indoor Use Category.

Indoor Entertainment and Recreation Use Category	
<i>Characteristics:</i> Generally commercial uses, varying in size, providing daily or regularly scheduled entertainment or recreation-oriented activities in an indoor setting.	
Primary Uses	Accessory Uses
▪ Arcade or Skilled-Based Amusement Machine ▪ Axe Throwing Lounge ▪ Bar, Tavern, or Nightclub ▪ Billiard Parlor or Pool Hall ▪ Bingo Hall ▪ Bowling Alley ▪ Entertainment Device Arcade ▪ Event Hall or Conference Center ▪ Microbrewery, Microdistillery, or Microwinery ▪ Rock Climbing Gym ▪ Shooting Range, Indoor ▪ Skating Rink ▪ Tennis, Racquet Ball, or Pickle Ball Facility ▪ Theater ▪ Trampoline Park ▪ Swimming Pool, Indoor ▪ Video Lottery Terminal (VLT) ▪ Other uses meeting the characteristics of the Indoor Entertainment and Recreation Use Category	▪ Associated Office and Storage ▪ Associated Retail Sales Related to the Primary Use ▪ Concessions ▪ Food Preparation and Dining Facility ▪ Minor Utilities ▪ Swimming Pool

C. **Entertainment and Recreation, Outdoor Use Category.**

Outdoor Entertainment and Recreation Use Category	
<i>Characteristics:</i> Generally commercial uses, varying in size, providing daily or regularly scheduled entertainment or recreation-oriented activities in an outdoor setting.	
Primary Uses	Accessory Uses
▪ Amphitheater ▪ Amusement or Water Park ▪ Driving Range ▪ Golf Course or Country Club ▪ Stadium ▪ Swimming Pool, Outdoor ▪ Racetrack, Animal Racing ▪ Other uses meeting the characteristics of the Outdoor Entertainment Use Category	▪ Associated Office and Storage ▪ Associated Retail Sales Related to the Primary Use ▪ Boat Launch ▪ Classrooms ▪ Concessions ▪ Dock or Pier ▪ Food Preparation and Dining Area ▪ Minor Utilities ▪ Single Attached Residential Unit for Caretaker

E. **Office Use Category.**

Office Use Category	
<i>Characteristics:</i> Uses conducted in an office setting and generally focusing on administrative, business, clerical, financial, or other professional services.	
Primary Uses	Accessory Uses
▪ Appraisal Services ▪ Bank, Credit Union, or Other Financial Institution ▪ Short-Term Loan Establishment ▪ General or Unspecified Office Space ▪ Employment Services ▪ Insurance Office (e.g., Agents, Carriers, Brokers, etc.) ▪ Professional Office (e.g., Legal, Accounting, Engineering, etc.) ▪ Radio or Television Stations or Studios ▪ Real Estate Office (e.g., Agents, Brokers, and Management) ▪ Travel Arranging and Ticket Sales ▪ Other uses meeting the characteristics of the Office Use Category	▪ Associated Storage ▪ Day Care for Children of Employees ▪ Food Preparation and Dining Facility for Employees ▪ Medical Clinic for Employees ▪ Minor Utilities ▪ Recreation Facility for Employees ▪ Private Telecommunication or Transmission Tower

F. **Overnight Accommodations Use Category.**

Overnight Accommodations Use Category	
<i>Characteristics:</i> Uses with bedroom and bathroom units arranged for short-term stays of less than 30 days for rent or lease.	
Primary Uses	Accessory Uses
▪ Bed and Breakfast Establishment ▪ Hotels and Motel ▪ Short-Term Rental ▪ Other uses meeting the characteristics of the Overnight Accommodations Use Category	▪ Associated Office and Storage ▪ Meeting Space ▪ Minor Utilities ▪ Recreation Facility ▪ Restaurant ▪ Swimming Pool

G. **Parking, Commercial Use Category.**

Commercial Parking Use Category

Characteristics: Facilities that provide parking not accessory to a primary use, for which a fee may or may not be charged.

Primary Uses	Accessory Uses
▪ Parking Garage ▪ Parking Lot ▪ Park-and-Ride Facility ▪ Other uses meeting the characteristics of the Commercial Parking Use Category	▪ Associated Office and Storage ▪ Minor Utilities

H. Restaurant Use Category.

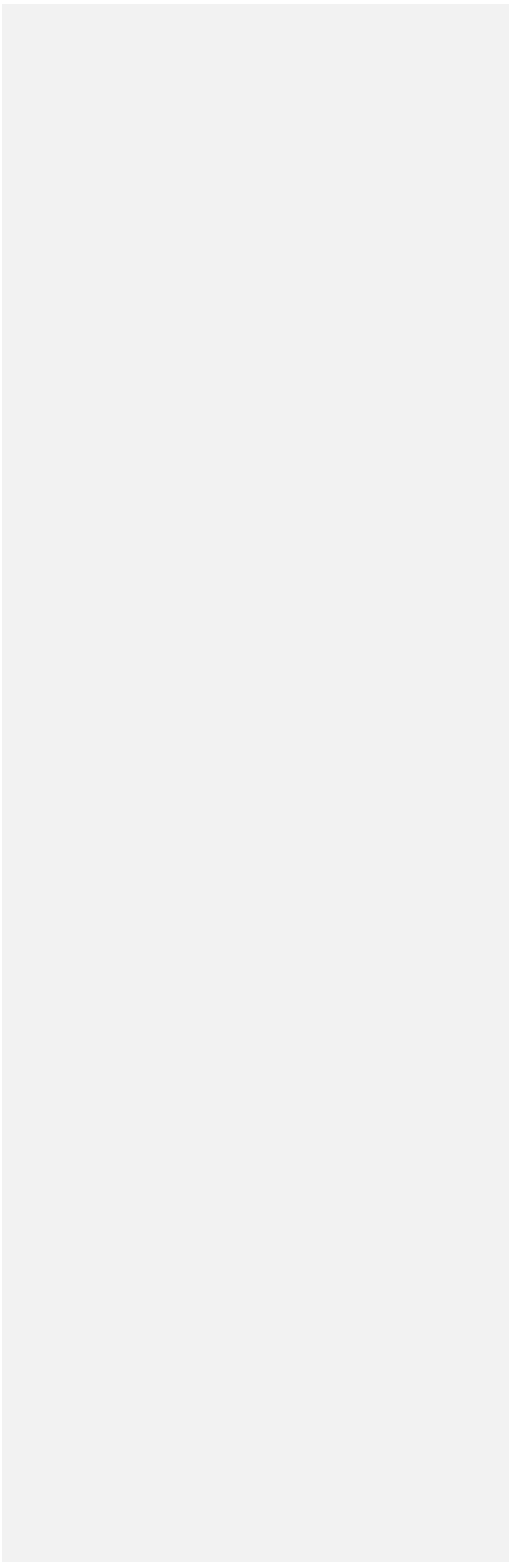
Restaurant Use Category

Characteristics: Establishments that prepare and sell food and beverages for on-premises or off-premises consumption.

Primary Uses	Accessory Uses
▪ Bakery ▪ Brewpub ▪ Coffee or Tea Shop ▪ Ice Cream Shop ▪ Restaurant, Delivery Only ▪ Restaurant, Drive-In ▪ Restaurant, Takeout Only ▪ Restaurant, Standard ▪ Other uses meeting the characteristics of the Restaurant Use Category	▪ Associated Office and Storage ▪ Drive-Through Facility ▪ Minor Utilities ▪ Outdoor Dining Area ▪ Recreation Facility

I. Retail Repair, Sales, and Services Use Category.

Retail Repair, Sales, and Services Use Category	
<i>Characteristics:</i> Companies or individuals involved in the sale, lease, or rental of new or used products, or providing personal services or repair services to the general public.	
Primary Uses	Accessory Uses



Repair-Oriented Uses:

- Stores offering repair of:
 - Bicycles
 - Clocks
 - Electrical Appliances (Small)
 - Electronics
 - ~~Household Appliances~~
 - Furniture and Upholstery
 - Jewelry or Watches
 - Locks and Keys
 - Office Equipment
 - Musical Instruments
 - Rugs
 - Shoes
 - ~~Upholstery~~

Sales-Oriented Uses:

- Antique Mall
- Convenience Store
- Department Store
- Flea Market
- Florist
- Grocery Store
- Pharmacy/Drug Store
- Shopping Center
- ~~Small Box Discount Retail Store~~
- Stores Selling, ~~Leasing, or Renting~~ Consumer, Home, and Business Goods, including but not limited to:
 - Antiques
 - Art Supplies
 - Automotive Parts and Accessories
 - Bicycles
 - Books and Stationery
 - ~~Cameras and Photographic Supplies~~
 - Clothing and Apparel Accessories
 - Collectibles
 - Electronics
 - Farm and Gardening Supplies (not including heavy equipment)
 - Fabric
 - Floor Coverings
 - ~~Fruits and Vegetables~~

- Associated Office and Storage
- Concession
- Day Care for Children of Employees
- Food Preparation and Dining Facility
- Minor Utilities
- Outdoor Displays of Merchandise

○ Furniture and Home Furnishings ○ Gifts and Novelties ○ Hardware ○ Hobby and Craft Supplies ○ Home Improvement Supplies ○ Household Appliances ○ Household Products ○ Jewelry and Watches ○ Live Bait ○ Luggage ○ Meats or Fish ○ Medical Supplies ○ Music Instruments, Supplies, or Records ○ Newspapers and Magazines ○ Office Equipment and Business Machines Rental ○ Office Supplies and Equipment ○ Pets and Pet Supplies ○ Plants ○ Shoes ○ Sporting Goods and Athletic Equipment ○ Toys • <u>Service-Oriented Uses:</u> ▪ Art, Dance, Drama, Music, or Photography Instruction or Studio ▪ Barber Shop or Beauty Salon ▪ Blueprinting or Photocopying ▪ Dry Cleaning and Laundry Drop-Off/Pick-Up Only ▪ Funeral Home ▪ Health and Fitness Studio ▪ Informational and Instructional Services ▪ Optician/Optometrlist ▪ Pet Groomer ▪ Tanning Salon ▪ Tattoo and Body Art Establishment ▪ Tailoring ▪ Other uses meeting the characteristics of the Retail Repair, Sales, and Services Use Category	
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J. **Self-Service Storage Use Category.**

Self- Service Storage Use Category	
<i>Characteristics:</i> Uses providing separate storage areas for personal or business use designed to allow private access by the tenant for storing or removing goods or property.	
Primary Uses	Accessory Uses
- Self-Storage Facilities - Other uses meeting the characteristics of the Self-Service Use Category	Associated Office and Storage

3.03(F) Industrial Use Categories

The following tables set forth the primary uses and accessory uses included in each industrial use category:

A. **Heavy Industrial Use Category.**

Table 3.03(F)-1, Heavy Industrial Use Category	
<i>Characteristics:</i> Uses engaged in the manufacturing, assembly, or processing of chemicals, animal products, and metals, and/or uses that generate noise, odor, vibration, illumination, or particulate that may be offensive or obnoxious adjacent land uses, or requires a significant amount of on-site hazardous chemical storage. Factory production and industrial yards are located here. Sales to the general public are rare.	
Primary Uses	Accessory Uses
- Aggregate, Concrete, and Asphalt Plant - Animal Slaughterhouse, Rendering Operations Facility, or Packaging Plant - Arsenal - Foundry, Forge Shop, Open Air Welding, and Other Intensive Metal Fabrication Facility - Large-Scale Food and Beverage Operation - Lumber, Milling, and Planing Facility - Manufacturing, Production, or Processing of: - Automotive Vehicles - Chemicals and Allied Products - Furniture and Fixtures - Leather Products - Rubber - Stone, Clay, or Glass - Textiles - Tobacco Products	- Associated Office and Storage - Associated Retail Sales Related to the Primary Use - Day Care for Children of Employees - Fleet Maintenance - Food Preparation and Dining Facility for Employees - Fueling Facility - Medical Clinic for Employees - Meeting Space - Minor Utilities - Outdoor Storage - Recreation Facility for Employees - Single Residential Unit for Caretaker - Warehouse

B. **Light Industrial Use Category.**

Table 3.03(F)-2, Light Industrial Use Category

Characteristics: Uses engaged in the manufacturing, assembly, or processing of non-combustible and non-explosive industrial, business, or consumer goods (from basic finished inputs such as metal, stone, glass, plastic, or rubber); Packaging (packing, bottling, canning, or wrapping) of assembled products; and Contractors and building maintenance services and similar uses that perform services off-site. Few customers, especially the general public, come to the site.

Primary Uses	Accessory Uses
▪ Artisan/Micro-Manufacturing ▪ Brewery, Large ▪ Building or Lumber Yard ▪ Catering Establishment, Large Scale ▪ Contractor Service, -Equipment, and Storage Yard ▪ Dry Cleaning or Laundry Plants ▪ Extermination Services ▪ Fabrication and Assembly of: ○ Appliances ○ Bicycles ○ Clothing ○ Communication Equipment ○ Computer Software ○ Electrical or Electronic Components and Accessories ○ Food Products ○ Furniture (where wood is milled off-site) ○ Hardware ○ Mechanical Components ○ Paper and Paper Products ○ Pharmaceuticals ○ Scientific or Professional Instruments ○ Toys ▪ Packaging Facilities including for: ▪ Bottling Beverages ▪ Canning and Wrapping Foods ▪ Boxing Electronic Components ▪ Micro-manufacturing ▪ General Industrial Services ▪ Research and Development Facilities ▪ Truck, Trailer, or Equipment Sales, Leasing, or Rental	▪ Associated Office and Storage ▪ Associated Retail Sales Related to the Primary Use ▪ Associated Showroom ▪ Day Care for Children of Employees ▪ Electric vehicle charging ▪ Fleet Maintenance ▪ Food Preparation and Dining Facility for Employees ▪ Fueling Facility ▪ Medical Clinic for Employees ▪ Meeting Space ▪ Minor Utilities ▪ Outdoor Storage ▪ Recreation Facility ▪ Single Attached Residential Unit for Caretaker ▪ Solid Waste Collection and Trash Enclosures ▪ Warehouse

C. Resource Extraction Use Category.

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Table 3.03(F)-3, Resource Extraction Use Category

Characteristics: Characterized by activities that extract minerals and other solids and liquids from land on which the use is established.

Primary Uses	Accessory Uses
▪ Bulk Gas and Flammable Liquid Production, Storage, or Dispensing ▪ Mine or Quarry	▪ Associated Office and Storage ▪ Minor Utilities ▪ Outdoor Storage Yard ▪ Resource Processing ▪ Stockpiling of Resources Extracted from the Site

D. Warehousing and Freight Movement Use Category.

Table 3.03(F)-4, Warehousing and Freight Movement Use Category

Characteristics: Uses involved in the storage or movement of goods for themselves or other firms. Goods are generally delivered to other firms or the final consumer with little on-site sales activity to customers.

Primary Uses	Accessory Uses
▪ Bulk Storage ▪ Distribution Center ▪ Express Hauling and Freight Hauling Services ▪ General Warehouse	▪ Associated Office and Storage ▪ Day Care for Children of Employees ▪ Fleet Maintenance ▪ Food Preparation and Dining Facility for Employees ▪ Fueling Facility ▪ Medical Clinic for Employees ▪ Meeting Space ▪ Minor Utilities ▪ Outdoor Storage ▪ Recreation Facility ▪ Single Residential Unit for Caretaker

E. Waste-Related Use Category.

Table 3.03(F)-5, Waste-Related Use Category

Characteristics: Uses involving receiving solid or liquid wastes from others for transfer to another location and uses that collect sanitary wastes or that manufacture or produce goods or energy from the composting of organic material.

Primary Uses	Accessory Uses
- Composting Facility - Recycling Center	- Associated Office and Storage - Fleet Maintenance - Fueling Facility - Minor Utilities - Outdoor Storage - Repackaging and Shipment of By-Products

F. Wholesale Trade Use Category.

Table 3.03(F)-6, Wholesale Trade Use Category

Characteristics: Uses involving the sale, lease, or rental of products to industrial, institutional, or commercial businesses. The uses emphasize on-site sales or order-taking and often include display areas. Businesses may or may not be open to the general public. Products may be picked up on-site or delivered to the customer.

Primary Uses	Accessory Uses
- Equipment Sales and Leasing - Wholesale Business	- Associated Office and Storage - Associated Showroom - Day Care for Children of Employees - Fleet Maintenance - Food Preparation and Dining Facility for Employees - Medical Clinic for Employees - Meeting Space - Minor Fabrication - Minor Utilities - Product Repair - Recreation Facility - Repackaging of Goods - Single Residential Unit for Caretaker - Warehouse

1203.04 Limited Use Standards

- A. **Purpose.** The purpose of this Section is to promote compatibility among land uses in the City by establishing specific standards for the establishment of limited uses which are indicated in Table 1203.04-1, *Primary Use Table*.

- B. **Applicability.** Limited uses may be authorized for uses shown as limited in Table 1203.04-1, *Primary Use Table*, only if they meet all of the standards of this Section and other applicable standards and requirements of this PZC.
- C. **Timing of Compliance.** The standards of this Section apply at the time a limited use is requested to be:
1. *Inside Structure.* Established in an existing or new structure;
 2. *Outdoors.* Established outdoors; or
 3. *Expansion.* Expanded by more than 10 percent of the existing indoor or outdoor square footage currently devoted to the use.
- D. **Residential Limited Uses.**
1. *Multiplex.*
 - a. *Bufferyard.* If abutting a single-unit detached home that is in the same zoning district, the use shall install a Type A bufferyard.
 - b. *Conversion of Detached Houses.* If the use is a conversion of an existing conventional detached house it shall occur either:
 - i. Within the square footage of an existing unit; or
 - ii. So that any expansion that increases the square footage of the existing building is no greater than 120 percent of the largest residence within 300 feet in any direction.
 - c. *Entrance.* Only one entrance into the structure shall be directly visible from any public right-of-way.
 2. *Upper-Floor Residential.*
 - a. *Mixed-Use Building Standards.* The use shall comply with the development standards of the mixed-use building standards set forth in Section 1204.07, *Mixed-Use and Nonresidential Building Elements and Architectural Design*.
 - b. *Maximum Density.* The maximum density of the zoning district shall not apply.
 - c. *Floor Area.* The minimum floor area of each unit shall be 500 square feet.
 - d. *Drive-In or Drive-Through Prohibited.* The site shall have no drive-in or drive-through facilities.
- E. **Agricultural and Animal-Related Limited Uses.**
1. *Greenhouse or Nursery.*
 - a. *Location.* The use shall not be located closer than 200 feet from any lot line of a residential district or use.
 - b. *Deliveries.* Off-site delivery of plant materials and the use and storage of all vehicles and equipment necessary for those activities are permitted.
 - c. *Display and Storage.* Merchandise, landscaping materials, and equipment shall be displayed or stored within an enclosed building or in an area of the property that has been fenced or landscaped to conceal the area from any public right-of-way. Neither storage nor display shall occur within 25 feet of public right-of-way or occupy required off-street parking spaces.
 - d. *Vehicle Maintenance.* Any repair or servicing of vehicles or equipment used in the operation of the business shall occur within an enclosed building. Repair and servicing shall be limited to normal maintenance and shall not include body repair or modification.
 - e. *Growing Areas.* Areas for the growing of plants and nursery stock may be permitted in greenhouses or in open areas as designated by the applicant.

- f. **Outdoor Storage.** Outdoor storage shall meet all requirements for outdoor storage established in Section [1203.07.F.10, Outdoor Bulk Storage](#). The type and location of any materials to be stored on any site shall be determined at the time of development plan approval. Any materials approved for outdoor storage shall not cause a hazard or nuisance to the health, safety, or welfare of humans or animals.

2. **Raising of Crops.**

- a. **Lot Size.** The use shall be located on a lot that is at least 10 consecutive acres.

3. **Kennel.**

- a. **Lot Size.** The use shall be located on a lot that is at least two acres.
- b. **Setbacks.** All structures and activity areas, except off-street parking, shall be set back a minimum of 200 feet from all lot lines abutting any residential district and a minimum of 50 feet from all other lot lines.
- c. **Exercise Areas Enclosed.**
 - i. All exercise areas abutting a residential zoning district shall be enclosed by a solid wood fence or solid wall at least six feet in height and a continuous screen of evergreen plantings.
 - ii. All exercise areas abutting a mixed-use or nonresidential zoning districts shall be enclosed by a fence at least five feet in height.
- d. **Insulated and Soundproofed.** Rooms which contain animals shall be insulated, or otherwise soundproofed and vented so that animal noises are not audible anywhere beyond the lot.

4. **Raising of Livestock.**

- a. **Permitted in All Yards.** All activity areas, including pasturing areas, may be located in all yards.
- b. **Activity Areas Enclosed.** All activity areas, including pasturing areas, shall be enclosed by a fence or other barrier that prevents access to the animals.
- c. **Setback.** If the use is abutting a SR, NC, GR, or UR zoning district or residential use, the minimum setback for all activities shall be at least 50 feet.
- d. **Contiguous Lots Under Same Ownership.** Contiguous lots under the same ownership may be considered as one raising of livestock use area for purposes of minimum lot size, setbacks, and fence requirements as determined by the Director (i.e. each lot will not be required a 200 sq. ft. front yard setback).
- e. **City Code.** The use shall comply with provisions of [Chapter 618, Animals of the City's Code of Ordinances](#).

F. **Public and Civic Limited Uses.**

1. **Daycare Facilities.**

- a. **Lot Size.** The use shall be located on a lot that is a minimum of 10,000 square feet.
- b. **Play Areas.** Outdoor play areas shall be:
 - i. Permitted in the side and rear yards only; and
 - ii. Enclosed with a fence or wall that is a minimum of five feet in height.
- c. **Pick Up and Drop Off Areas.**
 - i. Unloading and loading of children from vehicles shall only be permitted in the approved vehicular use area of the facilities.

- ii. An on-site drop off area sufficient to accommodate four vehicles shall be provided and shall be located in a manner not to obstruct movement in and out of established parking spaces.
- 2. *Active Park, Playground, or Ball Field.*
 - a. Setbacks. All structures and activity areas, except off-street parking, shall be set back a minimum of 75 feet from all lot lines.
 - b. Retail Sales. Only retail uses which are customarily accessory or incidental to the main recreational use shall be permitted and shall include such uses as refreshment stands, souvenir stands, and concession stands.
- 3. *Community Gardens.*
 - a. Retail Sales. Sale of items grown or any other items shall not take place on-site.
 - b. Lighting. Any lighting shall be shielded so that all directly emitted light stays on the property.
 - c. Nuisances. All gardens shall be maintained to be substantially free of odors, pests, rodents, trash, and/or anything else that might cause a nuisance.
 - d. Buildings. A shed structure may be utilized on-site for storage of materials and tools used for garden cultivation, provided it shall not exceed 600 square feet.
- 4. *Wireless Telecommunication Facilities.* All wireless telecommunication facilities shall comply with [1203.06, Wireless Telecommunication Facilities](#).
- 5. *Solar Farms.*
 - a. Lot Size. The use shall be located on a lot that is a minimum of 5 acres.
 - b. Height. The height of all structures shall not exceed 30 feet.
 - c. Lot Coverage. Due to the nature of the support structures for solar panel arrays, the lot coverage maximum for the zoning district the use is located in shall not apply.
 - d. Drainage. Proper drainage for detention or retention shall be approved by the City Engineer.
 - e. Setback.
 - i. Solar farm structures shall be set back from all property lines and public road rights-of-way at least 30 feet, or one and one-half times the height of the structure, whichever is greater.
 - ii. In addition, solar power plant structures must be located at least one hundred feet from all residentially zoned lots and lots with existing residences.
 - iii. Additional setbacks may be required to mitigate noise and glare impacts, or to provide for designated road or utility corridors, as identified through the site plan review process.
 - f. Screening and Buffering. The use shall have Type B bufferyard and shall be screened from public view in accordance with [1204.22, Screening and Fencing](#).
 - g. Fence. An appropriate security fence (height and material to be established through the site plan permit process) shall be placed around the perimeter of the solar farm.
 - h. Signage. Appropriate warning signage (height, area, and material to be established through the site plan permit process) shall be placed at the entrance and perimeter of the solar farm project.
 - i. Noise. No operating solar power plant shall produce noise that exceeds any of the following limitations. Adequate setbacks shall be provided to comply with these limitations.
 - i. Fifty dBA, as measured at the property line of any neighboring residentially zoned lot
 - ii. Sixty dBA, as measured at the property lines of the project boundary

- j. Abandoned and Decommissioned Solar Facilities.
 - i. Any solar farm which has reached the end of its useful life or has been abandoned shall be removed by the owner or operator within 150 days after the date of discontinued operations.
 - ii. The owner or operator shall notify the Director by certified mail of the proposed date of discontinued operations and plans for removal.
 - iii. Decommissioning shall consist of:
 - (A) Physical removal of all ground-mounted solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.
 - (B) Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
 - (C) Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Commission may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.
 - (D) Absent notice of a proposed date of decommissioning, the solar farm shall be considered abandoned when it fails to operate for two years without the extension approval of the Planning Commission.

G. Commercial Limited Uses.

- 1. *Automotive Body and Major Repair or Automotive Servicing.*
 - a. Completely Enclosed. Lubrication, washing, incidental servicing of automotive passenger vehicles, and all supply and merchandise storage shall be completely within an enclosed building except as otherwise provided herein.
 - b. Parking. Employee vehicles and vehicles awaiting servicing or return to customers following servicing shall be parked in areas indicated for such parking on the approved site plan. Such vehicular use areas shall be set back a minimum of 50 feet from any right-of-way.
 - c. Prohibited Activities. The sale of motor vehicles on premises used for automotive servicing or automotive body and major repair shall be prohibited.
 - d. Storage of Non-Operational Vehicles.
 - i. The storage of non-operational vehicles for longer than a 24-hour period shall only be permitted for automotive body and major repair businesses.
 - ii. Such storage shall be permitted if stored in the rear yard and screened by a solid wall or fence with a minimum height of five feet.
 - iii. No such vehicle shall be stored on-site for more than two weeks.
- 2. *Automotive Sales, Leasing, or Rental.* The use shall be located on a lot that is at least 2.5 acres.
- 3. *Retail Fuel Sales.*
 - a. Frontage Along Certain Corridors. The use shall not be located on a lot with frontage along Ohio State Route 63, Ohio State Route 4, or Cincinnati Dayton Road ~~except for lots zoned LI Light Industrial-~~
 - b. Canopies. Canopies shall be set back a minimum of 15 feet from street rights-of-way, and shall not exceed a clearance height of 14 feet.
 - c. Semi-Trailer Truck Parking.

- i. No semi-trailer truck parking stalls are permitted other than temporary stacking for refueling. No site shall install excessive amounts of unmarked and/or unprogrammed pavement in order to effectively provide semi-trailer truck parking.
 - ii. No more than three single refueling stations for semi-trailer trucks are permitted. The number of semi-trailer truck refueling stations shall not exceed the number of automobile refueling stations.
- d. Vacant or Inoperative Retail Fuel Sales.
 - i. If any automotive servicing use is vacant or not operational for a period of at least six consecutive months, such station shall be presumed to be a nuisance affecting or endangering surrounding property values and to be detrimental to the public health, safety, convenience, comfort, property or general welfare of the community and shall be abated.
 - ii. Vacant or inoperative automotive servicing use shall be maintained in accordance with the requirements of this code and all underground storage tanks shall be secured and maintained to prevent leaking, access by unauthorized individuals, and meet all established state regulations for storage tanks.
 - iii. Any removal of pumps or tanks shall be undertaken in accordance with safe accepted practices as prescribed by the National Fire Protection Association and filling depressions to the grade level of the lot.
 - iv. The owner of the station shall be required to consistently maintain the premises.
- 4. *Vehicle Washing Establishment.*
 - a. Frontage Along Certain Corridors. The use shall not be located on a lot with frontage along Ohio State Route 63, Ohio State Route 4, or Cincinnati Dayton Road.
 - b. Lot Size. The use shall be on a lot that is a minimum of 40,000 square feet.
 - c. Distance from Residential District or Use. All structures shall be located at least 100 feet from any adjacent residential district or use.
 - d. Enclosed Washing Facility. All washing facilities shall be located entirely within an enclosed building, except that entrance and exit doors may be left open during the hours of operation.
 - e. Outdoor Equipment. Vacuuming and/or steam cleaning equipment may be located outside a building, but shall not be placed in any yard adjoining a residential property.
- 5. *Entertainment Device Arcades.* No establishment that contains an entertainment device arcade shall be located within 500 feet of another establishment containing an entertainment device arcade. The measure of distance for purposes of this Section shall be from property line to property line along the shortest possible course, regardless of any customary or common route or path of travel.
- 6. *Event Hall or Conference Center.* All structures and activity areas, except off-street parking, shall be set back a minimum of 200 feet from all lot lines abutting a residential zoning district. All off-street parking shall be set back a minimum of 20 feet from all lot lines abutting a residential zoning district. All structures and activity areas shall be set back a minimum of 20 feet to lot lines.
- 7. *Microbrewery or Microdistillery or Microwinery.*
 - a. Gross Floor Area. The production and packaging of beverages at a Microbrewery, Microdistillery, or Microwinery for on- and off-premise consumption shall not exceed 75% of the total gross floor area. The development must include other uses such as a tasting room, taproom, or table service restaurant that entails at least 25% of gross floor area.

- b. Outdoor Brewing Equipment or Storage. Brewing equipment or storage is permitted on the exterior of the building subject to outdoor storage standards of [1203.07, Accessory Uses and Structures](#).
8. *Sexually-Oriented Business.*
- a. Other City Regulations. The uses shall comply with the provisions in Chapter 860, Sexually Oriented Businesses, of the Business Regulation and Taxation Code in the City Code of Ordinances.
 - b. Distance from Other Uses. A sexually oriented business shall be located more than 1,000 feet from all the following uses:
 - i. Any residential district as established by this PZC or established by the zoning regulations of any adjacent political subdivision;
 - ii. Any permanently established religious place of worship, school, library, or public playground attended by persons under the age of 18;
 - iii. Any other recreational facility or amusement park attended by persons under 18 years of age;
 - iv. Any hotel, motel, or bed and breakfast lodging establishment;
 - v. Any other sexually oriented business; or
 - vi. Any establishment licensed by the State of Ohio for the sale of beer or intoxicating liquor for consumption on the premises.
 - c. Measurement.
 - i. For the purpose of this Section, measurements shall be made in a straight line in all directions without regard to intervening structures or objects, from the closest part of the structure used in conjunction with the sexually oriented business to the closest point on a property boundary or right-of-way associated with any of the land uses identified in Chapter 860 of the City Code of Ordinances, referenced in paragraph 8.b, above.
 - ii. If the sexually oriented business is located in a multi-tenant structure or development, the distance shall be measured from the closest part of the tenant space occupied by the sexually oriented business to the closest point on a boundary of a residential district identified in paragraph 8.b.i, above, and to the closest part of the tenant space occupied by a land use identified in paragraph 8.b.ii. - 8.b.v., above.
9. *Entertainment and Recreation, Outdoor Uses.* All structures and activity areas, except off-street parking, shall be set back a minimum of 200 feet from all lot lines abutting a residential district or use and a minimum of 100 feet from all other lot lines.
10. *Parking Garage.*
- a. Below Grade Parking Garages. Below grade parking garages are encouraged over above grade.
 - b. Above Grade Parking Garages. Above grade parking garages shall comply with all standards for parking garages in [1204.11, Off-Street Parking Design](#).
11. *Parking Lot.*
- a. Lot Coverage. No more than 85% of the parcel can be parking lot or impervious area.
 - b. Landscaping.
 - i. The ingress and egress drives shall be fully landscaped in addition to the perimeter and interior landscaping required in [Article 04.05, Landscaping, Screening, and Buffering](#).
 - ii. The parking lot landscaping requirements set forth in [1204.20, Development Landscaping](#), shall be increased by 25% in situations where the parking lot is the principal use of the site.

- c. Prohibited Activities. No auctions, sales, service, or repair activities shall be conducted on the premises.

12. *Brew Pub.*

- a. Gross Floor Area. The production of beverages at a Brew Pub for on- and off-premise consumption shall not exceed 40% of the total gross floor area. The development must include other uses such as a tasting room, taproom, or table service restaurant that entails 60% of gross floor area.
- b. Outdoor Brewing Equipment or Storage. Brewing equipment or storage is permitted on the exterior of the building subject to outdoor storage standards of [1203.07](#), *Accessory Uses and Structures*.

13. Restaurant, Drive in

- a. Setback. All structures and activity areas, except off-street parking, shall be set back a minimum of 50 feet from all lot lines.

14. *Antique Mall.*

- a. Unified Control and Supervision. The business is under the unified control and supervision of one licensed person, partnership, firm or corporation referred to as the Antique Mall Operator.
- b. Dealer Licenses and Agreements. The Antique Mall Operator maintains a complete and accurate file of the current and valid licenses/agreements issued to each of the Antique Mall Dealers conducting business at that location with general listing of proposed sales items. All documents are subject to review by the City.
- c. Hours of Operation. The applicant shall specify the days and hours of operation.
- d. Outdoor Display or Merchandise Prohibited. No merchandise shall be stored, displayed, or sold outside of a building.
- e. Vehicle Parking or Storage. Outdoor storage or parking of vehicles shall be prohibited between 10:00 p.m. and 7:00 a.m. of the following day.
- f. Individual Vendor Sales. Individual sales transactions are prohibited at individual stalls/partitions.

15. *Small Box Discount Retail Store.*

- a. Separation. A small box discount retail store shall not be located within one mile from the nearest property line of an existing small box discount retail store.
- b. Concentration. No two small box discount retail stores shall be located in the same building or on the same lot.

16. *Other Retail Sales-Oriented and Service-Oriented Uses Not Listed in Table.* Uses that are 75,000 square feet or larger in total floor area shall submit an adaptive re-use concept as part of a Site Plan Review to be approved by the Planning Commission. It is intended here that the building be designed to allow for possible future users in space that is divided from the original size user space to demonstrate how the structure can be re-used if a single user ceases normal operations at the establishment. Factors to include in the design shall be future window and door openings, multiple loading and service provisions, and future utilities that may be required during site plan review.

H. **Industrial Limited Uses.**

1. *Artisan/Micro-Manufacturing.*

- a. Enclosed Structure. All activities shall occur entirely within an enclosed structure.
- b. Outdoor Storage. No outdoor storage is permitted.

- c. Floor Area. The gross floor area shall not exceed 5,000 square feet.
- 2. *Contractor Service, Equipment, and Storage Yard.*
 - a. Setback. All structures and activity areas, except off-street parking, shall be set back a minimum of 200 feet from all lot lines.
 - b. Screening. A plan illustrating outdoor storage and how it is to be screened shall be submitted as part of the site plan review process.
- 3. Warehousing and Freight Movement.
 - a. A Warehousing and Freight Movement use may be permitted as incidental and accessory to a permitted use if the maximum gross floor area does not exceed 30% of the use.
 - b. Outdoor storage shall be prohibited.
 - c. All business, servicing, processing, and storage shall only occur within an enclosed structure.

1203.05 Conditional Use Standards

- A. **Purpose.** The purpose of this Section is to ensure that a use generally deemed incompatible with permitted uses in a given zoning district can be considered for approval with certain conditions placed on the use as denoted in this Section.
- B. **Applicability.** Conditional uses may be authorized following a recommendation from the reviewing staff and a final decision by Planning Commission for uses shown as conditional in Table 1203.05-1, *Primary Use Table*. Refer to Chapter 1207, *Development Review Procedures*, for more information on the process to apply for, obtain, or appeal a final decision related to a Conditional Use Permit.
- C. **Timing of Compliance.** The standards of this Section apply at the time a conditional use is requested to be:
 - 1. *Structure.* Established in an existing or new structure;
 - 2. *Outdoors.* Established outdoors; or
 - 3. *Expansion.* Expanded by more than 10 percent of the existing indoor or outdoor square footage currently devoted to the use.
- D. **Review and Approval.**
 - 1. *Standards for All Conditional Uses.* The following standards shall apply to all conditional uses, in addition to the specific standards in this Section. If a use requires a Conditional Use Permit and has no associated specific standards in this Section, then the Director and the Planning Commission shall consider the following standards when making a recommendation or decision on a conditional use:
 - a. The proposed conditional use will operate or be designed in a manner that does not diminish the use or functionality of surrounding properties;
 - b. The proposed conditional use will incorporate provisions for hours of operation, parking and loading areas, driveways, lighting, signs, landscaping, buffering, and other site improvements ;
 - c. The proposed conditional use must have adequate public services (e.g. streets, off-street parking, pedestrian facilities, water, sewer, gas, electricity, and police and fire protection) available without the reduction of services to any existing uses;
 - d. If, in the opinion of Planning Commission or City Council, the conditional use becomes a nuisance, the Conditional Use Permit may be recalled for further review, which could lead to the need for additional conditions, restrictions, or the revocation of the permit;

- e. The proposed conditional use will incorporate design features to sufficiently protect adjacent uses that may include but are not limited to service areas, pedestrian and vehicular circulation, safety provisions, access ways to and from the site, lighting, screening and buffering, fencing, and building placement; and
 - f. The proposed use is compatible with adjacent existing uses. Compatibility shall be expressed in terms of appearance, architectural scale, use and intensity, and features, site design and scope, landscaping, as well as the control of adverse environmental impacts, including noise and lighting, or other undesirable conditions.
2. *Standards for Specific Use Standards.* In addition to the general standards for all conditional uses in paragraph D.1., above, conditional uses may have use-specific standards. Conditional uses shall comply with all applicable use-specific standards as described in paragraphs E. through I., below.
 3. *Conditional Approval.* The Director may recommend, and the Planning Commission may require additional conditions beyond the standards of this Section to reasonably mitigate any adverse impacts upon surrounding properties in the zoning district of the property for which the conditional use is requested.

E. Residential Conditional Use Standards.

1. *Live-Work Unit.*
 - a. **Floor Area.** The nonresidential floor area of the structure shall not exceed 50 percent of the gross floor area of the Live-Work Unit or 3,500 square feet, whichever is smaller.
 - b. **Nonresidential Uses Allowed.** The structure shall consist of a single residential dwelling unit combined in the same structure with one of the following uses:
 - i. Office;
 - ii. Artisan Micro-Manufacturing; or
 - iii. Retail Repair, Sales, and Service.
 - c. **Drive-In or Drive-Through Prohibited.** The site shall have no drive-in or drive-through facility.
 - d. **External Impacts.** The work activities shall not create adverse noise or operational impacts on adjacent residential properties.
 - e. **Same Tenant.** The same tenant shall occupy both the residential and commercial portions of the structure.
2. *Adult Group Home or Large Residential Facility.*
 - a. **Lot Size.** The use shall be located on a lot that is a minimum of 30,000 square feet.
 - b. **Permanent Residence.** Each individual home shall have a person or persons maintaining permanent residence in the unit to avoid shift changes and to provide the same type of use and activities otherwise typical in residences in the area.
 - c. **Separation from Similar Uses.** An adult group home shall not be located within the same block or within a 500-foot radius of another adult group home.
 - d. **Residential Character.** The residential character of all structures shall be maintained.
 - e. **Licensing and Certification Requirements.** An adult group home shall not be permitted to be constructed or operated until the agency, organization or institute supervising such home satisfies the Planning Commission that the home and its operation will comply with all licensing or certification requirements of the appropriate state or local agency, pursuant to law.

- f. Signage. No exterior sign shall be permitted except as specifically allowed by the Planning Commission.
- g. Change in Home Type. Approval of a Conditional Use Permit (CUP) is granted for a specific type of group home. The type of home shall be defined as and by the specific nature of the individuals being treated or rehabilitated. Any change in the type of adult group home requires a new CUP approval.

3. *Institutional Care Facility.*

- a. Lot Size. The use shall be located on a lot that is a minimum five acres.
- b. Setback. All structures and activity areas, except off-street parking, shall be set back a minimum of 100 feet from the front lot line and 40 feet from all other lot lines.
- c. Patient Population. The patient population shall not exceed 15 patient rooms per acre.

4. *Short-Term Rental.*

- a. Tenure. A short-term rental tenant shall not stay more than 30 consecutive days in duration;
- b. Maximum Guests. The maximum number of guests allowed on the premises shall be no more than 2 per bedroom on the site;
- c. Signs. Signage shall be permitted as outlined in [Article 04.06, Signage](#), for the base zoning district;
- d. Insurance. Each short-term rental host shall obtain and maintain, at the host's sole expense, liability insurance to cover the injury or death of a tenant while the tenant is in, on, or about the short-term rental property; and
- e. Additional Review Criteria. The review for Conditional Use Permit approval of a short-term rental shall consider but not be limited to the following factors:
 - i. The proposed occupancy and the size of the property, and whether a smaller occupancy level is appropriate;
 - ii. Setbacks and proximity to other dwellings;
 - iii. Rental regulations (such as no large parties, no extra guests) imposed by the owner and the degree of owner involvement in property management;
 - iv. Occupant access to waterways and other environmentally sensitive areas;
 - v. Vehicle access and onsite parking and the number of parking spaces available; and
 - vi. Compliance with all state, county, and city ordinances, laws, rules, and regulations including the City's building and fire codes.

F. **Agricultural and Animal-Related Uses.**

1. *Kennel.*

- a. Lot Size. The use shall be located on a lot that is a minimum of two acres.
- b. Setbacks. All structures and activity areas, except off-street parking, shall be set back a minimum of 200 feet from all lot lines abutting any residential district and a minimum of 50 feet from all other lot lines.
- c. Exercise Areas Enclosed.
 - i. All exercise areas abutting a residential zoning district shall be enclosed by a solid wood or composite fence or wall at least six feet in height along with a continuous screen of evergreen plantings.

- ii. All exercise areas abutting a mixed-use or nonresidential zoning districts shall be enclosed by a fence at least five feet in height.
 - d. Insulated and Soundproofed. Rooms which contain animals shall be insulated, or otherwise soundproofed and vented so that animal noises are not audible anywhere beyond the lot.
2. *All Animal-Related Uses Not Listed in Table.*
- a. City Code. The use shall comply with provisions of Chapter 618, *Animals*, of the City's Code of Ordinances.
 - b. Kennels. If the use has kennels, they shall be accessory to the principal use, limited to short-term boarding, and shall comply with the conditional use standards for kennels, above.
- G. **Civic and Institutional Conditional Use Standards.**
1. *Place of Public Assembly.* The height of the main structure or any building shall comply with restrictions of the applicable zoning district with the exception of a steeple or tower, which may not exceed 75 feet in height.
 2. *Daycare Facilities.*
 - a. Lot Size. The use shall be located on a lot that is a minimum of 10,000 square feet.
 - b. Play Areas. Outdoor play areas shall be:
 - i. Permitted in the side and rear yards only; and
 - ii. Enclosed with a fence or wall that is a minimum of five feet in height.
 - c. Pick Up and Drop Off Areas.
 - i. Unloading and loading of children from vehicles shall only be permitted in the approved vehicular use area of the facilities.
 - ii. An on-site drop off area sufficient to accommodate four vehicles shall be provided and shall be located in a manner not to obstruct movement in and out of established parking spaces.
 3. *Primary or Secondary Education Institution.*
 - a. Lot Size.
 - i. Elementary School. The use shall be located on a lot that is at least five acres.
 - ii. Junior High School. The use shall be located on a lot that is at least 25 acres
 - iii. Senior High School. The use shall be located on a lot that is at least 40 acres.
 - b. Setback. All structures and activity areas, except off-street parking, shall be set back a minimum of 40 feet from the front lot line and a minimum of 100 feet from all other lot lines.
 4. *Active Park, Playground, or Ball Field.*
 - a. Setbacks. All structures and activity areas, except off-street parking, shall be set back a minimum of 75 feet from all lot lines.
 - b. Retail Sales. Only retail uses which are customarily accessory or incidental to the main recreational use shall be permitted and shall include such uses as refreshment stands, souvenir stands, and concession stands.
 5. *Cemetery, Columbarium, Mausoleum, or Memorial Park.*
 - a. Lot Size. The use shall be located on a lot that is at least 20 acres.
 - b. *Ingress and Egress.* There shall be no more than two ingress/egress drives onto the property. No drive shall exceed 35 feet in width.

H. Commercial Conditional Use.

1. *Bed and Breakfast Establishments*
 - a. Lot Size. The use shall be located on a lot is at least 30,000 square feet.
 - b. Trash Facilities. Central facilities for the collection and disposal of trash shall be provided.
 - c. Employees. The number of employees, other than occupants or owners, shall not exceed two.
 - d. Guest Bedrooms. There shall be a maximum of eight guest bedrooms.
 - e. Length of Stays. Stays shall be short-term in nature and no guest shall be permitted to stay for a period exceeding two weeks.
2. *Event Hall or Conference Center.*
 - a. Minimum Parcel Size. The minimum parcel size shall be five acres.
 - b. Access. The site shall have direct access from an arterial or collector street.
 - c. Maximum Floor Area. The total maximum floor area utilized for event hall or conference activities shall be no more than 10 percent of the total lot area.
 - d. Hours of Operation. The use may only operate between the hours of 7:00 a.m. and 10:00 p.m.
 - e. Noise. Noise generated by the use, as measured at any property line, shall not exceed 40 decibels (dB) between the hours of 8:00 PM and 10:00 PM, and shall not exceed fifty (50) decibels (dB) at any other time.
 - f. Setbacks. All structures and activity areas, except off-street parking, shall be set back a minimum of 200 feet from all lot lines abutting any residential zoning district. All off-street parking shall be set back a minimum of 20 feet from all lot lines abutting any residential zoning district. All structures and activity areas, shall be set back a minimum of 20 feet from all other lot lines.
 - g. Restroom Facilities. Permanent restroom facilities shall be required commensurate with the capacity of the building(s), subject to approval by the appropriate county health department.
 - h. Outdoor Lighting. Any exterior lighting shall adhere to all requirements of [Article 04.07, Outdoor Lighting](#).
 - i. All events that include sound amplification of any kind or that include 50 or more people in attendance between the hours of 7:00 AM and 10:00 PM must take place entirely within a fully enclosed building(s).
 - j. Fire and Building Code Requirements. Any building(s) in which events are held shall meet applicable building and fire code requirements for assembly uses.
3. *Flea Market.*
 - a. Indoor Square Footage. A majority of the use's square footage must be indoors.
 - b. Outdoor Dining or Displays Merchandise. Any outdoor dining, sales, display, or storage shall comply with the applicable requirements in [1203.07, Accessory Uses and Structures](#).
 - c. Zoning Permits. All vendors shall be subject to zoning permit requirements.
4. *Other Entertainment and Recreation, Outdoor Uses Not Listed in Table.* All structures and activity areas, except off-street parking, shall be set back a minimum of 200 feet from all lot lines abutting a residential district or use and a minimum of 100 feet from all other lot lines.
5. *Restaurant, Drive-In.*

- a. Freestanding Drive-Through Facility Prohibited. Restaurants with drive-through facilities only are prohibited.
- b. Setback. All structures and activity areas, except off-street parking, shall be set back a minimum of 50 feet from all lot lines.

6. *Self-Storage Facilities Uses.*

- a. Height. Storage structures shall not exceed 25 feet in height.
- b. Setback. All structures and activity areas shall be set back a minimum of 200 feet from all lot lines abutting a residential district or use and a minimum of 20 feet from all other lot lines.
- c. Driveways and Travel Lanes. All one-way driveways shall provide for one 10-foot parking lane and one 15-foot travel lane. Traffic direction and parking shall be designated by signage or driveway painting. All two-way driveways shall provide for one 10-foot parking lane and two 12-foot travel lanes. The parking lanes may be eliminated when the driveway does not serve the storage units.
- d. Enclosure. The storage area shall be completely enclosed by walls, fences or buildings, or a combination thereof. All storage shall be within a closed building except that within the grounds of a self-service storage warehouse where recreational vehicles and motor vehicles may be placed in outdoor storage areas which are separated from view from adjacent streets and property by walls, fences or landscaping. Outdoor storage areas shall not exceed fifteen percent of the gross site area and shall not count toward meeting parking requirements.
- e. Interior Landscaping. Interior landscaping shall be based on 15 square feet of landscaping per parking space required and will be distributed reasonably evenly across the lot area.
- f. Buffer Landscaping. A 25-foot-wide landscaping buffer, parallel to the street frontage, equal to the property frontage, excluding ingress/egress drives, shall be landscaped with trees in the ratio of at least one tree for every 2,000 square feet or fraction thereof of the landscaped area. Landscaping should consist of a variety of hardy evergreen planted material, including trees and low-medium-high profile shrubs, together with suitable ground cover that is either seeded with grass or mulched and maintained in such a manner as not to impair vehicle visibility.
- g. Fueling. No gasoline or other motor vehicle fuel pumps or tanks shall be permitted on the premises.
- h. Commercial Business. No auctions, sales, service or repair activities or anything other than dead storage and the rental and supervision of storage units shall be conducted on the premises.

I. **Industrial Conditional Use Standards.**

- 1. *Contractor Service, Equipment, and Storage Yard and Building and Lumber Yard.*
 - a. Setback. All structures and activity areas, except off-street parking, shall be set back a minimum of 200 feet from all lot lines.

1203.06 Wireless Telecommunication Facilities

- A. **Applicability.** The provisions of this section shall apply to all wireless telecommunication facilities, unless such facilities are small cell facilities located in the City right-of-way or wireless support structures located in the City right-of-way, in such instance [Chapter 1020, Comprehensive Rights-of-Way Ordinance](#), of the City's Codified Ordinances, shall apply. Nothing herein supersedes the applicability of [O.R.C. Section 4939](#) to small cell facilities and wireless support structures in City rights-of-way.
- B. **Severability.** Any conditional use permit issued for a wireless telecommunication facility shall be comprehensive and not severable. If part of a permit is deemed or ruled to be invalid or unenforceable in any

material respect by a competent authority, or is overturned by a competent authority, the permit shall be void in total, upon determination by the City.

- C. **Overall Policy and Desired Goals.** In order to ensure that the placement, construction, and modification of wireless telecommunications facilities protects the City's health, safety, public welfare, environmental features, the nature and character of the community and neighborhood, and other aspects of the quality of life specifically listed elsewhere in this section, the City hereby adopts an overall policy with respect to a conditional use permit for wireless telecommunications facilities with the exception of small cell facilities and/or wireless support structures in the City rights-of-way, for the express purpose of achieving the following goals:

1. To establish a policy for examining a conditional use permit application for and issuing a conditional use permit for wireless telecommunications facilities that is both fair and consistent;
2. To establish regulations that promote and encourage, to the maximum extent feasible, the sharing and/or co-location of wireless telecommunications facilities among service providers; and
3. To establish regulations that promote and encourage, to the maximum extent feasible, the placement, height and quantity of wireless telecommunications facilities in such a manner, including but not limited to the use of stealth technology, to minimize adverse aesthetic and visual impacts on the land, property, buildings, and other facilities adjacent to, surrounding, and in generally the same area as the requested location of such wireless telecommunications facilities, which shall mean using the least visually and physically intrusive facility that is not technologically or commercially impracticable under the facts and circumstances.

- D. **Location of Wireless Telecommunication Facilities.**

1. Applicants for wireless telecommunications facilities subject to this section shall locate, site and erect said wireless telecommunications facilities in accordance with the following priorities, with paragraph (a) being the highest priority and paragraph (e) being the lowest priority.
 - a. On existing towers or other structures without increasing the height of the tower or structure;
 - b. On City-owned properties located in any zoning district;
 - c. On properties in areas zoned for heavy industrial use;
 - d. On properties in areas zoned for light industrial use; or
 - e. All other sites.
2. Should an applicant by-pass sites of higher priority, the applicant shall provide documentation showing substantial evidence that the higher priority option is not a commercially viable or technically feasible option.
3. Notwithstanding the above, the Director or, if applicable, the Planning Commission, may approve any site located within an area in the above list of priorities, provided that it finds that the proposed site is not injurious to the best interest of the health, safety and welfare of the City and its inhabitants and will not have an adverse effect on the nature and character of the community and neighborhood.
4. Notwithstanding that a potential site may be situated in an area of highest priority or highest available priority, the City may deny an application for any of the following reasons:
 - a. Conflict with safety and safety-related codes and requirements;
 - b. The use or construction of wireless telecommunications facilities which is contrary to an already stated purpose of a specific zoning district;

- c. The placement and location of wireless telecommunications facilities which would create an unacceptable risk, or the reasonable probability of such, to residents, the public, employees and agents of the City, or employees of the service provider or other service providers; or
- d. Conflicts with the provisions of this section.

E. Shared Use of Wireless Telecommunications Facilities and Other Structures.

- 1. The City prefers the location of wireless telecommunication antennas on existing towers without increasing the height, as opposed to the unneeded construction of a new tower, before issuing a conditional use permit for a new tower.
- 2. No transmittal equipment of any kind may be installed on any structure below 10 meters from the surface level without approval from the Director.
- 3. An applicant submitting an application for a co-location of an antenna on existing wireless telecommunication tower that is not located in the City right-of-way and that does not increase the height of such tower shall only be required to submit an application for a zoning permit.
- 4. Any new wireless telecommunications facilities that is not a co-location as described above, and is not located in the City right-of-way, must be reviewed and approved through the conditional use permit procedure as established in Section 1207.21, *Conditional Use Permit*, and subject to the standards and conditions of this section.

F. Conditional Use Permit Application and Review Requirements.

- 1. There shall be a pre-application meeting for wireless telecommunications facilities subject to this section. The purpose of the pre-application meeting is to address issues that will help to expedite the review and permitting process. A pre-application meeting shall also include a site visit if there has not been a prior site visit for the requested site. Costs of the City's consultants to prepare for and attend the pre-application meeting will be borne by the applicant.
- 2. Any and all representations made by the applicant to the City on the record during the application process, whether written or verbal, shall be deemed a part of the application and may be relied upon in good faith by the City.
- 3. An applicant shall submit to the City the number of completed applications determined to be needed during the pre-application meeting. Written notification of the application shall be provided to the legislative body of all adjacent municipalities.
- 4. The Planning Commission is the officially designated agency or body to whom applications for wireless telecommunications facilities (excluding co-location on existing facilities and excluding small cell facilities and/or wireless support structures in the City rights-of-way) must be made. Planning Commission is authorized to review, analyze, evaluate and make decisions with respect to granting or not granting, recertifying or not recertifying, or revoking conditional use permits for wireless telecommunications facilities.
- 5. An application for a conditional use permit for wireless telecommunications facilities shall be signed on behalf of the applicant by the person preparing the same and with knowledge of the contents and representations made therein and attesting to the truth and completeness of the information. The landowner, if different than the applicant, shall also sign the application. At the discretion of the City, any false or misleading statement in the application may subject the applicant to denial of the application without further consideration or opportunity for correction.
- 6. Where a certification is called for, such certification shall bear the signature and seal of a professional engineer licensed in the state.

7. The applicant shall include a statement in writing:
 - a. That the applicant's proposed wireless telecommunications facilities shall be maintained in a safe manner, and in compliance with all conditions of the conditional use permit, without exception, unless specifically granted relief by the City in writing, as well as all applicable and permissible local codes, ordinances, and regulations, including any and all applicable city, state and federal laws, rules, and regulations; and
 - b. That the construction of the wireless telecommunications facilities is legally permissible, including, but not limited to the fact that the applicant is authorized to do business in the state.
 - c. The tower shall be structurally designed to accommodate at least five additional antenna arrays equal to those of the applicant, and located as close to the applicant's antenna as possible without causing interference. This requirement may be waived, provided that the applicant demonstrates, in writing, that the provisions of future shared usage of the tower is not technologically feasible, is commercially impracticable or creates an unnecessary and unreasonable burden, based upon;
 - d. The foreseeable number of FCC licenses available for the area;
 - e. The kind of wireless telecommunications facilities site and structure proposed;
 - f. The number of existing and potential licenses without wireless telecommunications facilities spaces/sites; or
 - g. Available space on existing and approved towers.
 8. No tower owner or manager shall be permitted to submit an application for a conditional use permit for a tower if the tower owner does not have a signed agreement committing a commercial service provider to occupy space on the tower.
 9. In the case of a new tower, the applicant shall be required to submit a written report demonstrating its meaningful efforts to secure shared use of existing tower(s) or the use of alternative buildings or other structures within the City. Copies of written requests and responses for shared use shall be provided to the City in the application, along with any letters of rejection, stating the reason for rejection.
 10. The applicant shall certify that the telecommunication facility, foundation and attachments are designed and will be constructed to meet all local, city, state and federal structural requirements for loads, including wind and ice loads.
 11. The applicant shall certify that the wireless telecommunications facilities will be effectively grounded and bonded so as to protect persons and property, and installed with appropriate surge protectors.
 12. The applicant shall demonstrate and provide in writing and/or by drawing how it shall effectively screen from view the base and all related facilities and structures of the proposed wireless telecommunications facilities.
 13. The applicant will provide a written copy of an analysis, completed by a qualified individual or organization, to determine if the tower or existing structure intended to support wireless facilities requires lighting under [Federal Aviation Administration Regulation Part 77](#). This requirement shall be for any new tower or for an existing structure or building where the application increases the height of the structure or building. If this analysis determines that the FAA must be contacted, then all filings with the FAA, all responses from the FAA, and any related correspondence shall be provided in a timely manner.
- G. **Exceptions from a Conditional Use Permit.**
1. A conditional use permit shall not be required for small cell facilities or wireless support structures in the City rights-of-way, which are subject to [Chapter 1020, Comprehensive Rights-of-Way Ordinance](#), of the

City's Codified Ordinances. Notwithstanding anything to the contrary in this section, a conditional use permit shall not be required for those non-commercial exceptions noted in the definition of wireless telecommunications facilities.

2. All wireless telecommunications facilities subject to this section that are existing on or before the effective date of this Section shall be allowed to continue as they presently exist, provided however, that any visible modification of an existing wireless telecommunications facility must comply with this section.

H. Public Hearing and Notification Requirements.

1. In the case of a new telecommunications tower subject to this section, the applicant shall, prior to the public hearing on the application, hold a balloon test. The applicant shall arrange to fly, or raise upon a temporary mast, a minimum of a 3-foot in diameter brightly colored balloon at the maximum height of the proposed new tower.
2. The dates, (including a second date, in case of poor visibility on the initial date) times and location of this balloon test shall be advertised by the applicant 7 to 14 days in advance of the first test date in a newspaper with a general circulation in the City and posted on a sign posted on the site and visible from the road (with a minimum sign area of 16 square feet). The applicant shall inform the City, in writing, of the dates and times of the test, at least 14 days in advance. The balloon shall be flown for at least four consecutive hours sometime between 7:00 a.m. and 4:00 p.m. on the dates chosen. The primary date shall be on a weekend, but in case of poor weather on the initial date, the secondary date may be on a weekday.
3. The applicant shall provide photographic evidence of the balloon test as part of the application prior to the hearing.
4. Prior to the review and decision on any application for a conditional use permit for wireless telecommunications facilities, a public hearing before the Planning Commission shall be held by the City, notice of which shall be published in accordance with Section 1207.06, *Public Notice, Meetings, and Hearings*. So that the City may notify nearby landowners, the application shall contain the names and addresses of all landowners whose property is located within 1,500 feet of any property line of the lot or parcel on which the new wireless telecommunications facilities are proposed to be located.

- I. Retention of Expert Assistance and Reimbursement by Applicant.** The city may hire any consultant and/or expert necessary to assist the City in reviewing and evaluating the application for a conditional use permit, including the construction and modification of the site, once permitted. Such costs shall be paid by the applicant, as needed, and shall not exceed \$2,500.00 unless written notice is provided to the applicant in advance with the cost of hiring the consultant or expert.

J. Permit Holder Responsibilities.

1. A person who holds a conditional use permit for wireless telecommunications facilities granted under this Section shall construct, operate, maintain, repair, provide for removal of, modify or restore the permitted wireless telecommunications facilities in strict compliance with all current applicable technical, safety and safety-related codes adopted by the City, state, or United States, including but not limited to the most recent editions of the National Electrical Safety Code and the National Electrical Code, as well as accepted and responsible workmanlike industry practices and recommended practices of the National Association of Tower Erectors. The codes referred to are codes that include but are not limited to construction, building, electrical, fire, safety, health, and land use codes. In the event of a conflict between or among any of the preceding the more stringent shall apply.
2. A holder of a conditional use permit granted under this Section shall obtain, at its own expense, all permits and licenses required by applicable law, rule, regulation or code, and must maintain the same, in full force

and effect, for as long as required by the City or other governmental entity or agency having jurisdiction over the applicant.

3. The holder of a conditional use permit shall notify the City of any intended modification of a wireless telecommunication facility and shall apply to the City to modify, relocate or rebuild a wireless telecommunications facility.
4. The owner of the proposed new tower subject to this section, and his or her successors in interest, shall negotiate in good faith concerning future requests for shared use of the new tower by other telecommunications providers; and allow shared use of the new tower if another telecommunications provider agrees in writing to pay reasonable charges.
5. Failure to abide by the conditions outlined above may be grounds for revocation of the conditional use permit for the tower.

K. Minimum Standards.

1. All utilities at the proposed site for a wireless telecommunications facility, subject to this section, shall be installed underground and in compliance with all laws, ordinances, rules and regulations of the City, including specifically, but not limited to, the National Electrical Safety Code and the National Electrical Code, where appropriate.
2. The wireless telecommunications facility and all accessory or associated facilities shall maximize the use of building materials, colors and textures designed to blend with the structure to which it may be affixed and/or to harmonize with the natural surroundings.
3. At a telecommunications site, an access road, turn-around space, and parking shall be provided to assure adequate emergency and service access. Maximum use of existing roads, whether public or private, shall be made to the extent practicable. Road construction shall at all times minimize ground disturbance and the cutting of vegetation. Road grades shall closely follow natural contours to assure minimal visual disturbance and reduce soil erosion.

L. Height.

1. The applicant for a conditional use permit shall submit documentation justifying the total height of any tower, facility and/or antenna and the basis therefore. Such documentation will be analyzed in the context of the justification of the height needed to provide service primarily and essentially within the City, to the extent practicable, unless good cause is shown.
2. The maximum permitted height of a new tower subject to this section shall be 140 feet unless varied due to siting constraints or other site factors (i.e. limiting the number of new towers) as conditionally approved by Planning Commission.

M. Appearance and Visibility.

1. All wireless telecommunications facilities subject to this Section shall contain a demonstration that the facility be sited so as to be the least visually intrusive reasonably possible and thereby have the least adverse visual effect on the environment and its character, on existing vegetation, and on the residences in the area of the wireless telecommunications facility.
2. As part of a conditional use permit application for a new or expanded wireless telecommunication tower, the applicant shall furnish a visual impact assessment, which shall include:
 - a. Photographic evidence of balloon test showing representations of before and after views from key viewpoints both inside and outside of the City, as may be appropriate, including but not limited to state highways and other major roads; state and local parks; other public lands; preserves and historic sites normally open to the public; and from any other location where the site is visible to a

large number of visitors, travelers or residents. Guidance will be provided, concerning the appropriate key sites at a pre-application meeting.

- b. A visual depiction of the tower base, guy wires and accessory buildings from abutting and adjacent properties and streets as it relates to the need or appropriateness of screening.
 - c. Wireless telecommunications facilities shall not be artificially lighted or marked, except as required by law.
 - d. Towers shall be galvanized and painted with a rust-preventive paint of a non-contrasting gray or similar color to harmonize with the surroundings and shall be maintained in accordance with the requirements of this code.
 - e. Lights, beacons, or strobes of any kinds shall not be permitted on any tower, antenna, and equipment unless required by the Federal Aviation Administration.
- N. **Security.** All wireless telecommunications facilities and antennas subject to this Section shall be located, fenced or otherwise secured in a manner that prevents unauthorized access. Specifically:
- 1. All antennas, towers and other supporting structures, including guy wires, shall be made inaccessible to individuals and constructed or shielded in such a manner that they cannot be climbed or collided with; and
 - 2. Transmitters and telecommunications control points shall be installed in such a manner that they are readily accessible only to persons authorized to operate or service them.
- O. **Signage.** Wireless telecommunications facilities shall contain a sign no smaller than two square feet and no larger than four square feet located near the base of the tower in order to provide adequate notification to persons in the immediate area of the presence of an antenna that has transmission capabilities and shall contain the name of the owner and operator of the antenna, as well as emergency phone number. The sign shall be on the equipment shelter or cabinet of the applicant and be visible from the access point of the site and must identify the equipment owner of the shelter or cabinet. The sign shall not be lighted, unless lighting is required by applicable law, rule or regulation.
- P. **Lot Size, Setbacks and Screening Requirements.**
- 1. All proposed towers and any other proposed wireless telecommunications facility structures subject to this Section shall be set back from any property line a minimum of a distance equal to the height of the proposed tower or wireless telecommunications facility structure plus 10% of the height of the tower or structure.
 - 2. Towers and any other wireless telecommunications facility structure subject to this Section shall be set back a minimum of 30 feet from any other non-related buildings situated on the same site. Any accessory structure shall be located so as to comply with the applicable minimum setback requirements set forth in the applicable zoning district for the property on which it is situated.
 - 3. All equipment related to the operation of a tower and any other wireless telecommunications facility structure subject to this Section located on the ground shall be fully screened with a minimum six-foot high composite material privacy fence with continuous evergreen hedge vegetation, with a minimum initial tree height of five feet. All screening shall be located behind the specified setback lines. The tower or wireless telecommunications facility structure owner/operator is responsible for installing and maintaining said screening. Existing vegetation (trees and shrubs) shall be preserved to the maximum extent possible.
- Q. **Performance Security.** The applicant and the owner of record of any proposed wireless telecommunications facilities property site subject to this Section shall, at their cost and expense, be jointly required to execute and

file with the City a bond, or other form of security acceptable to the City as to type of security and the form and manner of execution, in an amount of at least \$75,000.00, and with such sureties as are deemed sufficient by the City to assure the faithful performance of the terms and conditions of this Section and conditions of any conditional use permit issued pursuant to this Section. The full amount of the bond or security shall remain in full force and effect throughout the term of the conditional use permit and/or until any necessary site restoration is completed to restore the site to a condition comparable to that which existed prior to the issuance of the original conditional use permit.

R. Indemnification.

1. Any application for wireless telecommunication facilities that is proposed for city property pursuant to this section shall contain a provision with respect to indemnification. Such provision shall require the applicant, to the extent permitted by law, to at all times defend, indemnify, protect, save, hold harmless, and exempt the City and its officers, boards, employees, committee members, attorneys, agents, and consultants from any and all penalties, damages, costs, or charges arising out of any and all claims, suits, demands, causes of action, or award of damages, whether compensatory or punitive, or expenses arising therefrom, either at law or in equity, which might arise out of, or are caused by the placement, construction, erection, modification, location, products performance, use, operation, maintenance, repair, installation, replacement, removal, or restoration of said facility, excepting, however, any portion of such claims, suits, demands, causes of action or award of damages as may be attributable to the negligent or intentional acts or omissions of the City, or its servants or agents. With respect to the penalties, damages or charges referenced herein, reasonable attorneys' fees, consultants' fees, and expert witness fees are included in those costs that are recoverable by the City.
2. Notwithstanding the requirements noted in division (i) of this section, an indemnification provision will not be required in those instances where the City itself applies for and secures a conditional use permit for wireless telecommunications facilities.

S. Removal.

1. Under the following circumstances, the City may determine that the health, safety, and welfare interests of the City warrant and require the removal of wireless telecommunications facilities:
 - a. Wireless telecommunications facilities with a permit with the exclusion of small cell facilities and/or wireless support structures in the City rights-of-way, have been abandoned (i.e. not used as wireless telecommunications facilities) for a period exceeding 90 consecutive days or a total of 180 days in any 365-day period, except for periods caused by force majeure or Acts of God, in which case, repair or removal shall be completed within 90 days.
 - b. Permitted wireless telecommunications facilities subject to this Section fall into such a state of disrepair that it creates a health or safety hazard.
 - c. Wireless telecommunications facilities subject to this Section have been located, constructed, or modified without first obtaining, or in a manner not authorized by, the required conditional use permit, or any other necessary authorization.
2. If the City makes such a determination as noted in division (i) of this section, then the City shall notify the holder of the conditional use permit for the wireless telecommunications facilities promptly that said wireless telecommunications facilities are to be removed, the City may approve an interim temporary use agreement/permit, such as to enable the sale of the wireless telecommunications facilities.
3. The holder of the conditional use permit, or its successors or assigns, shall dismantle and remove such wireless telecommunications facilities, and all associated structures and facilities, from the site and restore the site to as close to its original condition as is possible, such restoration being limited only by

physical or commercial impracticability, within 90 days of receipt of written notice from the City. However, if the owner of the property upon which the wireless telecommunications facilities are located wishes to retain any access roadway to the wireless telecommunications facilities, the owner may do so with the approval of the City.

4. If wireless telecommunications facilities are not removed or substantial progress has not been made to remove the wireless telecommunications facilities within 90 days after the permit holder has received notice, then the City may order officials or representatives of the City to remove the wireless telecommunications facilities at the sole expense of the owner or conditional use permit holder.
 5. If the City mandates the removal of a wireless telecommunication facility and the owner of the facility does not claim and remove it from the site to a lawful location within 10 days, then the City may take steps to declare the wireless telecommunications facilities abandoned, and sell them and their components.
 6. Notwithstanding anything in this section to the contrary, the City may approve a temporary use permit/agreement for the wireless telecommunications facilities, for no more than 90 days, during which time a suitable plan for removal, conversion, or relocation of the affected wireless telecommunications facilities shall be developed by the holder of the conditional use permit, subject to the approval of the City, and an agreement to such plan shall be executed by the holder of the conditional use permit and the City. If such a plan is not developed, approved and executed within the 90-day time period, then the City may take possession of and dispose of the affected wireless telecommunications facilities in the manner provided in this section.
- T. **Minor Modification.** Any repair, antenna modification, height modification that does not exceed the maximum permitted, ground equipment additions within the screened area as required in this section, and minor structure additions may be approved by the Director and shall be required to submit an application for zoning permit.

1203.07 Accessory Uses and Structures

- A. **Generally.** An accessory use or structure may be established provided that it is associated with a primary use permitted in Section 1203.02, *Primary Use Table*, and is permitted by the zoning district as outlined in Table 1203.07-1, *Permitted Accessory Uses and Structures*, below. Accessory uses and structures associated with use categories in Section 1203.03, *Use Categories*, identify common accessory uses and structures associated with primary uses, but do not specify specific associated uses or zoning district permissions. All accessory uses and structures shall comply with the standards of this Section.
- B. **Applicability.**
1. **Establishment.** Accessory uses and structures may only be established or constructed if they meet the standards of this Section and all other applicable standards of this PZC. These standards apply when:
 - a. Establishment or Construction. An accessory use or structure is established or constructed;
 - b. Structure Expansion. An existing accessory structure is expanded by more than 10 percent of its gross floor area; and
 - c. Use Expansion. There is an expansion of the accessory use to or within an existing building, in an outdoor area devoted to the use, or a combination thereof.
 2. **Unlisted Accessory Uses.** Refer to Section 1203.09, *New and Unlisted Uses*, as the same means of interpretation apply to accessory uses as apply to principal uses.

C. **General Standards for All Accessory Uses and Structures.** All accessory uses and accessory structures shall meet the following standards:

1. *Subordination.*
 - a. An accessory use or structure shall be subordinate in size, scale, and intensity to a principle use and shall serve a principal use or structure.
 - b. No structure or building shall be used for an accessory use unless the primary building is also operating with a permitted use.
 - c. A non-agricultural accessory structure shall be subordinate in height and gross floor area to the principal structure.
2. *Ownership.* Be owned or operated by the same person or business as the principal use or structure;
3. *Same Property.* Be located on the same lot or parcel as the principal use or structure;
4. *Location.* Be located in the rear yard unless specific additional requirements permit other yards; The Director may grant an exception to location on through lots that have two front yards (i.e. State Route 63) for the area that functionally serves as the rear yard, subject to any provisions that may be imposed to ensure the surrounding character and privacy of the neighboring lots are preserved.
5. *Commercial Use.* Accessory structures located on residentially zoned or used property shall not be used for commercial purposes.
6. *Setbacks.* Setback requirements for all accessory structures are established for each building type and are set forth in the district chapter (Section 1202.03, *Residential Districts Standards*; Section 1205.05, *Mixed Use and Nonresidential Districts Standards*) unless otherwise regulated specifically within this Section.
7. Cumulative Size. The cumulative total of all accessory structures shall be subject to maximum lot coverage allotments for each district.
- 7.8. Height. An accessory use or structure may not exceed:
 - a. *Residential Use.* In residential districts or for any residential uses, the height of all accessory structures shall be subordinate to the height of the principal structure, unless specifically permitted with standards (i.e. Small Wind Energy Conservation Systems).
 - b. *RR Zoning District.* 40 feet in height for agricultural use buildings.
 - c. *SR, GR, NC, and UR Zoning Districts.* 20 feet in height.
 - d. *All Mixed Use and Nonresidential Zoning Districts.* An accessory use may not exceed 35 feet in height.
- 8.9. Architectural Standards. New accessory buildings shall be constructed of materials similar to the materials used on the principal dwelling or may, in all cases, be constructed of brick, stone, cultured stone, cement siding, wood, stucco and synthetic stucco materials, or other material permitted in Section 1204.06, *Residential Building Elements and Architectural Design*. Decks, gazebos, pergolas, and similar structures must be constructed from materials that are complementary to the principal structure.
- 9.10. Timing of Use. An accessory use or structure may only be constructed after the principal use and building has been established on the lot; and
- 10.11. Easements. Accessory structures shall not encroach into any private or public easement unless specifically authorized.
- 11.12. Permissions. Any accessory use or structure shall, at minimum, require a zoning permit. The Director shall have the authority to determine if a proposed accessory use is of a scale a nature as to be

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a second principal structure and/or use of the site, subject to all requirements of principal buildings, including the applicable architectural standards.

D. **Table of Permitted Accessory Uses and Structures.** Table 1203.07-1, *Permitted Accessory Uses and Structures*, lists the accessory uses and structures allowed within all zoning districts. The following is an explanation of the abbreviations and columns in Table 1203.07-1, *Permitted Accessory Uses and Structures*

1. "P" = The accessory use or structure is permitted by right and is not subject to additional use-specific standards;
2. "L" = The accessory use or structure is permitted subject to use-specific standards and approval of a Zoning Permit by the Director (See use-specific standards set forth in this Section);
3. "C" = The accessory use or structure is permitted subject to use-specific standards and approval of a Conditional Use Permit by the City Council (See [1203.05](#), *Conditional Use Standards*); and
4. "--" = The use is prohibited.

Table 1203.07-1, Permitted Accessory Uses and Structures										
Accessory Use Or Structure	Residential Districts					Mixed Use Districts		Non Residential Districts		
	RR	SR	GR	NC	UR	MU	DT	HC, GC	EC, LI, HI	
Accessory Buildings	L	L	L	L	L	L	L	L	L	
Accessory Dwelling Units	L	L	L	L	L	--	--	--	--	
Agricultural Buildings	L	--	--	--	--	--	--	--	--	
Amateur Radio Antennas	L	L	L	--	--	--	--	--	--	
Automated Teller Machines (ATMs)	--	--	--	--	--	L	L	L	C	
Community Gardens	L	L	L	L	L	L	L	L	L	
Detached Garages	L	L	L	L	L	L	L	L	L	
Detached Storage/Utility Sheds, Gazebos, and Similar Structures	L	L	L	L	L	L	L	L	L	
Drive-Through Facility, Principle Use Associated	--	--	--	--	--	--	--	L	C	
Drop-Off Box	--	--	--	--	--	--	--	P	--	
Electric Vehicle (EV) Charging Station - Level 1 and 2	L	L	L	L	L	L	L	L	L	
Electric Vehicle (EV) Charging Station - Level 3 and Battery Exchange	--	--	--	--	--	--	--	L	L	
Home Occupation	L	L	L	L	L	L	L	--	--	
Guard Shack and Related Structures	--	--	--	--	--	--	--	--	L	
Outdoor Dining	--	--	--	--	--	L	L	L	--	
Outdoor Sales/Display	--	--	--	--	--	L	L	L	L	

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Table 1203.07-1, Permitted Accessory Uses and Structures

Accessory Use Or Structure	Residential Districts					Mixed Use Districts		Non Residential Districts	
	RR	SR	GR	NC	UR	MU	DT	HC, GC	EC, LI, HI
Outdoor Bulk Storage	--	--	--	--	--	--	--	L	L
Porches or Decks	L	L	L	L	L	L	L	L	--
Radio and Television Antennas	L	L	L	L	L	L	L	L	L
Raising of Chickens	L	L	L	L	--	--	--	--	--
Recreational Facilities and Swimming Pools	L	L	L	L	L	L	L	L	L
Roadside Stands	L	--	--	--	--	--	--	L	L
Satellite Dishes	L	L	L	L	L	L	L	L	L
Short-Term Rental	L	L	L	L	L	L	L	--	--
Small Wind Energy Conversion Systems (SWECS)	L	--	--	--	--	--	--	--	C
Solid Waste Collection and Trash Enclosures	L	L	L	L	L	L	L	L	L
Solar Panels (Small Scale)	L	L	L	L	L	L	L	L	L
Type-B Day Care Home (1-6 children)	P	P	P	P	P	--	--	--	--
Unenclosed Patios	L	L	L	L	L	L	L	L	L

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E. Standards for Residential Accessory Structures or Uses.

~~1. Generally.~~

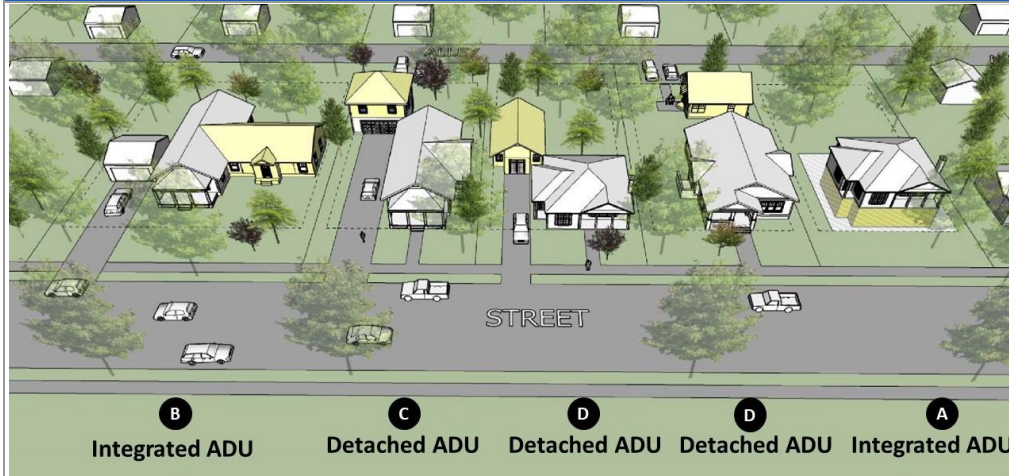
- ~~a. Screening. An accessory structure located in an interior side yard shall be screened by a six-foot tall opaque fence or wall.~~
- ~~b. Size. The cumulative total of all accessory structures shall be subject to maximum lot coverage allotments for each district as established in Section 1202.03 Residential District Standards.~~

2.1. Accessory Dwelling Units (ADUs). Accessory dwelling units shall be permitted in all residential zoning districts as an accessory use to single-unit detached on lots greater than or equal to 9,000 square feet, or the single-unit attached housing type in the UR zoning districts, subject to the following standards:

- a. ADU Types. There are two types of ADUs:
 - i. Integrated ADUs; and
 - ii. Detached ADUs.
- b. Integrated ADUs. Integrated ADUs are located within a permitted building and shall comply with the building placement standards for the permitted and associated principal building types established in [Article 02.02, Residential Zoning Districts](#).

- i. Integrated ADUs may be established by dividing space within a principal building (See (A) in Figure 1203.07-1, below), or by adding floor area to an existing building (See (B), below). Integrated ADUs may be accessed from within the principal building or from outside, according to the standards of this Section.
- ii. Integrated ADUs appearance:
 - (A) Integrated ADUs shall not involve design modifications to the exterior of the principal building that make their presence obvious.
 - (B) Where exterior doors provide direct access to the integrated unit, such doors shall be designed, located, and configured in a manner that is typical for secondary access to a residential dwelling (e.g. side doors, French doors, etc.).
 - (C) Any exterior stairs that would serve as the primary entrance to the ADU shall be located on the side or rear of the principal structure and are prohibited from being located on the front of the principal structure.
 - (D) If a principal building is expanded to accommodate an integrated ADU, the expansion shall be designed in a manner that is comparable to the principal building.
 - (E) Only one entrance may be located on the front facade of the principal building facing the street unless the building contained additional front entrances prior to the ADU's construction.
- c. Detached ADUs.
 - i. Detached ADUs are dwelling units that are located inside of an accessory structure, such as a detached residential garage (See (C) in Figure 1203.07-1, below) or detached structure (D).
 - ii. *Alleys.* Where an improved alley adjacent to the lot exists, vehicular access to the ADU shall take place from the alley.
- d. Prohibited Locations.
 - i. An ADU shall not be located on a lot where any short-term rental residential use exists.
 - ii. ADUs may not be established within manufactured homes or structures and vehicles that do not have a permanent foundation, including, but not limited to recreational vehicles, travel trailers, or campers.
- e. Maximum Floor Area of the ADU.
 - i. *Measurement.* The floor area is measured as the area within the ADU itself and does not include areas of an accessory building that are used for other purposes, such as a detached garage or a workshop that is not incorporated into the ADU.
 - ii. *Standard.* The floor area of an ADU shall not exceed 25 percent of the total square footage of the principal residential building to which it is accessory, or 800 square feet, whichever is greater.
- f. Required Parking for ADUs. In the SR, GR, and UR districts, in addition to the parking requirements for the principal residential use set out in Section 1204.10, *Off-Street Parking Spaces Required*, one off-street parking space for the ADU shall be provided.

Figure 1203.07-1
Accessory Dwelling Unit Types



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3.2. *Amateur Radio Antennas.* Noncommercial amateur radio antenna structures are permitted when in compliance with the following standards:

- a. Use Requirement. The structure is for use by licensed amateur radio operators.
- b. Height. Such tower shall not exceed 100 feet in height, except by conditional use permit.
- c. Construction Requirement. The construction shall be of such type as may be required by the City to form a safe and durable structure.
- d. Encroachments. Components of the antenna shall not be permitted to extend across the property line of the property on which the antenna is located.
- e. Setback. The antenna structure shall be set back a distance equal to the height of the tower plus an additional 20 feet.

4.3. *Community Gardens.* As an accessory use, community gardens are subject to the following regulations:

- a. Prohibitions and General Requirements. On-site sale of community garden food products is prohibited in the residential districts;
- b. All equipment shall be stored in an enclosed building;
- c. The garden site shall be designed and maintained to prevent any chemical pesticide, fertilizer or other garden waste from draining onto adjacent properties or public rights-of-way;
- d. On-site trash, recyclable, and compost containers shall be located and maintained as far as practicable from residential dwelling units located on adjoining lots;

- e. Signage. One sign is allowed on lots on which a community garden use is located, which shall not exceed four square feet in area and shall include the name and phone number of the property owner or the garden manager;
 - f. The property shall be maintained free of tall weeds and debris;
 - g. Dead garden plants shall be regularly removed and, in any instance, no later than December 1 of each year; and
 - h. Fencing. The perimeter of community gardens shall be fenced.
4. *Detached Garages and Detached Storage/Utility Sheds, Gazebos, and Similar Structures.*
- a. Size. The structure of any structure must be less than the footprint of the principal structure (i.e. the house).
 - a-b. Surface Material for Garages. All detached storage or detached garage structures shall have a raised panel design door and a solid asphalt or concrete floor surface. Alternate materials may be approved by the Director.
 - b-c. Surface Material for Other Structures. Utility Sheds (generally 200 square feet and under), gazebos, and similar structures may be permitted with wooden, paver, or other alternative solid floor surfaces, as approved by the Director.
 - c-d. Paved Surface. Accessory structures that are to house vehicles shall be located so that access is made by a paved surface (asphalt or concrete) driveway.
5. *Home Occupations.*
- a. Use Limitation.
 - i. Such use shall be conducted entirely within the dwelling unit and no use of any accessory building or yard space shall be permitted.
 - ii. More than one home occupation may be permitted within any single dwelling unit provided that the total of all home occupations complies with the standards of this section.
 - iii. Not more than one person, who is not a resident of the premises, may participate in the home occupation as an employee or volunteer.
 - iv. The following are examples of permitted home occupations:
 - (A) Clerical and other similar business services;
 - (B) Instruction in music, dance or other type of teaching with a maximum number of two students at a time;
 - (C) The office of a professional accountant, attorney, broker, consultant, insurance agent, realtor, architect, engineer, sales representative, and similar office-oriented occupations;
 - (D) Artists, sculptors, photographers, home crafts;
 - (E) Barber shop/beauty salon with a maximum of one chair;
 - (F) A licensed massage therapist who provides massage therapy for a maximum of one client at any given time; or
 - (G) Any similar use as determined by the Director.
 - b. Space Limitation. No more than the equivalent of 25 percent of the gross floor area of any dwelling shall be utilized for a home occupation.

- c. Home Offices. Persons utilizing their home office space (e.g., working from home during off-hours or telecommuting) shall not be subject to these home occupation regulations.
 - d. Performance Standards. The nature of home occupation as an accessory use relative to its location and conduct of activity shall be such that the average neighbor, under normal circumstances, would not be aware of its existence. In keeping with this, the external appearance and residential character of the dwelling unit shall not be altered in any manner to identify the presence of a nonresidential use.
 - e. Storage. There shall be no outside storage of any kind related to the home occupation and only commodities made on the premises or commodities that are considered accessory to the services provided (i.e. shampoo in a beauty salon) may be sold on the premises. No display of the products shall be visible from the street.
 - f. Parking. No additional parking burden, due to the home occupation, shall be created.
 - g. No equipment, process, materials, or chemicals which create offensive noises, vibration, smoke, dust, odor, heat, glare, x-rays, radiation, or electrical disturbances shall be utilized in the home occupation.
 - h. Deliveries. Delivery of any materials necessary for a home occupation shall be limited to automobiles, light duty trucks or vans.
 - i. Hours of Operation. Hours of operation for a home occupation that entails client visits or incoming deliveries is restricted to no earlier than 8:00 a.m. and no later than 8:00 p.m. each day of the week, except that operation on Sundays is restricted to 12:00 p.m. to 6:00 p.m.
 - j. Signage. No sign, other than one non-illuminated nameplate, two square feet in area and mounted flat on the front face of the dwelling, shall be erected or maintained on the premises.
6. *Porches or Decks*. Porches and decks may be permitted shall comply with the following standards:
- a. Porches and decks are permitted in all yards.
 - b. Porches and Decks shall be set back a minimum of five feet from all lot lines.
 - c. Porches and decks in the front or side yard shall be required to meet all the setback requirements for principal buildings in the applicable zoning district.
 - d. Porches or decks in any yard that are enclosed (with screening or other materials) or have a solid roof shall meet the setback requirements for principal buildings in the applicable zoning district.
 - ~~e. All other porches may extend into required setbacks in accordance with the applicable zoning district of the use.~~
7. *Raising of Chickens*. Raising of Chickens shall be permitted in residential zoning districts subject to compliance with all the following requirements:
- a. Location. The raising of chickens shall only be permitted in the rear yard.
 - b. Maximum Number and Limitation.
 - i. For all residential lots one-third acre or less that contain a single-unit dwelling unit/house the maximum number of chickens allowed is three.
 - ii. For all residential lots over one-third acre that contain a single-unit dwelling unit/house the maximum number of chickens allowed is six.
 - iii. There is no restriction on chicken breeds. Ducks, geese, turkeys, peafowl, male chickens/roosters, or any other poultry or fowl are not permitted.

- iv. Eggs, chicks, adult chickens, and processed chickens shall not be sold. Chicken manure and compost using chicken manure shall not be sold or otherwise distributed.
- c. Chicken Enclosures. The design and materials for a chicken enclosure shall comply with the following (see also Figure 1203.07-2, *Acceptable Chicken Coop and Pen Features*):
 - i. General. A chicken coop and chicken pen shall be provided and the chickens shall be secured in the coop or pen at all times. No person shall release or set any chicken free from such coop or pen.
 - ii. Location of Coop and Pen. The chicken coop and chicken pen all be located at least 15 feet from any property line or public right-of-way and a minimum of 25 feet from any residential structure on an adjoining lot.
 - iii. Coop.
 - (A) The coop shall be enclosed with a solid material on all sides and have a have a solid roof and door(s).
 - (B) The coop shall be at least two feet high, and provide at least three square feet of floor area per chicken with a maximum area of 100 square feet. The maximum height is six feet.
 - (C) The coop shall provide one square foot of window per 15 square feet of floor area, and vents as necessary to ensure adequate ventilation. If the floor area is less than 15 square feet, then at least one window measuring one foot by one foot shall be provided.
 - (D) Doors shall be constructed so that they can shut and lock. Windows shall be constructed so they can shut.
 - (E) Windows and vents shall be covered with wire that is 16-gauge or wider diameter with maximum spacing of one inch by one inch.
 - (F) In all instances the coop is required to substantially meet the architectural requirements for accessory structures with the intent to comply with architectural features in Figure 1203.07-2, *Acceptable Chicken Coop and Pen Feature*.
 - iv. Pen.
 - (A) The chicken pen shall be constructed of wood or alternate material as approved and wire fencing material that is 19-gauge or wider diameter with maximum spacing, overall or along the lower portion for graduated poultry fencing, of one inch by six inches. The maximum height is six feet with a maximum area of 160 square feet.
 - (B) The pen shall provide at least 10 square feet of area per chicken. The fence shall rise at least three feet above the ground.
 - (C) The pen shall be covered with wire or solid roofing.
- d. Other Standards.
 - i. Chickens shall have access to feed and clean water at all times, and such feed and water shall be inaccessible to rodents, wild birds, and predators. Chickens shall be provided adequate bedding in the chicken coop and perches are encouraged.
 - ii. No more than 2 cubic feet of chicken manure shall be stored, for use as unprocessed fertilizer. All other manure shall be disposed of or composted. All stored manure shall be completely contained in a waterproof container. Any compost using chicken manure shall be produced in an enclosed backyard composter.

- iii. The chicken coop, chicken pen, and surrounding area shall be kept clean, dry, odor free, and in a neat and sanitary condition at all times. All manure, uneaten feed, and other trash shall be removed in a timely manner and disposed of in a sanitary manner.
- iv. Chicken coops and pens shall be completely screened from adjacent roadways and parcels by a six-foot tall solid opaque fence, wall, or equivalent landscape vegetative material.
- v. Slaughter shall not be visible from any adjacent property, public area, or right-of-way and only if for use by the occupants of the premises and not for sale. If a chicken dies from causes other than slaughter, it shall promptly be placed into a plastic bag, which shall be closed securely and disposed of with household waste.
- vi. In a public health emergency declared by the Health Department or appropriate agency, including but not limited to an outbreak of Avian Flu, immediate removal of the chickens or other corrective action may be required, in accordance with applicable public health regulations and procedures.
- vii. In the event that violation(s) of this section occurs twice within any given 365-day period, the City shall have the right to revoke the accessory use permit for the raising of chickens and order the immediate removal of all chickens, and related chicken raising structures, and uses.

Figure 1203.07-2, Acceptable Chicken Coop and Pen Features



Figure Notes:

- A. Pen constructed of wood or alternate material.
- B. Wire fencing material and a pen area maximum of 160 square feet and height maximum of 6 feet. The fence shall rise a minimum of 3 feet above ground to prevent chickens from escaping.
- C. Roofing material shall be wire or solid material.

8. **Recreational Facilities and Swimming Pools.** Swimming pools, hot tubs, spas, ponds, lakes, and residential recreational facilities such as bathhouses and tennis courts shall comply with the following conditions and requirements:
 - a. Location.
 - i. The facility or accessory structures shall only be permitted in the side or rear yard.
 - ii. The facility or accessory structures adjacent thereto shall not be located in any front yard.
 - iii. No facility or adjacent accessory structure situated in the side yard shall be located closer than 20 feet from the side lot line.
 - iv. No facility or adjacent accessory structure situated in the rear yard shall be located closer than ten feet from any side or rear lot line.
 - v. A private temporary swimming pool, pond, or lake, containing water 24 inches or less in depth water and less than 150 square feet may be located in any yard provided it is not closer than 5 feet to any lot line.

- b. Fencing. A residential recreational facility's fencing may exceed height, type, and location requirements as established in the base zoning district and as required in Section 1204.22, *Screening and Fencing*, as determined by the Director when the fencing is necessary for the security and safety of the use.
- c. **Private Swimming Pools.**
 - i. A private swimming pool, hot tub, spa, pond, or lake containing water more than 24 inches in depth shall be completely surrounded by a fence or barrier at least 48 inches in height above the finished ground level measured on the side of the barrier away from the pool to prevent uncontrolled access by children from the street or from adjacent properties. Spas or hot tubs with a safety cover that complies with ASTM F1346-91 shall be exempt from the fence provisions. If the swimming pool is above grade and exceeds four feet in height, no fence shall be required however, all access ladders shall be removed or secured to prevent access when not in use.
 - ii. Openings in the fence or barrier shall not allow passage or access. The fence or barrier shall be constructed of one of the following materials:
 - iii. Vertical wooden boards placed close enough together to serve as a barrier to prohibit access to children, pets, etc.;
 - iv. A decorative metal fencing with slats or poles placed close enough to prohibit access; or
 - v. Split rail fencing, Kentucky Board or similar type of fencing with woven wire is acceptable provided that the wire is installed on the inside of the fence.
 - vi. The enclosure around any private swimming pool, hot tub, spa, pond, or lake shall have an access opening, as necessary, that shall have gates that close and latch automatically, and can be locked when not in use.
 - vii. The entire fence shall be kept in a neat condition and in a state of good repair. The swimming pool, hot tub, spa, shall be maintained in a clean and healthful condition, and no such pool shall be permitted to accumulate foul, stagnant, or dirty water.
 - viii. The facilities shall be located on the same lot as the principal building, structure or use;
 - ix. The private swimming pool, hot tub, spa, pond, or lake is intended to be used solely for the enjoyment of the occupants of the principal use of the property on which it is located.
- d. **Community Pools.**
 - i. Exclusive of PUD Districts, community pools shall be set back a minimum of 50 feet all lot lines and 150 feet from all lot lines that abut a single-unit dwelling lot.
 - ii. Community pools shall be landscaped with plantings on all sides and rear property lines.
 - iii. Community pools shall meet all standards as required for private swimming pools in this section.
 - iv. Community pools may be subject to the structural and sanitary requirements of the Ohio Department of Health.
- e. **Exemptions.**
 - i. Swings, playsets, sandboxes, gardens with garden type fencing, clotheslines, outdoor fire pits, and chimneys are permitted in the side or rear yards, and do not require a zoning permit.
 - ii. Wood piles are permitted in the rear yard only and do not require a zoning permit.

- iii. Birdbaths, basketball hoops, fountains, flagpoles, statues are permitted in any yard and do not require a permit.
- iv. Trellises less than 10 square feet are permitted in any yard and do not require a permit.
- v. Detention or retention ponds as required for development purposes are exempt from the requirements of this section.

9. *Short-Term Rental.*

- a. Generally.
 - i. The dwelling unit used as a Short-Term Rental must be the property owner's or owner-authorized resident's primary residence, regardless of dwelling unit type.
 - ii. If the property owner or owner-authorized resident is not present in the residence, the property can be used as a Short-Term Rental for a maximum of 120 days in a calendar year. If the property owner or owner-authorized resident is physically present and occupies the residence during the rental stay, there is no limitation on the number of days the property can be used as a Short-Term Rental.
- b. Zoning Permit Required.
 - i. A Short-Term Rental may not operate without a Zoning Permit pursuant to the requirements in Section 1207.14, *Zoning Permit*.
 - ii. The Zoning Permit for the Short-Term Rental does not run with the property but is issued to the specific owner of the property. The permit shall expire upon sale or transfer of the property. The permit shall not be transferred or assigned to another individual, person, entity, or address but may be managed by a third party on behalf of the owner.
- c. Location.
 - i. No non-owner-occupied Short-Term Rental shall be located within 500 feet of another non-owner-occupied Short-Term Rental.
 - ii. No non-owner-occupied Short-Term Rental shall be located in the RR, SR, NC, and GR zoning districts.
- d. Operational Standards. All Short Term Rental owners and tenants shall comply with the following rules and regulations:
 - i. All short-term tenants shall comply with all applicable noise, housing, public health, fire, and safety ordinances of the City.
 - ii. Parking in private driveways shall be used first, with overflow parking on the street where permitted. Parking on-site in non-driveway areas (i.e., front yard areas, parkways, and rear yards) shall be prohibited.
 - iii. No meals shall be prepared for or served to the short-term tenants by the owner or the owner's agents.
 - iv. Use of the Short Term Rental for any commercial or large social events or gatherings, such as weddings, shall be prohibited.
 - v. The Permit with all local contact information and emergency safety information shall be prominently displayed within the Short-Term Rental.
 - vi. The City-issued Zoning Permit number shall be used in all rental marketing materials.

- vii. During the term that a Short-Term Rental is occupied by a short-term tenant, the owner or the local contact person designated by the owner shall be available at all times for the purpose of responding within one hour to complaints regarding the condition or operation of the Short-Term Rental or the conduct of short-term tenants. If the local contact person designated by the owner changes, the owner shall update the permit on file within three days.
- viii. Maximum overnight occupancy of a Short-Term Rental shall be limited to two occupants per bedroom, plus an additional two occupants per dwelling unit. The maximum overnight occupancy per dwelling unit shall be 15 occupants.

F. Standards for Nonresidential Accessory Uses and Structures.

1. Generally.

- a. Height. An accessory use may not exceed 35 feet in height unless indicated within this Section.
- b. Encroachments. A detached accessory building shall not encroach on any required buffer.
- c. Building or Structure Limitations. There shall be no more than three detached accessory buildings on a lot where the principle building is 200,000 SF or less. One additional accessory building may be permitted for every 100,000 square feet of principal building floor area in excess of 200,000 square feet.
- d. Location. Unless specifically allowed in a front yard, an accessory building may only be permitted in the rear yard.
- e. Director Discretion. The Director shall have the authority to determine if a proposed accessory use is of a scale a nature as to be a second principal building and/or use of the site, subject to all requirements of principal buildings, including the applicable architectural standards.

2. Agricultural Buildings.

- a. Use Limitations. In the RR District, agricultural buildings are permitted only as accessory to the Raising of Livestock or Raising of Crops.
- b. Location and Setbacks.
 - i. In the RR District, an agricultural building is permitted in any yard, provided it meets the side and rear yard setback requirements and is a minimum of 200 feet from the front yard lot line.
 - ii. If directly adjacent to an SR, NC, GR, or UR zoning district or residential use the minimum setback for all livestock uses, such as agricultural livestock buildings or pasturing areas shall be 50 feet.
 - iii. For purposes of multiple lots under single ownership, the Director may waive the setback requirements.

3. Automated Teller Machines (ATMs).

- a. Building Materials. ATMs are permitted as an accessory use when they meet the applicable architectural standards and are constructed of the same or better materials as the primary building.
- b. Height. No part of an ATM structure shall exceed 15 feet in height unless the ATM is built into the side of the principal building.
- c. Setbacks. All structures and activity areas, except off-street parking, shall be set back a minimum of 50 feet from all lot lines abutting a residential zoning district and a minimum of 35 feet from all other lot lines.
- d. Stacking Requirements. All ATMs that are built into a drive-through facility shall be subject to the vehicle stacking requirements of Section [1204.14](#), *Off-Street Vehicle Loading and Stacking*.

- e. Location. To the maximum extent feasible, ATMs shall be located in the side or rear yard.
4. *Drive-Through Facilities.*
- a. Use Limitations.
 - i. These standards shall not apply to carry-out restaurants where a user can pick up pre-ordered food either at a window or inside the principal building.
 - ii. No service shall be rendered, deliveries made, or sales conducted within the required front yard;
 - b. Signage. See Section 1204.26, *Permanent Signs*, for regulations addressing signs related to the facility.
 - c. Fencing. A solid fence or screen between six feet in height shall be constructed along any property line abutting a residential district.
 - d. Ancillary Structures. All drive-through areas, including but not limited to menu boards, stacking lanes, trash receptacles, loudspeakers, drive-up windows, and other objects associated with the drive-through area shall be located in the side or rear yard of a property to the maximum extent feasible, and shall not cross, interfere with, or impede any public right-of-way.
 - e. Parking. Customers served in vehicles shall be parked to the sides and/or rear of the principal structure.
 - f. Speaker Setbacks. Audible electronic devices such as loudspeakers, automobile service order devices, and similar instruments shall be set back a minimum of 300 feet from any residential dwelling unit.
 - g. Stacking Requirements. Drive-through facilities shall be subject to the vehicle stacking requirements of Section 1204.14, *Off-Street Vehicle Loading and Stacking*.
 - h. Ingress and Egress. All points of entrance or exit shall be set back a minimum of 100 feet from the intersection of any street.
5. *Drop-Off Boxes.*
- a. Location. Drop-off boxes shall only be permitted in the side or rear yard.
 - b. Screening.
 - i. The drop-off box shall be screened on a minimum on three sides to a height that fully screens the use unless otherwise required in this code.
 - ii. Screening shall be accomplished by the use of hedges, wall, or decorative fence that provides full opacity screening.
6. *Electric Vehicle (EV) Charging Stations.*
- a. Generally.
 - i. An electric vehicle charging space as an accessory use is permitted provided that the space does not interfere with vehicular, bicycle, or pedestrian circulation, including fire lanes and access to the site.
 - ii. An electrical permit is required for the installation of charging equipment.
 - iii. All Electric Vehicle Charging Stations shall include an emergency power shutoff located in a location easily accessible by emergency responders.
 - b. Permitted Locations and Standards.
 - i. All Uses. Electric vehicle charging stations may be located in any yard.

- ii. Residential Uses.
 - (A) Unless the charging station is located in a parking structure, charging stations are limited to Level 1 and Level 2 type facilities as defined in Section 1209.03, *Definitions*.
 - (B) Level 1 or Level 2 charging stations shall only be provided for the residents and their guests as an accessory to primary residential use.
 - (C) The charging stations shall be located within a fully enclosed attached or detached garage.
- iii. Mixed-Use and Nonresidential Use.
 - (A) Level 1 or Level 2 charging stations shall be permitted as accessory to all uses.
 - (B) Level 3 charging stations shall be limited to commercial and industrial uses only in zoning districts indicated in Table 1203.07-1, *Permitted Accessory Uses and Structures*.
 - (C) The space must be located in a parking structure or parking lot that serves a principal use; and
 - (D) EV charging stations shall be reserved for parking and charging of electric vehicles only.
- c. Parking.
 - i. Electric vehicle charging stations located within parking lots or garages may be included in the calculation of the minimum required parking spaces.
 - ii. All EV parking spaces shall meet the minimum dimensional standards of Section 1204.11, *Off-Street Parking Design*.
- d. Equipment Standards and Protection. Equipment for electric vehicle charging stations shall comply with the following standards:
 - i. Charging equipment shall be protected by wheel stops, bollards, or similar devices to prevent damage.
 - ii. Charger cords shall be retractable or have hanging or storage locations outside of pedestrian pathways.
 - iii. Cords connecting chargers to vehicles shall not cross driveways, sidewalks, or loading areas.
 - iv. Equipment shall be protected by wheel stops or concrete-filled bollards.
- e. Signage.
 - i. Each electric vehicle charging station located in a mixed-use, nonresidential, or agricultural use shall be posted with signage indicating the space is only for electric vehicle charging purposes.
 - ii. Wayfinding signs conveniently located to guide motorists to the charging stations are permitted with the approval of the Director.
 - iii. The following information shall be posted at all electric vehicle charging stations:
 - (A) Voltage and amperage levels;
 - (B) Geographic location, date of installation, equipment type and model;
 - (C) Hour of operations if time limits or tow-away provisions are to be enforced by the property owner;
 - (D) Usage fees;
 - (E) Safety information;

- (F) A 24-hour on-call contact information for reporting when the equipment is not operating or other problems.

7. *Guard Shacks and Related Structures.*

- a. Building Materials. Guard shacks and related structures shall be constructed of complimentary or similar materials to the principle structure.
- b. Location. Structures should be located in the side or rear yard. The Director may permit the structure to be located in the front yard if the applicant can show cause as to why it cannot be located in the side and rear yards.
- c. Size. Structures should be of an appropriate size as is customary for the use.

8. *Outdoor Dining.* Outdoor dining areas are permitted when they comply with the following regulations:

- a. Location.
 - i. Outdoor dining areas are permitted in any yard.
 - ii. Outdoor dining areas shall not be located in such a manner as to require customers and employees to cross driveways or vehicular use areas to go between the café/food service area and the principal building.
- b. Dimensions. Outdoor dining areas wider than four feet shall be surrounded by decorative railings or fencing that separates the eating area from the sidewalks or vehicular traffic.
- c. Other Standards.
 - i. Umbrellas that shelter diners from the elements shall be secured so as not to create a hazard in windy conditions.
 - ii. Permanently enclosed outdoor dining areas either by a permanent roof or to expand the existing structure shall meet all the requirements of a building within the applicable zoning district and shall require the issuance of a zoning permit.
 - iii. Temporary tents covering outdoor dining areas are permitted when they comply with the following regulations:
 - (A) They shall only be permitted for a maximum of six months in a calendar year.
 - (B) They shall be constructed of black vinyl or other materials as approved by the Director.
 - (C) They must have windows or similar architectural features.

9. *Outdoor Sales/Display.* Temporary and permanent facilities for outdoor sales/display (e.g., garden supply sales, news and flower stands, and similar uses) that are accessory to another principal use may be permitted upon compliance with the following:

- a. Location.
 - i. Outdoor sales/display areas may be permitted provided that the merchandise is displayed on the sidewalk or walkway adjacent to the building in the front yard.
 - ii. Outdoor sales/display areas may also be permitted in the side or rear yard.
 - iii. Outdoor sales/display areas that are not located adjacent to the principal building shall not be located more than 20 feet away from the principal building.
 - iv. Outdoor sales/display areas may be permitted in the front yard, away from sidewalks and buildings, under the following provisions:
 - (A) The outdoor sales/display area shall not reduce the amount of off-street parking spaces provided to a number below the minimum number of required spaces; and

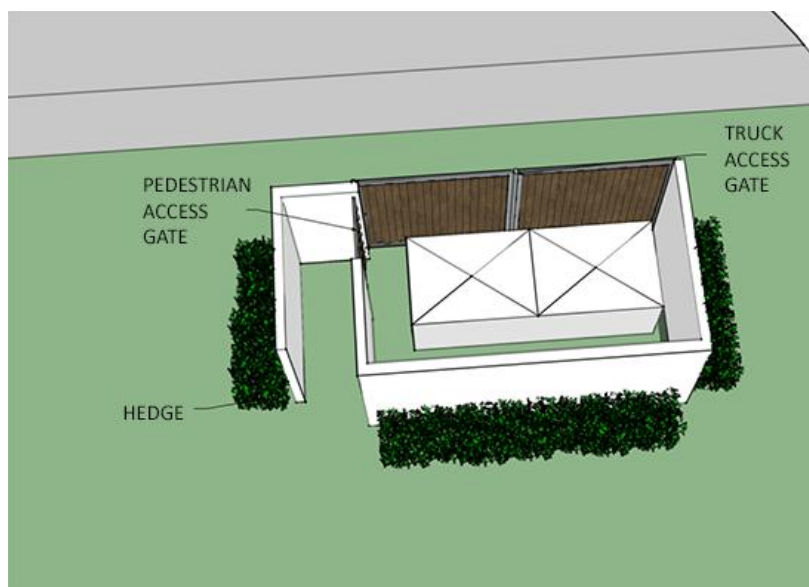
- (B) No more than 2,400 square feet of the front yard (exclusive of display areas on a sidewalk or walkway) shall be dedicated to outdoor sales.
- b. Pedestrian Movement. The placement of the merchandise shall not interfere with pedestrian movement on any sidewalk or walkway. A minimum of five feet of the sidewalk or walkway shall be clear of merchandise to allow for safe pedestrian movement.
 - c. Fencing or Screening. Fenced or screened outdoor sales/display areas must incorporate materials, architectural features, and fencing that complement the principal building.
10. *Outdoor Bulk Storage.* The following regulations shall apply to commercial or industrial outdoor bulk storage (including items such as trailers, supplies, and materials):
- a. Areas designated for outdoor bulk storage shall only be permitted in the side or rear yard. Front yard outdoor storage may be approved in industrial or commercial districts if storage is integral to the business operations and cannot be located elsewhere (i.e. truck storage or distribution centers) as determined and approved by the Director.
 - b. Outdoor storage shall not interfere with parking or the safe and unobstructed use of vehicular or pedestrian accessways or walkways.
 - c. Outdoor storage shall not include the use of banners, pennants, strings of pennants, or similar decorations.
 - d. Outdoor storage areas shall be required to be located on a paved solid surface of asphalt or concrete. Gravel surfaces are prohibited.
 - e. Outdoor storage areas shall be required to be fully screened with a solid fence, or wall, at least 8 feet in height and not to exceed 14 feet in height. The screening shall be constructed of materials similar or complementary to those materials used on the principal building within the development, unless more specific standards apply. Open fence types may be permitted in combination with landscaping and screening as determined by the Director for the material type and height.
 - f. Outdoor storage areas that are visible from a front yard or public/private road shall also have a continuous evergreen hedge or similar at minimum of 6 feet tall at installation.
11. *Radio and Television Antennas.* Radio, television, or other similar receiving dish, antenna, or structure, shall not be located closer to the street than the front building line.
12. *Roadside Stands.*
- a. *Roadside stands are permitted in any yard but shall be located outside of any right-of-way.*
 - b. *A roadside stand must be operated in association with an existing agricultural use and must be located on the same property or on adjoining property under the same ownership as the agricultural use.*
 - c. *The roadside stand may not exceed 1,000 square feet in size and must be located within a permanent structure.*
 - d. *A minimum of 51 percent of the product display area must be devoted to a product(s) grown on the associated farm.*
 - e. *The roadside stand may include food preparation utilizing products produced on the associated farm.*
 - f. *The roadside stand must comply with the applicable building code and permitting requirements as well as all applicable regulations related to the treatment and disposal of wastewater.*
13. *Satellite Dishes.*

- a. Satellite dishes of one meter in diameter or less shall be exempt from the provisions of this section and shall not require a zoning permit. To the maximum extent feasible, the dish should be located in the side or rear yard.
 - b. Any satellite dish that is larger than one meter in diameter shall be subject to the following standards:
 - i. The dish shall only be permitted in the rear yard and shall be set back 15 feet from the principal dwelling and 10 feet from all lot lines.
 - ii. The maximum diameter of any dish shall be 10 feet in a residential zoning district and 12 feet in all other zoning districts.
 - iii. The dish shall not exceed 15 feet in height as measured from the natural grade level.
 - iv. Fencing or landscaping shall be installed around the dish or the subject property so as to fully screen the dish from view from adjacent properties or street rights-of-way.
14. *Small Wind Energy Conversion Systems (SWECS).*
- a. SWECS may be located on lots with a minimum lot area of 2.5 acres or more. However, if the proposed turbine is attached to a building and the turbine (to the top of the blades) does not exceed the maximum building height requirement of the applicable zoning district, there shall be no minimum lot area requirement.
 - b. The maximum height of a stand-alone SWECS shall be 150 feet from natural grade to the top of an extended rotor blade.
 - c. All portions of a SWECS support structure must, at a minimum, meet the setback requirements for the applicable zoning district. SWECS must also be set back a minimum distance equal to 110 percent of the height of the SWECS, as measured to the top of the rotor blades, from all lot lines.
 - d. Only a single tower and single turbine shall be permitted on a property. Multiple turbines may be permitted with a conditional use permit if attached to a nonresidential building and if the diameter of the rotor is less than six feet.
 - e. Climbing access to the tower structure shall be limited by:
 - i. Placing fixed climbing apparatus no lower than 10 feet from the ground; and
 - ii. Placing a six-foot fence or shielding around the SWECS.
 - f. SWECS shall be of a scale intended for on-site power consumption and shall not be designed to produce energy to sell to electric providers. This regulation shall not prohibit a property owner that is installing a SWECS from connecting to the local electric system if mandated by the electric provider for the purposes of safety.
15. *Solar Panels (Small-Scale).*
- a. Freestanding solar panels shall be limited to a maximum height of 16 feet and shall be located in the rear yard.
 - b. Roof-mounted solar panels on the front side of a roof facing a street shall be flush-mounted to the roof.
 - c. Roof-mounted solar panels that do not face a street shall not exceed more than 36 inches in height from the roof plane.
16. *Solid Waste Collection and Trash Enclosures.*

- a. Generally. Solid waste collection and trash enclosures shall be incorporated into the overall design of the building and landscape so that visual impact of brush and waste containers are fully contained and out of view from adjacent properties and public rights-of-way.
- b. Damage Prevention. Whenever screening material is placed around any large waste receptacle (dumpster) or waste collection unit which is emptied or removed mechanically on a regular basis, a curb or bollards to contain the placement of the container shall be provided within the required screening material. The curbing or bollards shall be at least one foot from the screening material and shall be designed to prevent possible damage to the screening when the container is moved or emptied.
- c. Residential Uses. Centralized solid waste facilities may be provided for attached or multi-unit residential uses by the use of dumpsters or garbage bins if it is demonstrated that:
 - i. The facilities are located no more than 200 feet (walking distance) from the individual residential uses that they are intended to serve.
 - ii. The facilities are located in a side or rear yard, unless it is not possible to provide service access in such locations.
 - iii. Access to the facilities is configured to meet the requirements of the City refuse service.
 - iv. The areas where dumpsters and/or garbage bins are stored are fully enclosed by a solid wall or fence to match the principal building in terms of materials.
 - v. The enclosures have gates that remain closed at all times except when the dumpster or garbage bins are being serviced.
 - vi. The enclosures are landscaped as indicated in Figure 1203.07-2, Trash Enclosures for Residential and Nonresidential Uses.
 - vii. The enclosures are oriented so that landscaping faces adjoining properties or streets.
- d. Nonresidential Uses. Solid waste collection facilities, generally. Dumpsters or garbage bins may be provided for solid waste collection if it is demonstrated that:
 - i. The facilities are located no more than 200 feet (walking distance) from all individual commercial uses that they are intended to serve.
 - ii. The facilities are located behind the principal building in a side or rear yard.
 - iii. The facilities are placed a minimum distance of 20 feet from any public right-of-way, public sidewalk, or property line that abuts a residential zoning district or use;
 - iv. Access to the facilities is configured to meet the requirements of the City refuse service.
 - v. The areas where dumpsters and/or garbage bins are stored are fully enclosed by an opaque fence, wall, or enclosure constructed of any one or more of the following materials and include an opaque gate:
 - (A) Redwood;
 - (B) Rough cedar;
 - (C) Pressure-treated lumber;
 - (D) Brick;
 - (E) Concrete;
 - (F) Composite fencing material; and
 - (G) Masonry materials.

- vi. A minimum height shall be the greater of six feet or one foot taller than the waste container provided that the maximum height shall not exceed 10 feet in height.
- vii. The areas where dumpsters and/or garbage bins are stored are fully enclosed by a solid wall or fence constructed of masonry to match the principle building.
- viii. Meet City engineering, infrastructure, and construction design standards, including those that pertain to maneuvering space.
- ix. The enclosures are landscaped as indicated in Figure 1203.07-2, *Trash Enclosure for Residential and Nonresidential Uses*.
- x. The enclosures are oriented so that landscaping faces adjoining properties or streets.

Figure 1203.07-2
Trash Enclosures for Residential and Nonresidential Uses



14. *Unenclosed Patios.*

- e. All unenclosed patios shall be set back a minimum of three feet from all lot lines.
- f. Unenclosed patios shall be permitted in any yard.

1203.08 Temporary Uses and Structures

- A. **Purpose.** The purpose of this Section is to establish specific conditions for certain uses and structures permitted for a limited duration. The following standards ensure that such temporary uses or structures do not negatively impact surrounding properties and are discontinued upon the expiration of a set time period.
- B. **Applicability.** Permitted temporary uses and structures are set forth in Table 1203.08-1, *Temporary Uses and Structures*. These standards shall apply to all permitted temporary uses and structures in all districts unless provided for otherwise in this Section to ensure that such temporary uses or structures do not negatively impact surrounding properties and are discontinued upon the expiration of a set time period.
- C. **Temporary Use Permit.**
1. *Permit Required.* Any operator of a temporary use shall receive and display a valid temporary use permit from the Director per [1207.21, Temporary Use Permit](#), unless specifically excepted within this Section.
 2. *Exemptions.* The following temporary uses and structures shall not require a Temporary Use Permit but shall comply with all applicable standards of this Section:
 - a. Outdoor Entertainment. Individual outdoor entertainment events in permitted athletic stadiums, amphitheaters, and City-owned property;
 - b. Mobile Food Vending as Part of Special Events. No mobile food vending permit shall be required for any mobile food vending unit that operates exclusively within special events (i.e. within a park festival) as determined by the Director;
 - c. Residential Garage or Yards Sales. Garage or yard sales on a property with a residential use or that is zoned residential; and
 - d. Onsite Outdoor Seasonal Produce Sales. Outdoor seasonal produce sales sold on the same property where subject produce is grown.
- D. **Extension of Approvals.** Approvals may be extended upon demonstration of good cause, appropriate maintenance, extension of any surety, and diligent pursuit of the purposes for which the temporary construction or storage uses were established. All applications for renewal of a temporary use permit issued pursuant to this Section shall be submitted to the Director at least 10 working days before the expiration of the current permit.
- E. **General Standards for All Temporary Uses and Structures.**
1. *Applicability.* These standards shall apply to all permitted and limited temporary uses and structures in all districts unless provided for otherwise in this Section.
 2. *Required Principal Use.* The establishment of a temporary use requires that there is a permanent principal use on the same property.
 3. *Maximum Duration.* Other than retail promotional activities, the temporary uses set out in this Subsection are limited for a specified period of time as noted in Table 1203.08-1, *Temporary Uses and Structures*.
 4. *Property Owner's Permission.* The operator of a temporary use shall obtain, in writing, the permission of the property owner to operate on their property and shall submit a copy to the Director as part of the zoning permit process.
 5. *No Substantial Impacts.* The temporary use shall not have substantial adverse effects or noise impacts on nearby residential neighborhoods.
 6. *No Permanent Alterations.* No permanent alterations to the site shall be done for the temporary use.

7. *Not Interfere with Normal Operations.* The temporary use shall not interfere with the normal operations of any permanent use located on the property.
8. *Land Area.* There shall be sufficient land area to allow the temporary use, structure, or special event to occur, as well as adequate land to accommodate the parking and traffic movement.
9. *Utilities.* Temporary uses shall provide sufficient potable water and adequate sewage disposal.
10. *Public Convenience and Litter Control.*
 - a. Trash receptacles shall be provided for customers to dispose of food wrappers, food utensils, paper products, cans, bottles, food, and other such waste. Such receptacles shall be located not more than 10 feet from the temporary use.
 - b. The Director may require adequate public restroom facilities.
 - c. Liquid wastes such as grease or oil used in the operation shall not be discharged from a mobile food vehicle.
 - d. After the temporary use is finished, the site shall be returned to its condition prior to the temporary use being established, including, but not limited to, removal of all litter and any other facilities related to the use, at no expense to the City.
 - e. *Parking, Access, and Circulation.* The temporary use shall:
 - i. Have sufficient on-site parking for the principal and temporary use;
 - ii. Have adequate sight distances for safe vehicular ingress and egress;
 - iii. Not impede the safe movement of vehicular and pedestrian traffic, parking lot circulation, or access to any public alley or sidewalk;
 - iv. Not obstruct access by emergency service providers; and
 - v. Provide safe circulation by:
 - (i) Maintaining access to principal uses operating simultaneously with the temporary use; and
 - (ii) Minimizing points of conflict between vehicles and pedestrians.
11. *Tents, Stages, and Seasonal Covers.* A temporary tent, stage or seasonal cover may be erected for a temporary use in any yard, provided:
 - a. The location of the tent or seasonal cover shall not obstruct visibility nor block the sidewalk;
 - b. Only one tent or seasonal cover shall be placed at any residential property at one time; and
 - c. Tents and seasonal covers shall not be located on any parcel for a period exceeding 28 days per calendar year.
12. *Outdoor Lighting.* All light sources shall be directed inward to the site and downward and away from adjacent properties. Refer to [Article 04.07, Outdoor Lighting](#).
13. *Signs.* Signage for temporary uses shall be permitted only within the time frame for which the temporary use is permitted. See [1204.27, Temporary Signs](#) for specific standards for signs.
14. *Liquor Sales.* Anything other than food and non-alcoholic beverages shall not be sold unless a special events liquor license is approved by the appropriate licensing authority.
15. *Other Codes.* The temporary use shall meet all applicable local and state codes.

F. **Temporary Uses and Structures Table.**

1. *Permitted Temporary Uses.* Permitted temporary uses and structures are set forth in Table 1203.08-1, *Temporary Uses and Structures*.
2. *Unlisted Temporary Uses.* Refer to [1203.01, General Provisions](#), as the same means of interpretation apply to temporary uses as apply to permanent uses.
3. *Legend.* The temporary uses in Table 1203.08-1, *Temporary Uses and Structures*, below, are classified and symbolized by the following:
 - a. "P" means the use is permitted by right and is not subject to additional use-specific standards;
 - b. "L" means the use is permitted subject to limited temporary use standards set forth in Table 1203.08-2, Limited Temporary Use Standards, below, and approval of a Zoning Permit by the Director;
 - c. "--" means the use is prohibited in the specified zoning district; and
 - d. "Number/Number" in the Duration column means the maximum number of events per year and maximum days per event on a single lot in a calendar year.

Table 1203.08-1, Temporary Uses and Structures					
Key: P = Permitted Use L = Limited Use -- = Prohibited					
Land Use	Duration	Zoning Districts			
		Residential	Mixed-Use and Nonresidential		
		RR, SR, GR, NC, UR	MU, DT	HC, GC	EC, LI, HI
Public and Commercial Events					
Commercial Outdoor Sales Event	14/every 90 days	--	P	P	--
Farmers' Market or Open-Air Market	52/2	--	L	P	--
Mobile Food Vending	365/1	--	L	L	--
Public Exhibit or Transient Event/Show	1/14	--	P	P	--
Roadside Stand	2/60	--	P	P	--
Seasonal Sales	6/90	--	P	P	--
Sidewalk Sales	6/60	--	P	P	--
Construction, Storage, and Refuse Collection Facilities					
Construction Dumpster	Until a certificate of occupancy for the last building of the project is issued	L	L	L	L
Construction Offices		L	L	L	L
Construction Yard		--	--	--	L
Gravel Surface Parking Lot		L	L	L	L
Portable Storage Unit	▪ 14 days if located in a residential driveway;	L	L	L	L

Table 1203.08-1, <i>Temporary Uses and Structures</i>					
Key: P = Permitted Use L = Limited Use -- = Prohibited					
Land Use	Duration	Zoning Districts			
		Residential	Mixed-Use and Nonresidential		
		RR, SR, GR, NC, UR	MU, DT	HC, GC	EC, LI, HI
Real Estate Sales/Model Home	Until 85% occupancy is reached	L	L	--	--

G. **Limited Temporary Use Standards.** The following sets out standards for duration, location, hours, operational limitations, and design standards for limited temporary uses as indicated in Table 1203.08-1, *Temporary Uses and Structures*.

1. *Public and Commercial Events.*

a. *Farmer's or Open-Air Market.*

- i. Location of Use. May only be located on city-owned property with approval by the City.
- ii. Hours of Use. Not Limited.
- iii. Operational Limitations.
 - (A) At least 75 percent of the displayed inventory of the products sold is farm products or value-added farm products.
 - (B) If a booth sells products not produced by the vendor, said booth must explicitly disclose the producer's name and location in writing with lettering that is at least 2 inches tall and visible to the consumer.
 - (C) The onsite presence of a Market Manager during all hours of operation who shall direct the operations of all vendors participating in the market and verify that the requisite number of individual booth are operated by Producers; and
 - (D) An established set of operating rules addressing the governance structure of the market, hours of operation, maintenance, security requirements, and the appointment of a Market Manager.

b. *Mobile Food Vending.*

- i. Location of Use. The use shall:
 - (A) Not be within any sight distance triangle, required setbacks, open space, or bufferyard;
 - (B) Be at least 150 feet from any existing restaurant unless documentation stating approved consent from all restaurant owners within 150 feet is provided; and
 - (C) Be at least 150 feet from any residential zoning district except as approved on city-owned land or parks.
- ii. Hours of Use. The use shall not operate before 10:00 a.m. or after 2:00 a.m.
- iii. Operational Limitations. The mobile food operator or an employee shall be present at the use at all times.

c. *Seasonal Sales.*

- i. Location of Use. The use shall:
 - (A) Not be within the public ROW; and
 - (B) Not be within 200 feet of a single-unit dwelling, unless the dwelling is located on the same property where the product is grown and sold.
- ii. Hours of Use. 7:30 a.m. to 10:00 p.m. or the same hours of operation as the principal use on the same lot, whichever is more restrictive.
- iii. Operational Limitations.
 - (A) Only one seasonal activity on a lot at any one time;
 - (B) The range of goods or products available for sale shall be limited to non-processed products obtained primarily through farming or agricultural activities, including, but not necessarily limited to:
 - (1) pumpkins;
 - (2) grains and seed crops;
 - (3) fruits and vegetables;
 - (4) nursery, floral, ornamental, and greenhouse products;
 - (5) trees and forest products, including Christmas trees, and firewood;
 - (6) bees and beekeeping products;
 - (7) seafood; and
 - (8) dairy products.
- iv. Design. Four parking spaces shall be available for the use of customers.

2. *Construction, Storage, and Refuse Collection Facilities.*

a. *Construction Dumpster.*

- i. Location of Use. The use shall be located:
 - (A) On the parcel or lot using dumpster;
 - (B) Set back at least 10 ft. from all property lines;
 - (C) At least five feet from a fire hydrant;
 - (D) Not within any required bufferyard;
 - (E) Not located as within a floodplain or otherwise obstruct drainage flow; and
 - (F) In nonresidential and mixed-use districts, dumpsters shall be located behind buildings (where possible) and shall not obstruct required parking areas.
- ii. Hours of Use. Not Limited.
- iii. Operational Limitations. Refuse shall be contained within the dumpster, and shall be secured to prevent it from being removed from the dumpster by wind or animals.

b. *Construction Office.*

- i. Location of Use.
 - (A) On a lot or parcel proposed for development;
 - (B) Set back at least 10 feet from all property lines; and
 - (C) Not within required open space, landscaping area, bufferyard.

- ii. Hours of Use. Not Limited.
- iii. Operational Limitations. May be used by construction superintendents, construction workers, contractors, and other personnel on a construction team or as a security office, but shall not be used as a residence.
- c. *Construction Yard.*
 - i. Location of Use. Within one-half mile of the construction site to which the construction yard relates.
 - ii. Hours of Use.
 - (A) 8:00 a.m. to 8:00 p.m. if within 600 feet of residential property; or
 - (B) 6:00 a.m. to 10:00 p.m. in all other location.
 - iii. Operational Limitations. The facility shall be used only for a construction site within the City or an infrastructure project that is wholly or partially located in the City.
- d. *Gravel Surface Parking Lot.*
 - i. Location of Use. Only in areas for parking as established on the approved Site Plan.
 - ii. Hours of Use. Not limited.
 - iii. Operational Limitations. Not limited.
 - iv. Design. A solid surface or gravel access drive shall be provided for vehicle access from a public street.
- e. *Real Estate Sales/Model Home.*
 - i. Location of Use. On a platted lot.
 - ii. Hours of Use. Not Limited.
 - iii. Operational Limitations. Operated by a developer or builder active in the same phase or section where the use is located.
 - iv. Design. The use shall be aesthetically compatible with the character of the surrounding development in terms of exterior color, predominant exterior building materials, and landscaping.
- f. *Portable Storage Unit.*
 - i. Location of Use.
 - (A) On the same a parcel or lot served by a portable storage unit;
 - (B) Not located within setbacks or encroaching over the sidewalk; and
 - (C) On nonresidential parcels, use shall be located on the driveway or behind the principal building.
 - ii. Hours of Use. Not limited.
 - iii. Operational Limitations. Only one portable storage container shall be on any residential property at any one time.

1203.09 New and Unlisted Uses

- A. **Purpose.** It is recognized that new types of land use will develop and forms of land use not anticipated may seek to locate in the City. In order to provide for such changes and contingencies, a determination as to the appropriate classification of any new or unlisted land use shall be made as established in this Section.

B. Authorization of Proposed Use.

1. *Director Discretion.* Use Categories and specific uses are listed in the tables in Section 1203.03, *Use Categories*. The Director may interpret a use that is not listed to be within a defined use category or zoning district.
2. *Referral to Planning Commission.*
 - a. *Director Referral.* The Director may refer the question concerning any new or unlisted use to the Planning Commission requesting an interpretation as to the use category or zoning district into which such use should be placed. The referral of the use interpretation question shall be accompanied by a statement of facts listing the nature of the use and whether it involves dwelling activity, sales, processing, type of product, storage and amount and nature thereof, enclosed or open storage, anticipated employment, transportation requirements, the amount of noise, odor, fumes, dust, toxic material and vibration likely to be generated and the general requirements for public utilities such as water and sanitary sewer.
 - b. *Zoning District Determination.* If referred to the Planning Commission, the Commission shall consider the described nature and performance of the proposed use and its similarity with the uses within a given Use Category and the purpose of a given zoning district and determine if the proposed use should be permitted in any Use Category or zoning district.

C. If Not Authorized Then Prohibited. If the Director or Planning Commission determines that a proposed use does not fit within a given Use Category or zoning district and is not functionally the same as a permitted, limited, or conditional use, then the use is considered a prohibited use.

D. Decision Criteria. The Director or Planning Commission, as appropriate, shall evaluate the proposed use based on the descriptions of the use categories as provided in Section 1203.02, *Primary Use Table*, and the following criteria:

1. Parking demand;
2. Average daily and peak hour trip generation (cars and trucks);
3. Impervious surface;
4. How the use is advertised;
5. Regulated air or water emissions;
6. Noise;
7. Lighting;
8. Dust;
9. Odors;
10. Glare;
11. Solid waste generation;
12. Potentially hazardous conditions, such as projectiles leaving the site;
13. Use and storage of hazardous materials;
14. Character of buildings and structures;
15. Nature and impacts of operation;
16. Hours of operation; and
17. The basis of facts about the history of a known use in other jurisdictions.

CHAPTER 1204 DEVELOPMENT AND DESIGN STANDARDS

Article 04.01 Purposes and Applicability

1204.01 Purposes

~~Table 1204.01-1, Section Purpose Statements, provides the purpose for each of the Articles in this Chapter.~~

Table 1204-01-1, Section Purpose Statements	
Section and Title	Purpose
Article 04.02, Open Space	Parks and open space provide a valuable asset to the urban form of the city, its historical development, and the general welfare of its residents by enhancing property values, providing adequate light and air space, preventing overcrowding of land, providing visual buffering between roadways and structures, and promoting the beautification of the city. The purpose of this Article is to: *—Expand on the open space to provide for amenities that provide a range of community benefits—from passive natural open space for low residential development, focal points for new mixed-use development, gathering spaces, or key public benefits (such as stormwater management);— *—Apply open space requirements for projects that are sufficiently large to accommodate them; and *—Encourage development where public open space is already available.
Article 04.03, Building Elements and Architectural Design	The purpose of this Article is to encourage development that contributes to the City of Monroe's unique sense of place, reflecting the community's physical character and adding to it in appropriate ways. The provisions of this Article are intended to: *—Preserve and enhance a community character that conveys a positive, lasting impression on both residents and visitors; *—Provide buildings that are functional, safe, and attractive; *—Establish the physical and functional relationships between buildings and the public realm; and *—Prescribe the rules related to building massing, form, and design.

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Table 1204-01-1, Section Purpose Statements	
Section and Title	Purpose
Article 04.04, Parking, Loading, and Circulation	The purpose of this Article is to regulate the amount and location of vehicle parking, loading areas, access, and mobility in order to promote a more efficient use of land, enhance the development form, encourage the use of alternative modes of transportation, provide for better pedestrian movement, and protect air and water quality. The provisions of this Article are intended to: *—Prevent and alleviate the congestion of public streets; *—Encourage the incorporation of alternative modes of transportation by emphasizing pedestrian circulation and establishing requirements for bicycle parking; *—Increase and protect the capacity of the roadway system; *—Promote greater safety of passage between highway and land; *—Minimize the detrimental effects of vehicular use areas on adjacent properties; *—Encourage the reduction of impervious surfaces through effective design and the use of shared parking where practical; and *—Promote the health, safety, and public welfare by establishing minimum requirements for off-street parking and loading areas as well as provisions for access control.
Article 04.05, Landscaping, Screening, and Buffering	The purpose of this Article is to protect and promote the public health, safety, general welfare, and beautification of the City through landscaping, screening, and bufferyards. The provisions of this Article are intended to: *—Protect privacy and provide buffering between land uses of differing intensities; *—Create an aesthetically pleasing environment that improves the quality of life for the citizens; *—Aid in noise, glare, and heat abatement; *—Contribute to the process of air purification, ground water recharge, and control of ground water runoff; *—Encourage efforts to preserve large trees, natural wetlands, and/or other natural features; *—Prevent tree loss by eliminating or reducing compaction, filling, or excavation near tree roots; *—Prevent or reduce soil erosion and sedimentation and stormwater runoff; *—Enhance energy conservation; *—Control the urban heat island effect; and *—Increase and maintain property values.

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Table 1204-01-1, Section Purpose Statements	
Section and Title	Purpose
Article 04.06, Signage	Regulating the location, size, placement, and physical characteristics of signs is necessary to enable the public to locate goods, services, and facilities and to receive a wide variety of other messages, commercial and noncommercial, without difficulty and confusion, to encourage the general attractiveness of the community, to enhance public safety, and to protect property values. The provisions of this Article are intended to: *—Enhance the economy and the business and industry of the City by promoting the reasonable, orderly, and effective display of signs and thereby encourage increased communication with the public; *—Provide the City the authority and powers to regulate signs under the United States Constitution, the Constitution of the State of Ohio, and the City Charter; *—Provide a fair, equitable, and predictable regulatory framework for all sign users; *—Promote and protect the public health, safety, comfort, morals, and convenience; *—Restrict signs and lights that will increase the probability of traffic congestion and accidents by distracting attention or obstructing vision; *—Reduce conflict among signs and light and between public and private information systems; *—Promote signs that are compatible with their surroundings; *—Ensure regulations that constitutionally protect free expression and do not burden the content of protected messages displayed on signs; and *—Protect that incidental restriction on the freedom of speech is no greater than is essential to the furtherance of the interests protected by this Article;
Article 04.07, Outdoor Lighting	The purpose of this Article is to enhance the visual environment of the City and promote safety and continued well being by: *—Preventing the trespass of artificial light onto rights of way, residential, nonresidential, industrial, and institutional properties in ways that constitute a hazard to public safety or interference with the use, value, and enjoyment of the property; *—Helping to minimize heat generation resulting in higher temperatures during night-time hours; and *—Helping to minimize the City's carbon footprint.
Article 04.08, Miscellaneous Development Standards	The purpose of the performance standards to provide for the peaceful and quiet enjoyment of property and to set forth regulations so that no use shall be constructed or operated so as to create a nuisance or to create any noxious, objectionable, or other undesirable effects on persons or property outside of the lot line of said use. Materials, uses and products produced shall be adequately housed, shielded, or screened so that the health, safety, and welfare of persons occupying the property or adjacent properties are not jeopardized.

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1204.02-01 Applicability

- A. **Generally.** The standards of this Chapter apply to and are required of new development, redevelopment, and expansions of uses, sites, and buildings, as shown in Table 1204.02-1, *Development Standards Applicability*.
- B. **Timing of Compliance.** No Certificate of Occupancy or other permissions to operate shall be issued until all site improvements required in this Article are constructed in conformance with the approved application required in [Chapter 1207](#), *Development Review Procedures*.

Table 1204.02-1, Development Standards Applicability							
Sections of this Article	Development Thresholds						
	New construction of multiunit dwellings, nonresidential, or mixed-use	Change in use from residential to nonresidential or mixed use	Increase in units, GFA, or impervious surface (such as parking, loading, or stacking) immediately, or cumulatively over a 5-year period by:			Change in use requiring additional parking, loading, or stacking spaces	Construction of a new sign or structural modification of an existing sign
			50% or more	25 to 49 %	less than 25%		
			♦ = Article Applies -- = Article Does Not Apply				
Article 04.02, Open Space	♦	--	♦	--	--	--	--
Article 04.03, Building Elements and Architectural Design	♦	♦	♦	--	--	--	--
Article 04.04, Parking, Loading, and Circulation	♦	♦	♦	♦	♦	♦	--
Article 04.05, Landscaping, Screening, and Buffering	♦	--	♦	♦	--	♦	--
Article 04.06, Signage	♦	♦	--	--	--	--	♦
Article 04.07, Outdoor Lighting	♦	--	♦	♦	♦	♦	--
Article 04.08, Miscellaneous Standards	♦	♦	♦	♦	♦	♦	♦

Article 04.02 Open Space Standards

1204.03 General Provisions

A. **Purpose.** Parks and open space provide a valuable asset to the form of the city and the general welfare of its residents by enhancing property values, providing adequate light and air space, preventing overcrowding of land, providing visual buffering between roadways and structures, and promoting the beautification of the city. The purpose of this Article is to:

1. Expand on the open space to provide for amenities that provide a range of community benefits - from passive natural open space for low residential development, focal points for new mixed-use development, gathering spaces, or key public benefits (such as stormwater management);
2. Apply open space requirements for projects that are sufficiently large to accommodate them; and
3. Encourage development where public open space is already available.

B. **Applicability.** This section shall apply to all residential development and all nonresidential development containing a residential component.

B-C. **Amount of Open Space Required.** Development shall provide at least the minimum amount of open space dictated by the zoning district in [Chapter 1202, Zoning District Established](#), and the following:

1. *Minimum Open Space Set Aside.* Development shall provide at least the minimum amount of open space identified in Table 1204.03-1, *Open Space Set-Aside*.
2. *Calculating Open Space.* The percentage of open space shall be based on the gross site area of the proposed project, including all rights-of-way.
3. *Formal Open Space Requirements.* When formal open space, as defined in Section [1209.03, Definitions](#), is required per this Section, such space shall be areas of improved ~~open amenity~~ space for active use by residents or members of the public that may include, but is not limited to, in-ground swimming pools, playgrounds, tennis courts, jogging trails, gathering spaces with benches, gazebos, or shelters, or similar outdoor recreational uses. See Section [1204.04, Open Space Design](#), for design standards for other forms of formal open space categories.

Table 1204.03-1, Open Space Set Aside

District	Minimum Percentage of Gross Site Designated as Open Space
Any <u>conservation</u> subdivision in the RR District	— Required Total Open Space per Article 02.02, Residential Zoning Districts , including 5% Formal Open Space
Any subdivision in the SR, GR, NC, or UR Districts	
Conservation development types in RR, SR, and GR Districts	
Any residential PUD	20% Total Open Space including 5% Formal Open Space
Any nonresidential PUD development with a residential component	<u>Required Total Open Space per Article 02.03 <i>Mixed Use and Nonresidential Zoning Districts</i>, including 5% Formal Open Space</u>

C. ~~**What Qualifies as Open Space.** When formal open space is required, such space shall be areas of open space that have been improved for active use by residents or members of the public that may include, but is not~~

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~~limited to, in-ground swimming pools, playgrounds, tennis courts, paved jogging trails, or similar outdoor recreational uses.~~

- D. **What Does Not Qualify as Open Space.** The following areas shall not be counted toward compliance with open space requirements:
1. Private and public roads, and associated rights-of-way;
 2. Public or private parking spaces, access ways, and driveways related to any residential use;
 3. Required setbacks between buildings, and vehicular use areas;
 4. Required setbacks between buildings and streets;
 5. Required minimum spacing between buildings and vehicular use areas;
 6. Private yards, including front, back and side yards;
 7. Land that is subject to pre-existing conservation easements or other similar protected open spaces;
 8. Above-ground buildings, pipes, apparatus, and other equipment for community or individuals, septic or sewage disposal systems;
 9. Substations, public or private utility easements;
 10. Dry stormwater detention basins or facilities unless they are located within an open space area preserved under this PZC; and
 11. Leftover land that has no value for development and is not a natural resource (e.g., river or stream corridor, large forest stand, wetland) that contributes to the quality of the overall project, as determined by the Planning Commission.
- E. **Permitted Uses in Open Space.** The following uses for community use may be permitted in required open space:
1. Passive recreational uses such as nature preserves, protected tree stands, meadows, or other non-formal areas of open space.
 2. Active recreational uses as permitted in formal open spaces (See the definition of “active parks, playgrounds, and recreational facilities.”)
 3. Detached Garages/Detached Storage/Utility Sheds, Gazebos, and Similar Structures:
 - a. All storage or garage structures shall have a solid asphalt or concrete floor surface. Alternate materials may be approved the Director;
 - b. Utility Sheds (generally 200 square feet and under), Gazebos and similar structures may be permitted a wooden, paver, or other alternative solid floor surface, as approved by the Director;
 4. Community Gardens;
 5. Picnic areas and associated shelters; and
 6. Any other uses approved by the Planning Commission during the applicable review procedure.
- F. **Provision of Open Space in Multi-Phase Developments.**
1. Development proposed in phases shall be considered as a single development to apply the open space set-aside standards required in this chapter.
 2. The open space set aside for the entire project shall be reviewed and approved as part of the preliminary plat ~~process~~, Master Development Plan, or Planned Unit Development processes, as applicable.
 3. Development shall not be phased solely as a method to avoid the minimum open space set-aside standards in this chapter.

4. In cases where less than 100 percent of the total amount of open space set-aside is provided within the first phase of a multi-phase development, the open space set-aside required shall be apportioned into each of the remaining development phases.

G. Protection and Ownership of Open Space.

1. Generally.

- a. Any further subdivision of the open space for uses other than those prescribed in this PZC and the approved site plan, PUD plan, Master Development Plan, or subdivision plat shall be prohibited.
- b. In all cases, the long-term control and protection of the open space shall be accomplished through the use of a conservation easement.

2. Conservation Easements.

- a. Generally. At the time when an applicant records the plat for the approved subdivision, a conservation easement shall be placed on all lands and private waters used to satisfy the open space requirement. The conservation easement shall:
 - i. Run with the land, regardless of ownership;
 - ii. Provide for protection of the land in perpetuity;
 - iii. Be granted and deeded to the City, county, state, park district, a City-approved land trust, or other qualified organization approved by the Planning Commission;
 - iv. Be solely to ensure the land remains undeveloped; and
 - v. Shall not, in any way, imply the right of public access or any other right or duty not expressly established by the terms of the easement.
- b. Ownership. While the City, county, state, park district, city-approved land trust, or other qualified organization may hold the conservation easement, the property itself shall still be owned by the original property owner, the developer (applicant of the subdivision), or the homeowners' association. If it is to be owned by the homeowners' association, the association's documents shall be recorded with the subdivision plat and a copy submitted to the Director to be maintained as part of the City's records.
- c. Maintenance. The conservation easement shall include information on how the property will be maintained by the property owner and shall also state that failure to maintain the property in accordance with the conservation easement agreements shall be considered a violation of this code. In addition, the holder of the easement may pursue any remedy provided by law or equity, including, but not limited to, the remedies in Section 5301.70 of the Ohio Revised Code.

H. Homeowners' Associations or Property Owners' Associations.

1. *Establishment.* A homeowners' association or property owners' association shall be established to permanently maintain all open space and common areas if such areas are not transferred and accepted by the City, county, state, park district, city approved land trust, or other qualified organization.
2. *Membership.* Membership in the association shall be mandatory for all purchasers of lots in the development.
3. *Agreements.* All homeowners' association or property owners' association agreements shall be submitted to the Director as part of the subdivision application, PUD or site plan, whichever is applicable. No set of proposed covenants, articles of incorporation, or bylaws of a homeowner's association or property owners' association shall permit the abrogation of any duties set forth in this section.
4. *Maintenance.*

- a. All homeowners' associations or property owners' associations shall guarantee the maintenance of all open space and common areas within the boundaries of the development through the deed restrictions or covenants.
 - b. The association shall be responsible for maintenance, control, and insurance of all common areas, including required open space.
 - c. If the homeowners' association or property owners' association no longer maintains the common areas and open space in a neat and orderly manner, or if the homeowners' association or property owners' association goes defunct, the City may take over maintenance and assess a fee to cover the costs of such maintenance. The fee shall be assessed to each of the benefitting property owners within the subdivision.
5. *Membership.* Membership in the association shall be mandatory for all purchasers of lots in the development.

1204.04 Open Space Design

- A. **Generally.** In order to ensure that a variety of functional, well-designed ~~civic and~~ open spaces are distributed throughout the City, residential developments shall have ~~a civic and an~~ open space component as required in [Article 02.02, Residential Zoning Districts](#), and mixed use and nonresidential developments shall have a ~~n civic and~~ open space component as required in [Article 02.03, Mixed Use and Nonresidential Zoning Districts](#).
- B. **Function.** Open space may be integrated into the on-site stormwater management system to maximize the usable portion of a property. Low-impact development (LID) improvements may be used and count toward the open space requirements of the development. Such improvements include, but are not limited to, bioretention, enhanced detention, and infiltration basins, such as inverted vegetated islands within parking lots, rain gardens, reduced impervious areas, vegetated swales, rain barrels and cisterns, and pervious pavements.
- C. **Location.** ~~Civic and open~~ Open space shall be readily accessible to and visible from the street and connected to a public sidewalk.
- ~~D. **Perimeter Access.** A minimum of 25 percent of the perimeter of any required open space area shall abut a street.~~
- ~~E-D. **Accessibility.** The ~~civic and~~ open space shall be designed in accordance with the Americans with Disabilities Act (ADA) requirements.~~
- ~~F-E. **Availability.** If the open space permits general public access, the space shall include signage posting the hours available for public usage. The signage shall not count against total signage permitted as set forth in [Article 04.06, Signage](#).~~
- ~~G-F. **Exclusions.** The following areas shall not be counted as open space:~~
 1. *Yards.* Private yards on individual lots, including lots of single-unit attached, single-unit detached, patio homes, duplexes, and townhomes;
 2. *Driveways and Landscaping.* Driveways, parking areas, and required landscape islands;
 3. *Structures.* Land covered by structures not designated for active or passive recreational uses;
 4. *Outdoor Display and Storage.* Designated outdoor display and storage areas; and
 5. *Stormwater Management Facility.* Areas designated as stormwater management facilities that are not integrated with one of the civic or open space types as permitted in Table 1204.04-1, ~~Public Civic and Open Space Standards~~

H-G. Open Space Categories. Permitted ~~public civic and~~ open spaces include any open space in Table 1204.04-1, ~~Public Civic and Open Space Standards~~. Permitted ~~private~~ open space includes such amenities as forecourts, courtyards, or other amenities acceptable to the Director.

Table 1204.04-1 Public Civic and Open Space Standards	
Type	Standard
Plaza 	General Character - Formal open space - Defined seating areas - Balance of hardscape and plantings - Spatially defined by building entries Location and Size - Minimum area: 900 square feet - Maximum area: 22,000 square feet - Minimum width: 30 feet - Minimum pervious cover: 25 percent - Permitted zoning districts: MU, DT, GC, HC, BP
Pocket Park 	General Character - Formal open space - Spatially defined by buildings or streets - Open shelters, paths, lawns, and trees - Walkways and plantings at all edges - Abundant seating opportunities Location and Size - Minimum area 2,500 square feet - Maximum area: 10,000 square feet - Minimum width: 60 feet - Minimum pervious cover: 60 percent - Permitted zoning districts: MU, DT, GC, HC, BP

Table 1204.04-1
Public Civic and Open Space Standards

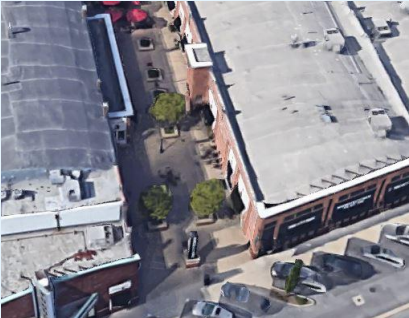
Type	Standard
Common Green 	General Character - Small semi-urban improved and manicured open space responding to specific user groups and space available for community use - Range of character can be for intense use or aesthetic enjoyment Location and Size - Minimum area 5,000 square feet - Maximum area: 2-10 acres - Minimum pervious cover: 75%; the remainder may consist of amenities, pavers, or other materials and features acceptable to the Director - Within a ¼ mile of all residences - Permitted zoning districts: RR, SR, GR, UR, MU, DT, GC, BP, LI, HI
Promenade 	General Character - Linear shaded public open space - Allow for social and commercial activity to spill into the public realm - Consist of a hardscape pathway with permeable or impermeable pavers and surfaces, and activated by building entries that face onto it - Landscaped, and activated with seating areas, patios, sidewalks, fountains, and similar amenities Location and Size - Minimum width: 16 feet - Maximum width: 30 feet - Minimum pedestrian passage width: 8 feet - Minimum pervious cover: 20 percent - Located to provide inter-block connections from one street to another - Permitted zoning districts: MU, DT, GC, HC, BP

Table 1204.04-1
Public Civic and Open Space Standards

Type	Standard
Rooftop Garden 	General Character - Vegetated space on top of a flat or gently-sloped roof - Space is usable by the general public, residents, employees, or customers Location and Size Roof load: A registered professional engineer shall certify that the roof can support any proposed new loads and whether any additional steps are required to keep new roof components in place when subjected to a wind speed of more than 90 mph. Roof edge protection: To avoid loose material from falling, a perimeter opaque barrier shall be established on the perimeter of the garden with a minimum height of 42 inches. - Permitted zoning districts: <u>UR</u>, MU, <u>DT</u>, <u>HUC</u>, <u>GC</u>, <u>BP</u>
Parklet 	General Character - Sidewalk extension that provides seating, plantings, and other amenities. - Typically installed in parallel, on-street parking spaces as part of an internal street network or public right-of-way as approved by the City Engineer. - Extend out from the sidewalk at the level of the sidewalk to the width of the parking space(s). Location and Size - Minimum area: 180 square feet Maximum area: 360 square feet Minimum planted area: 25 percent - Encroachment: Temporary or permanent right of Way Permit required - Protection: A perimeter barrier shall be established with a minimum height of 36 inches and a maximum height of 42 inches. - Permitted zoning districts: MU, DT

Table 1204.04-1 Public Civic and Open Space Standards	
Type	Standard
Civic Space 	General Character Consists of permitted uses for the district in the Government Facilities, Office, Retail Repair, Sales, and Service use categories - Serves as a focal point in the development - In a conservation development may only consist of 10 percent of the site area and may only count toward a maximum of 10 percent of required open space Location and Size - Minimum area: Minimum lot size for the district - Maximum area: 7,500 square feet - Minimum landscaped area: 25 percent - Permitted zoning districts: RR, SR, GR, UR, MU, DT, GC
Natural Area 	General Character - Informal natural space and/or green infrastructure for stormwater treatment purposes - Spatially defined by natural features - Paths, meadows, and wooded areas are designed to reflect the natural and cultural heritage of the site - Potential to interconnect with other natural areas Location and Size - Minimum area: 1 contiguous acre - Minimum width: 25 feet at its narrowest point Located in areas of sensitive environmental resources, including but not limited to woodlands, waterways and riparian buffers, steep slopes, and floodplains - Permitted zoning districts: RR, SR, GR, GC, BP, LI, HI

1204.04-1. General Standards for Required Open Space. In addition to the general requirements established in Table 1204.04-1, ~~Public Civic and~~ Open Space Standards, above, land set-aside as required ~~civic and~~ open space shall comply with the following standards:

1. **Accessibility.** All areas of open space shall be accessible to residents or users of the development by providing at least 15 feet of ~~street~~ frontage ~~on a public street, or in the case of a mixed use development, 15 feet of frontage on an internal access drive or a public street.~~

2. *Minimum Contiguous Square Feet.* Areas of open space in residential subdivisions shall have a minimum contiguous area of 10,000 square feet in size.
3. *Connectivity to Planned Space.*
 - a. Where open areas, trails, parks, or other open space resources are planned or exist adjacent to development or open space, park, etc., the planned open space shall, to the maximum extent practicable, ~~be located to~~ adjoin, extend, or connect to and enlarge the ~~presently~~ existing trail, park, or other open area land.
 - b. The use and improvement of the green-space-and-recreational-open space shall be planned in relation to any existing or proposed public or semi-public open space which adjoins or which is within 1,500 feet of the perimeter of the PUD or subdivision.
- ~~4. *Orientation.* Lots and buildings adjacent to formal open space set asides in traditional and conventional areas shall be oriented toward the open space set aside.~~
- ~~5.4. *Residential Open Space.* When 15% or more of a site is required to be set aside for open space in a residential zoning district, a~~ minimum of ~~10~~50% of the ~~total project area~~required open space shall be dedicated as Common Green or a Natural Area open space type. Such green-open space shall be suitably improved for its intended use, but any green space containing natural features worthy of preservation, as determined by the approving authority, may be left unimproved. The buildings, structures and improvements which are permitted in the green space shall be appropriate to the uses which are authorized for the green space and shall conserve and enhance the amenities of the green space, having regard to its topography and unimproved condition.
- ~~6.5. *Bonding.*~~ If the final plat of a major subdivision or final Planned Unit Development (PUD) plan provides for buildings, structures, or improvements in the green space and recreational space, the developer shall provide a bond of 100% of the City Engineer's estimate of the cost of those improvements so that the buildings, structures and improvements will be completed. The City shall release the bond or other assurance when the buildings, structures or improvements have been completed according to the approved plan.
- ~~7.6. *Conveyance.*~~ The legal right to develop the green space and recreational space for those uses not specified in the final subdivision plat, Master Development Plan, or PUD plan may be conveyed, with a conservation easement, to a public agency in accordance with Section 1204.03 (G), *Protection and Ownership of Open Space*.

Article 04.03 Building Elements and Architectural Design

1204.05 General Provisions

- A. **Purpose.** The purpose of this Article is to encourage development that contributes to the City of Monroe's unique sense of place, reflecting the community's physical character and adding to it in appropriate ways. The purpose of this Article is to:
 1. Encourage development that contributes to the City of Monroe's sense of place;
 2. Preserve and enhance the community's physical character;
 3. Ensure building developments are functional, safe, and attractive; and
 4. Create a community character that conveys a positive impression on residents and visitors.
- B. **General Principles.**

1. *Design Quality and Relationship.* Architectural style is not restricted, but the evaluation of the project's appearance shall be based on the quality of its design and its relationship to the prevailing design characteristics of the surrounding neighborhood.
 2. *Supplemental Architectural Features.* Supplemental architectural features, such as colonnades, columns, windows, awnings, pilasters, and cornices shall be on all walls that can be viewed from public or private rights-of-way or circulation areas.
 3. *Massing Variations.* Monotony of design in multiple building projects shall be avoided. Variation in detail shall be used to provide visual interest.
- C. **Applicability.** All buildings shall be subject to the standards of this Article including all new development, redevelopment, and expansion of residential, nonresidential, and mixed-use principal buildings and accessory buildings.
- D. **Frontage.** All buildings shall share a frontage line with a public street.
- E. **Proportions.** All building components such as windows, doors, columns, eaves, and roofs shall be proportional to the overall scale of the building.
- F. **Location in Right-of-Way.** The permitted location of a building on a property shall be determined by the building placement standards specified in [Article 02.02, Residential Zoning Districts](#), and [Article 02.03, Mixed Use and Nonresidential Zoning Districts](#), and in no case shall a principal or accessory building encroach into the public right-of-way.
- G. **Rooftop Mechanical Equipment.** Rooftop mechanical or other equipment shall be screened from public view from adjacent public and private rights-of-way as well as from residential zones or uses. Screening materials shall include parapet walls of the same primary materials used on the principal structure. Screening walls are prohibited.
- H. **Permitted Exterior Building Materials.** Table 1204.05-1, *Permitted Primary Building Materials - Masonry*, Table 1204.05-2 *Permitted Building Materials - Metal, Siding, Stucco, and Glass*, and Table 1204.05-3, *Permitted Roofing Materials*, show the permitted building materials for mixed-use and nonresidential buildings. For permitted building materials for residential buildings, see [1204.06, Residential Building Elements and Architectural Design](#).
- I. **Prohibited Materials.** No building elevation may utilize sheet or corrugated aluminum, iron or steel, plain concrete, plain concrete block, vinyl siding, or exterior panelized plywood.
- J. **Materials Not Listed.** Materials that are submitted for potential approval and that are not listed in this Article are considered prohibited.

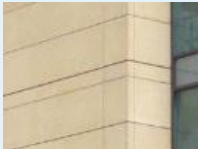
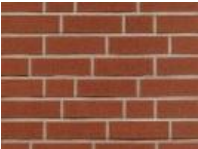
Table 1204.05-1 Permitted Building Materials - Masonry			
1 Masonry	Photo Example		
1a) Modular Brick			
1b) Modular Stone			
1c) Architectural cast or precast concrete (detailed)			
1d) Architectural reinforced concrete (glass fiber, fiber)			
1e) Cement board siding			
1f) Terra cotta			
1g) Cast stone			
1h) Architectural concrete masonry unit			
1i) Prefabricated brick			

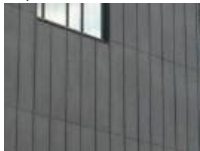
Table 1204.05-2				
Permitted Building Materials - Metal, Siding, Stucco, and Glass				
2 Metal		Photo Example		
2a)	Metal panels (not corrugated or exposed)	2a) 	2b) 	2c) 
2b)	Metal accents			
2c)	Composite wall panel			
3 Siding		Photo Example		
3a)	Wood lap (natural or cement)	3a) 	3b) 	3c) 
3b)	Wood (natural or cement)			
3c)	Cement board siding			
4 Stucco		Photo Example		
4a)	Authentic (detailed)	4a) 	4b) 	4c) 
4b)	Synthetic (scored)			
4c)	Synthetic (not scored)			
5 Glass		Photo Example		
5a)	Curtain wall	5a) 	5b) 	
5b)	Glass accent			

Table 1204.05-3
Permitted Roofing Materials

6 Roofing Material	Photo Example		
6a) Asphalt shingle	6a) 	6b) 	6c) 
6b) Concrete or clay tile			
6c) Standing seam metal			
6d) Metal shingles	6d) 	6e) 	6f) 
6e) Solar Shingles			
6f) Vinyl Membrane			

1204.06 Residential Building Elements and Architectural Design

- A. **Applicability.** These building material standards apply to all new single-unit detached, single-unit detached, zero lot line homes, townhouses, multiplex, and multi-unit dwelling developments, redevelopments, and expansions of residential principal buildings in the RR, SR, GR, NC, UR, MU, and DT Districts as permitted in Section 1203.02, *Primary Use Table*.
- B. **Building Materials.**
1. *Permitted Exterior Building Materials.* The entire exterior of all wall areas (front, rear, sides) beginning at grade, including gas fireplace insert cantilevers, gables, overhangs, kitchen and other bays, and other types of protrusions, of each dwelling shall comply with the standards of Section 1204.05(H), *Permitted Exterior Building Materials*.
 2. *Prohibited Exterior Building Materials.* All residential buildings shall comply with the prohibited building materials as specified in Section 1204.05 (I), *Prohibited Materials*.
 3. *Accessory Structures.* All residential accessory structures shall be constructed of materials similar to the materials used on the principal dwelling or may, in all cases, be constructed of brick, stone, cultured stone, cement siding, wood, stucco and synthetic stucco materials, or other materials on the relevant list of approved building materials approved by the Planning Commission and maintained and made available to the public by the Development Department.
 4. *Below Grade Materials.* All potential below grade living areas shall be constructed with poured concrete walls.
 5. *Architectural Standards for Infill New Construction.*
 - a. **Primary Building Material Along the Same Block Face.** A new single-unit dwelling may be constructed of building materials that are the primary building material on other single-unit dwellings along the same block face.

- b. Mixture of Materials Along the Same Block Face. If the existing, individual buildings along the same block face contain a mixture of building materials, the new construction should contain materials that reflect the predominant materials or better materials along the same block face as determined by the Director.
- 6. *Architectural Standards for Expansions and Alterations.*
 - a. Facade Similarity. The expansion or alteration shall be constructed of materials and proportions similar to the façade that is being extended or altered (i.e., if the side façade of a dwelling is constructed of brick and will be extended or altered, the expanded or altered area shall also be constructed of brick).
 - b. Material Replacement. Where an existing building is constructed with brick, stone, cultured stone, cement siding, wood, stucco, or synthetic stucco material, such materials shall only be replaced with the same material or materials on the list of approved building materials approved by the Planning Commission that shall be kept in ~~a document~~ the Development Guidebook, ~~maintained~~ by the Development Department.
 - c. Rear or Side Building Expansion Materials. Majority glass and similar materials (excluding glass block siding) may be used in building expansions to the rear or side of the existing building.
- 7. *Exceptions.*
 - a. Vinyl Siding. The use of vinyl siding may be allowed only as trim around second-story windows and gables as described in this paragraph.
 - b. Locational Difficulties. When portions of a façade are difficult to cover in the approved materials due to locational difficulties or serve strictly as trim, as determined by the Director, any building material may be utilized, as determined by the Director. See Figure 1204.06-1, *Acceptable Use of Vinyl*, and Figure 1204.06-2, *Unacceptable Use of Vinyl*, for illustrative examples of the acceptable and unacceptable use of vinyl.

Figure 1204.06-1
Acceptable Use of Vinyl



Figure 1204.06-2
Unacceptable Use of Vinyl



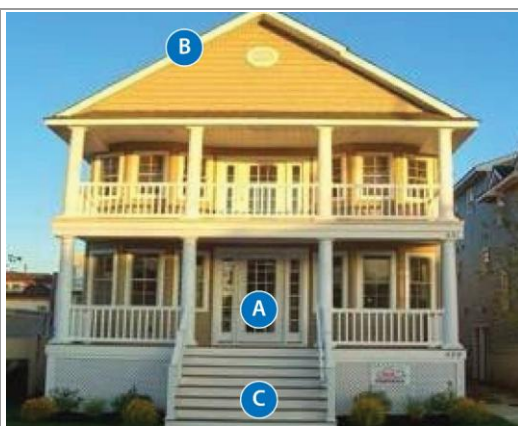
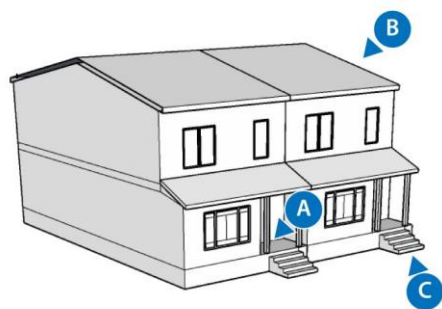
- C. **Single-Unit Dwellings.** All single-unit dwellings shall comply with this Paragraph and Table 1204.06-1, *Single-Unit Residential Building Standards*.
1. **Primary Entrance.** Primary entrances shall be located along the frontage and set back a minimum of three feet from the front facade.
 2. **Siding Placement.** All siding shall be either horizontal or vertical in placement.
 3. **Porches or Stoops.** All single-unit dwellings shall have either a usable porch or stoop accessed from the ground floor.
 4. **Design Features.** Frontages shall include a minimum of two of the following design features:
 - a. One or more dormer windows or cupolas;
 - b. Pillars, posts, or pilasters; or
 - c. One or more bay windows with a minimum of 12-inch projection from the façade plane.
 5. **Garage Doors.** Flat overhead garage doors are prohibited. All garage doors shall be raised panel doors or have some type of relief feature in their construction so as to not appear as a completely flat surface.
 6. **Roof.** The roof type shall generally reflect the predominant roof types of the buildings along the same block face (e.g., the building should not have a flat roof where the predominant roof type is a gable) and shall comply with [1204.05](#), *General Provisions*.

Table 1204.06-1 Single-Unit Residential Building Standards		
Standard	Requirements	Additional Standards
Primary Entrance		
Primary Entrance (min.)	3' minimum setback from the front facade and located along primary street frontage	--
Building Height		
Height (max. and min.)	Height may not exceed max. height defined in 1202.03, Residential District Standards .	For infill development, no more than 20% taller nor no more than 20% shorter than principal buildings along same block face
Street Facing Wall Articulation		
Façade width before articulation (max.)	10'	--
Design Features		
Number of varied design features (min.)	2	Design features shall comply with Paragraph C.4., Design Features , above
Roof Form		
Pitched Roof Over Principal Structure (min.)	5/12 pitched roof design (including the roof area located over the garage)	--
Pitched Roof Over Front Porch and Entrances (min.)	4/12 pitched roof design	
Eave (min.)	12" overhangs over all faces of the finished exterior walls	
Parking		
Garage (2-car)	Raised panel doors or some type of relief feature	Parking standards shall comply with standards defined in Article 04.04, Parking, Loading, and Circulation
Garage (3-car)	Raised panel doors or some type of relief feature and the single-car garage must be set back a min. 1' from double-car garage	
Patio		
Width, Clear (min.)	8'	--
Depth, Clear (min.)	5'	
Height, Clear (min.)	8'	
Stoop		
Width, Clear (min. / max.)	5' / 8'	--

Depth, Clear (min. / max.)	5' / 8'	
Height, Clear (min. / max.)	8'	
Clear Zone from Sidewalk (min.)	6'	

- D. **Duplex Dwellings.** This building type accommodates two single-unit dwellings which are attached to one another and are oriented to the street. This type reflects traditional residential structures in form but is somewhat larger in scale. It is freestanding, and one to two- and one-half stories in height. Details include principal entrances in one or more locations. Each is defined by a porch, stoop, or recessed entry. All duplex or single-unit attached residential buildings shall comply with Figure 1204.06-3, *Duplex Building Type and Illustrative Examples* and Table 1204.06-2, *Duplex Residential Building Standards*.

Figure 1204.06-3, Duplex Building Type and Illustrative Examples



Symbol	Description
A	Primary entrance is oriented to the street and may be defined by a porch.
B	Pitched roof relates to traditional single-unit buildings.
C	Walkway leads to the primary entrance from the public way.
Note: 1. The above images are shown only for illustrative purposes and are not meant to prescribe the use of these building forms.	

Table 1204.06-2 Duplex Residential Building Standards		
Standard	Requirements	Additional Standards
Primary Entrance		
Primary Entrance (min.)	3' setback and located along frontage	--
Building Height		
Height (max. and min.)	Height may not exceed max. height defined in 1202.03, Residential District Standards	For infill development, no more than 20% taller nor no more than 20% shorter than principal buildings along same block face
Street Facing Wall Articulation		
Façade width before articulation (max.)	10'	--
Design Features		
Number of varied frontage types (min.)	1	Refer to Section 1204.08, Frontage Types
Transparency		
Facade glazed: % ground floor wall area (min.)	30%	--
Facade glazed: % upper floor(s) wall area (min.)	30%	
Roof Form		
Pitched Roof Over Principal Structure (min.)	5/12 pitched roof design (including the roof area located over the garage)	--
Pitched Roof Over Front Porch and Entrances (min.)	4/12 pitched roof design	
Eave (min.)	12" overhangs over all faces of the finished exterior walls	

- E. **Townhouse Dwellings.** This building type accommodates three to eight single-unit units which are attached to one another and are oriented to the street. They are to be compatible in mass and scale with nearby residential structures of a lower scale. A Townhouse is one to three stories in height. The façade is designed to define each individual unit. Each unit has a principal entrance on the ground floor defined by a porch, stoop, or recessed entry. End units have window openings on three sides, while interior units have window openings only in the front and back. Parking is located in the rear. All townhouse residential buildings shall comply with

Figure 1204.06-4, *Townhouse Building Type and Illustrative Examples*, and Table 1204.06-3, *Townhouse Residential Building Standards*.



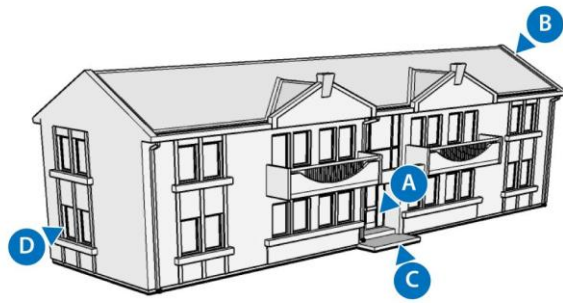
Symbol	Description
A	Covered elevated porches and easy identifiable entrances to the building.
B	Transparency at the elevated ground level engages the residents to the public way.
C	Horizontal and vertical step backs allow for visual interest.
D	Gable roofs or roof variations allow for visual interest at the roofline.
E	Parking should be accessed from the rear and should be located either underneath or behind the building.
Note: 1. The above images are shown only for illustrative purposes and are not meant to prescribe the use of these building forms.	

Table 1204.06-3 Townhouse Building Standards		
Standard	Requirements	Additional Standards
Primary Entrance		
Primary Entrance (min.)	3' setback and located along frontage	--
Building Height		
Height (max. and min.)	Height may not exceed max. height defined in 1202.03, Residential District Standards	For infill development, no more than 20% taller nor no more than 20% shorter than principal buildings along same block face
Street Facing Wall Articulation		
Facade width before articulation (max.)	10'	--
Design Features		
Number of varied frontage types (min.)	1	Refer to Section 1204.08, Frontage Types
Transparency		
Facade glazed: % ground floor wall area (min.)	30%	--
Facade glazed: % upper floor(s) wall area (min.)	30%	
Roof Form		
Minimum sloping roof form (hip, shed, or gable) percentage of building in plan view	25%	--
Roof Slope Pitched Roof Over Principal Structure (min.)	5/12 pitched roof design (including the roof area located over the garage) 5:12 or steeper or 3:12 or steeper for porches, add-ons, etc.	
Pitched Roof Over Front Porch and Entrances (min.)	4/12 pitched roof design	

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F. **Multiplex Dwellings.** This residential building type contains three to six residential units. It is freestanding, and one to two and one-half stories in height in different contexts. Details include principal entrances in one or more locations. Each is defined by a porch, stoop, or recessed entry. A Multiplex building generally includes a pitched roof. All multiplex residential buildings shall comply with Figure 1204.06-5, *Multiplex Building Type and Illustrative Examples*, and Table 1204.06-4, Multi-Unit Residential Building Standards.

Figure 1204.06-5, Multiplex Building Type and Illustrative Examples



Symbol	Description
A	Primary entrance is oriented to the street and may be defined by a porch.
B	Pitched roof relates to traditional single-unit buildings.
C	Walkway leads to the primary entrance from the public way.
D	Sides of buildings should have windows to allow for transparency.
Note:	
1. The above images are shown only for illustrative purposes and are not meant to prescribe the use of these building forms.	

Table 1204.06-4 Multiplex Building Standards		
Standard	Requirements	Additional Standards
Primary Entrance		
Primary Entrance (min.)	3' setback and located along frontage	--
Building Height		
Height (max. and min.)	Height may not exceed max. height defined in 1202.03, Residential District Standards	For infill development, no more than 20% taller nor no more than 20% shorter than principal buildings along same block face
Street Facing Wall Articulation		
Façade width before articulation (max.)	10'	--
Design Features		
Number of varied frontage types (min.)	1	Refer to Section 1204.08, Frontage Types
Transparency		
Facade glazed: % ground floor wall area (min.)	30%	--
Facade glazed: % upper floor(s) wall area (min.)	30%	
Roof Form		
Minimum sloping roof form (hip, shed, or gable) percentage of building in plan view	50%	--
Pitched Roof Over Principal Structure (min.)	5/12 pitched roof design (including the roof area located over the garage)	
Pitched Roof Over Front Porch and Entrances (min.)	4/12 pitched roof design or 5:12 or steeper for porches, additions, etc.	

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- G. **Multi-Unit Dwellings.** This residential building type contains multiple floors in structures with more than six dwelling units. This type reflects traditional residential structures in form but is somewhat larger in scale, compatibility, bulk, density, and building design qualities that integrate well with surrounding development. Multi-unit dwellings are either freestanding buildings or individual buildings within a multi-building development of more than two buildings. Multi-unit buildings commonly have primary entrances facing a street covered by a canopy, awning, or similar weather protection feature. Parking to multi-unit buildings are accessed from an alley, a driveway leading to a detached garage, or parking area in the rear yard. All multi-

unit residential development shall comply with Figure 1204.06-3, *Multi-Unit Building Type and Illustrative Examples*, and Table 1204.06-2, *Multi-Unit Residential Building Standards*.

Figure 1204.06-6
Multi-Unit Building Type and Illustrative Examples



Illustrative example of **acceptable** architectural design for multi-unit residential buildings.



Illustrative example of **unacceptable** architectural design for multi-unit residential buildings.

Symbol	Description
A	Breaking up building form.
B	Breaking up roof form to avoid it appearing monolithic.
C	Vertical articulation, such as a wall offset.
D	Horizontal articulation, such as an expression line.
E	Stairs shall be covered.
Note:	
1. The above images are shown only for illustrative purposes and are not meant to prescribe the use of these building forms.	

1. *Siding Placement.* All siding shall be either horizontal or vertical in placement.
2. *Design Features.*
 - a. *Frontage Lot.* Frontages shall include a minimum of two of the following design features:
 - i. Wall offsets in the form of projections and/or recesses in the façade plane;
 - ii. Bay windows;
 - iii. Façade color changes;
 - iv. Use of pilasters, columns, or other detailing to articulate the facades; or
 - v. Roofline changes when coupled with correspondingly aligned façade material changes.
 - b. *Corner Lot.* Front facades and side facades on buildings on corner lots shall provide a minimum of three of the following design features for each residential unit fronting onto the street:
 - i. One or more dormer windows or cupolas;
 - ii. Pillars, posts, or pilasters;
 - iii. One or more bay windows with a minimum of 12-inch projection from the façade plane;
 - iv. A parapet wall with an articulated design, which entails design variation rather than a simple rectilinear form; or
 - v. Multiple windows with a minimum of four-inch wide trim.
3. *Building Variation and Articulation.* An apartment community with three or more buildings must substantially vary the buildings in heights, dispositions, scales (number of units), materials, and colors.
4. *Roof Penetrations and Equipment.* To the degree practicable, all roof vents, pipes, antennas, satellite dishes, and other roof penetrations and equipment (except chimneys) shall be located on the rear elevations or configured to have a minimal visual impact as seen from the street and shall comply with [1204.05, General Provisions](#) and [Article 04.05, Landscaping, Screening, and Buffering](#).

Table 1204.06-5 Multi-Unit Residential Building Standards		
Standard	Requirements	Additional Standards
Building Materials		
Front Facade (min.)	75% shall be constructed of brick or stone in combination with wood or other natural material	Materials shall comply with 1204.05 , <i>General Provisions</i>
All Other Facades (min.)	50% shall be constructed of brick or stone in combination with wood or other natural material	
Primary Entrance		
Primary Entrance (min.)	3' setback and recessed	--
Building Height		
Height (max. and min.)	Height may not exceed max. height defined in 1202.03 , <i>Residential District Standards</i> .	For infill development, the building shall be no more than 20% taller nor no more than 20% shorter than principal buildings along same block face.
Street Facing Wall Articulation		
Facade width before articulation (max.)	30'	--
Facade depth (min.)	2'	
Design Features		
Number of varied design features (min.)	3	Design features shall comply with Paragraph D.1.b. above
Transparency		
Facade glazed: % ground floor wall area (min.)	30%	--
Facade glazed: % upper floor(s) wall area (min.)	30%	
Roof Form		
Pitched Roof Over Principal Structure (min.)	5/12 pitched roof design (including the roof area located over the garage); 4/12 over all other areas	--
Eave (min.)	612 " shall be provided over all faces of the finished exterior walls	
Parking		

Parking, Space, Garage, or Covered Parking Area	--	Parking standards shall comply with standards defined in Article 04.04, Parking, Loading, and Circulation
Patio		
Width, Clear (min.)	8'	--
Depth, Clear (min.)	5'	
Height, Clear (min.)	8'	
Stoop		
Width, Clear (min. / max.)	5' / 8'	--
Depth, Clear (min. / max.)	5' / 8'	
Height, Clear (min. / max.)	8'	
Clear Zone from Sidewalk (min.)	6'	

1204.07 Mixed-Use and Nonresidential Building Elements and Architectural Design

- A. **Applicability.** These building standards apply to all new mixed-use and nonresidential developments, redevelopments, and expansions of principal buildings and accessory buildings in the MU, DT, HC, GC, EC, LI and HI Districts. [Refer to 1202.06 Downtown \(DT\) District Regulations for additional restrictions in that district.](#)
- B. **Building Materials.**
1. *Permitted Exterior Building Materials.* The entire exterior of all wall areas (front, rear, and sides) shall comply with [1204.05, General Provisions](#).
 2. *Prohibited Exposed Structural Frame.* The structural frame of a building shall not be exposed to the exterior of a building.
 3. *Prohibited Exterior Building Materials.* Exposed metal panels (such as corrugated metal) shall be prohibited in all districts. This shall not apply to metal roofs, flashing, aluminum storefront associated with windows, or high-quality metal siding such as copper, bronze, or other decorative metal, which may be used on a case-by-case basis.
 4. *Accessory Structures.* All nonresidential accessory structures shall be constructed of materials similar to the materials used on the principal building or may, in all cases, be constructed of brick, stone, cultured stone, cement siding, wood, stucco and synthetic stucco materials.
- C. **Mixed-Use.** All mixed-use buildings in the MU and DT district shall comply with the paragraphs below and shall comply with this Paragraph and Table 1204.07-1, *Mixed-Use Building Standards*.
1. *Building Orientation.* Buildings shall generally be parallel to the street they front, unless an alternate orientation is consistent with existing adjacent development.
 2. *Primary Entrance.* The primary entrances of buildings shall be oriented:
 - a. Towards a street along the perimeter of the development or towards a public space, if located adjacent to the proposed project; or

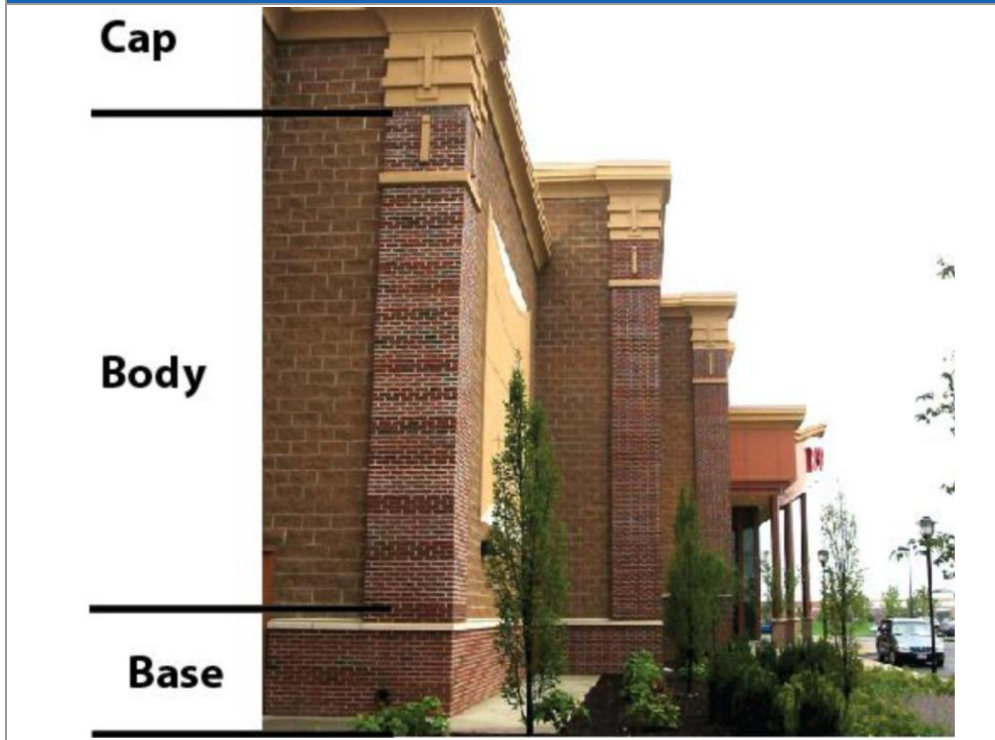
- b. Towards streets in the interior of the development if none of the building's facades has frontage on a public street; or
 - c. As approved by the review body during site plan review.
3. *Siding*. Siding of any type shall not occupy more than 25 percent of any elevation.
4. *Design Features*. Buildings shall include no less than three of the following design features:
- a. Roof overhangs above the entrance;
 - b. Entry recesses/projections;
 - c. Arcades that are physically integrated with the entrance;
 - d. Raised corniced parapets above the entrance;
 - e. Gabled roof forms or arches above the entrance;
 - f. Outdoor plaza adjacent to the entrance having seating and a minimum depth of 20 feet;
 - g. Display windows that are directly adjacent to the entrance;
 - h. Architectural details, such as tile work and moldings, that are integrated into the building structure and design and are above and/or directly adjacent to the entrance; or
 - i. Integral planters or wing walls that incorporate landscaped areas or seating areas. A wing wall is a wall secondary in scale projecting from a primary wall and not having a roof.

Figure 1204.07-1
Design Feature Examples



5. *Building Mass*.
- a. *Base, Body, and Cap*. All architectural elevations of principal buildings shall consist of a base, a body, and a cap as illustrated in Figure 1204.07-2, *Building Mass*. The base and cap shall be clearly distinguishable from the body through changes in color, material, pattern, profile, and texture.

Figure 1204.07-2
Building Mass



b. *Wall Openings (Doors and Windows).*

- i. Doors and windows should be positioned to create a uniform pattern or visual rhythm along the building elevation.
- ii. All doors and windows shall be articulated through the use of lintels, sills, and thresholds. Windows larger than 20 square feet that are not used for display purposes shall be divided into panes through the use of mullions and/or sashes.
- iii. Doors and windows shall be rectangular in shape and vertical in orientation.
- iv. The pattern of architectural features, such as windows and doors, shall be placed upon the facade of a building in a pattern that creates a building fenestration that has a constant rhythm, a harmonious appearance, and is proportional to one another and surrounding buildings.

6. *Roof Styles.*

a. *Roof Line Changes.*

- i. Roof line changes shall include changes in roof planes or changes in the top of a parapet wall, such as extending the top of pilasters above the top of the parapet wall.
- ii. When roof line changes are included on a façade that incorporates wall offsets or material or color changes, roof line changes shall be vertically aligned with the corresponding wall offset or material or color changes as illustrated in Figure 1204.07-3, *Roofline Change Examples*.

Figure 1204.07-3
Roof Line Change Examples



c. *Flat Roofs.*

- i. When flat roofs are used, parapet walls with three-dimensional cornice treatments shall conceal them. The cornice shall include a perpendicular projection a minimum of eight inches from the parapet façade plane.
- ii. Thin parapets that extend more than two feet above the roof and have a depth of less than two feet from the façade surface, are prohibited.

d. *Asymmetric or Dynamic Roofs.*

- i. Asymmetric or dynamic roof forms allude to motion, provide variety and flexibility in nonresidential building design, and allow for unique buildings as illustrated in Figure 1204.07-4, *Dynamic or Asymmetric Roof Line Examples*.
- ii. Asymmetric or dynamic roof forms shall be permitted on nonresidential buildings provided the criteria for flat roofs are met.

Figure 1204.07-4
Dynamic or Asymmetric Roof Line Examples



6. *Mechanical Equipment.*

- a. Wall-mounted mechanical, electrical, communication equipment, downspouts, gutters, service doors, and other building-mounted utility fixtures, shall be painted and maintained to match the building or be screened from view.
- b. Mechanical equipment such as transformers and HVAC units shall not be located in front yards.
- c. All mechanical equipment, including both ground-mounted and roof-mounted equipment, shall comply with [1204.05, General Provisions](#) and [Article 04.05, Landscaping, Screening, and Buffering](#).

Table 1204.07-1 Mixed-Use Building Standards		
Standard	Requirements	Additional Standards
Primary Entrance		
Primary Entrance	Recessed or contain an awning, canopy, arcade or portico. Sheltering element shall be 15% of total wall area.	--
Building Mass		
Base (min.)	8% of the average wall height	--
Body (min.)	60% of the average wall height	
Cap (min.)	8% of the average wall height (not to exceed the height of the base)	
Number of cap design features (min.)	2	Cornice; parapet; awning; canopy; or eaves
Building Height		
Height (max. and min.)	Height may not exceed max. height defined in Article 02.03, Mixed-Use and Nonresidential District Standards	--
Street Facing Wall Articulation		
Façade width before articulation (min. / max.)	20' / 35'	--
Facade depth	2'	
Facade Alternative (a)	Façade material changes following the same dimensional standards as the offset requirements	
Facade Alternative (b)	Pilasters with a minimum depth of 1', minimum width of 1', and a minimum height of 80% of the facade's height	
Design Features		
Number of varied design features (min.)	2	Design features shall comply with Paragraph c.4. above
Transparency ¹		
Facade glazed: % ground floor wall area (min.)	30%	The bottom edge of the windows shall not be higher than 3' above grade on the ground floor

Facade glazed: % upper floor(s) wall area (min.)	30%	--
Opaque glass (max.)	20%	--
Roof Form		
Pitched Roof Height (max.)	1/2 of the overall building height	--
Gallery or Arcade		
Width, Clear (min.)	75% of facade width	Galleries shall be supported from below by a porch, arcade, or other structure; or visually supported by brackets, corbels, or beams along its full depth.
Depth, Clear (min.)	8'	
Ground Floor Height, Clear (min.)	11'	
Upper Floor Height, Clear (min.)	9'	
Storefront		
Depth of Recessed Entries (max.)	5'	--
Depth of Canopy or Awning (min.)	<u>4'</u>	
Width of Canopy or Awning, Cumulative (min.)	70% facade width	
Height, Clear (min.)	8'	
Table Notes:		
1. All windows and storefronts on the ground and second floors facing public rights-of-way.		

D. Nonresidential.

1. *Commercial.* All buildings in the HC and GC districts shall comply with the paragraphs below and shall comply with Table 1204.07-2, *Nonresidential Building Standards*.
 - a. The primary entrances of building shall be oriented:
 - i. Towards a street along the perimeter of the development or towards a public space, if located adjacent to the proposed project; or
 - ii. Towards streets in the interior of the development if none of the building's facades has frontage on a public street; or
 - iii. As approved by the Director or the Planning Commission during site plan review.
 - b. *Design Features.* Nonresidential buildings shall include no less than three of the following design features:
 - i. Canopies/porticos above the entrance;
 - ii. Roof overhangs above the entrance;
 - iii. Entry recesses/projections;

- iv. Arcades that are physically integrated with the entrance;
 - v. Raised corniced parapets above the entrance;
 - vi. Gabled roof forms or arches above the entrance;
 - vii. Outdoor plaza adjacent to the entrance having seating and a minimum depth of 20 feet;
 - viii. Display windows that are directly adjacent to the entrance;
 - ix. Architectural details, such as tile work and moldings, that are integrated into the building structure and design and are above and/or directly adjacent to the entrance; or
 - x. Integral planters or wing walls that incorporate landscaped areas or seating areas. A wing wall is a wall secondary in scale projecting from a primary wall and not having a roof.
2. *Industrial.* Buildings with permitted industrial uses in the EC, and all permitted industrial use buildings in the LI and HI districts shall comply with the paragraphs below and shall comply with this Paragraph and Table 1204.07-2, *Nonresidential Building Standards*.
- a. *Primary Entrance.* Building entrances shall be clearly defined and appropriately proportioned to the building size by a recess or extension that is framed by a sheltering element such as an awning, canopy, arcade or portico that incorporates detailing, a change in materials or similar feature to break up the building façade and encompasses 15 percent of the total wall area.
 - b. *Foundations.* Foundations shall be composed of concrete, brick, split-faced block, cast stone, or stone.
 - c. *Building Materials.* Building materials shall comply with [1204.05, General Provisions](#), and shall comply with the following:
 - i. *Primary Materials.* 100 percent primary masonry materials use is permitted on any wall facing a public street or right-of-way unless secondary or accent materials are utilized, then the primary masonry materials may be reduced to a minimum of 25 percent;
 - ii. *Secondary Materials.* Secondary materials may be used on any wall. A maximum of 75 percent is permitted.
 - (A) Concrete panels (shall be textured, patterned, and colored)
 - (B) Stucco (masonry)
 - (C) Architectural concrete block/concrete masonry unit (CMU)
 - (D) Metal panels
 - iii. *Accent Materials* (Minimum 15 percent use required on walls facing or visible from a public street or right-of-way).
 - (A) Exterior Insulation and Finish Systems (EIFS)
 - (B) Cementitious Material installed as lap siding
 - (C) Glass Block
 - (D) Tile
 - d. *Large-Scale Buildings.* Buildings with a gross floor area over 150,000 square feet may vary from the primary material requirements of this Section with approval from the Director based on the integration of design elements of the structure within this Section to create architectural and visual interest.

Table 1204.07-2 Nonresidential Building Standards			
Standard	Requirements		Additional Standards
	HC and GC	EC, LI, and HI	
Primary Entrance			
Primary Entrance	Recess or extension of building framed by an awning, canopy, arcade or portico. This element shall encompass a minimum 15% of total wall area.		--
Building Mass			
Base (min.)	8% of the average wall height	--	--
Body (min.)	60% of the average wall height		
Cap (min.)	8% of the average wall height (not to exceed the height of the base)		
Number of cap design features (min.)	2	--	Cornice; parapet; awning; canopy; or eaves
Building Height			
Height (min. and max.)	--		Height may not exceed max. height defined in Article 02.03 , Mixed Use and <i>Nonresidential District Standards</i>
Street Facing Wall Articulation			
Façade width before articulation (min.)	30'	<u>50'</u>	--
Facade depth	2'	--	
Facade Alternative (a)	Pilasters with a minimum depth of 1', minimum width of 1', and a minimum height of 80% of the facade's height	--	
Design Features			
Number of varied design features (min.)	3	--	Design features shall comply with Paragraph c.4. above
Transparency (Windows) ¹			
Facade glazed: % ground floor wall area (min.)	30%	--	The bottom edge of the windows shall not be higher than 3' above grade on the ground floor.
Facade glazed: % upper floor(s) wall area (min.)	30%		--

Opaque glass (max.)	20%	--	
Roof Form			
Pitched Roof Height (max.)	1/2 of the overall building height	--	--
Gallery or Arcade			
Width, Clear (min.)	75% of facade width	--	Galleries shall be supported from below by a porch, arcade, or other structure; or visually supported by brackets, corbels, or beams along its full depth.
Depth, Clear (min.)	8'		
Ground Floor Height, Clear (min.)	11'		
Upper Floor Height, Clear (min.)	9'		
Storefront			
Depth of Recessed Entries (max.)	5'	--	--
Table Notes:			
1. All windows and storefronts on the ground and second floors facing public rights-of-way or private streets.			

1204.08 Frontage Types

- A. **Generally.** Frontage consists of the area between the front facade of a principal building and the property line adjacent to a street, internal driveway, or open space. Frontage shall comply with the standards of this Subsection for the design of the frontage of a building and how it relates to the street, internal driveway, or open space.
- B. **Permitted Frontage Types by Building Type.** The following table sets forth the different frontage types by Building Type. The descriptions, illustrations, and standards for each type are outlined in the tables within this section, below.

Table 1204.08-1, Permitted Frontage Types by Building Type									
Building Type	Frontage Types								
	Porch	Gallery and Arcade	Stoop	Forecourt	Terrace	Storefront	Common Yard	Awning or Canopy	Marquee
Multi-Unit Building	--	◆	◆	◆	◆	--	◆	◆	--
Duplex	◆	--	◆	--	--	--	◆	◆	--
Live-Work	◆	◆	◆	◆	--	--	--	--	◆
Commercial	--	◆	◆	◆	--	--	--	--	◆
Zero Lot Line Dwelling	◆	--	◆	--	◆	--	◆	◆	--

Table 1204.08-1, Permitted Frontage Types by Building Type									
	Frontage Types								
Building Type	Porch	Gallery and Arcade	Stoop	Forecourt	Terrace	Storefront	Common Yard	Awning or Canopy	Marquee
Mixed Use Building	◆	◆	--	--	--	◆	--	◆	◆
Public and Civic Building	◆	◆	◆	◆	◆	◆	--	◆	◆
Single-Unit Attached Dwelling	◆	--	◆	--	◆	--	◆	◆	--
Single-Unit Detached Dwelling	◆	--	◆	--	◆	--	◆	◆	--
Townhouse	◆	--	◆	--	◆	--	◆	◆	--
Multiplex	◆	◆	◆	◆	◆	--	◆	◆	--
TABLE NOTES: ◆ = permitted -- = prohibited									

- C. **Frontage Standards.** The following tables set forth the different frontage types with descriptions, illustrations, and standards for each type:
1. *Porch.*

Table 1204.08-2, Porch Frontage Type Standards

Description: In the Porch frontage type, the front facade of the building is at the setback line and the porch projects forward into the encroachment area. The porch is used to access a first floor that is elevated above the sidewalk to ensure privacy within the building. A porch is large enough to function as an outdoor living space. Stairs from the porch may descend forward or to the side. Porches may extend forward of the build-to-zone or setback line.

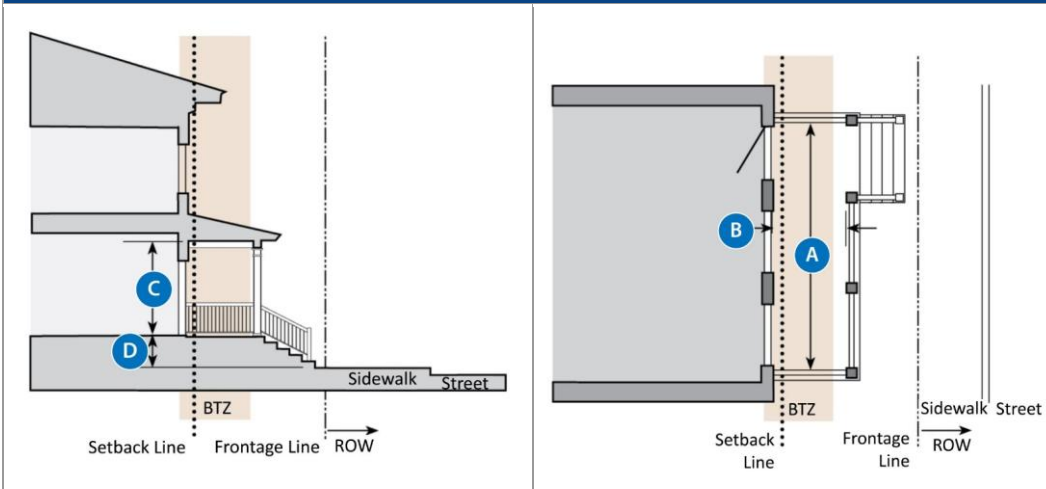


Figure Key:

Encroachment Area Setback Line
 --- Frontage/Property Line

Dimensional Standards		
A	Width, Clear (min.)	8 ft.
B	Depth, Clear (min.)	5 ft.
C	Height, Clear (min.)	8 ft.
D	Finish Level Above Sidewalk	1.5 ft.
Other Standards:		
1. All porches shall have a roof. 2. Open porch bases shall be visually concealed with latticework or similar materials or landscaping. 3. A six-foot minimum clear zone for pedestrians shall be maintained on the sidewalk.		
Examples		

Table 1204.08-2, Porch Frontage Type Standards

Description: In the Porch frontage type, the front facade of the building is at the setback line and the porch projects forward into the encroachment area. The porch is used to access a first floor that is elevated above the sidewalk to ensure privacy within the building. A porch is large enough to function as an outdoor living space. Stairs from the porch may descend forward or to the side. Porches may extend forward of the build-to-zone or setback line.

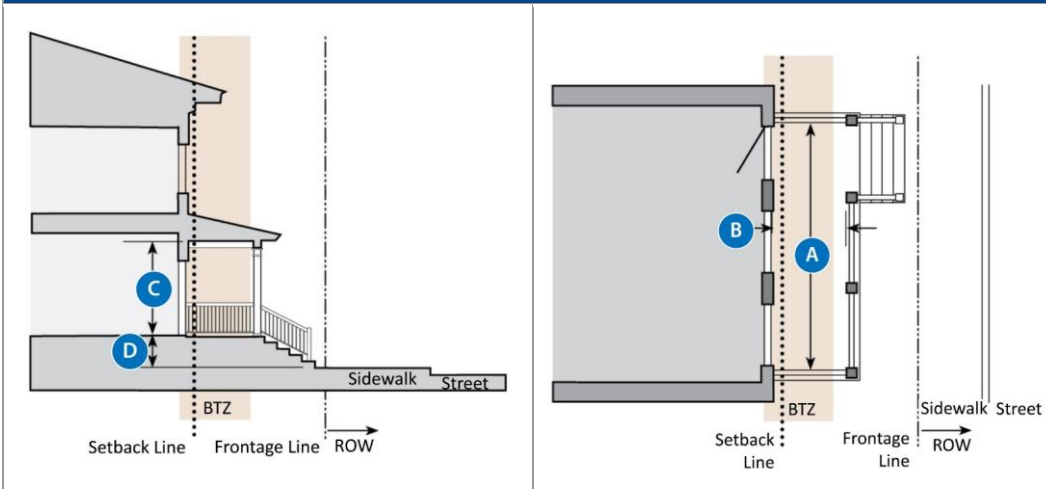


Figure Key:

Encroachment Area Setback Line
 - - - - - Frontage/Property Line



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2. Gallery & Arcade.

Table 1204.08-3, Gallery & Arcade Frontage Type Standards

Description: In the Gallery or Arcade frontage type, a covered walkway with or without habitable space above encroaches over a sidewalk or walkway. An arcade should be used to provide pedestrian circulation along a frontage, and it should extend far enough from the building to provide adequate protection and circulation space for pedestrians. An arcade is intended for buildings with ground floor commercial uses and is common along public courtyards and walkable streets.

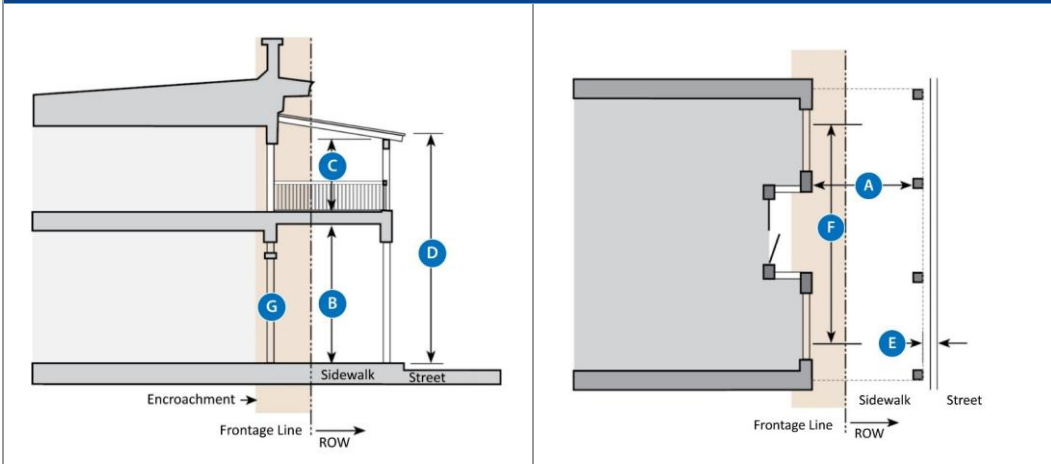


Figure Key:

Encroachment Area Setback Line
 - - - - - Frontage/Property Line

Dimensional Standards		
A	Depth, Clear (min.)	8 ft.
B	Ground Floor Height, Clear (min.)	11 ft.
C	Upper Floor Height, Clear (min.)	9 ft.
D	Height (max.)	2 stories with encroachment
E	Setback from Back of Curb (min.)	2 ft.
F	Width (min.)	75% of facade width
G	Arcade Frontage Conflict with Storefront	Arcade frontages shall be used in conjunction with the standards for the Storefront frontage type. In case of a conflict between them, the Arcade frontage type standards prevail.

Other Standards:

Table 1204.08-3, Gallery & Arcade Frontage Type Standards

Description: In the Gallery or Arcade frontage type, a covered walkway with or without habitable space above encroaches over a sidewalk or walkway. An arcade should be used to provide pedestrian circulation along a frontage, and it should extend far enough from the building to provide adequate protection and circulation space for pedestrians. An arcade is intended for buildings with ground floor commercial uses and is common along public courtyards and walkable streets.

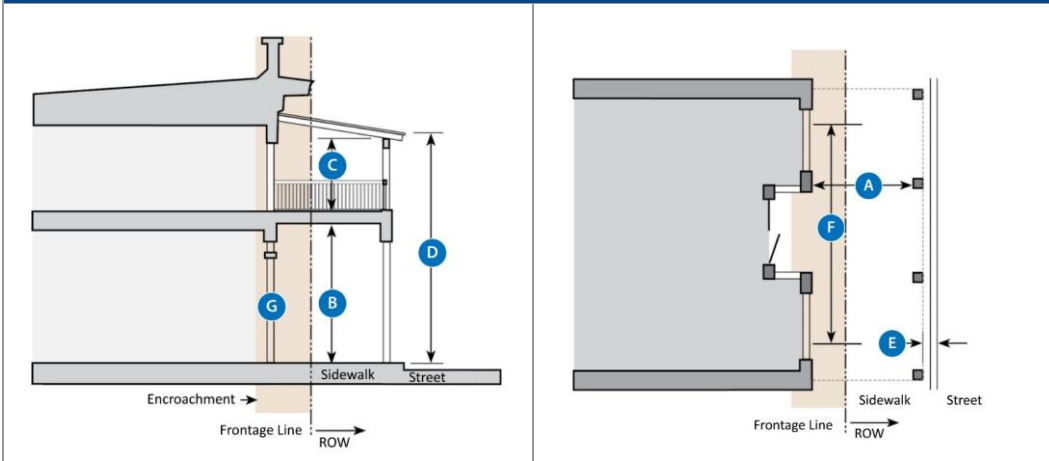


Figure Key:

- Encroachment Area
- Setback Line
- Frontage/Property Line

- Galleries shall be supported from below by a porch, arcade, or other structure; or visually supported by brackets, corbels, or beams along its full depth.
- Arcade frontages shall be used in conjunction with the standards for the Shopfront frontage type. In case of a conflict between them, the Arcade frontage type standards prevail.
- Arcades shall have a consistent depth along a frontage.
- Arcades with more than two floors of habitable space above the colonnade shall not encroach onto a public right-of-way and shall be located so that they abut the right-of-way.
- An arcade or gallery shall require a [a right-of-way permit from the City of Monroe to encroach into the public right-of-way.

Examples

Table 1204.08-3, Gallery & Arcade Frontage Type Standards

Description: In the Gallery or Arcade frontage type, a covered walkway with or without habitable space above encroaches over a sidewalk or walkway. An arcade should be used to provide pedestrian circulation along a frontage, and it should extend far enough from the building to provide adequate protection and circulation space for pedestrians. An arcade is intended for buildings with ground floor commercial uses and is common along public courtyards and walkable streets.

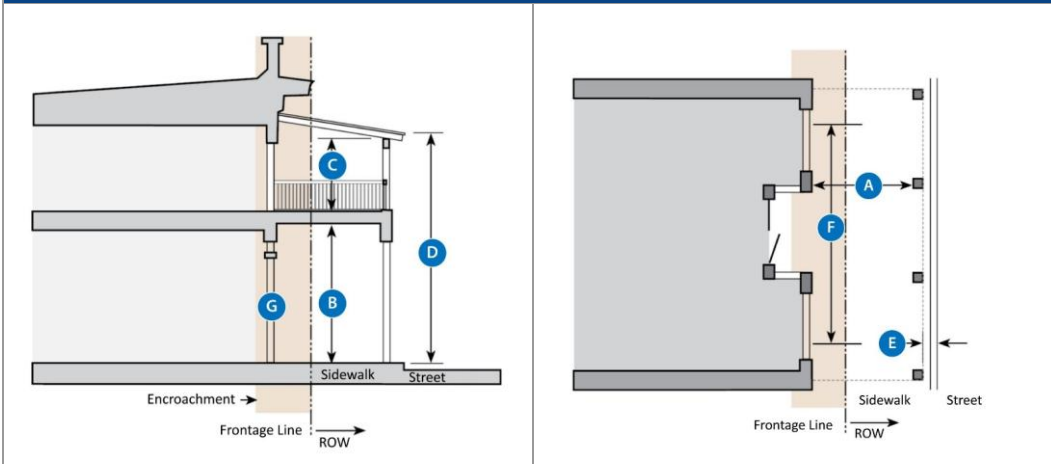


Figure Key:

Encroachment Area Setback Line
 Frontage/Property Line



3. Stoop.

Table 1204.08-4, Stoop Frontage Type Standards

Description: In the Stoop frontage type, the front facade of the building is at the setback line and the elevated stoop projects forward into the encroachment area. The stoop is elevated above the sidewalk to ensure privacy within the building. The stoop usually is composed of stairs and a landing.

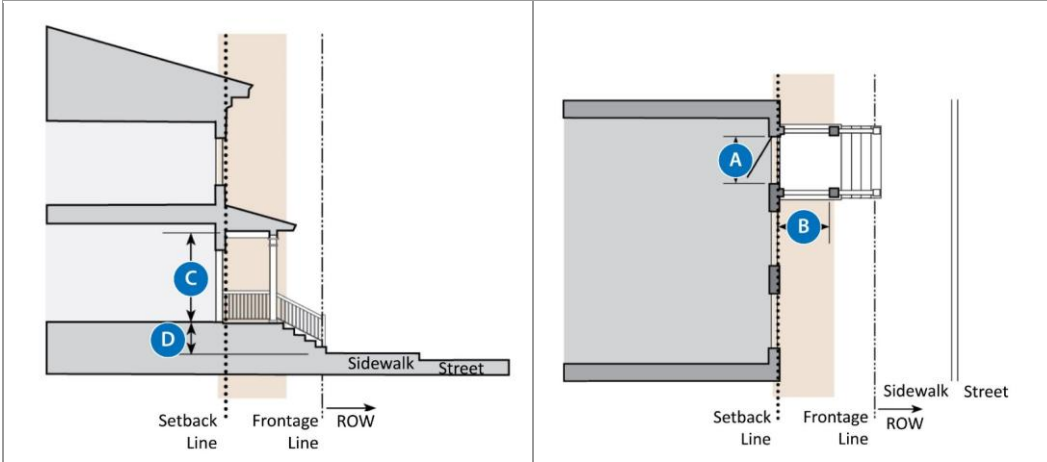


Figure Key:

Encroachment Area Setback Line
 - - - - - Frontage/Property Line

Dimensional Standards		
A	Width, Clear (min. / max.)	5 ft. / 8 ft.
B	Depth, Clear (min. / max.)	5 ft. / 8 ft.
C	Height, Clear (min.)	8 ft.
	Height (max.)	1 story
D	Finish Level Above Sidewalk (min.)	1.5 ft.
Other Standards:		

Table 1204.08-4, Stoop Frontage Type Standards

Description: In the Stoop frontage type, the front facade of the building is at the setback line and the elevated stoop projects forward into the encroachment area. The stoop is elevated above the sidewalk to ensure privacy within the building. The stoop usually is composed of stairs and a landing.

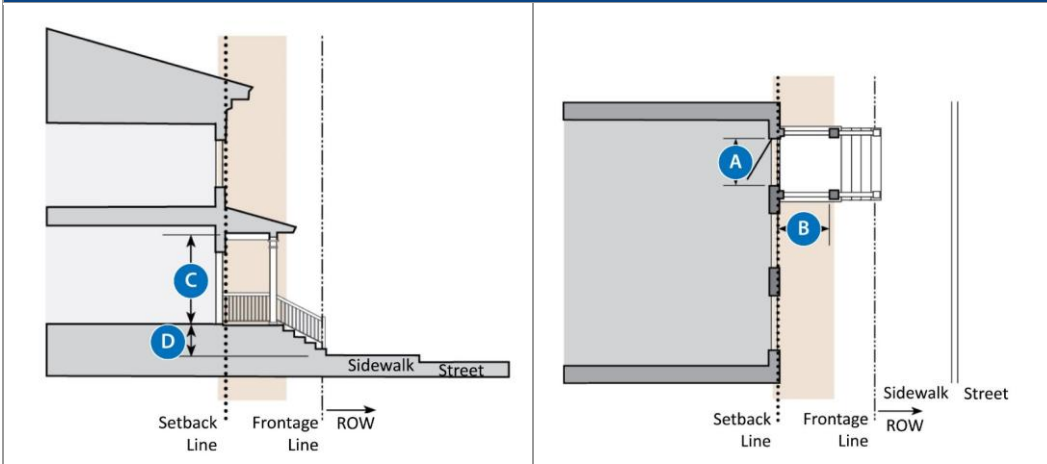


Figure Key:

Encroachment Area Setback Line
 - - - - - Frontage/Property Line

1. A stoop is appropriate for residential uses with small setbacks.
2. Stoops may extend forward of the build-to-zone or setback line.
3. A six-foot minimum clear zone for pedestrians shall be maintained on the sidewalk.
4. Stairs may be perpendicular or parallel to the building facade.
5. The entry doors are encouraged to be covered or recessed to provide shelter from the elements.
6. Gates are not allowed.
7. All doors shall face the street.
8. A stoop shall be at least 18" above the sidewalk and shall directly connect to the sidewalk, walkway, or driveway.
9. A stoop shall have a railing or wall, a covering, or be at least 18" above the adjacent walkway or driveway.
10. If unenclosed and open on three sides, a stoop may encroach into a required front or corner setback as allowed by the applicable building type.

Examples

Table 1204.08-4, Stoop Frontage Type Standards

Description: In the Stoop frontage type, the front facade of the building is at the setback line and the elevated stoop projects forward into the encroachment area. The stoop is elevated above the sidewalk to ensure privacy within the building. The stoop usually is composed of stairs and a landing.

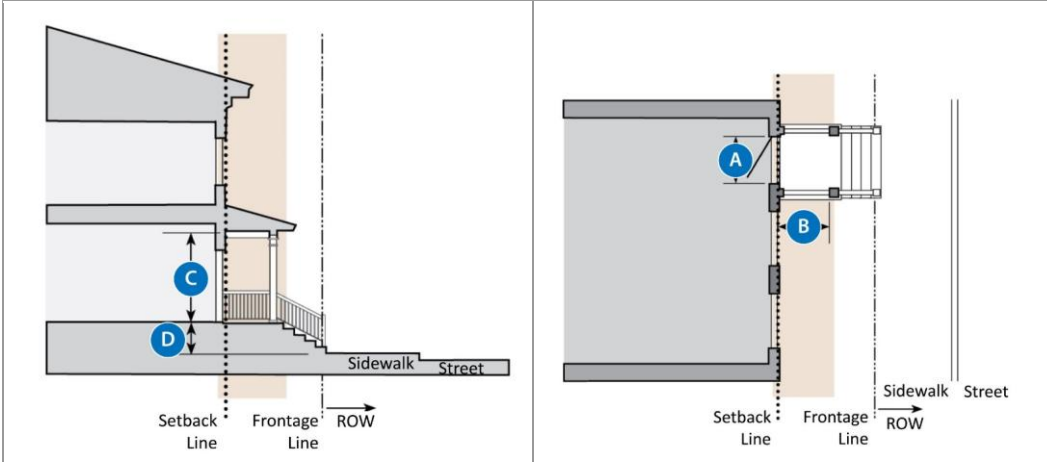


Figure Key:

Encroachment Area Setback Line
 - - - - - Frontage/Property Line



4. Forecourt.

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Table 1204.08-5, Forecourt Frontage Type Standards

Description: In the Forecourt frontage type, the primary portion of the building's front facade is within the minimum setback while a small percentage is set back, creating a courtyard space. This space can be used as an entry court or garden space, or for outdoor seating, dining, or retail.

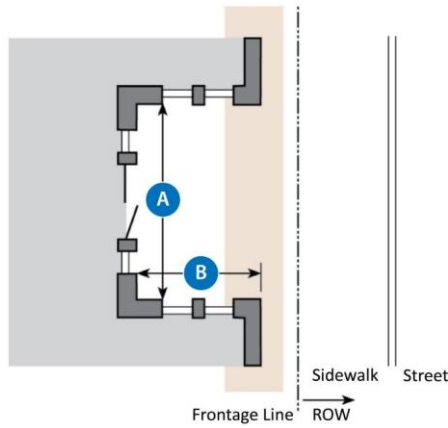
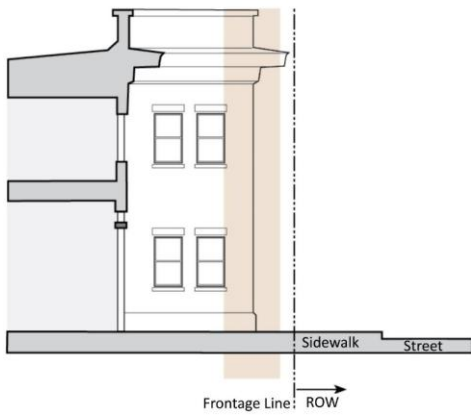


Figure Key:

Encroachment Area Setback Line
 Frontage/Property Line

Dimensional Standards

A	Width, Clear (min.)	12 ft.
B	Depth, Clear (min.)	12 ft.

Other Standards:

1. Forecourts are especially useful along larger, more auto-dominant streets in order to provide well-shaped, intimately sized public outdoor spaces.
2. A forecourt shall be enclosed by building walls on three sides and give careful consideration to solar orientation.
3. A minimum 25% of forecourt shall be composed of landscape with remaining areas paved with hardscape material. Asphalt may not be used as a surface material.

Examples

Table 1204.08-5, Forecourt Frontage Type Standards

Description: In the Forecourt frontage type, the primary portion of the building's front facade is within the minimum setback while a small percentage is set back, creating a courtyard space. This space can be used as an entry court or garden space, or for outdoor seating, dining, or retail.

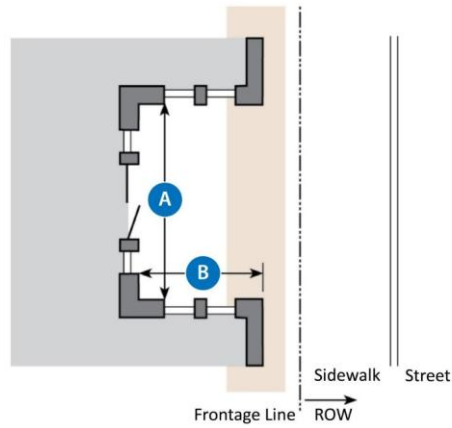
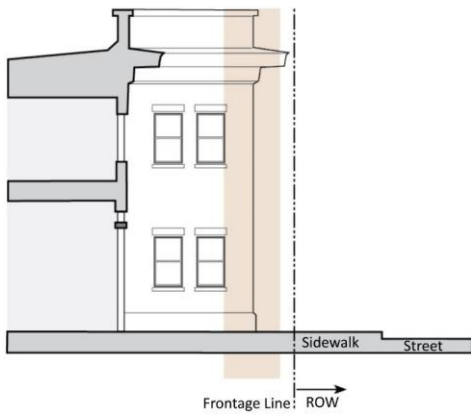


Figure Key:

- Encroachment Area
- Setback Line
- Frontage/Property Line



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5. Terrace.

Table 1204.08-6, Terrace Frontage Type Standards

Description: In the Terrace frontage type, the building facade is set back from the lot line by an elevated terrace. This frontage element type tends to buffer residential uses from urban sidewalks and removes the private yard from public encroachment. Terraces are suitable for use or conversion to outdoor dining.

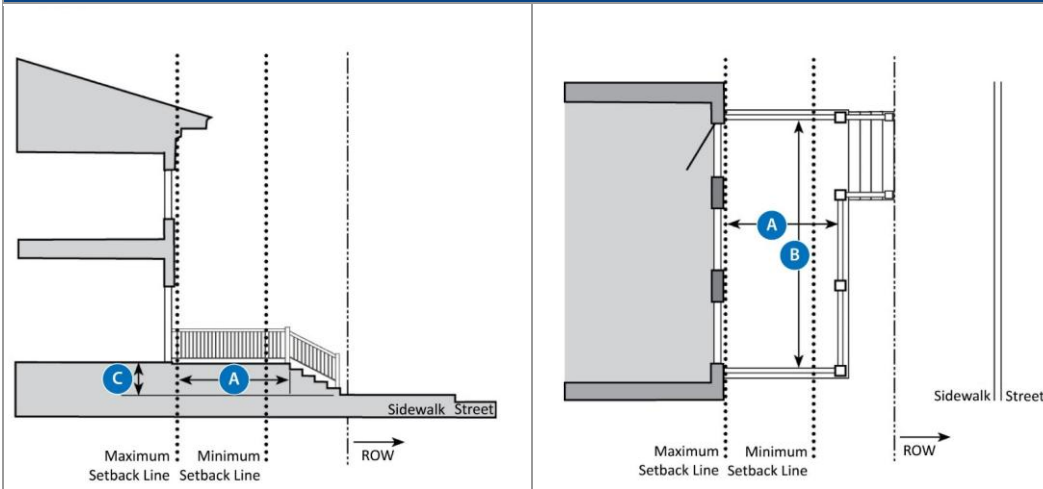


Figure Key:

Encroachment Area Setback Line
 - - - - - Frontage/Property Line

Dimensional Standards		
A	Depth (min.)	8 ft.
B	Length (min.)	25% of frontage
C	Finish Level Above Sidewalk	1.5 ft.
Other Standards:		
1. If used for outdoor dining, a low fence or garden wall shall be required to designate the dining area. 2. Frequent steps up to the terrace are required to maximize access and avoid blank walls along the sidewalk. 3. Low walls used as seating are encouraged.		
Examples		

Table 1204.08-6, Terrace Frontage Type Standards

Description: In the Terrace frontage type, the building facade is set back from the lot line by an elevated terrace. This frontage element type tends to buffer residential uses from urban sidewalks and removes the private yard from public encroachment. Terraces are suitable for use or conversion to outdoor dining.

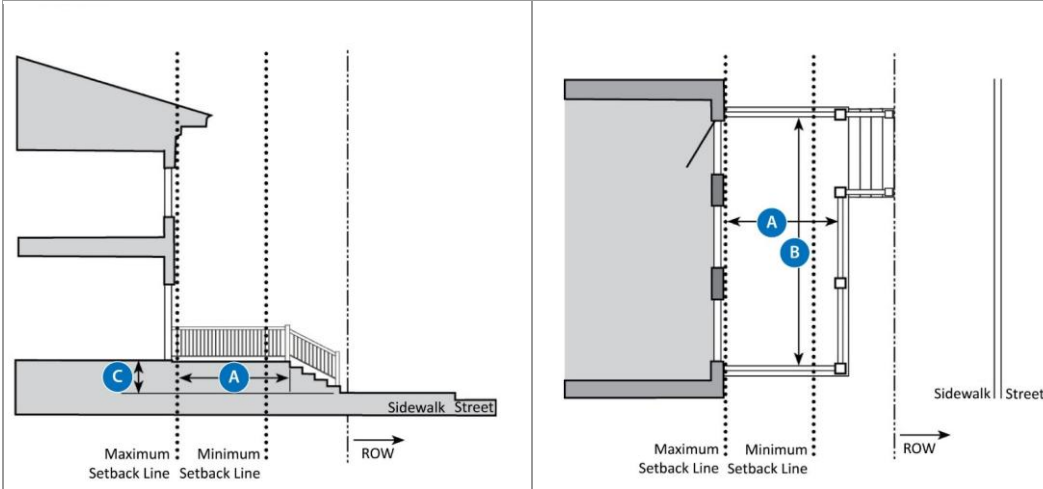


Figure Key:

Encroachment Area Setback Line
 Frontage/Property Line



6. Storefront.

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Table 1204.08-7, Storefront Frontage Type Standards

Description: In the Storefront frontage type, the front facade of the building is at or near the frontage line with an at-grade entrance along the public right-of-way. The Storefront frontage also includes a canopy or awning element that overlaps the sidewalk along the majority of the frontage. The canopy is a structural cantilevered shed roof, and the awning is canvas or similar material and is often retractable. A Storefront may be used in conjunction with other frontage types.

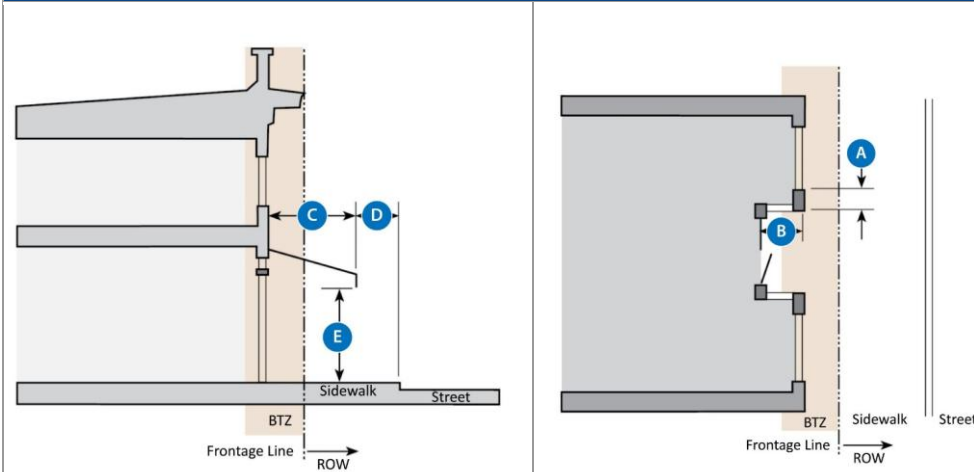


Figure Key:

- Encroachment Area
- Frontage/Property Line

Dimensional Standards		
A	Distance between glazing (max.)	2 ft.
	Ground Floor Transparency (min.)	70% and should allow a view of at least 5 ft. of interior space
	Upper Floors Transparency (min.)	30%
B	Depth of Recessed Entries (max.)	5 ft.
C	Depth of Canopy or Awning (min.)	4 ft.
	Width of Canopy or Awning, Cumulative (min.)	70% facade width
D	Setback from Back of Curb (min.)	2 ft.
E	Height, Clear (min.)	8 ft.
Other Standards:		

Table 1204.08-7, Storefront Frontage Type Standards

Description: In the Storefront frontage type, the front facade of the building is at or near the frontage line with an at-grade entrance along the public right-of-way. The Storefront frontage also includes a canopy or awning element that overlaps the sidewalk along the majority of the frontage. The canopy is a structural cantilevered shed roof, and the awning is canvas or similar material and is often retractable. A Storefront may be used in conjunction with other frontage types.

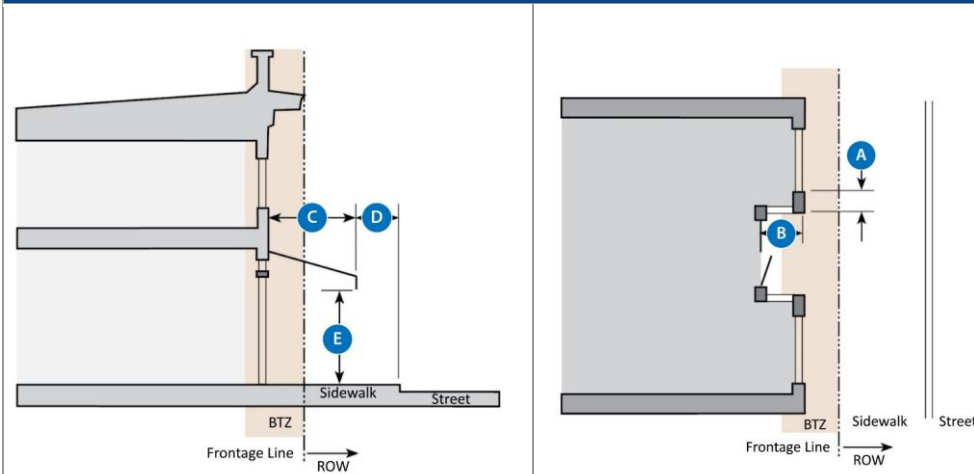


Figure Key:

- Encroachment Area
- Frontage/Property Line

1. Open-ended, operable awnings or canopies are encouraged for shade and weather protection.
2. Bi-fold glass windows and doors that allow the space to open to the sidewalk are encouraged.
3. Residential grade windows are not permitted.
4. Doors may be recessed as long as the front facade is at the build-to-zone.
5. Windowsills shall be located at a maximum of 30 inches above the finished grade at the building line.

Examples

Table 1204.08-7, Storefront Frontage Type Standards

Description: In the Storefront frontage type, the front facade of the building is at or near the frontage line with an at-grade entrance along the public right-of-way. The Storefront frontage also includes a canopy or awning element that overlaps the sidewalk along the majority of the frontage. The canopy is a structural cantilevered shed roof, and the awning is canvas or similar material and is often retractable. A Storefront may be used in conjunction with other frontage types.

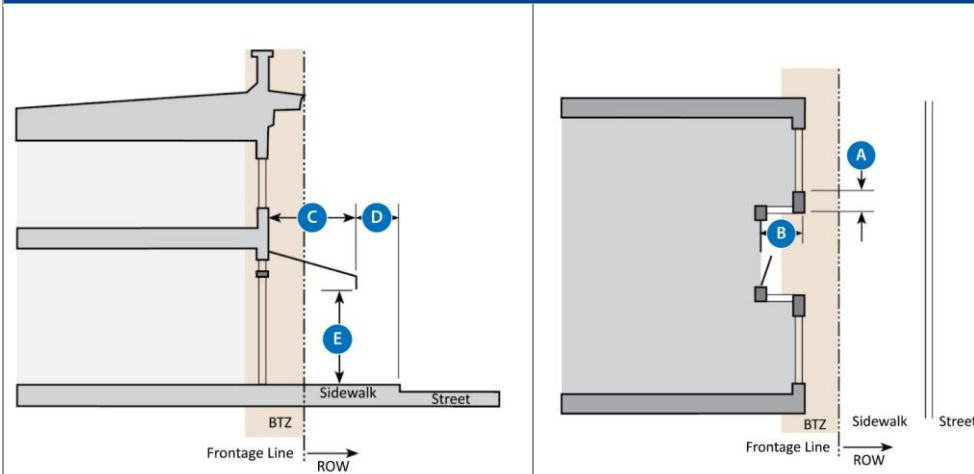


Figure Key:

- Encroachment Area
- Frontage/Property Line



C. **Frontage Treatment Options.**

1. *Common Yard.*

Table 1204.08-8, Common Yard Frontage Treatment Options

Description: In the Common Yard frontage treatment options, a landscaped yard separates the building and the street. It is intended for non-urban areas with moderate to considerable setbacks. It is also appropriate for areas transitioning from non-urban residential to non-urban commercial where the frontage maintains the residential character of the street. A maximum 50% opaque and 42-inch tall fence at the frontage line may be used help to maintain privacy and street spatial definition. A visually continuous yard can be created without fencing. If there is a porch, it is a secondary feature.

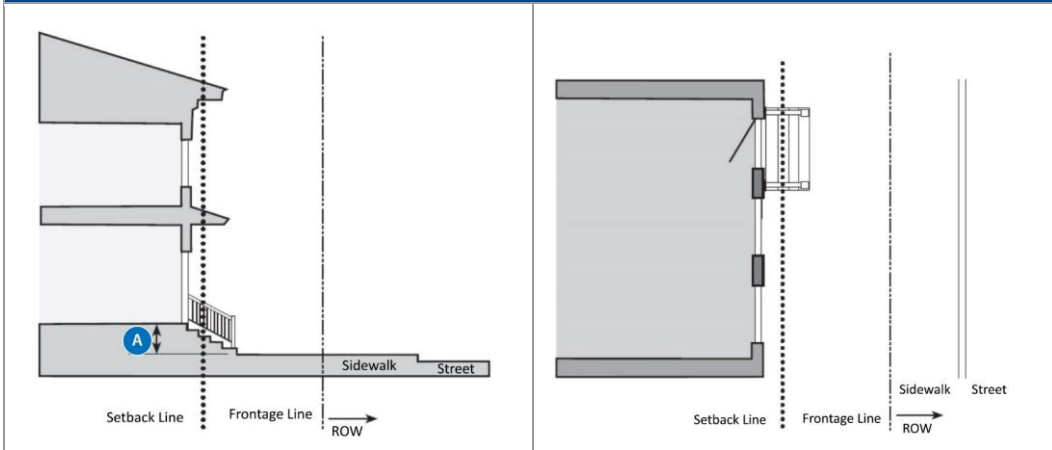


Figure Key:

Encroachment Area Setback Line
 - - - - - Frontage/Property Line

Dimensional Standards		
A	Finish Level above Sidewalk (min.)	1 ft.
Other Standards:		
1.	N/A	
Examples		

Table 1204.08-8, Common Yard Frontage Treatment Options

Description: In the Common Yard frontage treatment options, a landscaped yard separates the building and the street. It is intended for non-urban areas with moderate to considerable setbacks. It is also appropriate for areas transitioning from non-urban residential to non-urban commercial where the frontage maintains the residential character of the street. A maximum 50% opaque and 42-inch tall fence at the frontage line may be used help to maintain privacy and street spatial definition. A visually continuous yard can be created without fencing. If there is a porch, it is a secondary feature.

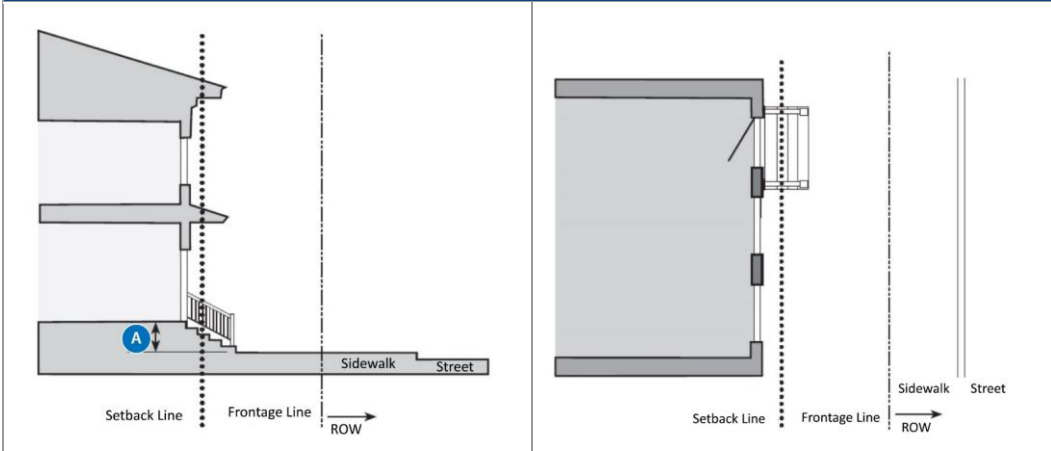


Figure Key:

Encroachment Area Setback Line
Frontage/Property Line



2. Awning.

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Table 1204.08-9, Awning or Canopy Frontage Treatment Options

Description: In the Awning or Canopy frontage treatment options, an awning or canopy is any structure attached to the wall of a building that was built and designed for the purpose of cosmetics or for shading a window, door, or sidewalk. Awnings or canopies are not integral to the building, are typically triangular or curved in cross-section and are generally comprised of a metal frame and canvas or other fabric.

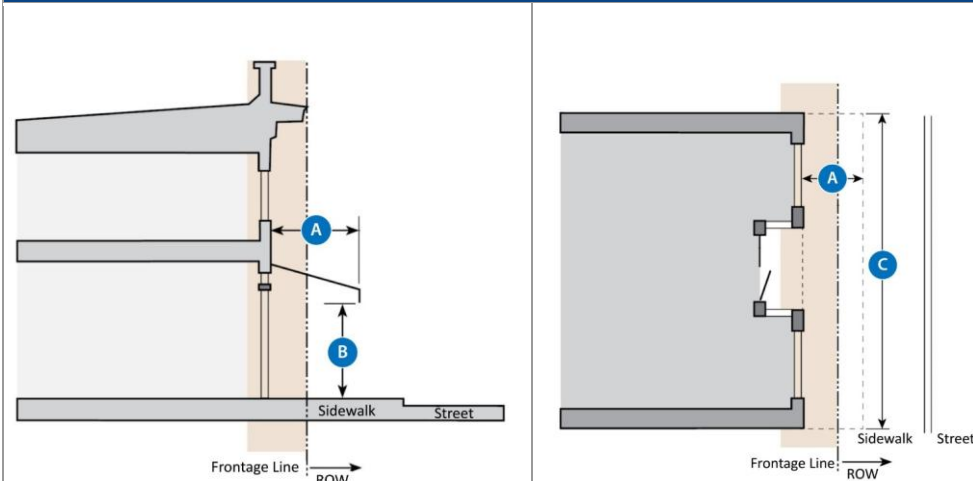


Figure Key:

Encroachment Area Setback Line
 Frontage/Property Line

Dimensional Standards	
A Depth (min.)	5 ft. - measured perpendicular to the wall face
B Underside Clearance (min.)	8 ft.
C Length	75-100% of frontage
Other Standards:	
1. The above requirements apply to first-floor awnings or canopies. There are no minimum requirements for awnings or canopies above the first floor. 2. Awnings or canopies shall occur forward of the build-to line or zone, and may encroach within the right-of-way, but shall not extend closer than two feet to the curb line. 3. Awnings or canopies shall be made of durable fabric and may be either fixed or retractable. High-gloss or plasticized fabrics are prohibited. Backlit awnings are also prohibited. 4. An awning or canopy may be used in combination with other frontage types, except for Gallery & Arcade. 5. Signs on awnings or canopies shall comply with the standards in Article 04.06, Signage.	
Examples	

Table 1204.08-9, Awning or Canopy Frontage Treatment Options

Description: In the Awning or Canopy frontage treatment options, an awning or canopy is any structure attached to the wall of a building that was built and designed for the purpose of cosmetics or for shading a window, door, or sidewalk. Awnings or canopies are not integral to the building, are typically triangular or curved in cross-section and are generally comprised of a metal frame and canvas or other fabric.

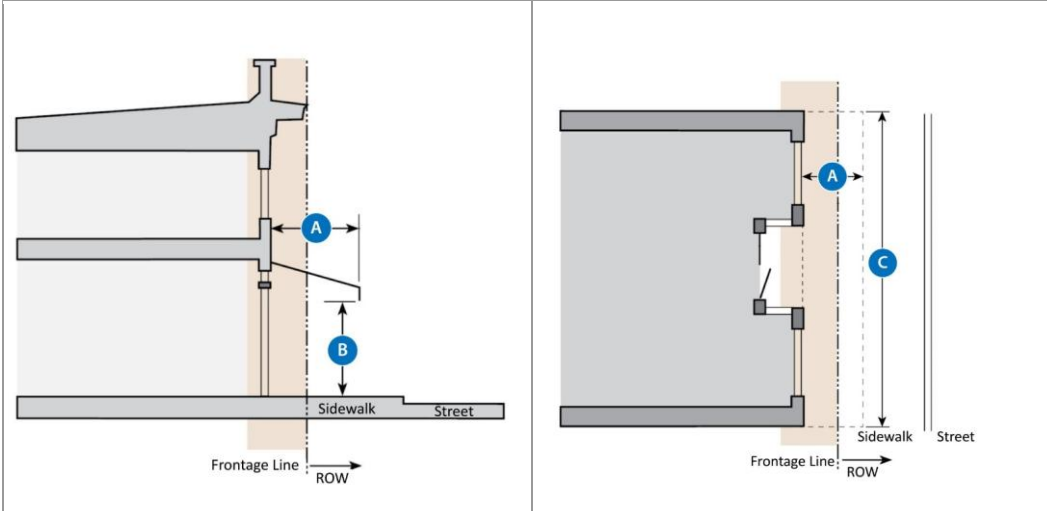


Figure Key:

- Encroachment Area
- Setback Line
- Frontage/Property Line



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3. *Marquee.*

Table 1204.08-10, Marquee Frontage Treatment Options

Description: In the Marquee frontage treatment options, a marquee is a permanent roof-like structure other than a roof attached to, supported by, and projecting from a building, providing protection from natural elements over the ground, sidewalk, or walkway.

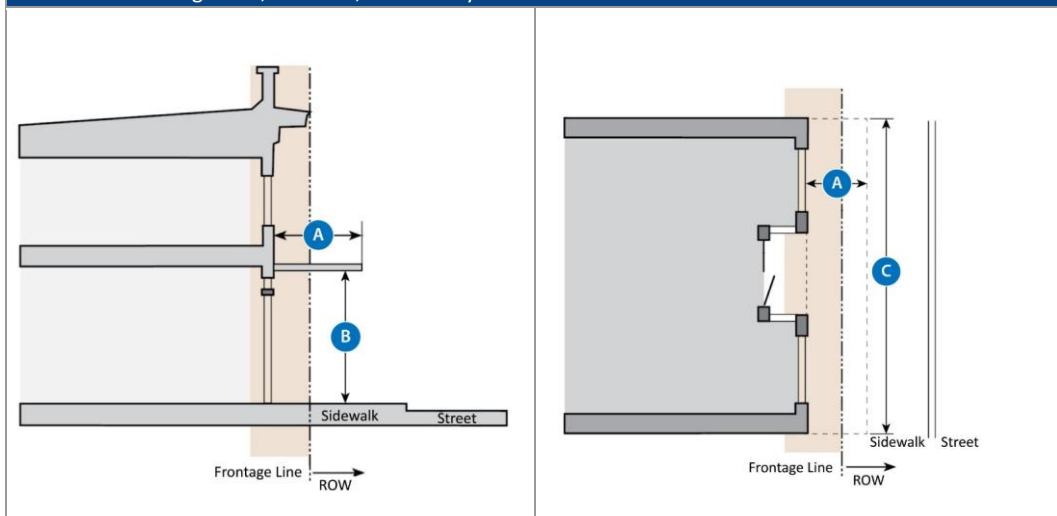


Figure Key:

Encroachment Area Setback Line
 - - - - - Frontage/Property Line

Dimensional Standards		
A	Depth (min.)	6 ft. - measured perpendicular to the wall face
B	Underside Clearance (min.)	8 ft.
C	Length	75-100% of frontage
Other Standards:		
1. The above requirements apply to first-floor marquees. Marquees above the first floor are not permitted. 2. Marquees shall occur forward of the build-to line or zone, and may encroach within the right-of-way, but shall not extend closer than two feet from the curb line. 3. Marquees typically are used above the primary entrances to buildings such as cinemas, hotels, and office buildings. They may be cantilevered (with structure hidden internally) or supported from above by suspension cables or chains. 4. A marquee may be used in combination with other frontage types, except for Gallery & Arcade. 5. Signs on marquees shall comply with the standards in Article 04.06, Signage.		

Table 1204.08-10, Marquee Frontage Treatment Options

Description: In the Marquee frontage treatment options, a marquee is a permanent roof-like structure other than a roof attached to, supported by, and projecting from a building, providing protection from natural elements over the ground, sidewalk, or walkway.

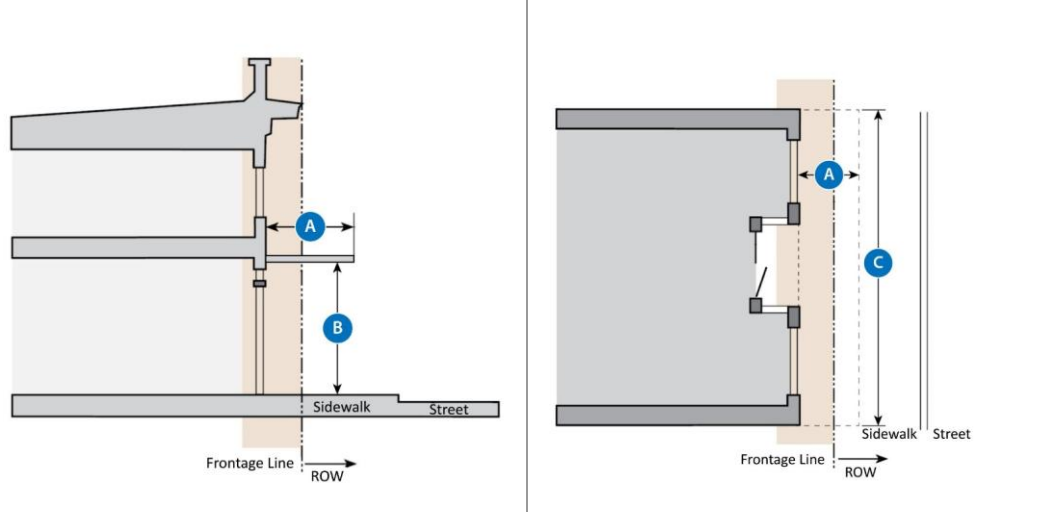


Figure Key:

- Encroachment Area
- Setback Line
- Frontage/Property Line

Examples



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Article 04.04 Parking, Loading, and Circulation

1204.09 General Provisions

- A. **Purpose.** The purpose of this Article is to regulate the amount and location of vehicle parking, loading areas, access, and mobility in order to promote a more efficient use of land, enhance the development form, encourage the use of alternative modes of transportation, provide for better pedestrian movement, and protect air and water quality. The purpose of this Article is to:
1. Prevent and alleviate the congestion of public streets;
 2. Encourage the incorporation of alternative modes of transportation by emphasizing pedestrian circulation and establishing requirements for bicycle parking;
 3. Increase and protect the capacity of the roadway system;
 4. Promote greater safety of passage between highway and land;
 5. Minimize the detrimental effects of vehicular use areas on adjacent properties;
 6. Encourage the reduction of impervious surfaces through effective design and the use of shared parking where practical; and
 7. Promote the health, safety, and public welfare by establishing minimum requirements for off-street parking and loading areas as well as provisions for access control.
- B. **Applicability.**
1. *Development Activities.* The standards of this Article apply to the following development activities:
 - a. New residential, nonresidential, or mixed-use development or change in use from residential to nonresidential or mixed-use;
 - b. Expansion ~~or increase in use, apartment units, gross floor area, or impervious surface by 20 percent or more, or by 20 percent cumulatively over a five year period; or change in use requiring additional parking, loading, or stacking spaces (also known as vehicle use areas).~~
 - c. ~~Change in use requiring additional parking, loading, or stacking spaces (also known as vehicle use areas).~~
 2. *Change of Use (Maximum Parking).* Uses with off-street parking in excess of the maximum allowed in the MU and DT zoning districts for a nonresidential use resulting from a change of use in an existing building are not required to remove the excess parking spaces.
 3. *Enlargements and Expansions.*
 - a. Unless otherwise expressly stated, the regulations of this Article apply whenever an existing building or use is enlarged or expanded to include additional dwelling units, floor area, seating capacity, employees or other units of measurement used for establishing off-street parking requirements.
 - b. In the case of enlargements or expansions that trigger requirements for additional parking, additional spaces are required only to serve the enlarged or expanded area, not the entire building or use. In other words, there is no requirement to address lawfully existing parking space deficits.
 - c. Whenever a building or use created prior to the effective date of this PZC is expanded or enlarged in floor area, number of units, seating capacity, or otherwise that will create a need for an increase in the number of parking spaces, loading spaces, or vehicle stacking spaces, the additional spaces shall be provided on the basis of the new demand created by the area of the alteration, addition, or change.

- d. If the proposed change, expansion, or enlargement will increase the floor area, number of dwelling units, seating capacity, or other area to an extent larger than ~~35-25~~ percent of the building or use prior to the effective date of this code, then the entire site shall come into compliance with the requirements of this chapter, [Article 04.05, Landscaping, Screening, and Buffering](#), and [Article 04.07, Outdoor Lighting](#).
- e. Any expansion, or enlargement smaller than that established in paragraph 3.d, above, shall comply with the requirements of this Article for any new parking, loading, or stacking space areas required for the expansion. In cases where these small expansions or enlargements occur over a period of time after the effective date of this code, the site shall come into full compliance with the requirements of this chapter and [Article 04.05, Landscaping, Screening, and Buffering](#) once the total expansion or enlargement of the floor area, number of dwelling units, seating capacity of other area exceed 35 percent of the original size at the time this Code became effective.
- f. If a vehicular use area is expanded without an expansion of any buildings or structures, the expansion may be reviewed through the site plan review process.

4. *Exemptions.*

- a. Changes in the use(s) of existing buildings that result in fewer required parking, loading, or stacking spaces shall not be required to provide additional parking spaces.
- b. A permitted use may be converted to another permitted use without full compliance with the required number of parking, loading, or stacking spaces if the Director determines:
 - i. No additional parking, loading, or stacking spaces could be provided without removing or partially removing a principle structure; and
 - ii. The amount of parking, loading, or stacking spaces available is at least 80 percent of the parking, loading, or stacking required for the new use

C. **Maneuvering Space.**

1. *Prohibited.*

- a. In order to park, load, unload, or stack, no vehicle use area (VUA) shall require a vehicle to maneuver into a public right-of-way except in the case of a single- or two-family dwelling unit or where vehicular access is from an alley.
- b. In addition, no VUA shall:
 - i. Hinder the free movement of pedestrians and vehicles over a sidewalk or street; or
 - ii. Overhang or encroach into a public right-of-way, including a sidewalk or into a walkway on private property, except where an encroachment permit is granted; or
 - iii. Overhang or encroach an adjacent property under separate ownership except where an easement, shared driveway, or private street as described in [Chapter 1205, Subdivision Standards](#), is in place.

- 2. *Dimensions.* Parking, loading, and stacking space dimensions are exclusive of access drives or aisles. All such spaces shall have a vertical clearance of at least seven feet.

D. **Lighting and Noise.** The following standards shall apply to all vehicle use areas:

- 1. Lighting shall comply with [Article 04.07, Outdoor Lighting](#).
- 2. An area used for primary circulation, frequent idling of vehicle engines, or loading activity shall be designed and located to minimize the effects of noise, pollution, and vehicle lights on an adjoining property.

E. Truck Parking in Residential Areas and Lots.

1. The parking or storage of motor vehicles over 7,500 pounds gross vehicle weight and eight feet in height, semi-trucks, and semi-trailers shall be prohibited in a residential zoning district or on a residential lot.
2. Exemptions for this standard shall apply when the parking of such vehicle is temporarily parked for loading or unloading of goods or the rendering of a service.
3. Recreational vehicles and pickups are not restricted by the terms of this subsection.

F. Parking and Storage of Recreational Vehicles and Trailers.

1. *Location and Timing Restrictions.* A combined total of two recreational vehicles and/or trailers may be parked or stored outdoors on each individual residential lot that contains an inhabited dwelling. The location and timing restrictions are as follows:
 - a. On a year-round basis one recreational vehicle and/or trailer is permitted to be stored in one of the side yards, provided that no recreational vehicle or trailer is stored in any other side yard;
 - b. From the period of time beginning one week prior to Memorial Day through Veterans Day, one of the recreational vehicles/trailers is permitted in the front yard on the driveway serving the dwelling, provided that the vehicle/trailer does not encroach upon the sidewalk; and
 - c. Recreational vehicles and/or trailers may be stored in the rear yard.
 - d. Independent of the timing restrictions in G.1.a-b, above, a recreational vehicle belonging to visitors of a resident may be permitted to park in the front yard driveway for a period not to exceed 10 days provided that this recreational vehicle is the only one parked in the front yard.
2. *Setbacks.* All recreational vehicles and trailers shall be parked or stored at least five feet from any adjacent lot line.
3. *Surfacing.*
 - a. No recreational vehicles shall be parked on grass or other landscaped areas including, but not limited to, mulch, dirt, etc. in order to prevent soil erosion; and
 - b. All areas designated for parking recreational vehicles and trailers shall conform with surfacing and drainage requirements in paragraph K, below.
4. *Prohibitions.*
 - a. No living quarters shall be maintained nor any business conducted in any recreational vehicle and/or trailer while it is parked or stored.
 - b. Recreational vehicle and/or trailer shall be free of fixed connections to water, electric, gas, or sanitary sewer facilities.
 - c. A recreational vehicle and trailers shall not be utilized for storage or warehousing of goods and shall be free of rubbish and debris. The wheels of a recreational vehicle or its transporting devices (e.g., the boat trailer) and/or trailer permitted within a residential district shall not be removed, nor shall any recreational vehicle or trailer be temporarily or permanently affixed to the ground or attached to something having a temporary or permanent location on the ground.

G. Inoperable or Abandoned Vehicles.

1. *Prohibition.* The parking or storage of inoperable or abandoned vehicles is prohibited outdoors in all districts except where otherwise specified.
2. *Temporary Parking or Storage.* The location and duration of temporary parking or storage of an unlicensed or inoperable vehicle shall be approved by the Director through the issuance of a zoning permit on the

basis of adequacy of the parcel size, condition of the vehicle, visibility from other properties and absence of undue adverse impact on adjacent properties or on the area as a whole.

3. **Enclosure.** In all districts, where not specifically permitted, the repairing, rebuilding, dismantling, or storage of any inoperative vehicle shall be permitted only within a completely enclosed building.
- H. **Location.** Except as permitted in Section 1204.13, *Parking Credits and Reductions*, a VUA required by this Article shall be located on the same property as the building, use, or structure it serves and it shall be located behind any required bufferyard as set out in Article 04.05, *Landscaping, Screening, and Buffering*.
- I. **Associated Building, Use, or Structure.** Vehicle use areas (VUA) shall be maintained as long as the associated building, use, or structure is in use or operation. No person shall utilize such building, use, or structure without providing the VUAs required in this Article. It shall be unlawful to discontinue, reduce, or remove the required VUAs apart from the discontinuance, removal, or reduction of the building, use, or structure that requires the VUA.
- J. **Calculations.**
 1. **Fractions.** If the final calculated number of required parking, loading, or stacking spaces includes a fractional space, the number of required spaces shall be increased to the next whole number if the fraction is five-tenths or more, and when the fraction is less than five-tenths, the next lower whole number shall apply.
 2. **Variables for Calculating Required Spaces.** The variables used for calculating spaces are measured as shown in Table 1204.09-1, *Parking, Loading, and Stacking Variable Meanings*.

Table 1204.09-1 Parking, Loading, and Stacking Variable Meanings

Variable	The number of required spaces is calculated based on the number of:
Per Dwelling Unit	Dwelling units on the subject property.
Per Campsite	Spaces available for a recreational vehicle to connect to utilities provided at the recreational vehicle park.
Per Bedroom	Bedrooms in the facility instead of the number of bed or some other measure.
Per Gross Floor Area	Gross floor area of the establishment, which measurement is described in Sec. 2.20, Measurements.
Per Employee	Employees during the shift in which the maximum number of employees is present.
Per Seat	Seats affixed to the floor that are provided to guests (patrons, members, etc.), with benches or pews measured as one seat per two feet of width. Space requirements for uses with unaffixed seats shall be based on the seating capacity permitted by the Fire Code and approved by the Fire Marshal's office.
Per Student	Students or enrollees that the facility is permitted to have according to the appropriate licensing agency, if applicable.

3. **Multiple Nonresidential Uses.** If several nonresidential uses occupy a single parcel or building, the parking requirements shall be calculated separately for each use within the development, or as set out in Section 1204.13, *Parking Credits and Reductions*, whichever results in a lesser number of required spaces.
- K. **Surfacing and Drainage.** All vehicle use areas shall be graded, surfaced, and maintained so that water does not accumulate, flow, or drain onto abutting public or private property. The surfacing of VUAs shall consist of asphalt, concrete, or other all-weather surface approved by the City Engineer.

- L. **Dedication of Spaces.** Off-street parking, loading, and stacking spaces shall not be used interchangeably to meet one another's requirements nor shall their placement interfere with one another's use.
- M. **Insufficient Vehicle Use Area.** The Director may require a landowner to provide additional VUA even if the number of spaces provided meets the minimum requirement for the established use, if vehicles are consistently required to park or unload on the street (where on-street parking is prohibited) or on other properties due to a lack of usable VUA.

1204.10 Off-Street Parking Spaces Required

- A. **Applicability.**
 - 1. This Section applies to all uses and structures in all zoning districts, except as provided below.
 - 2. The minimum requirements of this Section do not apply to the DT, Downtown zoning district. However, the maximum requirements of this Section do apply.
- B. **Residential Parking.** Parking spaces for Household Living use types or specified building types that are located in private garages or individual driveways do not have to be marked. An area on a private residential lot is considered a parking space if:
 - 1. *Dimensions.* The area is at least 10 feet wide and 20 feet deep in dimension and is not part of a driveway to a private garage;
 - 2. *Encroachment.* The area does not encroach upon a public sidewalk;
 - 3. *Surface.* The area has an improved hard surface as required in Section 1204.09 (K), *Surfacing and Drainage*; and
 - 4. *Access.* The area is accessible from the street or alley.
- C. **Minimum and Maximum Spaces.** Off-street parking spaces must be provided for the uses listed in Table 1204.10-1, *Minimum and Maximum Parking*, below. The uses must provide the minimum number of off-street parking spaces, and parking spaces may not exceed the maximum number of spaces.
- D. **Multiple Activities.** Except as otherwise provided, where multiple activities associated with a single-use take place on-site, the required parking shall include a combination of the site's activities. For example, if an upper-story residential use exists above a restaurant then the minimum and maximum parking totals will be determined by adding together the values for both uses.

Table 1204.10-1 Minimum and Maximum Parking			
SF = square feet GFA = Gross Floor Area -- = No minimum or no maximum, as applicable			
Use Category	Subtype	Minimum Spaces	Maximum Spaces
Residential and Agricultural			
Household Living	Dwelling, Multi-Unit (Apartment)	1 per bedroom	2 per dwelling unit
	Dwelling, Single-Unit Attached	2 per dwelling unit	4 per dwelling unit
	Dwelling, Single-Unit Detached	2 per dwelling unit	4 per dwelling unit
	Dwelling, Duplex	2 per dwelling unit	4 per dwelling unit

Table 1204.10-1 Minimum and Maximum Parking			
SF = square feet GFA = Gross Floor Area -- = No minimum or no maximum, as applicable			
Use Category	Subtype	Minimum Spaces	Maximum Spaces
	Dwelling, Townhouse	2 per dwelling unit	4 per dwelling unit
	Dwelling, Multiplex	1 per bedroom	2 per dwelling unit
Group Living	Assisted Living Facility	1 per 2 beds	1 per unit + 1 per employee
	Boarding or Rooming House	1 per bedroom	1 per bedroom
	Group Home	2 per dwelling unit	2 per dwelling unit
	Nursing Home	1 per 2 beds	1 per 2 beds
	Group Living (Other than Listed)	2 per dwelling unit	2 per dwelling unit
Residential Accessory Uses ¹	Accessory Dwelling Unit	1 per dwelling unit	1 per dwelling unit
	Bed and Breakfast Home	1 per bedroom	1 per bedroom
	Farm Stand	1 per stand	3 per stand
	Group Day Care (6 to 12 children)	--	1 per dwelling unit
	Residential Accessory Use (Other than Listed)	--	--
	Upper-Story Residential	1 per dwelling unit	1.5 per dwelling unit
Agricultural and Animal Services	Community Garden	1 per 500 SF GFA	1 per 200 SF GFA
	Kennel	1 per 1,000 SF GFA plus 1 drop-off space per 20 kennel spaces	1 per 250 SF GFA plus 1 drop-off space per 20 kennel spaces
	Plant Nursery, Greenhouse, and Landscaping Business	1 per 250 SF of indoor sales plus 1 per 1000 square feet of outdoor sales/display areas	--
	Veterinary Clinic	1 per 500 SF GFA	1 per 200 SF GFA
	Veterinary Hospital	1 per 500 SF retail area	1 per 300 SF retail area
	Crop Production	--	--
	Nursery (Retail)	1 per 500 SF retail area	1 per 200 SF retail area
	Stable (Public or Commercial)	1 per 4 stalls plus 1 per employee	2 per horse boarded
Public and Civic Use			

Table 1204.10-1 Minimum and Maximum Parking			
SF = square feet GFA = Gross Floor Area -- = No minimum or no maximum, as applicable			
Use Category	Subtype	Minimum Spaces	Maximum Spaces
Community Facilities	Club or Lodge	1 per 300 SF GFA	1 per 200 SF GFA
	Place of Public Assembly	1 per 6 seats	1 per 1.5 seats
	Library, Aquarium, Museum, or Gallery	1 per 1,000 SF GFA	1 per 500 SF GFA
	Senior, Youth, or Community Center	1 per 300 SF GFA	1 per 200 SF GFA
Daycare Facilities	Adult Day Care	1 per employee	1.75 per employee
	Pre-School or Child Day Care Center	1 per employee	1.75 per employee
	Group Day Care Center	1 per employee	1.75 per employee
Educational Facilities	College or University	1 per 400 SF office, research, and library area; plus 1 per 300 SF assembly areas and classrooms	1 per 300 SF office, research, and library area; plus 1 per 250 SF assembly areas and classrooms
	Training Facility or Vocational School	1 per 300 SF GFA	1 per 250 SF GFA
	School, Primary or Secondary (Public or Private)-Primary-Secondary	2 per classroom (Primary); 1 per employee + 1 per 5 students (Secondary)	--
	All Other Educational Facilities	1 per 400 SF GFA	1 per 350 SF GFA
Government Facilities	Government / Non-Profit Office	1 per 400 SF GFA	1 per 200 SF GFA
	Government Services (Police, Fire, Emergency Medical Services)	--	--
Medical Facilities	Hospital	1 per 3 patient beds	1 per 2 patient beds
	Funeral Home or Mortuary	1 per 6 seats	1 per 1.5 seats
	Clinic, Medical Lab, or Urgent Care	1 per 300 SF GFA	1 per 150 SF GFA

Table 1204.10-1 Minimum and Maximum Parking			
SF = square feet GFA = Gross Floor Area -- = No minimum or no maximum, as applicable			
Use Category	Subtype	Minimum Spaces	Maximum Spaces
Parks and Open Areas	Active Park, Playground, or Ball Field	10 spaces per acre	--
	Botanical Garden, Nature Preserve or Trail	--	--
	Cemetery, Columbarium, Mausoleum, or Memorial Park	1 space per 4 seats in a chapel or place of assembly	--
	Park, Playground, and Common Open Space	--	--
Passenger Terminal	All other Passenger Terminal Uses	--	--
Social Service	All Social Services	Special Study, refer to Section 1204.10.E, below	
Utilities	Major Utility	1 per employee	--
	Minor Utility	--	--
Commercial and Office			
Automotive Sales and Service	Vehicle Washing Establishment	1 per 3 washing bays/stations	1 per 1 washing bays/stations
	Truck, Trailer, or Equipment Sales, Leasing, or Rental	1 per 1,000 SF sales and service building(s)	1 per 300 SF sales and service building(s)
	Retail Fuel Sales	1 per 400 SF GFA	1 per 200 SF GFA
	Automotive Body and Major Repair	1 per 250 SF GFA + 1 per employee	1 per 200 SF GFA + 1 per employee
	All Other Vehicle Sales and Service	1 per 500 SF sales and service building(s)	--
Entertainment and Recreation, Indoor	Shooting Range, Indoor	1 per 3 bays or 1 per 250 SF firing area if no bays	1 per bay or 1 per 100 SF firing area if no bays
	Bar or Tavern	1 per 200 SF GFA	1 per 100 SF GFA
	Bowling Alley	1 per lane	4 per lane
	Dance Club or Dance Hall	1 per 200 SF GFA	1 per 100 SF GFA
	Fitness Gym	1 per 600 SF GFA	1 per 200 SF GFA

Table 1204.10-1 Minimum and Maximum Parking			
SF = square feet GFA = Gross Floor Area -- = No minimum or no maximum, as applicable			
Use Category	Subtype	Minimum Spaces	Maximum Spaces
	Entertainment (Indoor) (Other than Listed)	1 per 250 SF GFA	1 per 200 SF GFA
	Movie or Other Theater	1 per 4 seats	1 per 3 seats
	Sexually Oriented Business	1 per 250 SF GFA	1 per 100 SF GFA
	Tattoo or Piercing Business	1 per chair plus 1 per employee	1.5 per chair plus 1 per employee
Entertainment and Recreation, Outdoor	Amphitheater	1 per 6 seats or 1 per 30 SF if no permanent seats	1 per 4 seats or 1 per 50 SF if no permanent seats
	Campground without Overnight Accommodations	1 per campsite	--
	Golf Course or Country Club	--	5 per hole
	Golf Driving Range	1 per tee area	3 per tee area
	Entertainment (Outdoor) (Other than Listed)	Greater of 1 / 6 seats or 1 / 50 SF	Greater of 1 / 4 seats or 1 / 30 SF
	Stadium, Running Track, or Ball Field	1 per 6 seats or 1 per 50 SF if no permanent seats	1 per 4 seats or 1 per 30 SF if no permanent seats
Office	Bank or Credit Union	1 per 350 SF GFA	1 per 200 SF GFA
	Offices (Other than Listed)	1 per 400 SF GFA	1 per 200 SF GFA
Overnight Accommodation	Bed and Breakfast Establishment	1 per guest room plus 2 for the owner	1.5 per guest room plus 2 for the owner
	Short-Term Rental	1 per rental unit	2 per rental unit
	Overnight Accommodations (Other than Listed)	.8 per guest room + 1 per 800 SF public meeting area and restaurant space	1 per guest room + 1 per 400 SF public meeting area and restaurant space
Parking, Commercial	All Uses	--	--
Restaurant	Restaurant, Delivery Only	1 per employee	2 per employee

Table 1204.10-1 Minimum and Maximum Parking			
SF = square feet GFA = Gross Floor Area -- = No minimum or no maximum, as applicable			
Use Category	Subtype	Minimum Spaces	Maximum Spaces
	Microbrewery, Microdistillery, or Microwinery	1 per 250 square feet of tasting room, taproom, or table service area. Production and storage areas shall comply with industrial use requirements.	1 per 100 square feet of tasting room, taproom, or table service area. Production and storage areas shall comply with industrial use requirements.
	Restaurant, Drive-In	1 per 250 SF GFA	1 per 150 SF GFA
	Restaurant (Other than Listed)	1 per 200 SF GFA	1 per 100 SF GFA
Retail Repair, Sales, and Service	All Uses	1 per 400 SF GFA	1 per 200 SF GFA
Self-Service Storage	All Uses	Lesser of 1 / 500 SF of office area or 1 / 25 storage units	Greater of 1 / 500 SF of office area or 1 / 25 storage units
Industrial			
Heavy Industrial	All Uses	1 per employee or 1 per 1,500 SF GFA, whichever is less	--
Light Industrial	Contractor Service, Equipment, and Storage Yard	1 per 1,500 SF storage area	1 per 300 SF storage area
	Research and Development Facility	1 per 350 SF GFA	1 per 250 SF GFA
	Light Industrial (Other Than Listed)	1 per employee or 1 per 1,000 SF GFA, whichever is less	1 per employee or 1 per 750 SF GFA, whichever is less
Warehousing and Freight Movement	All Uses	1 per 2,000 SF GFA	1 per 500 SFA
Wholesale Trade	All Uses	1 per 2,000 SF GFA	1 per 500 SF GFA
Notes: 1 In addition to the required and maximum for the primary use.			

E. Special Studies.

1. *Generally.*

- a. Some of the uses listed in Table 1204.10-1, *Minimum and Maximum Parking*, have widely varying parking demand characteristics. Accordingly, their parking requirements are listed as "Special Study." Required parking for these uses are established according to the standards of this Section.

- b. Special studies may also be submitted to support a request to reduce the number of required parking spaces to less than that set out in Table 1204.10-1, due to the nature of the operations and/or location of a proposed use. The special study must include and support all requested reductions in parking. Further parking credits and reductions that are otherwise available pursuant to Section [1204.13, Parking Credits and Reductions](#), may not be applied when parking reductions are granted pursuant to this Section, unless the reductions are supported by the special study.
2. *Special Study Requirements.*
- a. A special study must be conducted by a qualified transportation planner or traffic engineer at the applicant's expense.
 - b. The special study must provide:
 - i. A peak parking analysis of at least five functionally comparable uses; and
 - ii. Documentation regarding the comparability of the referenced uses, including: name, function, location, gross floor area, parking availability, access to transportation network (including vehicular, bicycle, pedestrian, and transit), use restrictions, and other factors that could affect the parking demand.
3. *Approval of Special Study.*
- a. The Director may rely upon the special study or may request additional information or analysis, including, but not limited to: alternative or new data points, or consideration of additional or alternative factors related to comparability or peak demand, as supported by sound engineering principles.
 - b. As a condition of approval of a special study, the Director may require that land be reserved as an undeveloped area for additional future parking if there is a demonstrably high probability the use could change, resulting in a higher demand for parking.
- F. **Unlisted Uses.** Upon receiving a development application for a use not specifically addressed in this Article, the Director shall apply the off-street parking standard specified for the use that the Director deems most similar to the proposed use according to Section [1203.03, New and Unlisted Uses](#), or require that the applicant provide a special study according to Subsection E, *Special Studies*, above.

1204.11 Off-Street Parking Design

A. Design and Construction Requirements.

- 1. *Tandem Parking.* Each parking space shall be accessible from a street or alley through aisles and/or driveways, except that tandem parking arrangements are permitted for single-unit detached, single-unit attached, townhouse, duplex and manufactured home uses or as allowed based on an approved parking study as described in Section [1204.13, Parking Credits and Reductions](#).
- 2. *Dead-End Aisles.* Dead-end aisles are not permitted unless adequate turnarounds usable by a two-axle vehicle are provided ~~as approved by the City Engineer and Fire Department.~~
- 3. *Marking.* All parking spaces for nonresidential and mixed-uses shall be clearly marked on the pavement with yellow or white traffic paint or raised pavement markers approved by the City Engineer.
- 4. *Parking Space Orientation.* Parking areas shall be designed to minimize headlights shining into residential properties.
- 5. *Parking Module Dimensions.* Parking spaces, excluding required accessible spaces, shall meet the minimum dimensional standards provided in Table 1204.11-1, *Standard Parking Space Dimensions*.

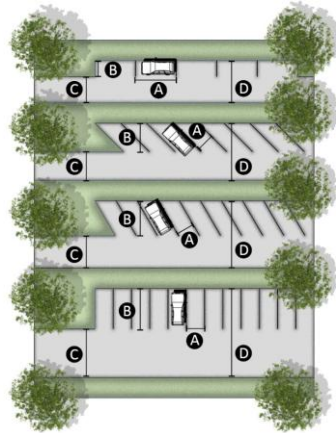
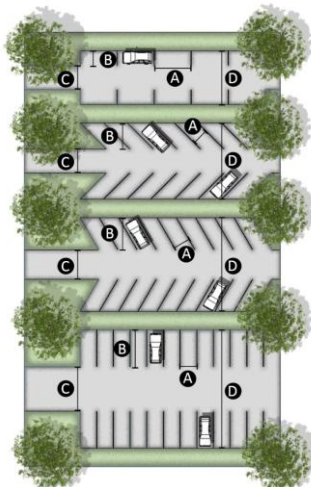
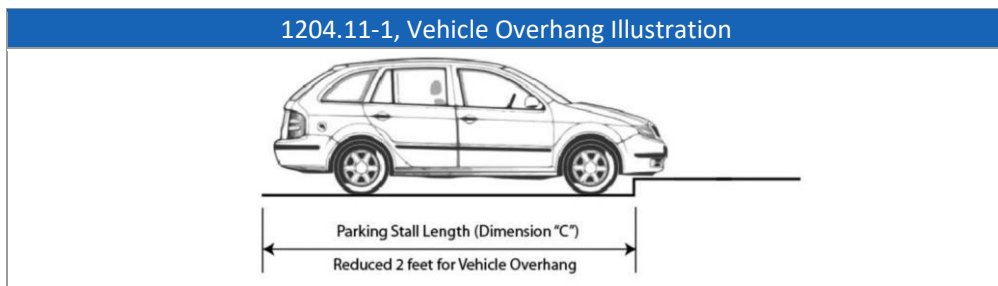
Table 1204.11-1, Standard Parking Space Dimensions							
Number of Rows and Space Angle	Dimensions						Illustration
	(A) Parking Space Width	(B) Parking Row Depth	(C) Driving Aisle Width		(D) Total Module Size (row + aisle)		
			One Way	Two Way	One Way	Two Way	
Single Row of Parking							
0° (Parallel Parking)	22 ft.	10 ft.	12 ft.	18 ft.	33 ft.	42 ft.	
45° (Diagonal Parking)	10 ft.	18 ft.	13 ft.	20 ft.	33 ft.	41 ft.	
60° (Diagonal Parking)	10 ft.	18 ft.	14 ft.	--	36 ft.	--	
90° (Head-In Parking)	10 ft.	18 ft.	--	24 ft.	--	44 ft.	
Double Row of Parking							

Table 1204.11-1, Standard Parking Space Dimensions							
Number of Rows and Space Angle	Dimensions						Illustration
	(A) Parking Space Width	(B) Parking Row Depth	(C) Driving Aisle Width		(D) Total Module Size (row + aisle)		
			One Way	Two Way	One Way	Two Way	
0° (Parallel Parking)	22 ft.	10 ft.	12 ft.	24 ft.	30 ft.	42 ft.	
45° (Diagonal Parking)	10 ft.	21.1 ft.	12 ft.	20 ft.	54.2 ft.	62.2 ft.	
60° (Diagonal Parking)	10 ft.	22.3 ft.	14 ft.	--	58.6 ft.	--	
90° (Head-In Parking)	10 ft.	20 ft.	--	24 ft.	--	64 ft.	

- B. **Access and Maneuverability.** In order to promote adequate access and maneuverability, the following provisions shall be followed:
1. All parking spaces shall be entered and exited along parking aisles arranged perpendicular to access drives wherever possible.
 2. Access drives are traffic lanes in a vehicular use area that provide for vehicular circulation but that do not provide access to individual parking stalls. All access drives shall have a minimum width of 20 feet.
 3. No parking spaces shall be located along entry drives within 30 feet of the right-of-way or easement line (and at greater distances as may be required during site plan review (See 1203.06 Site Plan Review) depending on the traffic generation and parking lot size) nor within eight feet of the curb or pavement edge of such restricted entry drive area.
 4. Where room permits, parking spaces should be entered and exited along parking aisles and not along main access drives for the purposes of safety and to prevent traffic congestion.

C. **Wheel Stops and Continuous Curbs.**

1. Wheel stops or continuous curbs shall be provided in areas adjacent to sidewalks, walkways, and landscaping areas to protect such areas from damage or encroachment of vehicles and to provide necessary traffic control in the vehicular use area.
2. Each wheel stop shall be a singular block of reinforced concrete, stone, or other durable material 5 inches in height, 6 inches in width, and 8 feet in length. Wheel stops shall be securely attached to the ground and may be used only at the end of parking stalls.
3. Continuous curbs shall be made of asphalt, concrete, or stone, and shall be a minimum of 6 inches in height and 6 inches in width. They shall form a non-interrupted edge around all landscaped areas adjacent to parking and turn-around areas that are not protected by wheel stops. Continuous curbs may be modified or interrupted for the purposes of accommodating stormwater runoff.
4. The wheel stop or continuous curb shall be located a minimum of 4 feet from any structures, buildings, walls, or plant material, excluding groundcover, to prevent a vehicle from driving onto the landscape area or hitting any structure or plant material at the edge of the vehicular use area. The mature size of the plant material shall be specified to determine if the landscaping meets the setback requirements.
5. Where continuous curbs are used, the paved area of the parking stall length (Dimension C) required in Table 1204.11-1, *Standard Parking Space Dimensions*, may be reduced by two feet as shown in Figure 1204.11-1, *Vehicle Overhang Illustration*, provided that the vehicle overhang will not encroach on pedestrian circulation or the required setback for desirable plant growth. Where wheel stops are used, the paved area of the parking stall length (Dimension C) required in Table 1204.11-1, shall not be reduced.



D. **Surface and Drainage.** All vehicular use areas shall be subject to the following standards with the exception of agricultural uses:

1. *Grading and Drainage.* All vehicular use areas shall be properly graded and drained so as to dispose of all surface water accumulated within the area of the parking lot.
2. *Drainage Easement.* In no instance shall a storm drainage facility be designed to allow the flow of water into abutting property without an approved easement.
3. *Paving Materials.* All vehicular use areas shall be surfaced with a pavement of concrete or asphaltic concrete of sufficient depth to meet the standard engineering practice for the design of pavements for the anticipated traffic load, and shall be so graded and drained to meet the requirements of this Code for the disposal of all surface water accumulated within the areas, and shall be so arranged and marked as to provide for orderly and safe loading, unloading, parking and storage of motor vehicles.

4. **Alternative Paving Materials.** The City Engineer may approve alternative paving materials for parking areas not specified in Subsection B, *Surface and Drainage*, above, if the City Engineer determines that the alternative, compared to the permitted materials, is substantially equal to or better in quality and durability.
- E. **Setback.** No part of any parking area shall be closer than six feet to any established street right-of-way, alley, or property line. Where a parking area of a non-residential use or district adjoins any residential use or district, it shall be screened in accordance with the standard of Section [1204.21](#), *Bufferyard Landscaping*.
- F. **Pedestrian Pathways.** Plans for the design of parking lots exceeding 50 parking spaces must include the following for pedestrian circulation and connectivity:
 1. **Delineation.** A clearly delineated pedestrian pathway extending from the primary building entrance(s) to the outer perimeter(s) of the parking lot;
 2. **Width.** A minimum passable width of six feet, with a 10-foot clear area to accommodate bumper overhang;
 3. **Connectivity.** Connection to adjacent public street sidewalks and those of abutting or adjacent land uses;
 4. **Lighting.** Pedestrian-scale lighting; and
 5. **Safety.** Pavement markings, crosswalks, and signage to alert motorists of pedestrian crossings.
- G. **Parking Garages.**
 1. **Applicability.** The standards of this subsection apply to all parking garages regardless of if it is used as a primary or accessory use.
 2. **General Design Standards.**
 - a. **Configuration of Individual Parking Spaces.** Individual parking spaces in parking garages shall comply with Table 1204.11-1, *Standard Parking Space Dimensions*, and [1204.12](#), *Accessible Parking Spaces*.
 - b. **Rooftop Parking.** Rooftop open-air parking shall be screened with a parapet of at least four feet in height.
 - c. **Safety Mirrors.** Pedestrian safety devices such as convex mirrors or other warning devices are required where it would be a significant risk to public health or safety without the installation of those devices as determined by the City Engineer.
 - d. **Lighting.** Parking structures shall contain lighting sufficient for security purposes.
 - e. **Height of Accessory Parking Garage.** If the parking garage is accessory to primary use, it shall not exceed the height of the structure it serves.
 - f. **Vehicle Entry and Access.** Vehicle entries to off-street parking garages shall be integrated into the placement and design of adjacent buildings or oriented away from the primary street frontage. At a minimum, parking garages shall have user vehicles access from locations that minimize conflicts with pedestrian circulation.
 - g. **Building Elements and Architectural Design.** All parking garages shall comply with [Article 04.03](#), *Building Elements and Architectural Design*.
 - h. **Facade Design.** The facades of parking garages that face public streets and are not occupied by commercial, office, institutional, public uses, or civic uses shall be articulated through the use of three or more of the following architectural features to make the parking garage appear similar in character to an occupied building:
 - i. Windows or window-shaped openings with decorative mesh or similar features as approved by the City;

- ii. Masonry columns;
 - iii. Decorative wall insets or projections;
 - iv. Awnings;
 - v. Changes in color or texture of materials;
 - vi. Approved public art;
 - vii. Integrated landscape planters; or
 - viii. Other similar features approved by the City.
 - i. Building Materials. Parking garages shall be constructed of materials of similar or better quality to surrounding principal structures.
3. *Permitted Parking Garage Types*. Table 1204.11-2, *Parking Garage Types and Standards*, describes the types of parking garages permitted, and specific design standards for each type.

Table 1204.11-2, Parking Garage Types and Standards		
Parking Garage Type and Description	Standards	Image
Tuck-under parking consists of a single row of covered parking spaces beneath a building.	- Access to tuck-under parking shall be provided by a drive aisle in a parking lot or alley. - Tuck-under parking may be combined with other surface or parking garage types. - Tuck-under parking shall be oriented toward an alley. - Where visible from a public right-of-way other than an alley, tuck-under parking shall be screened from view by buildings or a wall that is a minimum of six feet in height.	
Stand-alone parking garages are freestanding structures located in the center of a larger block.	- Stand-alone garages shall be separated from adjacent buildings by a minimum of 20 feet to provide sufficient light and privacy for adjacent structures. This separation may accommodate an alley and/or rear yards. - Vehicle entries and exits of stand-alone parking structures shall be oriented away from the primary street frontage and shall minimize conflicts with pedestrian circulation. - Street front openings in stand-alone parking structures shall not exceed 55 percent of facade area. - Stand-alone parking structures shall have foundation plantings as required in 1204.21, Development Landscaping.	

Table 1204.11-2, Parking Garage Types and Standards

Parking Garage Type and Description	Standards	Image
Activated structures are parking structures with retail uses at the base that are oriented solely toward the street.	Liner buildings associated with activated structures may be directly attached or detached by a minimal fire separation distance.	
Integrated structures are parking structures located within an occupied building or surrounded by liner buildings.	Integrated structures may be fully or partially integrated with the surrounding building.	

1204.12 Accessible Parking Spaces Required and Design

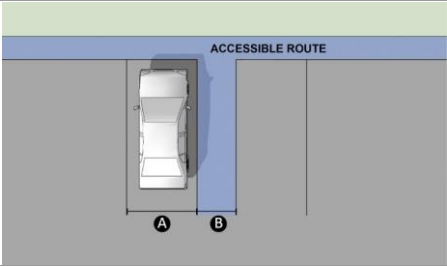
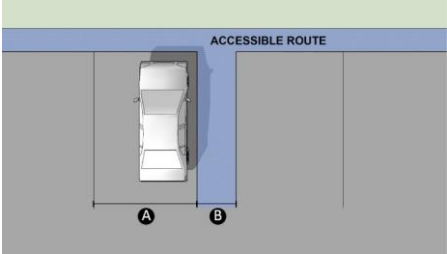
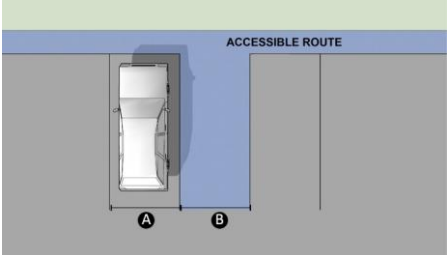
- A. **Generally.** Accessible parking spaces shall be provided in accordance with this Section, as required by the Americans with Disabilities Act (ADA) for all uses that are served by a parking lot.
- B. **Relationship to Required Number of Parking Spaces.** Accessible off-street parking spaces required by this Section shall count toward fulfilling the total off-street parking requirements.
- C. **Location of Accessible Spaces.** Accessible parking spaces shall be located as close as possible to an entrance, which allows such persons to enter and leave the parking area and building without assistance. If possible, the spaces shall be located so that the accessible route from the accessible spaces to the accessible entrance should not cross a driving aisle or road.
- D. **Number of Required Spaces.**
 1. *Generally.* Parking for disabled persons shall be provided as set out in Table 1204.12-1, *Accessible Parking Requirements*, or as required by the Americans with Disabilities Act (ADA) Standards for Accessible Design and ADA Accessibility Guidelines for Buildings and Facilities published by the United States Access Board. If any of the standards within this Section and the United States Access Board are in conflict then

whichever requires more spaces shall be used. Required accessible parking spaces are included in the total number of required parking spaces per Section 1204.03, *Off-Street Parking Spaces Required*.

2. *Multi-Unit Residential Development*. In multi-family residential development, one accessible parking space shall be provided for each unit that is designed for occupancy by a person with disabilities.

Table 1204.12-1, Off-Street Accessible Parking Spaces Required	
Total Number of Parking Spaces Provided	Minimum Number of Accessible Parking Spaces ¹
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total parking
1001 and over	20 plus 1 for each 100 over 1000
Special Parking Conditions for Specific Uses	Minimum Number of Accessible Parking Spaces ¹
Hospital Outpatient Facilities	10% of patient and visitor parking
Rehabilitation Facilities	20% of patient and visitor parking
Outpatient Physical Therapy Facilities	20% of patient and visitor parking
Table Notes: 1. At least one out of six accessible spaces, rounded up, shall be van-accessible.	

- E. **Parking Space Size Specifications.** Figure 1204.12-1, *Accessible Parking Space Dimensions*, details the specific size requirements for both standard automobile and van-accessible ADA-accessible parking spaces.

Table 1204.12-1, Accessible Parking Space Dimensions			
Accessible Space Type	(A) Parking Space Width (min.)	(B) Access Aisle Width (min.)	Illustration
Car Accessible Space	96 in.	60 in.	
Van Accessible Space	Option 1: 132 in.	60 in.	
	Option 2: 96 in.	96 in.	

1204.13 Parking Credits and Reductions

- Generally.** This Section sets out several ways to reduce or receive credit for the number of required off-street parking spaces that must be provided according to Section [1204.10, Off-Street Parking Spaces Required](#).
- Administrative Credits and Reductions.** The Director may approve the following parking credit and reduction options for a property. If such administrative reductions are proposed in a legislative review application the presence of such reductions shall have no bearing on the recommendation or final decision of the

administrative review bodies involved. The administrative credit and reduction options are cumulative if more than one is used on a property.

1. *On-Street Parking Credit.*

- a. On-street parking spaces may provide credit to satisfy the minimum parking space requirements in the nonresidential and mixed-use zoning districts established in Section 1204.10, *Off-Street Parking Spaces Required*, on streets designed for on-street parking. The use of on-street parking spaces to satisfy minimum parking requirements in no way guarantees the use of such parking spaces to customers, employees, or visitors of the subject property.
- b. On-street spaces shall be located on a public or private street, available to the general public, and directly abutting the subject property.
- c. Bus stops, clear zones adjacent to curb cuts, and other areas in which parking is prohibited shall not be included in the calculation of available on-street parking spaces.
- d. An on-street parking space shall be a minimum of 20 feet in length. A minimum of 16 linear feet of an on-street parking space shall be directly adjacent to the subject property in order to be counted as a parking space.

2. *Shared Parking Reduction.*

- a. Shared parking allows a reduction of up to 25 percent in the total number of required parking spaces when a property is occupied by two or more uses that typically do not experience peak use of parking areas at the same time. When any land or building is used for two or more uses that are listed in Table 1204.13-1, *Shared Parking Table*, below, the minimum total number of required parking spaces may be determined by the following procedures, which are followed by Table 1204.13-2, *Illustrative Shared Parking Credit Calculation*, showing an example of how to calculate shared parking reductions.
 - i. Determine the minimum parking requirements for each use category in Column (A) as if it were a separate use excluding spaces reserved for use by specified individuals or classes of individuals (for example, accessible spaces or spaces posted as “reserved”);
 - ii. Multiply the sum of required parking spaces for each use by the corresponding percentages for each of the five time periods set forth in Columns (B) through (F) of Table 1204.13-1, below;
 - iii. Calculate the total for each time period; and
 - iv. Select the Column with the highest total to find the required number of shared spaces.

Table 1204.13-1, Shared Parking Table

(A) Use Category	Weekday		Weekend		(F) Night (midnight to 6 AM)
	(B) Day (6 AM to 6 PM)	(C) Evening (6 PM to midnight)	(D) Day (6 AM to 6 PM)	(E) Evening (6 PM to midnight)	
Residential	60%	90%	80%	90%	100%
Offices	100%	10%	10%	5%	5%
Retail Sales or Personal Service	60%	90%	100%	70%	5%

Table 1204.13-1, Shared Parking Table					
(A) Use Category	Weekday		Weekend		(F) Night (midnight to 6 AM)
	(B) Day (6 AM to 6 PM)	(C) Evening (6 PM to midnight)	(D) Day (6 AM to 6 PM)	(E) Evening (6 PM to midnight)	
Overnight Accommodations	75%	100%	75%	100%	75%
Restaurant	50%	100%	100%	100%	10%
Indoor Recreation or Outdoor Recreation	40%	100%	80%	100%	10%
All Others	100%	100%	100%	100%	100%

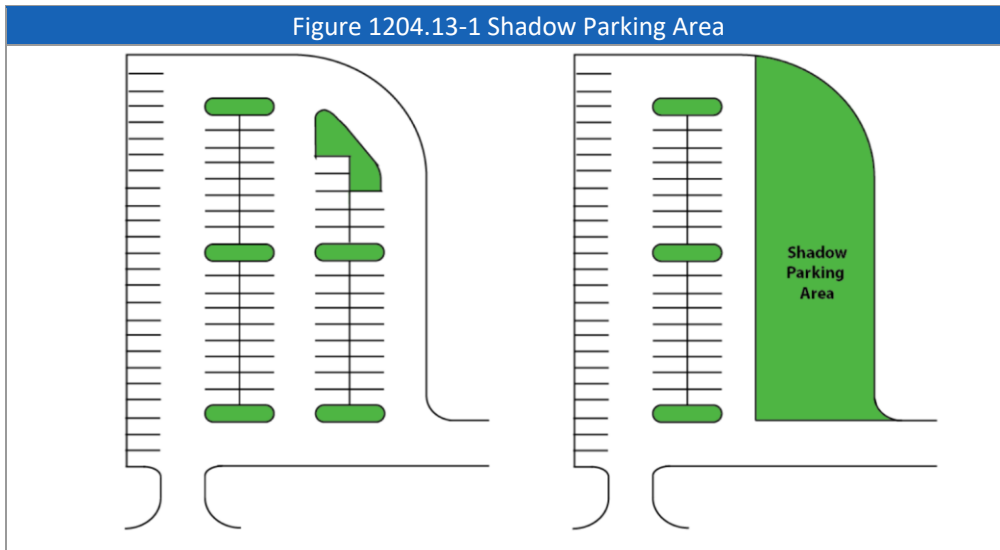
Table 1204.13-2, illustrative Shared Parking Reduction Calculation					
EXAMPLE: A mixed-use building in the MU zoning district has 35 apartments, 30,000 square feet of general office space, and 40,000 square feet of retail space. Separately, these uses would require 270 parking spaces ((35 sp. x 2 sp. / unit) + (30,000 sf. x (1 sp. / 350 sf.)) + (40,000 sf. x (1 sp. / 350 sf.)) = 270). However, combined, they could share 196 parking spaces, a 27% reduction.					
(A) Use Category	Weekday		Weekend		(F) Night (midnight to 6 AM)
	(B) Day (6 AM to 6 PM)	(C) Evening (6 PM to midnight)	(D) Day (6 AM to 6 PM)	(E) Evening (6 PM to midnight)	
Residential (70 spaces)	60% x 70 = 42	90% x 70 = 63	80% = 56	90% = 63	100% = 70
Office or Industrial (86 spaces)	100% x 86 = 86	10% x 86 = 9	10% x 86 = 9	5% x 86 = 4	5% x 86 = 4
Retail Sales and Service (114 spaces)	60% x 114 = 68	90% x 114 = 103	100% x 114 = 114	70% x 114 = 80	5% x 114 = 6
COLUMN TOTALS	196	175	179	147	80
TABLE NOTE: The largest number, 196, is the number of parking spaces required. This example is a 27 percent reduction compared to individual calculations.					

- b. Where a shared parking reduction is to be applied to uses on two or more lots under different ownership, the following shall be provided to the Director:
 - i. A plan that provides for interconnected parking lots and required spaces to be clearly designated and separated from spaces provided for employees, customers, and service;

- ii. Recorded easements, accepted on a form acceptable to the City Attorney, that provide, at a minimum:
 - (A) A guarantee of each owner's rights to the use of the parking facility;
 - (B) A requirement that any termination of or amendment to the agreement shall be subject to the approval of the City;
 - (C) Cross-access among the parking areas and connections to allow parking by the different uses anywhere on the connected properties;
 - (D) Allocation of maintenance responsibilities;
 - (E) A pedestrian circulation system that connects uses and parking areas, making it easy and convenient for pedestrians to move between uses; and
 - (F) A right of enforcement by the City.
- 3. *Off-Site Parking Credit.* Off-site parking spaces may provide credit to satisfy the minimum parking space requirements in any nonresidential or mixed-use zoning district subject to the following:
 - a. The off-site parking lot is within 300 feet of the subject property, measured from the nearest property lines;
 - b. The parking lot is wholly within a nonresidential or mixed-use zoning district; and
 - c. The parking lot complies with all applicable requirements of this PZC.
- 4. *Compact Car Spaces.* This Section shall apply only to retail shopping centers/superstores of 25,000 square feet or more. Not more than 20 percent of the off-street parking spaces required by this Article shall be designed as compact car parking spaces. Each compact car parking space shall be a minimum of eight feet wide and 16 feet long. Compact car parking spaces shall be clearly marked or posted for "Compact Cars Only." All other provisions of this Article relating to off-street parking requirements shall be met.
- 5. *Electric Vehicle Charging Station.* Each off-street electric vehicle charging station with a rating of 240 volts or higher shall count as 1.5 off-street parking spaces toward satisfaction of the minimum required off-street parking requirements, for a maximum credit of 10 percent of required spaces.
- 6. *Proximity to Greenway or Bicycle Path.* Parking lots that directly connect to a greenway or bicycle path as identified in a park master plan developed by the City shall receive a credit of 10 percent of required spaces. Walkways in compliance with the requirements of Section 1204.17, *Site Access Management and Internal Circulation*, shall provide the connection from the parking lot to greenway or bicycle path.
- 7. *Shadow Parking.* A portion of the required parking spaces may remain landscaped and unpaved, as approved by the Director and City Engineer, provided that the parking and unpaved areas comply with the following standards and is authorized in accordance with this Section. See Figure 1204.13-1.
 - a. The vehicular use area plan submitted with the zoning permit or site plan application shall denote the location and layout of that portion of the parking area that currently is deemed not required. The plan shall indicate that the "shadow" parking spaces will be constructed according to these regulations in the event that the Director determines at any time that all or any portion of this parking is necessary.
 - b. At no time shall any portion of the required parking area that is so designated for future construction be used for the construction of any structure or temporary use.
 - c. At no time shall any portion of the required parking or loading that is so designated for future construction as provided herein be counted as open space or other non-paved areas required by other provisions of this Article.

- d. The owner shall initiate construction of the approved "future" parking area(s), as identified on the approved parking plan, within three months of the receipt of a certified letter or a letter through normal postal service (in the event that the certified letter is not accepted) sent to the owner of record from the Director, identifying that such parking is determined to be necessary.

Figure 1204.13-1 Shadow Parking Area



C. Credits and Reductions.

1. *Director.* The Director may approve a reduction in the number of required parking spaces if the applicant demonstrates that a reduction is appropriate based on the applicant providing a parking study with specific parking demand forecasts for the proposed use and/or on the provision of alternative parking or transportation demand management programs that tend to reduce the demand for parking spaces, provided that:
 - a. The study is prepared by a professional transportation planner or traffic engineer;
 - b. The forecasts are based upon a peak parking analysis of at least five comparable uses; and
 - c. The comparability of the uses is documented in detail, including their location, gross floor area, street access, use types and restrictions, hours of operation, peak parking demand periods, and all other factors that could affect parking demand.
2. *Transportation Professional.* The Director may retain a qualified transportation planner or traffic engineer, at the applicant's expense, to review the parking demand forecast and provide recommendations to the Planning Commission.
3. *Reserve.* The balance of the land necessary to meet the parking requirements shall be held in reserve as an undeveloped area, to meet any future needs generated by an expansion of the business, a change in land use, or underestimated parking demand.

1204.14 Off-Street Loading

- A. **Generally.** This Section establishes the requirements for off-street loading spaces in connection with any nonresidential or mixed-use building, structure, or use that is to be erected or substantially altered to provide adequate space for off-street loading, unloading, and the maneuvering of shipping and delivery vehicles in the MU, DT, GC, HC, EC, LI, and HI zoning districts.
- B. **Minimum Number of Off-Street Loading Spaces Required.** Off-street loading facilities shall be provided in accordance with the requirements in Table 1204.14-1, *Minimum Off-Street Loading Spaces Required*.

Table 1204.14-1 Minimum Off-Street Loading Spaces Required		
Use Groupings ¹	Gross Floor Area in Square Feet	Number of Required Loading Spaces
Industrial	Less than 10,000	0
	10,001–25,000	1
	25,001–100,000	2
	100,001 - 150,000	3
	150,001 and over	4 + 1 per each 100,000 SF GFA
Commercial and Office, Public and Institutional	Less than 10,000	0
	10,001–100,000	1
	100,001–200,000	2
	200,001 and over	3 + 1 per each 100,000 SF GFA
All Other Use Groupings	N/A	N/A

Table Notes: N/A = Not Applicable; SF = Square Feet; GFA = Gross Floor Area

1. Refer to overall groupings of the uses in the Use Table in Section 1203.02, *Use Table* (for example, Agricultural, Industrial, etc.).

- C. **Mixed-Use Developments.** Where mixed-use developments may be adequately and conveniently served by a common loading area, the Director may approve a reduction in spaces required in Table 1204.14-1, *Minimum Off-Street Loading Spaces Required*. For this purpose, the minimum number of required spaces shall be based on the Use Category having the greatest number of resulting spaces.
- D. **Design.** To minimize impacts, off-street loading spaces and areas shall comply with the following standards:
1. **Location.** All off-street loading spaces shall be located on the same lot as the principal use served and shall comply with the following standards:
 - a. Loading spaces shall be located opposite any adjacent residential district lot line whenever possible;
 - b. No loading spaces shall be located in front yard or street-side yard setbacks;
 - c. No loading spaces shall be located within the minimum required side or rear setback;
 - d. No loading spaces shall be located within 40 feet of the nearest point of intersection of any two streets with no loading dock visible from a thoroughfare or collector street right of way;

2. *Setback Requirements.*

- a. All loading spaces shall be set back a minimum of 75 feet from all residential lot lines unless completely enclosed by building walls (see paragraph D.7.a., below, for standards for enclosed loading).
- b. All loading spaces shall be set back a minimum of 25 feet from the nearest point of intersection of any two streets.
- c. Loading spaces shall only be permitted in the side or rear yard except in the LI and HI zoning districts where they may be located in any yard except those that have frontage on an arterial or collector street. The Director may waive this requirement through an administrative adjustment as established in Section 1207.24, *Administrative Adjustment*, where screening and/or a berm as established in Article 04.05, *Landscaping, Screening, and Buffering*, is provided to screen the loading areas.

3. *Loading Space Dimensions.* Off-street loading space shall be designed in accordance with the minimum requirements in Table 1204.14-2, *Minimum Loading Space Dimensions*.

Table 1204.14-2 Minimum Loading Space Dimensions			
Largest Type of Truck Intended	Minimum Width	Minimum Depth	Minimum Vertical Clearance
Tractor-Trailer	12 ft.	55 ft.	15 ft.
Trucks other than tractor-trailer, pickups, or vans	10 ft.	25 ft.	15 ft.
Pickup truck or van	9 ft.	18 ft.	15 ft.

4. *Truck Loading Docks.* All truck loading docks shall be located so as not to be visible from any public right-of-way or be oriented toward any residential zoning district or use and comply with the screening requirements of Section 1204.22.B, *Screening*.
5. *Surface.* All off-street loading spaces shall be improved with a compacted macadam base, not less than seven inches thick and surfaced with not less than two inches of asphalt, concrete, or some comparable all-weather, solid material approved by the City Engineer.
6. *Lighting and Noise.* Any lighting used to illuminate off-street loading or unloading areas shall comply with the requirements of Article 04.07, *Outdoor Lighting*, and the noise limitations established in Section 1204.14, *Performance Standards*.
7. *Stacking.* For facilities that provide ingress/egress to a gate or a guard shack from a public right-of-way, a gated entrance shall be set far enough to allow a tractor-trailer with a minimum length of 55 feet to stop completely off the public right-of-way when the gate is closed.
8. *Buffering.* In the LI and HI districts, truck access, docks, and loading spaces shall be located so as not to face or be visible from a public right-of-way or residential district or use. In other zoning districts, truck access, docks, and loading areas that are located between a principal building and a residential property shall comply with the following additional standards:
 - a. *Use of Enclosed Loading.* The loading area shall be enclosed by a roof and a wall between the principal building and the property boundary line (as depicted in Figure 1204.14-1, *Illustrative*

Example of Enclosed Loading, below). The walls of the enclosure shall be tall enough to completely screen the delivery vehicle and shall be designed and constructed with architectural elements such as windows, awnings, or other features that match the exterior of the principal building. The portion of the bufferyard between the enclosed loading and the property line may be reduced by one level of opacity with the remainder of the bufferyard being the opacity level required by Table 1204.21-1, *Bufferyard Types*, for the applicable zoning district; or

- b. *Absence of Enclosed Loading.* The loading area shall be screened along its length by a district bufferyard that has one additional level of opacity (for example, from a Type B bufferyard to a Type C bufferyard) than required by Table 1204.14-1 and, additionally, the loading area shall contain an eight-foot-tall masonry wall that is designed and constructed with the same primary exterior finish materials of the principal building.

Figure 1204.14-1 Illustrative Example of Enclosed Loading



1204.15 Vehicle Stacking Areas

- A. **Generally.** Driveway stacking areas are used to queue vehicles off-street prior to exiting a property, minimize congestion, and increase safety. Stacking spaces do not count towards the minimum off-street parking spaces required in Section 1204.10, *Off-Street Parking Spaces Required*.
- B. **Minimum Number of Stacking Spaces Required.** Stacking spaces shall be provided in accordance with the requirements established in Table 1204.15-1, *Stacking Requirements*.

Table 1204.15-1
Stacking Requirements

Activity	Minimum Spaces	Measured From
Automated teller machine (ATM)	3	ATM keypad
Bank teller lane	3	Teller window or pneumatic tube station
Vehicle washing stall, automatic	6	Entrance to wash bay

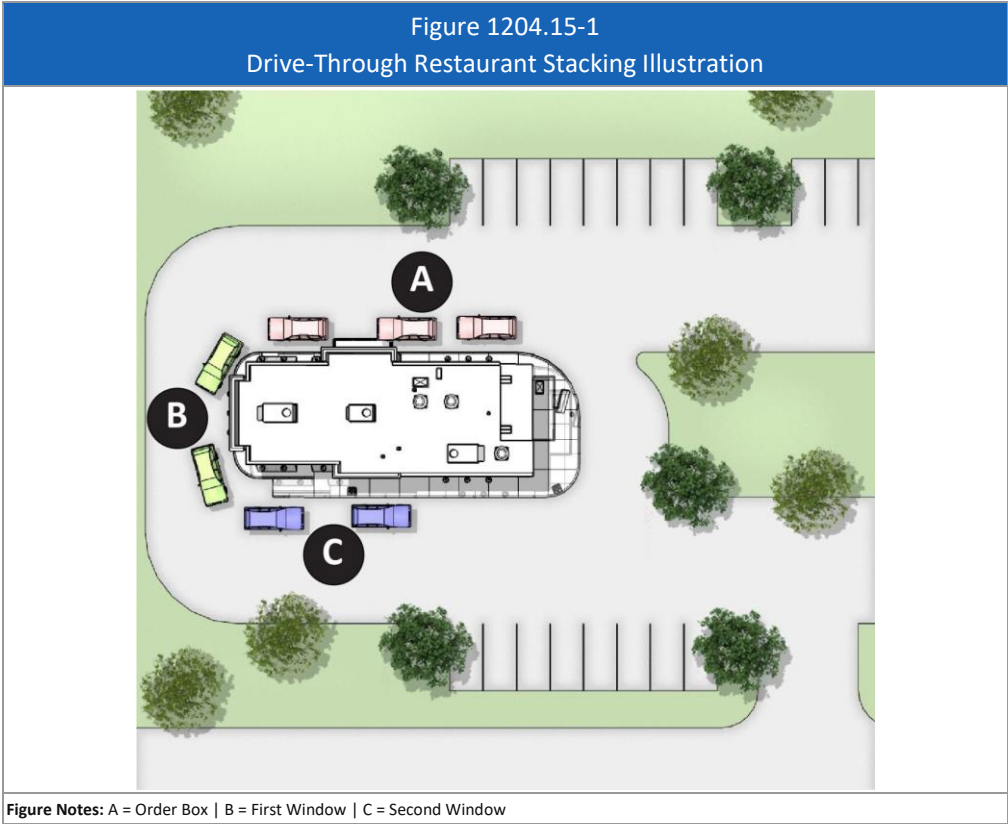
Table 1204.15-1 Stacking Requirements		
Activity	Minimum Spaces	Measured From
Vehicle washing stall, self-service	2	
Day care drop-off (between 7 to 11 children or adults)	3	
Daycare drop-off (11 or more children or adults)	3 plus 1 per every 500 square feet of heated floor area	Facility passenger loading area
School, primary or secondary (public or private)	Determined by Director	
Fuel pump island	2	Each end of the outermost pump island
Parking lot, controlled entrance	4	Key code box
Pharmacy, drive-through	3	First drive-through window
Restaurant, drive-through (or functionally similar use)	6	Pick-up window
Automotive servicing	2	Entrance to stall
Other	Determined by Director	
TABLE NOTE: 1. An example of stacking for a drive-through restaurant is illustrated in Figure 1204.15-1, <i>Drive-Through Restaurant Stacking Illustration</i> . 		

C. Vehicle Stacking Space and Area Design Standards.

1. *Location.* Vehicle stacking lanes shall be located on the side and rear of the building.
2. *Bypass Lane.* Stacking lanes shall be designed with an abutting bypass lane that meets the minimum width in Table 1204.15-2, *Vehicle Stacking Dimensions*. A 10-foot by-pass lane is required adjacent to the stacking lane to allow vehicles to circumvent the drive-through lane.
3. *Circulation and Marking.* Stacking lanes shall be clearly marked and shall not interfere with on-site or off-site traffic circulation.
4. *Turn-Around Area.* Controlled or gated entrances shall be designed so that vehicles may turn around without backing out into the public right-of-way.
5. *Blocking Prohibited.* Stacking areas shall be designed to avoid, if reasonably possible, and otherwise minimize, the blocking of access to driveways, parking areas, or designated emergency access.
6. *Not Permitted in ROW.* Stacking spaces for drive-through facilities shall not encroach on or interfere with the public right-of-way and the public use of streets and sidewalks by vehicles or pedestrians.
7. *Stacking Space Dimensions.* Vehicle stacking spaces shall meet the minimum dimensional standards provided in Table 1204.15-2, *Vehicle Stacking Dimensions*.

Table 1204.15-2 Vehicle Stacking Dimensions		
Space Width	Space Length	Bypass Lane Width
8 ft.	20 ft.	10 ft.

D. **Drive Through Restaurant.** Figure 1204.15-1, *Drive-Through Restaurant Stacking Illustration*, provides an illustration of a restaurant use with a drive-through.



1204.16 Off-Street Truck Parking Requirements

A. **Generally.** This Section establishes the requirements for designated off-street oversized truck parking including standards pertaining to specific uses, prohibitions, dimensional standards, and other practices reflective of emerging best practices pertaining to truck parking.

- B. **Purpose.** The Section aims to ensure the safe and efficient use of land, minimize adverse impacts on neighboring properties, and promote compliance with federal hours-of-service (HOS) regulations established by the U.S. Federal Motor Carrier Safety Administration (FMCSA) to prevent driver fatigue and improve road safety.
- C. **Applicability.** Oversized truck parking is permitted only as accessory parking to a principal industrial use in the LI, Light Industrial, and HI, Heavy Industrial zoning districts.
- D. **Prohibitions.** The use of regular automobile parking spaces or automobile circulation aisles for oversized tractor-trailer parking, is prohibited.
- E. **Minimum Number of Off-Street Truck Parking Spaces Required.** In addition to the minimum parking requirements for employees as required in Section 1204.10, *Off-Street Parking Spaces Required*, for associated uses in the industrial zoning districts, two 12-foot-by-75-foot truck parking spaces for each loading dock per the required allocation in Section 1204.14, *Off-Street Loading and Stacking*, shall be provided following the standards within this Section.
- F. **Outbound Trucks.** A minimum of five percent of required truck staging spaces shall be reserved for outbound trucks that are required to layover or rest due to federal hours-of-service (HOS) regulations. Such spaces must be accessible during and after the facility's operating hours as necessary.

1204.17 Site Access Management and Internal Circulation

- A. **Off-Street Parking Access.** All off-street parking shall have direct access to a public right-of-way through an alley, driveway, or permanent access easement.
- B. **Street Classification.** Access to developed property shall be placed along a street in conformance with the type listed for the subject zoning district in [Chapter 1202, Zoning Districts and Dimensional Standards](#), unless otherwise stated in this Section.
- C. **Campus Developments.** All building sites and/or buildings in a development within the EC district shall be accessed on interior public or private streets, not collectors or arterials, except for the primary entrance to the development.
- D. **Vehicle Circulation.**
 - 1. **Vehicles Spaces.** Except for a conventional detached residential dwelling, patio home, or duplex, or where valet or tandem parking is utilized, all required parking shall be designed so that vehicles enter or leave a parking space without having to move any other vehicle.
 - 2. **Turn-Arounds.** Any parking row that does not provide two means of vehicular egress must provide a space designated as a turn-around area. This space shall be located at the end of a parking row, be designed with the minimum dimensions as shown in Figure 1204.17-1, *Vehicle Parking Turnaround Configuration*, or another configuration deemed acceptable by the City Engineer [and Fire Department](#), and include a "No Parking" sign.

Figure 1204.17-1, Vehicle Parking Turnaround Configuration

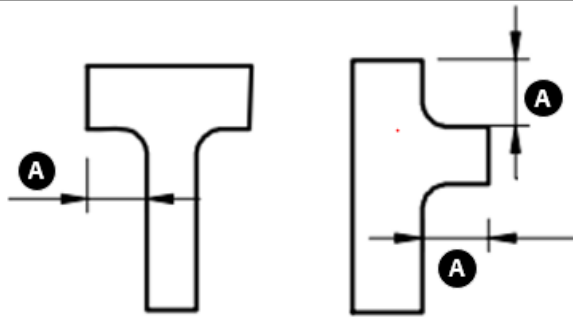


Figure Notes:

A = 24 ft.

E. Walkways.

1. For developments with over 25,000 square feet of gross floor area, delineated walkways a minimum of six feet in width shall link residential and commercial developments, common areas, parking areas, and buildings. If a proposed development includes multiple buildings in the site design, then an overall connectivity plan shall be provided for the development, including crosswalks and other safety features designed to encourage walking as an alternative to vehicular transportation. Walkways shall be a minimum of five feet wide and shall have a minimum six-foot landscaped buffer area between the road or access way and the walkway itself.
2. Sidewalks, at least eight feet in width, shall be provided along any facade featuring a customer entrance, and along any facade abutting parking lots. At all times, such sidewalks shall maintain a clear pedestrian passage equal to the width of the sidewalk.
3. Parking lots shall be designed to allow pedestrians to safely move from their vehicles to the buildings. This may be achieved in smaller lots by providing a sidewalk at the perimeter of the lot. On larger lots, corridors within the parking areas should channel pedestrians from the car to the perimeter of the lot. A paving material that is different in color and/or texture from that of vehicular areas shall delineate these pedestrian travel ways and shall be clearly marked. Small posts or bollards incorporating lights may also serve the same purpose.

F. Pedestrian and Bicycle Access.

1. *Generally.* All development subject to this Article shall be served by an internal pedestrian and bicycle circulation system of walkways and bikeways (including sidewalks, pedestrian and bicycle paths, and/or trails) that permit safe, convenient, efficient, and orderly movement of pedestrians and bicycles within the development. Walkways and bikeways shall also be provided between the internal pedestrian and bicycle circulation system, the adjoining existing or planned city-wide trail and greenway system, as applicable, and any adjoining parks, schools, and civic uses. Sidewalks shall connect to:
 - a. The primary entrance(s) of principal buildings;
 - b. Off-street vehicle and bicycle parking areas;

- c. Existing or planned public transit stations or stops located on-site or on an adjacent street; and
 - d. Recreation facilities, common use areas, and amenities.
2. *Sidewalks Required.* All development subject to this Subsection shall install internal sidewalks or approved pedestrian paths in accordance with the provisions of this PZC. All sidewalks within public rights-of-way or associated with private streets shall be installed in accordance with the requirements established by the City Engineer.
3. *Pedestrian Connectivity.* All new multi-family, non-residential, and mixed-use development shall comply with the following standards:
- a. The internal pedestrian circulation system shall be designed to allow for pedestrian cross-access between buildings and parking areas and those on adjoining lots, or to the boundary of adjoining vacant land zoned to allow multi-family, non-residential, or mixed-use development.
 - b. The Director may waive or modify the requirement for pedestrian cross-access on determining that such cross-access is impractical or undesirable due to the presence of natural features, safety factors, or unusual lot configuration.
 - c. Prior to the issuance of a building permit, easements allowing cross-access shall be platted or recorded by a separate instrument in the office of the County Clerk and Recorder.
4. *Bicycle Connections.* All development subject to this Subsection shall provide bicycle access routes between public bikeways and on-site bicycle parking areas. Sites shall be designed to avoid or minimize all conflicting bicycle/motor vehicle and bicycle/pedestrian movements.
5. *Layout and Design.* The minimum widths of improvements are as follows as per City Engineer requirements:
- a. Bikeways or shared-use paths: 11 feet wide or as follows the ODOT Multimodal Design Guide; and
 - b. Sidewalks:
 - i. Eight feet in an UR, MU, and DT districts; or
 - ii. Five feet in all other districts;
 - c. Be clearly distinguishable from vehicular traffic lanes by painted markings, raised paving height, decorative bollards, change in pavement material or color, and/or flashing caution signals;
 - d. Have adequate lighting for security and safety; and
 - e. Meet the current Americans with Disabilities Act (ADA) Standards for Accessible Design.
- G. **Cross Access.** To encourage shared parking and minimize access points along roads, new multi-unit, non-residential, and mixed-use development shall comply with the following standards:
- 1. As displayed in Figure 1204.17-2, *Cross Access*, the internal vehicular circulation system shall be designed to allow for vehicular cross access between the development's parking and vehicular use areas and those on adjoining lots containing, or adjoining vacant land zoned to allow multi-family, non-residential, or mixed-use development.
 - 2. Cross-accessways shall provide for two-way vehicular traffic between the vehicular use areas on the adjoining lots through the use of a single access or drive aisle that is at least 24 feet wide or through two one-way accessways or aisles that are each at least 12 feet wide.
 - 3. The Director may waive or modify the requirement for vehicular cross access on determining that such cross access is impractical or undesirable due to the presence of natural features or vehicular safety factors, or other relevant considerations.

4. Where such are required, easements allowing cross access to and from properties, along with agreements defining maintenance responsibilities of property owners, shall be recorded with the City Clerk before issuance of a building permit or certificate of occupancy.

Figure 1204.17-2
Cross Access



- H. **Emergency Access.** The applicant shall provide emergency access lanes where necessary to provide adequate protection for a structure.
 1. *Dimensions.* Dimensions for emergency access lanes and turnarounds, including width and clearance, shall comply with the requirements of the Fire Code. Any emergency access lane shall either connect at each end to a dedicated public street or be provided with a turnaround established in the Fire Code, with an additional distance of 10 feet on all sides clear of permanent structures. The driving surface within emergency access lanes shall be designed and constructed according to standards established for local public streets.
 2. *Location.* All structures shall be located within 150 feet of an emergency access lane or public street.

1204.18 Traffic Impact Study

- A. **Purpose.** The purpose of a Traffic Impact Study (TIS) is to provide information to the City to allow for an assessment of the impact major development projects will have on the City's transportation network. The study provides guidance for site access, on-site circulation, parking, and off-site improvements necessary to permit the street system to operate at a satisfactory level of service.
- B. **Applicability.**
 1. To promote efficient access management, a TIS for a proposed development shall be submitted with the site plan, preliminary plat, Master Development Plan, or Planned Unit Development plan when the development meets any of the following criteria:

- a. When a proposed development will generate sixty (60) or more added new peak hour trips to or from the site during the adjacent roadway's peak hours or the development's peak hour;
 - b. If there is congestion in the vicinity of a proposed development and the development is expected to significantly impact adjacent roadways/intersections;
 - c. If any proposed access is within or near a location that has been identified as a safety concern area or high crash location by a public agency. These agencies may include the City of Monroe, Butler County, Warren County, the Ohio Department of Transportation (ODOT), the jurisdiction owning or maintaining the street, Ohio-Kentucky-Indiana (OKI) Regional Council of Governments, and/or any other jurisdiction having authority over the locale.
 - d. If there is a request for rezoning, variance, Master Development Plan, or Planned Unit Development (PUD).
 - e. If construction has not started within three (3) years of the approval of the TIS/TIA or subsequent interchange study, a reevaluation is required to ensure the traffic data is still accurate and the proposed mitigation improvements are still appropriate.
 - f. The traffic generated by the proposed development will increase the average daily traffic (ADT) by 25 percent or more on roadways in adjacent neighborhoods, as determined by the City Engineer;
 - g. Traffic volumes of 10,000 ADT or higher exist on roadways adjacent to the proposed development; or
 - h. The City Engineer determines that other conditions exist in the vicinity of the proposed development that may be negatively impacted by the development. Final determination of such conditions shall be determined by the City Engineer.
2. In some cases, a proposed development may generate fewer trips than the threshold indicated above but a safety or traffic operational issue around the proposed development may require an impact study. These reasons may include:
- a. High crash intersection or section of roadway;
 - b. Proximity of proposed site drives to other site drives or intersections;
 - c. Sensitivity of adjacent neighborhoods;
 - d. The existing or projected level of service of the street adjacent to the proposed development is unacceptable; or
 - e. High traffic volumes on adjacent roadways that may affect movement into and out of the site.
3. The City Engineer may waive the requirement for a TIS based on their initial review of the proposed use and information available on the streets adjacent to the subject property.
- C. Pre-Application Conference Required.**
- 1. A pre-application conference is required to scope the TIS. The applicant shall develop a Memorandum of Understanding (MOU) for the City Engineer to approve based on the outcome of the scope.
 - 2. A volume submittal may be required for the City Engineer to review trip generation or distributions and assumptions.
- D. TIS Submittal Requirements.**
- 1. Traffic impact studies required under this section shall be submitted in a form and in such numbers as established and made available to the public by the Development Department. See also additional requirements in [Article 07.01, Common Development Procedures Requirements](#).

2. A TIS must be prepared by a professional engineer.
- E. **Joint Access and Cross Access.** Joint access and cross access by two or more properties shall be required but may be waived by the Director due to site-specific factors. Joint access reduces the number of driveway openings and turning movement conflicts. Cross access permits motorists to travel to adjacent properties without first exiting out of one commercial access onto the public roadway and then reentering adjacent commercial access driveways.
- F. **Site Traffic Generation.**
 1. In determining the amount of traffic to be generated by the proposed development, trip generation rates or equations from the latest edition of the Institute of Transportation Engineers' Trip Generation, shall be used. The proposed development shall be categorized by the specific land use classification contained in Trip Generation. If specific trip rates are not available for a particular development or access route, the method of trip rate determination shall be determined by the City Engineer.
 2. Documentation shall be provided to verify the reason for any variation from normally recognized generation rates or equations and for assumptions unique to the development being studied. Trip generation rates must be defensible using a combination of available data and professional judgment.
 3. A table shall be provided in the study report showing the categories and quantities of land uses, with the corresponding trip generation rates or equations and resulting number of trips. The reason for using the rates or equations shall be documented in the report. For large developments that will be phased in over time, the table shall also provide trip generation expected at each significant phase.
 4. If the development will generate truck traffic, those trips shall be increased by a factor of at least 2.0 to account for a Passenger Car Equivalency (PCE).
 5. If pass-by and/or internal capture trip reduction rates are used in the analysis and exceed fifty (50) percent, approval by the City Engineer shall be required.
- G. **Improvement Costs.** The cost for infrastructure improvements, new traffic signals, modification of existing traffic signals, traffic signs, and pavement markings which are necessitated by the new development shall be borne by the applicant.

Article 04.05 Landscaping, Screening, and Buffering

1204.19 General Provisions

- A. **Purpose.** The purpose of this Article is to protect and promote the public health, safety, general welfare, and beautification of the City through landscaping, screening, and bufferyards. The purpose of this Article is intended to:
 1. Protect privacy and provide buffering between land uses of differing intensities;
 2. Create an aesthetically pleasing environment that improves the quality of life for the citizens;
 3. Aid in noise, glare, and heat abatement;
 4. Contribute to the process of air purification, ground water recharge, and control of ground water runoff;
 5. Encourage efforts to preserve large trees, natural wetlands, and/or other natural features;
 6. Prevent tree loss by eliminating or reducing compaction, filling, or excavation near tree roots;
 7. Prevent or reduce soil erosion and sedimentation and stormwater runoff;
 8. Enhance energy conservation;

9. Control the urban heat island effect; and
10. Increase and maintain property values.

B. Generally.

1. *Types of Landscaping Required.* Table 1204.19-1, *Required Landscaping Types Summary*, establishes the landscaping types required in each zoning district. Figure 1204.19-1, *Illustrative Landscape Types*, depicts the location of these types.
2. *When Multiple Provisions Apply.* When any portion of the parcel is subject to more than one set of landscape or buffer requirements as set forth in this or any other chapter, the most stringent requirement shall control. The most stringent requirements shall be defined as those which require the highest fence, wall or screen or, if no fence, wall or screen is required, the requirements with the greatest quantity of landscaping.
3. *Ground Cover Required.* All unpaved or otherwise unimproved areas, including the public right-of-way, or public use areas, or remainder of the site, shall be graded and seeded in an approved manner.

Table 1204.19-1 Required Landscaping Types Summary				
Uses and Zoning Districts	Development Landscaping (1204.20)			Bufferyards (1204.21)
	Foundation Plantings	Parking Lot Landscaping ¹	Site Landscaping	
• = Landscaping Type Required -- = Landscaping Type Not Required				
Conventional detached homes, conventional attached homes, or patio homes	--	--	--	•
All residential uses except conventional detached homes, conventional attached homes, or patio homes	•	•	•	•
Nonresidential uses	•	•	•	•
Table Notes:				
1. Only applies for parking lots with 5 or more spaces.				

Figure 1204.19-1
Illustrative Landscaping Types

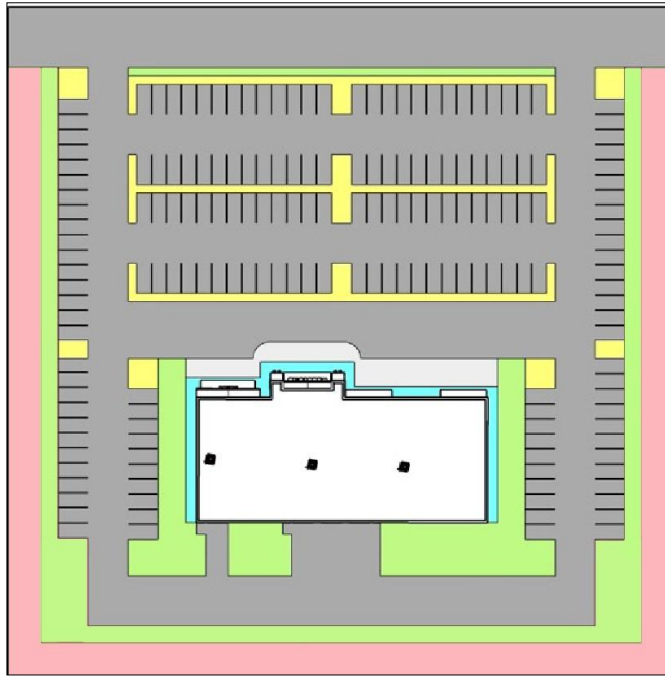


Figure Notes:

Yellow = Parking Lot Landscaping | Green = Site Landscaping | Pink = Bufferyards | Blue = Foundation Plantings

C. Installation Standards.

1. *Silting and Erosion Prevention.* All applicants who are required to install landscaping in accordance with this code shall take necessary steps to prevent silting and erosion during construction to meet the standards of the OEPA.
2. *Installation Timeline.* All new residential lots with new structures or any new commercial or industrial development shall have an appropriate cover of undisturbed existing vegetation, seed and straw, fresh-cut sod, or spot sod at the date of the zoning compliance inspection or complete in such instance where no inspection is required.
3. *Identification Tags.* Nursery stock identification tags shall not be removed from any planting prior to inspection and approval of final installation by the City.
4. *Easements, Rights-of-Way, Setbacks, and Sight Clearance.*

- a. Required landscaping may be placed wholly or partially in utility or other easements, providing all requirements can be fulfilled and approval is granted by the holder of the easements.
- b. The species of trees that will be planted below utility lines should be selected based on the height of the tree at maturity to ensure that only a minimal amount of trimming will be necessary to prevent interference with utilities.
- c. In no case shall landscaping and buffers be established so as to block the sight distance at street or driveway intersections as established in Section 1202.11, *Measurements* (See Site Triangle).
- d. Grass or ground cover shall be planted on all portions of the easements not occupied by other landscaped material.

D. Landscape Material Standards.

1. *Existing Vegetation.* Existing vegetation may be used to comply with the requirements of the Article if the materials meet the following standards:
 - a. The applicant shall be responsible for demonstrating how retained vegetation meets the standards of this Article.
 - b. Only those trees meeting the location, health, and minimum size requirements applicable to new landscape materials in this section shall be credited toward meeting the requirements of this Article.
 - c. Existing viable trees meeting the minimum size requirements for new plantings that are located within 20 feet of the perimeter edge of an off-street vehicular use area shall be credited towards the parking lot perimeter landscape requirements of 1204.20, *Development Landscaping*.
 - d. Existing viable trees meeting the minimum size requirements for new plantings that are not credited towards buffer or parking lot requirements may be credited towards any other landscaping requirements of this Article.
 - e. All existing vegetation shall be preserved and protected during construction in accordance with acceptable nursery industry procedures.
2. *Earth Mounds.* Earth mounds may be used as physical barriers that block or screen a view. Differences in elevation between areas requiring screening does not constitute an earth mound. Earth mounds shall be constructed of earthen materials and shall conform to the following standards:
 - a. The maximum side slope shall be three horizontal to one vertical (3:1) and the design shall be reviewed by the Director to ensure that proper erosion prevention and control practices have been utilized.
 - b. Berms and earth forms should be designed with physical variations in height and alignment throughout their length.
 - c. Landscape plant material installed on berms and earth forms shall be arranged in an irregular pattern to accentuate the physical variation and achieve a natural appearance.
 - d. The landscape plan shall show sufficient detail, including a plan and profile of the berm or earthform, soil types and construction techniques, to demonstrate compliance with the above provisions.
 - e. Berms and earthforms shall be located and designed to minimize the disturbance to existing trees located on the site or adjacent thereto.
 - f. No part of any berm or earthform which is elevated more than 18 inches above natural grade shall be located within 11 feet from the curb or **front yard** property line or within any right-of-way in order to preserve open space, a level sidewalk, and line of sight.
 - g. Adequate ground cover shall be used and maintained to prevent erosion of the earth mound.

3. *Plants.*

- a. All plants are to be living vegetation.
- b. All landscape plant materials shall conform to the latest version of the [American Standard of Nursery Stock](#). Plant material shall be of standard quality or better, true to name and type of species or variety. Plant materials shall have passed any inspection required under state regulations.
- c. Trees shall be balled and burlapped or in containers. Shrubs, vines and ground covers can be planted as bare root, as well as balled and burlapped or containers.
- d. The Director may maintain an approved street tree list established and made available to the public by the Development Department that identifies specific trees that may be planted within the public right-of-way. Specific trees not on the list may be submitted for consideration.
- e. The Director may maintain a prohibited tree list established and made available to the public by the Development Department that identifies specific trees that shall be prohibited either as street trees or general landscaping trees due to prevalence of disease or pests, poor survival rates, or other conditions that prevent the trees from being used to meet the requirements of this Article.
- f. Trees used as street trees shall not have thorns or produce nuts or fruits.
- g. Deciduous and evergreen canopy or shade trees shall have a minimum of 2.5 inches Diameter at Breast Height (DBH) at the time of planting, as determined in the [American Standard for Nursery Stock](#). Evergreens shall also be a minimum of six feet in height above ground at the time of planting, while deciduous trees shall also be a minimum of eight feet in height above ground level at the time of planting.
- h. Understory, small maturing, or ornamental trees shall have a minimum of two inches Diameter at Breast Height (DBH) at the time of planting, as determined in the [American Standard for Nursery Stock](#) and shall be a minimum of six feet in height above ground level at the time of planting.
- i. All deciduous trees shall be staked or otherwise supported as appropriate to grow straight.
- j. All trees shall be mulched around the base of the trunk with a minimum diameter of three feet of mulch.
- k. The use of native, drought-tolerant vegetation is encouraged to reduce dependency upon irrigation.
- l. Once the minimum landscape requirements have been met, any size plant may be installed on a lot to supplement the minimum requirements.

4. *Shrubs and Hedges.* Shrubs and hedges shall be at least 36 inches in height at the time of planting. The height at installation of the planting shall be measured from the level of the surface of the plant base at the edge closest to the screening.

5. *Grass Or Ground Cover.* Grass of the Fescus (Gramineae) or Bluegrass (Poaceae) family shall be planted in species normally grown as permanent lawns in the applicable county. In swales or other areas subject to erosion, solid sod, erosion-reducing netting, mats, or suitable mulch shall be used and nursegrass seed shall be sown for immediate protection until complete coverage otherwise is achieved. Grass sod shall be clean and free of weeds and noxious pests or diseases. Ground cover shall be planted at a spacing that will provide at least 75 percent complete coverage after two growing seasons.

6. *Mulched Landscaped Areas.* Required landscaping shall be located in mulched landscaped beds with a minimum width of three feet in all directions.

7. *Species Diversity.*

- a. When fewer than 40 trees are required on a site, at least three different species shall be utilized, in roughly equal proportions.
- b. When 40 or more trees are required on a site, at least four different species shall be utilized, in roughly equal proportions.
- c. Required shrubs shall utilize the same species diversity requirements.
- d. Nothing in this subsection shall be construed to prevent the utilization of a larger number of different species than specified above.

E. Street Trees.

- 1. Street trees shall be required on all public and private frontages, except interstate frontage and alleys, for all subdivisions, new sites or development, and expansions of sites or developments.
- 2. All new roads or extensions of existing roads, public or private whether internal or external to a site, are subject to the street tree requirements.
- 3. Street trees shall be required along both sides of all streets, public or private, planted 40 feet on center in the tree lawn.
- 4. All developments shall include street trees that comply with the requirements for plants in [1204.19\(D\), Landscape Material Standards](#), above.
- 5. Specific tree types or species prohibited or permitted to be installed within the public right-of-way shall be established in ~~a document~~[the Development Guidebook](#), maintained by the Development Department.
- 6. Street tree placement may be subject to setback requirements from the curb, sidewalk, driveway, and other utilities. Such restrictions shall be established in ~~a document~~[the Development Guidebook](#), maintained by the Development Department.
- 7. At the time of planting, the lowest limb of any tree shall not be less than five feet above the ground.
- 8. *Street Tree Alternate Locations.* During the Site Plan Review or a platting decision process, it may be determined a number of street trees cannot be located in the tree lawn as required due to spacing conflicts with driveways, utilities, street light poles, or otherwise within the sight triangle as established in [Article 02.05, Measurements and Specific Allowances](#). The Director or Planning Commission, as applicable, may permit the applicant to locate those required street trees in alternate locations within the site or development such as common open or amenity spaces.

F. Maintenance Standards.

- 1. *Nursey Industry Procedures.* All landscaping materials shall be installed and maintained according to accepted nursery industry procedures.
- 2. *Owner's Responsibilities.* The owner of the property shall be responsible for the continued property maintenance of all landscaping materials and shall keep them in a proper, neat, and orderly appearance, free from refuse, debris, and weeds at all times.
- 3. *Replacement of Dead Plant Material.* All unhealthy or dead plant material shall be replaced within one year, or by the next planting period, whichever comes first.
- 4. *Violations.* Violation of these installation and maintenance provisions shall be grounds for the Director to require replacement of the landscape material, or institute proceedings to enforce the provisions of this PZC in accordance with [Article 08.01, Enforcement of Code](#).

1204.20 Development Landscaping

- A. **Generally.** Required landscaping around the exterior of developments and vehicular use areas shall be provided.
- B. **Groundcover Requirements.** Eligible groundcover area shall not include concrete, asphalt, or other impervious surfaces, with the exception of xeriscape groundcover, rocks, decorative pavers, or stamped, dyed concrete which may be used only within the first one and one-half feet of the parking island to allow persons to access their vehicle without stepping on landscaping. The height of the groundcover plant species chosen shall not interfere with the triangle established in [Article 02.05, Measurements and Special Allowances](#), along access drives or anywhere throughout the parking lot.

Table 1204.20-1 Development Landscaping Requirements	
Landscaping Element ¹	Location and Design
Foundation Landscaping	
Two ornamental trees or 10 shrubs for every 50 linear ² feet in foundation planting area(s) facing the front setback(s)	■ In the HC, GC, EC, LI, and HI zoning districts, the foundation plantings may be immediately abutting the foundation or within a maximum of 10 feet of the foundation. If the plantings are not immediately abutting the foundation, then the space between the foundation and plantings shall be designed for pedestrian circulation ■ In the residential, MU, and DT zoning districts, the required foundation planting may be met with tree wells, planters, and landscaped plazas ■ The remainder of the area designated for foundation plantings shall be landscaped with groundcover or consist of xeriscape groundcover, rocks, decorative pavers, or stamped, dyed concrete
Two ornamental trees or 10 shrubs for every 50 linear feet in foundation planting area(s) facing the side setback(s) ² .	
One ornamental tree or 5 shrubs for every 50 linear feet ² in foundation planting area(s) facing the rear setback(s).	
Parking Islands	
Endcap island with groundcover ³ and 1 canopy tree and 3 shrubs for a single row and 2 canopy trees and 6 shrubs for a double row.	■ At the end of all parking rows ■ Each endcap island shall be a minimum of 9' wide and the length of the parking row⁴ with 10-foot curb radii on the side closest to the drive aisle ■ All vegetation used provides for clear visibility between two to six feet above level of the ground
Corner island with groundcover ³ and 1 canopy tree or 3 evergreen or ornamental trees	

Table 1204.20-1 Development Landscaping Requirements	
Landscaping Element ¹	Location and Design
Interior island with groundcover ³ and 1 canopy tree and 3 shrubs ⁴ single row and 2 canopy trees and 6 shrubs for a double row.	▪ In the middle of parking rows planted at intervals of not less than one island for each 15 parking spaces ▪ Each interior island shall be a minimum of 9' wide and the length of the parking row⁴ with 5-foot curb radii on the side closest to the drive aisle ▪ All vegetation use provides for clear visibility between two to six feet above level of the ground
Median with groundcover ³ and ornamental Grasses, shrubs, or planters	▪ A minimum, along the entire centerline of alternating double parking rows ▪ Each median shall be a minimum of 6' wide ▪ All vegetation use provides for clear visibility between two to six feet above level of the ground
Site Landscaping	
Front Yard Landscaping	▪ Plantings make up 20 percent of required front yard ▪ This landscaping may be used to fulfill the perimeter landscaping requirements.
Perimeter with ornamental grasses, shrubs, canopy and/or ornamental trees	▪ A minimum, along the entire perimeter of all parking lots when not integrated as part of Bufferyard Landscaping outlined in 1204.21, Bufferyard Landscaping ▪ Each parking perimeter planting shall be a minimum of 6' wide ▪ All vegetation use provides clear visibility between two to three feet above level of the ground
Other	
Use of locally-sourced mulch wherever much is provided on-site	▪ Provided at a minimum depth of three inches.
Tree quantity exceeds required quantity based on the requirements of this Section	--
Existing tree larger than 12-inch caliper is removed	
Table Notes: 1. Existing trees that are properly located may be used in lieu of required trees. 2. Measured parallel to the building. 3. The groundcover area shall not include concrete, asphalt, or other impervious surfaces, with the exception of xeriscape groundcover, rocks, decorative pavers, or stamped, dyed concrete which may be used only within the first one and a half feet of the parking island to allow persons to access their vehicle without stepping on landscaping. The height of the groundcover plant species chosen shall not interfere with sight distance triangles along access drives or anywhere throughout the parking lot. 4. See Item H in Figure 1204.20-1, below for an example of a perimeter parking interval.	

Figure 1204.20-1, Illustrative Parking Lot Planting Requirements

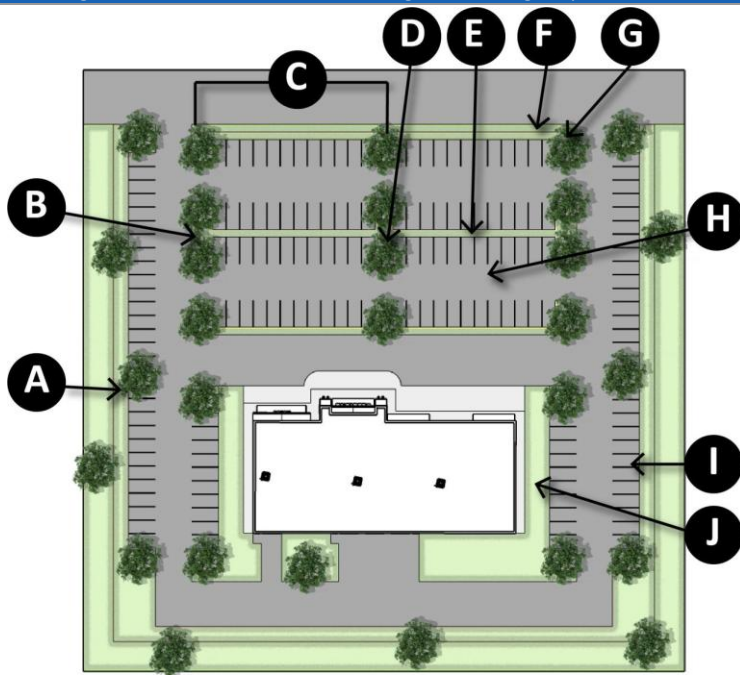


Figure Notes:

A = Single Interior Island; B = Double Endcap; C = Parking Interval; D = Double Interior Island; E = Median; F = Parking Bufferyard; G = Single Endcap; H = Double Parking Row; I = Single Parking Row; J = Foundation Landscaping

Figure 1204.20-2, Foundation Landscaping



1204.21 Bufferyard Landscaping

- A. **Generally.** Required bufferyards are based on the amount of buffering and screening they provide. Bufferyards are classified in terms of intensity from less ("Type A") to moderate ("Type B") to heavier ("Type C") and to heaviest ("Type D").
- B. **Table Instructions.** Table 1204.21-1, *District Bufferyard Standards*, shows all base zoning districts. The rows indicate the zoning of the parcel proposed for development, and columns indicate the zoning of the adjoining or adjacent land. The letters indicate which type of bufferyard is required to be planted on the parcel proposed for development as detailed in Table 1204.21-2, *Bufferyard Classifications*. Where "--" is found there is no bufferyard required. Refer to Section 1207.24, *Administrative Adjustment*, for situations such as infill development, that may allow for a lesser buffer than required in the table.

Table 1204.21-1, District Bufferyard Standards												
Zoning of Parcel Proposed for Development	Zoning of Adjoining District											
	RR	SR	GR	NC	UR	MU	DT	HC	GC	EC	LI	HI
RR, SR, NC	--	--	--	--	--	B	B	C	C	D	D	D
GR, UR	A	A	--	--	--	B	B	C	C	D	D	D
MU, DT	B	B	B	B	B	--	--	A	A	D	D	D
HC, GC	C	C	C	C	C	A	A	--	--	B	B	C
EC, LI	D	D	D	D	D	D	D	B	B	--	--	--
HI	D	D	D	D	D	D	D	C	C	B	B	--

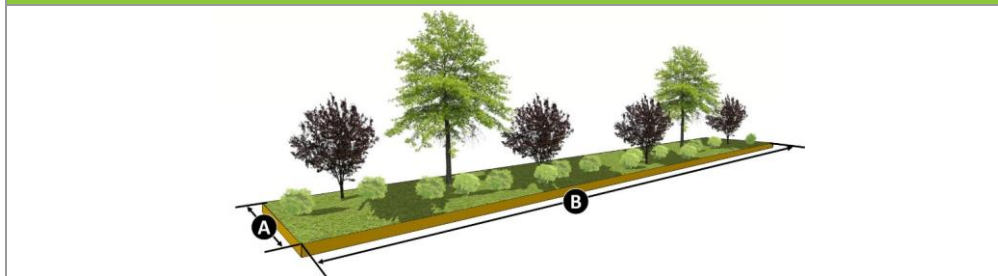
- C. **Composition of Bufferyards.**
1. *Structural and Natural.* Bufferyards, as established in Table 1204.21-2, *Bufferyard Classifications*, may be classified as:

- a. **Structural Bufferyards.** Structural bufferyards include the use of plant materials and a solid wall or fence to achieve the required level of buffering and screening; and
 - b. **Natural Bufferyards.** Natural bufferyards include the use of a higher density of plant materials to achieve the required level of buffering and screening. Any natural bufferyard may include an earthen berm; however, the Type D bufferyard requires a berm.
2. **Classification.** The bufferyard type requirements of a particular zoning district shall be determined by the adjacent zoning district.
 3. **Spacing of Plants.** Trees or shrubs in a bufferyard shall generally be clustered in order to present a naturalistic character.
 4. **Substitutions.**
 - a. Bufferyard areas beneath an overhead powerline may propose alternate tree species in order to accommodate placement and height restrictions to be approved by Staff.
 - b. Two ornamental trees may be substituted with one evergreen tree, up to a certain percentage of the required ornamental trees as approved by Staff.

Table 1204.21-1, Bufferyard Classifications

Bufferyard Type	Minimum Width (A)	Required Number of Plantings per 100 Linear Feet (B)				Minimum Height of Wall, Fence and/or Berm(C)
		Canopy	Ornamental	Evergreen	Shrubs	
Type A						
- Natural	35	1	5	--	15	--
- Structural	20	1	2	--	10	4'

Type A Natural Illustration¹



Type A Structural Illustration¹

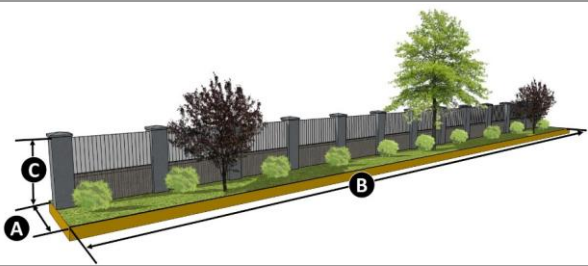
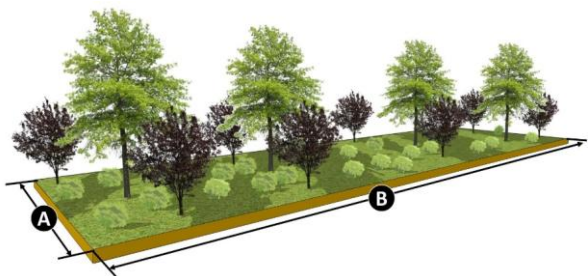
Table 1204.21-1, Bufferyard Classifications						
Bufferyard Type	Minimum Width (A)	Required Number of Plantings per 100 Linear Feet (B)				Minimum Height of Wall, Fence and/or Berm(C)
		Canopy	Ornamental	Evergreen	Shrubs	
						
Type B						
- Natural	35	4	5	--	35	--
- Structural	20	1	7	--	15	4'
Type B Natural Illustration ¹						
						
Type B Structural Illustration ¹						
						
Type C						
- Natural	35	6	7	8	25	--

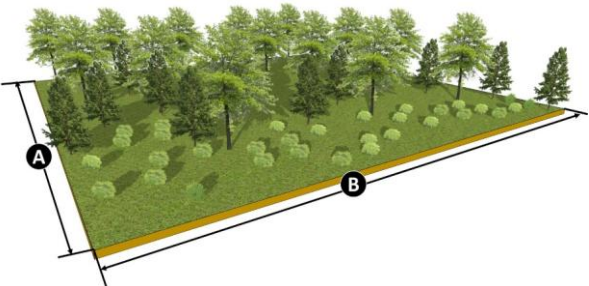
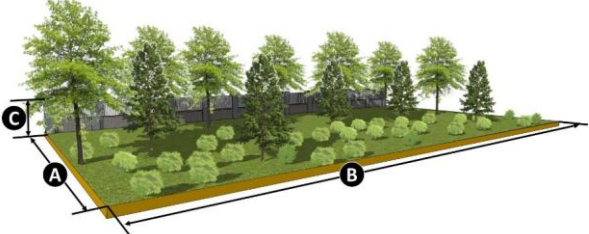
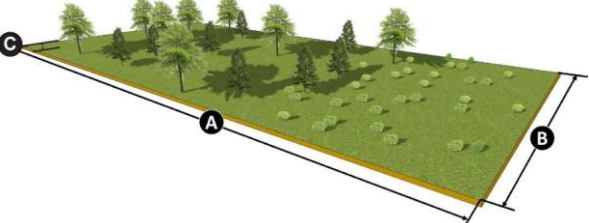
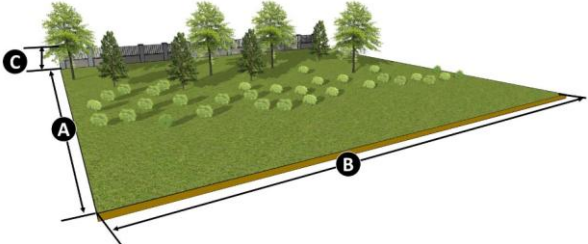
Table 1204.21-1, Bufferyard Classifications						
Bufferyard Type	Minimum Width (A)	Required Number of Plantings per 100 Linear Feet (B)				Minimum Height of Wall, Fence and/or Berm(C)
		Canopy	Ornamental	Evergreen	Shrubs	
- Structural	25	1	8	4	10	6'
Type C Natural Illustration ¹						
						
Type C Structural Illustration ¹						
						
Type D						
- Natural with Berm ²	45	9	10	10	55	6'
- Structural with Berm ²	35	6	3	5	30	8'
Type D Natural with Berm Illustration ¹						
						

Table 1204.21-1, Bufferyard Classifications						
Bufferyard Type	Minimum Width (A)	Required Number of Plantings per 100 Linear Feet (B)				Minimum Height of Wall, Fence and/or Berm(C)
		Canopy	Ornamental	Evergreen	Shrubs	
Type D Structural with Berm Illustration ¹						
						
Table Notes:						
1. Graphics are provided for illustrative purposes only and do not represent the exact number of required plantings.						
2. At a minimum, berm shall be six feet in height.						

1204.22 Screening and Fencing

A. Walls and Fences.

1. *Generally.* The standards below are to provide reasonable regulations for the appearance, location, type, and maintenance of fences and walls to ensure the safety of residents and the high-quality character and appearance of the City. All fences and walls shall be kept in good repair and appearance.
2. *Detailed on Plan.* When walls or fences are used to fulfill any requirements of this Article, they shall be detailed on the plan.
3. *Location in Relation to Landscaping.* When fences or walls are placed on any site in any commercial or industrial site, the required landscaping shall be outside of the fence or wall and visible from the public right-of-way or adjacent parcel.
4. *Fencing and Wall Standards.*
 - a. *Generally.* Every part of a required yard shall be open and unobstructed to the sky, except as may otherwise be allowed in this PZC. This requirement shall not prevent the construction of fences, walls, or hedges per this subsection.
 - b. *Fencing Height.* Fences, walls, and continuous hedge row may be located in any rear yard provided it does not exceed the height specified within the zoning district set in [Article 02.02, Residential Zoning Districts](#), and [Article 02.03, Mixed Use and Nonresidential Zoning Districts](#).
 - c. *Location.* No fence or wall shall be erected within a drainage easement or designated floodplain where the sole purpose is to allow the flow, detention, or retention of stormwater unless otherwise approved by the City Engineer, Butler County Engineer, or Warren County Engineer's Office, as applicable as determined by the Director.

- d. **Opacity.** Fences and continuous hedge rows with a maximum opacity of 50 percent shall be permitted in any front yard area located between the front building line (or other applicable building lines on corners and through lots) not exceeding four in height. Any solid continuous hedge row, fence, or wall shall not exceed three feet in the front yard area. The Director may grant an exception to the front yard height and opacity on through or corner lots that have two front yards (i.e. State Route 63) for the area that functionally serves as the rear yard subject to any provisions that may be imposed to ensure the surrounding character of the neighboring lots is preserved.
- e. **Construction.** All fences and walls must be erected so that the finished side faces outward, and the rough or unfinished side faces the interior of the property being enclosed.
- f. **Permitted Materials.**
 - i. Fences and fence hardware shall be constructed of weather-proof materials that may include cedar, pressure-treated lumber, vinyl, wrought iron, aluminum, or similar materials as determined and approved by the Director.
 - ii. Plastic-coated and black chain link fences provided such fences do not extend beyond the front building line of the principal structure except in industrial zones.
- g. **Prohibited and Limited Materials.**
 - i. The use of barbed wire, razor wire, spikes, nails, electrical or similar type fences shall be prohibited. Barbed wire and electrical fences are permitted in relation to agricultural uses in the RR zoning district except along lot lines adjacent to residential zones.
 - ii. Primarily woven wire fences are prohibited in residential zoning districts and on residential lots except woven wire is temporarily permitted in conjunction with a garden use. Woven wire fencing (not including chain link) is only permitted in residential zoning districts and on residential lots in conjunction with split rail fencing and the wire should be attached to the inside of the fence where practical.
 - iii. Chain Link fencing is prohibited in the front yard in residential uses or residential zoning districts. Chain link type fences may be used in the rear yard of business and industrial zoning districts provided they are plastic coated and are black or as otherwise approved by the Director.
- h. **Landscape Mounds.** Landscaped mounds may be constructed instead of or as part of a fence, wall, or hedge row following these provisions. In no case shall such mound or combination of mound and fence, wall, or hedge row be constructed to a height that exceeds the maximum permitted height of fence, wall, or hedge row as established in this PZC unless as approved by the Director as required in this Section.
- i. **Exceptions.** The Director may grant an exception to these requirements for agricultural uses, water supply/treatment facilities, sewage/liquid waste treatment facilities, outdoor utility substations/distribution facilities, safety or service facilities, any safety issue (i.e. swimming pool access on a grade or soil stabilization) or industrial operations when these facilities could pose a security or physical hazard as determined by the Director.

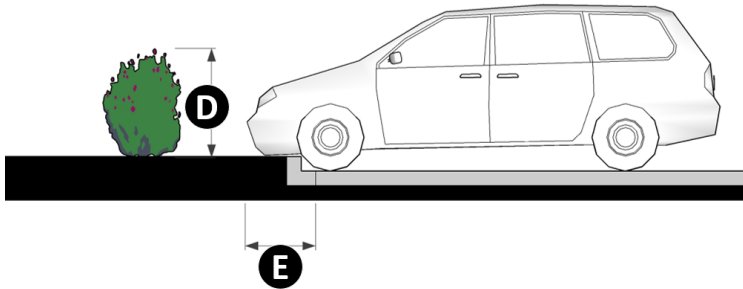
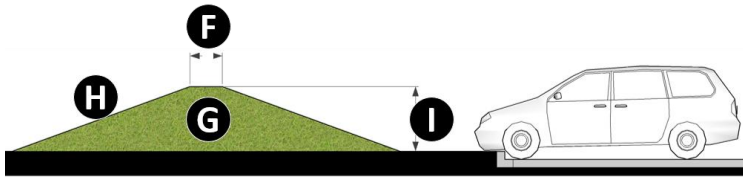
B. Screening.

1. *Generally.* Screening elements shall include walls (same material and color as principal structure), landscaping, mounds, or any combination thereof.
2. *Service Structures.* All service structures shall be screened from public view. Service structures shall include, but not be limited to, loading docks, propane tanks, dumpsters, electrical transformers, utility

vaults that extend above ground, electrical and other equipment, or elements providing service to a building or a site. Service structures should be grouped together.

3. *Truck Loading Docks.* All truck loading docks shall be located so as not to be visible from any public right-of-way and may not face a residential district or use and must comply with the requirements set forth in Section 1204.14, *Off-Street Loading and Stacking.*
4. *Service or Retractable Doors.* Service doors or overhead retractable doors shall not be visible from any public right-of-way or residential district or use. Screening shall be provided to achieve at least 50% opacity up to 10 feet in height if the door is unable to be located per the requirements above as determined by the Planning Commission or Director as applicable.
5. *Wireless Telecommunication Facilities.* Wireless telecommunication facilities are not to be considered a service structure. Landscaping and buffering of wireless telecommunication facilities shall be in accordance with 1203.06, *Wireless Telecommunication Facilities.*
6. *Vehicle Use Areas.*
 - a. *Parking Lots.* The perimeter of all parking lots areas shall be screened with one canopy tree for every five parking spaces and with one of the techniques listed in Table 1204.22-1, *Parking Area Screening Techniques.*
 - b. *Non-parking Areas.* All non-parking space vehicular use areas (i.e. access drives, drive-through lanes, etc.) shall be screens with one canopy tree for every 50 linear feet and three bushes for every 15 linear feet of use area (with the exception of single and two unit dwelling uses, and agricultural uses).

Table 1204.22-1, Parking Area Screening Technique	
Standards	Illustration
Opaque Screening w/ Vegetation	
A Opaque screening to be provided to a minimum height of three feet	The diagram shows a side profile of a car parked on a paved surface. Behind the car is a brick wall. To the left of the wall is a green bush. A vertical double-headed arrow labeled 'A' indicates the height of the brick wall. A horizontal double-headed arrow labeled 'C' indicates the distance between the base of the brick wall and the curb/wheel stop. A circular label 'B' is placed next to the bush.
B Evergreen vegetation required on side of wall visible from street or access easement	
C Minimum of four feet of clearance between wall and curb or wheel stop	
Vegetation Screening Only	

Table 1204.22-1, Parking Area Screening Technique		
Standards		Illustration
D	Evergreen vegetation shall be a minimum of three feet in height at the time of installation	
E	Minimum of two feet and eight inches of clearance between planting area and curb or wheel stop	
Berm Only		
F	Top of berm width shall, at minimum, equal half of berm height	
G	Groundcover required	
H	Maximum slope of 2:1	
I	Maximum height of four feet above toe of berm	

- C. **Detention and Stormwater Management Facilities.**
1. Detention and stormwater management facilities shall be finish mowed and landscape.
 2. All retention facilities shall include a water feature.
 3. The slope of the detention basin exceeding 3:1 may require a protective barrier.
 4. When retaining walls are used, they shall be constructed of materials on an approved fencing and walls material list [provided in the Development Guidebook](#), maintained by the Development Department.

Article 04.06 Signage

1204.23 General Provisions

- A. **Purpose.** Regulating the location, size, placement, and physical characteristics of signs is necessary to enable the public to locate goods, services, and facilities and to receive a wide variety of other messages, commercial and noncommercial, without difficulty and confusion, to encourage the general attractiveness of the community, to enhance public safety, and to protect property values. Accordingly, this section establishes regulations governing the display of signs that will:

1. Promote and protect the public health, safety, comfort, morals, and convenience;
 2. Enhance the economy and the business and industry of the City by promoting the reasonable, orderly, and effective display of signs and thereby encourage increased communication with the public;
 3. Restrict signs and lights that will increase the probability of traffic congestion and accidents by distracting attention or obstructing vision;
 4. Reduce conflict among signs and light and between public and private information systems; and
 5. Promote signs that are compatible with their surroundings.
- B. **Generally.** This Article shall regulate the height, area, location, graphics, color, materials, and other visual aspects of signs and sign structures. It does not regulate noncommercial holiday signs and decorations, public informational and safety signs, or signs required by law.
- C. **Applicability.** The standards of this Article apply to the following development activities:
1. *New Development.* New residential, nonresidential, or mixed-use development or change in use from residential to nonresidential or mixed-use;
 2. *New Sign.* Construction, placement, painting, or another form of creation of a new sign.
- D. **No Restriction on Content.** This Article regulates only the sign structure or copy design, and not the sign's content. Despite any other provision of this Article, no sign is subject to limitation based on the content of its message. Any sign authorized in this Article may contain any non-commercial copy in lieu of any other copy.
- E. **Permit Required.** No sign shall be erected, installed, converted, relocated, enlarged, or structurally modified within the City limits without a sign permit issued in accordance with Section [1207.11](#), *Sign Permit*.
- F. **Accessory Structure.** No sign, other than subdivision entrance signs, shall be permitted as the principal use on a premises. Signs shall be permitted only as accessory uses unless otherwise specified in this Article.
- G. **Reference to Sign Measurement Provisions.** See [Article 02.05](#), *Measurements and Specific Allowances*, for provisions related to sign measurement methodology.
- H. **Building, Electrical, and Fire Code Compliance and Permits.** All signs shall comply with the standards of the City Building, Electrical, and Fire Codes. Signs with internal illumination or external illumination integral to the sign require an Electrical Permit, even if a Sign Permit is not required. As part of a Sign Permit process, the Director may request additional review by the Building Inspector with respect to electrical and structural design issues.
- I. **Responsible Party.** Parties responsible for signs shall be identified as follows:
1. A sign shall have printed upon it, in a legible manner, the name and address of the party responsible for the placement, maintenance, and removal of the sign;
 2. A sign shall clearly indicate through its advertising medium the party responsible for the placement, maintenance, and removal of the sign; or
 3. All signs which do not comply with either paragraph 1) or 2), above, shall become the responsibility of the property owner upon which the sign is placed. Said responsibility shall include that of repair, maintenance, or removal, as may be necessary.
- J. **Signs Permitted Before Effective Date.** If a permit for a sign has been issued in accordance with all City ordinances in effect prior to the effective date of this Code, and provided that construction is begun within six months of the effective date of this Article and diligently built to completion, the sign may be completed in accordance with the approved permit. Such sign is subject to provisions regarding nonconforming signs in Section [1208.05](#), *Nonconforming Signs*.

1204.24 Prohibited and Exempt Signs

- A. **Generally.** This section establishes:
1. Signs or actions which are exempt from regulation or require a sign permit within the City; and
 2. Sign types, materials, design elements, and locations that are prohibited in the City.
- B. **Actions Not Requiring a Permit.** The following actions do not require a Sign Permit:
1. *Maintenance.* Routine maintenance, not involving structural changes to the sign;
 2. *Changeable Copy.* Changes of message, either manually or electronically, on an electronic message sign or changeable copy sign, subject to limitations of Section 1204.24, *Illumination and Changeable Copy*, on the frequency of message changes; or
 3. *Temporary Signage.* Temporary signage, as regulated in Section 1204.27, *Temporary Signs*, requires specific standards.
- C. **Prohibited Signs.** The following types of signs are specifically prohibited within the City:
1. Signs attached to a motor vehicle or tractor trailer that are not utilized as an integral part of a business located on the subject site. Signs attached to a motor vehicle or tractor trailer shall include any signage painted on, physically applied to, or otherwise affixed to the vehicle. Vehicles with commercial messages that relate to the on-premises business shall be parked out of the public view during non-business hours;
 2. Signs that are applied to trees, bus shelters, utility poles, benches, trash receptacles, newspaper vending machines or boxes, or any other unapproved supporting structure, or otherwise placed in the public right-of-way;
 3. Pennants, streamers, and other similar type devices;
 4. Signs which are not securely affixed to the ground or otherwise affixed in a permanent manner to an approved supporting structure unless specifically permitted as a temporary sign, this shall include a prohibition against covering a permanent sign with a temporary banner or other temporary material for more than 30 calendar days;
 5. Projecting signs that extend above the wall or parapet of a building to which it is affixed;
 6. Signs that employ any parts or elements which revolve, rotate, whirl, spin or otherwise make use of motion to attract attention;
 7. All portable advertising signs (mobile signs on wheels) except for sandwich board signs permitted in accordance with Section 1204.27, *Temporary Signs*.
 8. Beacons and searchlights, except for emergency purposes;
 9. Balloons or air-activated graphics filled with helium, gas, air or any other gaseous material either suspended from or affixed to a structure, vehicle or ground, intended to be used for commercial purposes;
 10. Roof signs;
 11. Painted wall signs (except in the DT district);
 12. Neon signs; and
 13. Snipe signs.
- D. **Prohibited Design Elements.** The following design elements, regardless of sign type, are prohibited:
1. *Traffic Hazards.* Signs that interfere with, obstruct the view of, or may be confused with any authorized traffic sign, signal, or device because of its position, shape, or color;

2. *Safety or Health.* Signs that constitute a hazard to safety or health by reason of inadequate design, construction, repair, or maintenance;
3. *Confusion.* Signs that use the words “stop,” “look,” “go slow,” “caution,” “danger,” “warning,” or any other word, phrase, symbol, or character in a manner that interferes with, misleads, or confuses pedestrians or traffic;
4. *Glare.* Signs that are illuminated with lights that cause a glare into or upon surrounding property or that distract operators of vehicles or pedestrians on a public right-of-way;
5. *Lighting.* Signs that contain reflectors, lights, or illuminations that flash, move, rotate, scintillate, blink, flicker, vary in intensity or color, or use intermittent electrical pulsation;
6. *Indecent or Obscene.* Signs that contain statements, words, or pictures of an obscene, indecent, or immoral character as will offend public morals or decency;
7. *Moving Parts.* Except for changeable copy signs that otherwise comply with the requirements of this Section, signs that have visible moving, revolving, or rotating parts or visible mechanical movement of any kind, achieved by electrical or mechanical means;
8. *Nuisance.* Sound, smoke, heat, or odor emitters;
9. *Back-lit Awnings.* Awnings that are back-lit and/or made of plastic or vinyl, excluding substitute materials;
10. *Unfinished Wood.* Unfinished wood support structures, except that stake signs may use unfinished stakes; and
11. *Bare or Flashing Lights.* Bare light bulbs and flashing lights, except on holiday displays which are exempted from regulation as established in paragraph G, below.

E. **Prohibited Sign Locations.** A sign, regardless of sign type, is prohibited from being in the following locations:

1. *Closed Businesses.* Signs that advertise a business or product that is no longer in existence;
2. *Blocked Ingress or Egress.* Signs that prevent free ingress to or egress from any door, window, fire escape, or any other exitway required by the Building Code or Fire Code of the City or by any other ordinance;
3. *Street Intersections.* No sign or advertising device shall be erected or maintained at the intersection of streets in such a manner as to obstruct free and clear vision of the intersection;
4. *Outdoor Amenities.* Signs attached to or located upon outdoor exposed amenities such as trees, street signs, or utility poles that are visible from any street;
5. *Vehicles.* Signs that are painted on or attached to a motor vehicle unless:
 - a. The vehicle is operable and has current registration and tags;
 - b. The sign is an on-premise sign;
 - c. The vehicle is legally parked within a parking space; and
 - d. The display of the sign is incidental to the vehicle use.
6. *Encroachment.* Signs may not encroach or be located on any public right-of-way or other public property except for marquee signs, projecting signs, and hanging signs that comply with the standards of Section [1204.26, Permanent Signs](#);
7. *Semi-Trailers and Storage.* Signs that are painted on or attached to semi-trailers, shipping containers, or portable storage units except for the brand name of the semi-trailer, container, storage unit; and
8. *Consented Locations.* No sign or sign structure shall be placed on private or public property without the consent of the owner or authorized agent thereof.

F. **Exempt Signs.** The following signs do not require a sign permit from the Director. Each sign exempt from the permit process shall still comply with any applicable height, area, and locational standards established in this Article:

1. *Government Signs.* Governmental signs for control of traffic and other regulatory purposes, street signs, warning signs, railroad crossing signs, way-finding signs, and signs of public service companies for the purpose of safety;
2. *Flags.* Flags of reasonable, customary size and color, emblems and insignia of any governmental agency or political subdivision and temporary displays of a patriotic, religious, charitable or civic character;
3. *Plaques.* Commemorative plaques placed by a local, state, or federally recognized historical agency, or a government entity, with a maximum sign area of 48 square feet and maximum height of six feet;
4. *Interior Signage.* Interior signs within a stadium, open-air theater, shopping center, arena or other use, which signs can be viewed only by persons within such stadium, open-air theater, shopping center, parks, arena, or other use;
5. *Federally Protected Signs.* Signs protected by federal law.
6. *Art and Murals.* Art and murals, provided such signs do not contain any commercial messaging. Murals within the MU, Mixed-Use Neighborhood, and DT, Downtown zoning districts shall be exempt provided that the mural is not on a primary facade;
7. *Private Traffic Control Signs.* Signs on private property containing no advertising that direct the movement of traffic, warn of obstacles or overhead clearances, or control parking, including entrance and exit signs provided they do not exceed six square feet in area and shall not exceed four feet in height;
8. *Ancillary Signs.* Three or less ancillary signs when:
 - a. No trespassing signs less than five square feet;
 - b. Placed on the door or exterior wall or window of the premises; and
 - c. No larger than five square feet in total sign area and not projecting more than six inches from the wall of the building.
9. *Utility Pole Banners.* Banners on utility poles in the public right-of-way approved by the City Engineer; and
10. *Utility and Hazard Signs.* Safety signs, such as warnings of high voltage, explosives, hazardous materials, and other dangerous situations.

1204.25 Illumination and Changeable Copy

A. **Illumination.** All signs with illumination as permitted in 1204.26, *Permanent Signs* and 1204.27, *Temporary Signs*, except as specifically stated in this chapter, may be illuminated by internal or reflected light, provided that such illumination shall comply with following standards:

A. **Generally.** All signs, except as specifically stated in this chapter, may be illuminated by internal or reflected light, provided that such illumination shall:

1. No illuminated sign shall be permitted if any part of the sign flashes on or off, has lighting that moves or illustrates movement, or displays changing degrees of intensity in illumination. This regulation applies to signs located outside of buildings and to window signs inside buildings that can be seen from the outside. This prohibition on flashing, moving, or intermittent lighting shall not apply to permitted electronic message centers in paragraph B, *Changeable Copy Signs*, in this Section.

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2. ~~Illumination of a sign shall n~~Not have an intensity to cause glare visible to pedestrians or vehicle drivers, nor shall the illumination be of such brightness as to cause reasonable objection from adjacent residential districts; ~~and~~
3. ~~Illumination shall be~~Be shielded from all adjacent residential buildings and all streets;
4. Signs shall not be lighted so as to obstruct traffic control or other public information signs.
5. ~~Any sign having an outside power source shall obtain a permit and electrical inspection to govern safety and conformity with the National Electrical Code.~~

B. Changeable Copy Signs.

1. Permitted Sign Types and Districts. Changeable copy is only permitted:
 - a. Generally. As described in Table 1204.26-2, Allowed Attached Permanent Signs, and Table 1204.26-3, Allowed Freestanding Permanent Signs.
 - b. Menu Board Signs. As part of a menu board sign in the GC, HC, EC, LI, and HI zoning districts.
- ~~B. Changeable copy signs may be permitted as electronic message centers or manual changeable copy readers. These changeable copy signs may only be used as part of marquee signs, menu board signs, monument signs, or pylon signs subject to the applicable standards of this Section (See Figure 1204.25-1, Changeable Copy Sign Design Requirements), including the following design requirements:~~
- ~~1.2. Enclosure.~~ 1.2. Enclosure. Electronic message centers or manual changeable copy are permitted as part of a sign if they are enclosed on all sides with a finish of brick, stone, stucco, powder-coated metal, or anodized aluminum. The enclosure shall extend a minimum of six inches from the perimeter of the electronic message center in all directions. Gaps between the changeable copy reader board and the surround are permitted to accommodate locks and hinges for a cover for the changeable copy area, but only to the extent necessary for such locks and hinges to operate.
- ~~2.3. Size and Proportions.~~ 2.3. Size and Proportions. The square footage of changeable copy centers shall not exceed 35% of the ~~maximum sign area of the proposed sign permitted for that sign type within the zoning district where the proposed sign is to be located~~ with the following requirements or limitations for the changeable copy:
 - a. *Menu Board Sign.* If a menu board sign is not visible from a residential property or a public or private street, 100 percent of the copy area may be electronic.
 - b. *Marquee Sign.* The lesser of 100 square feet or 40 percent of the sign area of a marquee sign; ~~or and~~
 - ~~c. Other Sign Types. 25 percent of the sign area of a monument sign, pylon sign, or a menu board that is visible from a residential property.~~
 - ~~d. Remainder of Sign Copy. The balance of the sign area shall utilize permanent letters or symbols.~~
- ~~e. c. Combination of Changeable Copy Sign Types.~~ e. c. Combination of Changeable Copy Sign Types. No sign structure may include both a manual changeable copy sign and an electronic message center.
- ~~3.4. Electronic Message Center Requirements.~~ 3.4. Electronic Message Center Requirements.
 - a. Electronic message centers are:
 - i. Prohibited in the DT, Downtown, and MU, Mixed-Use, zoning districts, with the exception of permitted marquee signs; and
 - ii. Permitted in the GC, General Commercial, and HC, Highway Commercial, EC, Employment Center, LI, Light Industrial, and HI, Heavy Industrial zoning districts subject to the standards in subparagraphs b and c below ~~and~~ as described in Table 1204.26-2, *Allowed Attached Permanent Signs*, and Table 1204.26-3, *Allowed Freestanding Permanent Signs*.
 - b. Electronic message centers shall not:

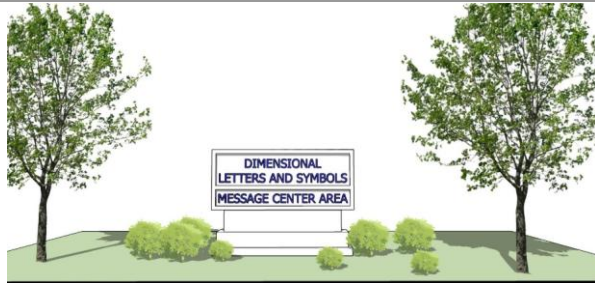
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- i. Blink, rotate, move, chase, flash, glare, strobe, scintillate, or in any fashion be distracting to the traveling public or the public in general;
 - ii. Include audio, pyrotechnic, or bluecasting (Bluetooth advertising) components;
 - iii. Be included on or used as portable or temporary signs; and
 - iv. Use transitions (scroll, roll, and/or fade in/out) or frame effects between messages.
- c. Electronic message centers shall:
- i. Be monochromatic;
 - ii. Contain static messages only, excluding animation or video;
 - iii. Messages can only change once every 8 seconds or more;
 - iv. Contain a default design that will freeze the sign in one position with no more illumination than 0.3 foot candles or 3.23 lumens per square meter or lux) (over ambient levels) as measured using a foot candle meter at a pre-set distance; and
 - v. The procedure and distances for measurement of brightness shall be as established by the International Sign Association's Recommend Night-time Brightness Levels for On-Premise Electronic Message Centers;
 - vi. The owners of such signs shall include a signed letter accompanying their zoning permit application, certifying that they will comply with the prescribed brightness limitations set by this code;
 - vii. Only multi-color Light Emitting Diodes (LED) technology or similar quality signs with a ~~minimum~~ 16-millimeter true pixel pitch or higher quality shall be permitted for electronic message centers in the HC, LI, and HI zoning districts. Only multi-color Light Emitting Diodes (LED) technology or similar quality signs with a ~~minimum~~ 12-millimeter true pixel pitch or higher quality shall be permitted for electronic message centers in the GC, MU, and DT zoning districts.
 - viii. Include an automatic dimmer that dims the sign at dusk or during low-light condition.
 - ix. Contain a default mechanism that will cause the sign to revert immediately to a black screen if the sign malfunctions;
 - x. Shall be located a minimum of 125 feet from any residential use. In the case of a non-residential use in a residential zone or the DT, Downtown, zoning district, the sign must be located at least 125 feet from the property line of the residential use.

Figure 1204.25-1

Electronic Message Center Design Requirements Illustrative Example



4. *Manual Changeable Copy Requirements.*

- a. Manual changeable copy reader boards are only permitted on monument signs or marquee signs.
- b. Lettering of manual changeable copy signs shall be of a single style and shall be of uniform color and size.

Figure 1204.25-2

Changeable Copy Center Design Requirements Illustrative Example



Note: EMCs and manual changeable copy signs may be internally illuminated if they use opaque inserts with translucent letters, numbers, or symbols, as displayed message center as illustrated above.

1204.26 Permanent Signs

- A. **Applicability.** This Section applies to freestanding signs, attached signs, and to other signs that are intended for display for more than a temporary time period.
- B. **Generally.**

1. All freestanding signs must be permanently installed in locations designated in the sign plan, and may not exceed the allowable dimensions of this Section.
 2. All freestanding signs shall be located in a mulched and landscaped area that includes a variety of plant types or bushes and is equal to or larger than the total sign area of the applicable sign. Such landscaped area may be an area already used to fulfill Article 04.05 *Landscaping, Screening, and Buffering*.
 3. All attached signs must be affixed to a building wall, within the designated sign area, and may not exceed the allowable dimensions of this Section.
 4. Additional sign area and height is achievable if a Master Sign Plan is approved for an eligible property pursuant to Section 1207.18, *Master Sign Plan*.
- C. **Unlisted Signs.** Signs that are not listed in this Section are prohibited as permanent signs.
- D. **Total Number of Signs Permitted for Nonresidential Uses.** Nonresidential uses shall be permitted a maximum number of signs per individual business under the following conditions:
1. *Combination of Sign Types.* The business may choose a combination of any of the permitted sign types stated in Table 1204.26-2, *Allowed Attached Permanent Signs*, and Table 1204.26-3, *Allowed Freestanding Permanent Signs* so long as no more than four total signs are permitted unless a single tenant has a gross floor area (GFA) of more than 100,000 sq. ft., in which case an additional sign type is permitted for each additional 20,000 sq. ft. of GFA.
 2. *Street Frontage.* Additionally, a business shall only be permitted one sign per sign type unless the business has two street frontages or one street frontage and the primary access to the property does not face the street. In these circumstances, the businesses shall be granted a maximum of two wall signs and two monument signs.
- E. **Allowed Sign Types by District.** Table 1204.26-1, *Allowed Sign Type by District*, identifies on-premise signs allowed by zoning district. The key for the sign types table is as follows.

Table 1204.26-1 Allowed Sign Type By District								
Sign Type	Residential Districts	Mixed-Use or Non-Residential Districts						
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI	
Permanent Attached Signs								
Awning	--	P	<u>See</u> <u>2.06(I),</u> <u>Sign</u> <u>Standards</u> <u>for DT</u> <u>District P</u> P P P P P P P	P	P	P	P	
Canopy (Attached)	--	P		P	P	P	P	
Hanging	--	P		P	P	P	--	
Marquee	--	P		P	P	P	P	
Mural	--	P		--	--	--	--	
Projecting	--	P		P	P	--	--	
Wall	P	P		P	P	P	P	
Window	--	P		P	P	P	P	
Permanent Freestanding Signs								

Table 1204.26-1 Allowed Sign Type By District							
Sign Type	Residential Districts	Mixed-Use or Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
Access	P	P	See 2.06(I), Sign Standards for DT District P	P	P	P	P
Canopy (Freestanding)	--	--		P	P	--	--
Directory	--	P		P	P	P	P
Menu Board	--	--		P	P	--	--
Monument	P ¹	P		P	P	P	P
Subdivision Entry	P	P		P	P	P	P
Pole Mounted	--	--		P	--	--	--
<u>Subdivision</u> Pylon Sign	--	--	P P P P P	P	P	--	--
NOTES: "--" = Not Permitted; "P"=Permitted 1. Monument signs in residential subdivisions shall only be allowed on permitted nonresidential uses when indicated and approved on a final plat (See Chapter 1205, Subdivision Standards).							

- F. **Allowed Attached Permanent Signs.** All permanently attached signs shall follow the standards established in Table 1204.26-1, *Allowed Attached Permanent Sign Types*.

Table 1204.26-2 Allowed Attached Permanent Signs							
Zoning District	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
Awning Sign							
							
Number Allowed	--	1 per each tenant or occupant with a ground-floor entry or storefront					

Table 1204.26-2
Allowed Attached Permanent Signs

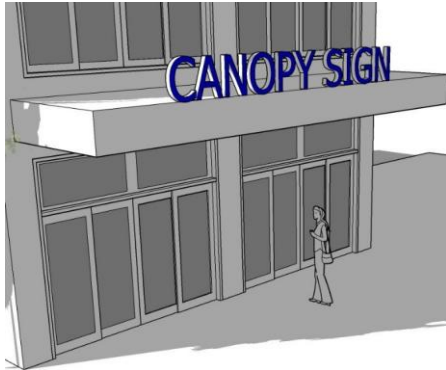
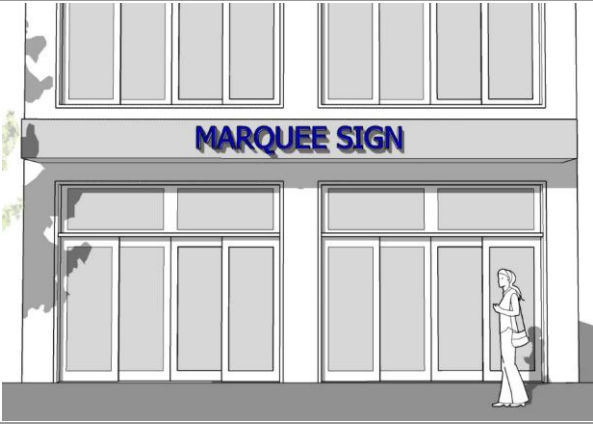
Zoning District	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, H
Maximum Area	--	30 SF and shall not cover more than 50% of the canopy area					
Minimum Clearance	--	8 ft. above grade and 15 ft. above any driveway or vehicular use area					
Maximum Projection (Distance from Facade)	-	5 ft.					
Illumination	--	External Only					
Sign Permit Required	--	Yes					
Canopy (or Over-Canopy) Sign							
							
Number Allowed	--	1 per building front or per storefront for a multi-tenant building		1 per building front or per storefront for a multi-tenant building			
Maximum Area	--	75% of canopy width	50% of canopy width	75% of canopy width			
Maximum Height (copy above sign)	--	3 ft.		6 ft.			

Table 1204.26-2
Allowed Attached Permanent Signs

Zoning District	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, H
Illumination	--	External or Internal		External or Internal			
Sign Permit Required	--	Yes	Yes	Yes			
Other Standards	--	--	--	--			
Hanging Sign							
							
Number Allowed	--	1 per each tenant or occupant with a ground-floor entry or storefront			--	--	--
Maximum Area	--	6 SF			--	--	--
Maximum Height	--	Not to project above roofline of building			--	--	--
Minimum Clearance		8 ft. above grade				--	
Illumination	--	Yes, indirect light only			--	--	--
Sign Permit Required	--	Yes			--	--	--
Other Standards	1. Not extend within 2 ft. of the curb line. 2. May be suspended under a marquee sign or under a canopy or awning.						
Marquee Sign							

Table 1204.26-2
Allowed Attached Permanent Signs

Zoning District	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI



Number Allowed	--	1 per street-facing facade		--	--	--
Maximum Area	--	50 SF per side; 100 SF total	25% of wall to which it is attached; 150 SF total	--	--	--
Maximum Height	--	4 ft. from the lowest point of the marquee to the highest point, excluding any ornamentation supported directly by the marquee		--	--	--
Minimum Clearance	--	8 ft. above grade		--	--	--
Illumination	--	Downlighting only; only the changeable copy area may be internally illuminated		--	--	--
Other Signs	--	If used, then a wall sign is prohibited on same facade		--	--	--
Other Standards	--	1. May not project more than 6 ft. from the building; 2. Sign may be on up to three sides of a marquee.		--	--	--

Table 1204.26-2
Allowed Attached Permanent Signs

Zoning District	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, H
Sign Permit Required	--	Yes			--	--	--
Mural Sign							
Number Allowed	--	1 per building			--	--	--
Maximum Area	--	75% of facade or 1,500 square feet, whichever is less			--	--	--
Maximum Width	--	75% of facade			--	--	--
Maximum Height	--	30 ft. from grade			--	--	--
On-Site Spacing (min.)	--	--			--	--	--
Sign Projection (max.)	--	--			--	--	--
Illumination	--	Indirect Lighting Only			--	--	--
Sign Permit Required	--	--			--	--	--
Projecting Sign							
							

Table 1204.26-2 Allowed Attached Permanent Signs							
Zoning District	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
Number Allowed	--	1 per tenant space	1 per building or 1 per 20 ft. of building frontage if multiple occupants.	1 per tenant space		--	--
Maximum Area	--	16 SF		4 SF per tenant space and only on multi-tenant buildings		--	--
Maximum Distance from Building Wall to Farthest Part of Sign	--	Two-thirds the width of the sidewalk or 5 ft. from the building facade, whichever is less.				--	--
Minimum Clearance	--	8 ft. above grade				--	--
Minimum Clearance, Vehicular Way	--	15 ft. above street				--	--
Illumination	--	Internal or External (down lighting only)				--	--
Other Signs	--	If used, then a wall sign is prohibited on the same façade				--	--
Sign Permit Required	--	Yes				--	--
Wall Sign							

Table 1204.26-2
Allowed Attached Permanent Signs

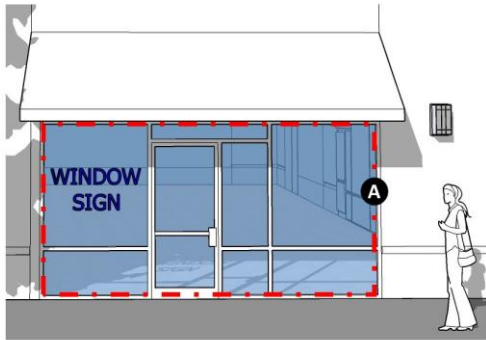
Zoning District	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
							
Number Allowed	1 per lot (nonresidential only)	1 per building facade or tenant (multi-tenant bldg-)					
Maximum Area	2 SF	8% of the total SF of each wall façade facing a public street or 100 SF, whichever is less.		8% of the total SF of each wall façade facing a public street or 500 SF, whichever is less.			
Maximum Height	The eave line or the bottom of the second-story window sill, whichever is lower.	The eave line or building parapet wall					
Illumination	No	External or Internal		External or Internal			
Sign Permit Required	Yes	Yes		Yes			
Other Standards	1. In residential districts, wall signs shall be mounted flush to the building façade of the principal building of a nonresidential use. 2. In residential zoning district, if an applicant proposes to use a wall sign, no monument signs shall be permitted. 3. No wall sign shall project more than 18 inches from the building wall. 4. No wall sign shall be located on any portion of a mansard-style roof unless the proposed sign location is similar in size and location as other wall signage on the same premises or adjacent sites. 5. No wall sign or its supporting structure shall cover any window or part of a window.						
Window Sign							

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**Table 1204.26-2
Allowed Attached Permanent Signs**

Zoning District	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI



A = Window sign area total to be determined by surface within dashed red line.

Number Allowed	--	Residential: 1 per dwelling unit; Nonresidential: 1 per window	1 per window
Maximum Area	--	Residential: 10% of window area or 2 sq. ft., whichever is less; Nonresidential: 30% of window area	30% of the window area
Illumination	--	Residential: No; Nonresidential: Yes, Indirect or internal lighting; light shall be turned off when off-business hours	Yes, Indirect or internal lighting; light shall be turned off when off-business hours
Other Signs	--	--	
Sign Permit Required	--	Yes	
Other Standards	1. The calculation of a window sign shall be determined by the total continuous transparent surface until divided by an architectural or structural element. Mullions are not considered an element that divides window area. 2. All signs located within, attached or mounted to, or located within a space two feet inside of and positioned to be visible from outside of any window, shall be deemed a window sign. 3. The sign area is based on the window area, regardless of the presence of an awning.		

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Table 1204.26-2 Allowed Attached Permanent Signs							
Zoning District	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI

TABLE NOTES:
 -- = Characteristic, requirement, or sign type not applicable or required; Yes = Characteristic or sign type is permitted; No = Characteristic or sign type not permitted.

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G. **Allowed Freestanding Permanent Signs.** All permanent freestanding signs shall follow the standards established in Table 1204.26-3, *Allowed Freestanding Permanent Signs*.

Table 1204.26-3 Allowed Freestanding Permanent Signs						
Land Use	Residential Districts	Mixed-Use and Nonresidential Districts				
Zoning District (in the City Limits)	RR, SR, NC, GR, UR	MU	DT	HC, GC	EC	LI, HI
Access Sign ¹						
						
Number Allowed	No more than 3 per principal use					
Maximum Area	4 SF per sign			6 SF per sign		
Maximum Height	4 ft.					
Minimum Setback (Property Line)	3 ft.					
Illumination	Internal or External					
Sign Spacing	No two access signs shall be located within 5 feet of each other.					
Other Standards	1. All such signs located on corner lots or intersections and greater than 3 feet in height shall not be placed inside the sight triangle as described in Table 1202.11-1, <i>Measurements</i>. 2. There shall be no more than 4 total access sign poles at any road intersection.					
Sign Permit Required	Yes					

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Table 1204.26-3 Allowed Freestanding Permanent Signs						
Land Use	Residential Districts	Mixed-Use and Nonresidential Districts				
Zoning District (in the City Limits)	RR, SR, NC, GR, UR	MU	DT	HC, GC	EC	LI, HI
Canopy Sign						
						
Number Allowed	--	--	--	1 per street frontage	--	1 per street frontage
Maximum Area	--	--	--	40% of the canopy fascia face per street-facing side	--	40% of the canopy fascia face per street-facing side
Minimum/Maximum Height	--	--	--	Shall not extend above the canopy fascia board	--	Shall not extend above the canopy fascia board
Illumination	--	--	--	Internal or external	--	Internal or external
Sign Permit Required	--	--	--	Yes	--	Yes
Other Standards	1. Color branding shall be permitted and shall not count towards the aggregate sign total.					
Directory Sign						
						
Number Allowed	--	1 per property with a multi-tenant building				

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Table 1204.26-3 Allowed Freestanding Permanent Signs						
Land Use	Residential Districts	Mixed-Use and Nonresidential Districts				
Zoning District (in the City Limits)	RR, SR, NC, GR, UR	MU	DT	HC, GC	EC	LI, HI
Maximum Area	--	2 SF per linear foot of street frontage; maximum 100 SF				
Maximum Height	--	10 ft.				
Minimum Setback	--	0-5 ft.				
Illumination	--	Internal or External				
Sign Permit Required	--	Yes				
Other Standards	--	1. The bottom portion of the sign shall rest flush against the ground, allowing no space between the ground and the bottom of the sign structure.				
Monument Sign						
						
Number Allowed	1 per property street frontage on nonresidential properties	1 per property street frontage		1 per establishment ³	1 per property street frontage	1 per establishment ³
Maximum Area	32 SF	60 SF				
Maximum Height	6 ft.	8 ft.	8 ft.	10 ft.		10 ft.
Minimum Setback	5 ft. <u>from right-of-way</u> and 20 ft. from any adjacent lot line	10 ft. ⁴				
Illumination	--	Internal or External				
Other Signs	--	1. In residential zoning district, if an applicant proposes to use a monument sign, no wall signs shall be permitted. 2. If Monument Sign used, then a Pylon Sign shall not be allowed				

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Table 1204.26-3 Allowed Freestanding Permanent Signs						
Land Use	Residential Districts	Mixed-Use and Nonresidential Districts				
Zoning District (in the City Limits)	RR, SR, NC, GR, UR	MU	DT	HC, GC	EC	LI, HI
Sign Permit Required	<u>Yes</u> --	Yes				
Subdivision Entry Sign						
						
Number Allowed	2 per one of the entries to the development; 1 per all other entries	--				
Maximum Area	32 SF	--				
Maximum Height	6 ft.	--				
Minimum Setback	10 ft. from street right-of-way or property line for a private street	--				
Illumination	Internal or External	--				
Sign Permit Required	Yes	--				
Other Standards	1. Sign may be located on a base constructed of concrete not to exceed 18 inches in height and shall be surrounded by landscaping and other decorative material. 2. Sign must be located outside of existing or future utilities and any required sight triangle as established in Article 02.05, Measurements and Specific Allowances.					
Pole Sign ¹						

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Table 1204.26-3 Allowed Freestanding Permanent Signs						
Land Use	Residential Districts	Mixed-Use and Nonresidential Districts				
Zoning District (in the City Limits)	RR, SR, NC, GR, UR	MU	DT	HC, GC	EC	LI, HI
						
Number Allowed	--	--	--	<50 ft. of street frontage: 0 >50 ft. of street frontage: 1 per street frontage	--	--
Maximum Area (Per Sign Panel / Cumulative)	--	--	--	maximum 225 sq. ft.	--	--
Maximum Height	--	--	--	100 ft.	--	--
Minimum Clearance	--	--	--	50 ft. above grade	--	--
Minimum Setback	--	--	--	10 ft. ⁴	--	--
Illumination	--	--	--	Internal or External	--	--
Other Signs	--	--	--	If used, then a Monument Sign is not allowed ⁵	--	--
Sign Permit Required	--	--	--	Yes	--	--
Other Standards	1. Pole signs are restricted to HC zoning district only.					

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Table 1204.26-3 Allowed Freestanding Permanent Signs						
Land Use	Residential Districts	Mixed-Use and Nonresidential Districts				
Zoning District (in the City Limits)	RR, SR, NC, GR, UR	MU	DT	HC, GC	EC	LI, HI
Subdivision Pylon Sign						
						
Number Allowed	--	--	--	<u>1 per subdivision entry</u> 1 per street frontage		
Maximum Area (Per Sign Panel / Cumulative)	--	--	--	35 SF / 1 SF per linear ft. of street frontage; 250 SF maximum		
Maximum Height	--	--	--	<200 ft. of street frontage: 30 ft. >200 ft. of street frontage: 40 ft. <u>25 ft.</u>		
Minimum Clearance	--	--	--	-- 8 ft. above grade and 20 ft. above the adjacent drive aisle, if the edge of the sign is within one foot of the aisle --		
Minimum Setback	--	--	--	10 ft. ⁴		
Illumination	--	--	--	Internal or External		
Other Standards	--	--	--	The width of the support(s) <u>or base</u> of the sign shall be a minimum of 50 <u>100</u> % of the width of the sign face.		
Other Signs	--	--	--	If used, then a Monument Sign is not allowed ⁵		
Sign Permit Required	--	--	--	Yes		

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Table 1204.26-3 Allowed Freestanding Permanent Signs						
Land Use	Residential Districts	Mixed-Use and Nonresidential Districts				
Zoning District (in the City Limits)	RR, SR, NC, GR, UR	MU	DT	HC, GC	EC	LI, HI

TABLE NOTES: ft. = Feet; SF. = Square feet

1. Directional signs shall only be permitted in conjunction with a religious, charitable, civic, fraternal, or similar organization.
2. Identification sign area shall be determined for residential development sites on whether the site is for single-unit or multi-unit types.
3. On lots fronting on three or more public streets, then two monument signs shall be permitted.
4. Freestanding signs must be placed a minimum of three feet from the building-side edge of a sidewalk.
5. A monument sign and a pylon sign are only allowed in conjunction with one another on single properties or unified developments that are greater than 50 acres in area, that abut a Major Arterial and are located in the HC, GC, BP, LI, and HI zoning districts.

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H. **Awnings and Marquees.** In addition to the standards established in this Section, the following standards shall be met for awning and marquee sign types in all zoning districts where permitted:

1. **Extension Standards.** Any awning or marquee extending over any public street or thoroughfare shall be constructed by either the following methods:
 - a. Constructed on steel beams projecting through the street wall of the structure or building and capable of supporting the weight of such canopy or marquee and an additional live load weight of 60 pounds per square foot; or
 - b. Solidly anchored against the street wall of such building or structure on steel plates bolted through the wall and hung by rigid rods anchored through such street wall and attached to the extended portion of such canopy or marquee and capable of carrying the weight thereof and an additional live load weight of 60 pounds per square foot.
2. **Anchored.** Awnings shall be attached to the framework securely anchored to the street wall of the building or structure in a manner approved by the Building Inspector.
3. **Public Right-of-Way.** Any marquee or awning permitted to extend over any public street or thoroughfare shall conform to the following:
 - a. It shall not extend in one section more than 25 feet along the line of the street.
 - b. It shall provide a minimum clearance above the sidewalk of the lowest part thereof of not less than seven feet.
 - c. It shall not extend beyond the street line nearer than 18 inches to a vertical extension of the curb line.
 - d. The construction of any marquee or awning from a street wall and extending over any portion of a public sidewalk or thoroughfare shall be liable for injury to any person using such public sidewalk underneath or adjacent to the canopy, marquee, or awning resulting from any faulty construction, maintenance or dangerous condition of the marquee or awning and shall hold the City harmless for such injury.

I. **Billboard Signs.**

1. **Prohibition.** Off-premises signage and billboards are prohibited within Monroe.

2. *Existing Billboards.* An existing billboard may be replaced, in its entirety, with an electronic message center that complies with the standards of Section 1204.25.B, *Changeable Copy Signs*, provided the sign area is not increased.
3. *State Compliance.* Notwithstanding any other section of this chapter, owners and applicants of all permitted signs or advertising devices located within 660 feet of the edge of the right-of-way of an interstate or primary State highway shall make application for a permit to the Director of the ODOT, Advertising Device Control Section, and shall comply with ORC Chapter 5516 prior to applying for a zoning permit from the City. Interstate and primary highways are defined in ORC 5516.01.

J. Special Provisions for Signs in DT District.

1. *Compatibility.* All signs in the DT District shall utilize similar or compatible colors and styles to the buildings that such signs identify to present a traditional and historic character.
 - a. All signs are encouraged to be constructed of wood, stone, embossed metal (such as brass or bronze).
 - b. Signs should have raised lettering and text and graphics in a three-dimensional manner and raised vinyl material may be permissible as approved by the Director. Durable composite wood material that is indistinguishable from solid wood is permitted.
 - c. Plastic or translucent signs - as well as foam signs are prohibited.
 - d. If a digital sign is proposed, the remaining design elements of the signs shall incorporate the materials as listed above. Other materials may be permitted if appropriate as determined by the Director.
2. *Double Pole Sign.* Double pole-mounted free-standing signs are permitted but, do not include a single pole mount unless it is a yard arm type of sign.
3. *Illumination.* No sign in the DT District shall be internally illuminated. Signs in the DT District may be externally illuminated.

1204.27 Temporary Signs

- A. **Generally.** The signs described in this Section may be installed or modified without a sign permit, with the exception of the Freestanding Nonresidential Sign as regulated in Table 1204.27-1, below. Temporary signage shall not be counted in the total square footage of signage allowed on any particular property or site, provided that the sign otherwise complies with the Building Code and with all applicable regulations of this Code.
- B. **Standards for All Temporary Signs.**
 1. The temporary signage permitted by this Section shall be regulated by the base zoning district and by number, size, height, location, duration of signs placed on a property on a temporary basis;
 2. All temporary signs must be made of durable materials and shall be well-maintained;
 3. No temporary sign shall be located within a public right-of-way;
 4. Off-premise signage is prohibited;
 5. No temporary sign shall be mounted, attached, affixed, installed, or otherwise secured by any permanent means to any building, permanent sign, other structure, or improvement, or to the ground upon which it is erected;
 6. Lighting shall be prohibited and only be from ambient, external illumination;
 7. The party posting the temporary sign is solely responsible for obtaining the permission of the property owner before posting their temporary sign;

8. Portable, temporary signs are permitted provided they are tied down to prevent damage to other structures or property and are not located on a wheeled or other transport chassis; and
9. The Director has the authority to remove any temporary signage that does not meet any and all of the requirements of this Article.
10. No temporary sign shall be mounted, attached, affixed, installed, or otherwise secured by any permanent means to any building, permanent sign, other structure, or improvement, or to the ground upon which it is erected.
11. No temporary sign shall be mounted, attached, affixed, installed, or otherwise secured so as to protrude above the roof of a structure.
12. Lighting shall be prohibited for temporary signs.
13. Portable, temporary signs are permitted provided they are tied down to prevent damage to other structures or property and are not located on a wheeled or other transport chassis.

B. **Allowed Signs.** Table 1204.27-1, *Allowed Temporary Signs*, sets out:

1. The temporary sign types allowed in each zoning district; and
2. The standards applicable to each sign type.

C. **Unlisted Signs.** Signs that are not listed in Table 1204.27-1 are prohibited as temporary signs.

Table 1204.27-1, Allowed Temporary Signs

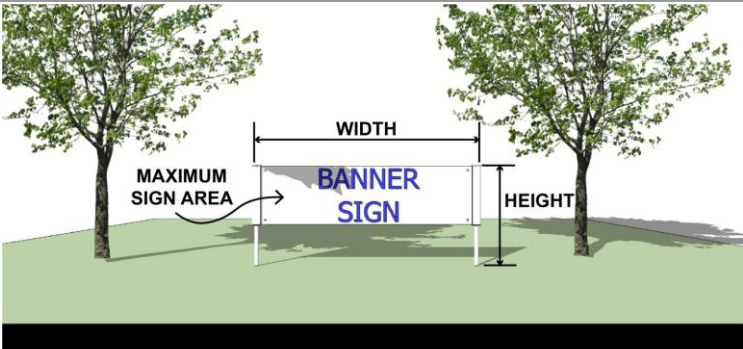
Sign Type	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
Banner Sign							
							
Number Allowed	--	1 per tenant street frontage for a single tenant building; 1 per business in a multi-tenant building, subject to separation requirements					
Maximum Area	--	40 SF		Freestanding: 50 SF			

Table 1204.27-1, Allowed Temporary Signs							
Sign Type	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
			Shall not exceed the size of permitted wall sign (see Sec. 48-02-504)				
Maximum Height	--	Attached: Below eave line or parapet wall; Ground Mounted: 5 ft.	Below eave line or parapet wall	Attached: Below eave line or parapet wall; Ground Mounted: 5 ft.			
Illumination	--	Ambient Only					
Minimum Separation	--	25 feet from other temporary signs					
Maximum Days Sign May be Displayed (Cycle)	--	30 days					
Maximum Cycles per Calendar Year	--	4					
Other Standards	1. Banners may be made of any cloth, bunting, plastic, paper, or similar non-rigid material. 2. Banners shall be attached to any structure, staff, pole, rope, wire, or framing which is anchored on two or more edges or at all four corners.						
Feather Sign							

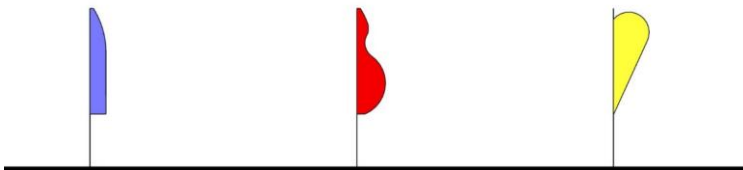
Table 1204.27-1, Allowed Temporary Signs							
Sign Type	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
							
Number Allowed	--	1 per 50 ft. of street frontage with a max. of 3 per street frontage					
Maximum Area	--	24 SF					
Maximum Height	--	8 ft.					
Minimum Setback	--	5 ft.					
Illumination	--	Ambient Only					
Maximum Days Sign May be Displayed (Cycle)	--	15 days					
Maximum Cycles per Calendar Year	--	4					
Freestanding Temporary Sign							

Table 1204.27-1, Allowed Temporary Signs							
Sign Type	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
							
Number Allowed	1 on site of development project or subdivision under construction						
Maximum Area	32 SF per side (2 side maximum)						
Maximum Height	6 ft.						
Minimum Separation	5 ft. from other temporary signs						
Minimum Setback	5 ft.						
Maximum Days Sign May be Displayed	60						
Other Signs	A detached temporary sign is prohibited from a property that already has a permanent freestanding sign						
H-Frame Sign							

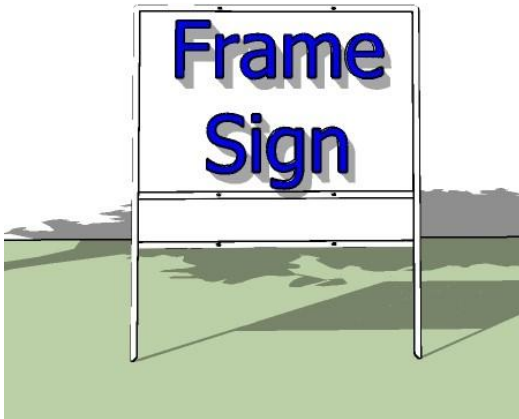
Table 1204.27-1, Allowed Temporary Signs							
Sign Type	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
							
Number Allowed	1 per street frontage						
Maximum Area	9 SF						
Maximum Height	6 ft.						
Minimum Setback	6 feet from edge of pavement and 20 ft. from an intersection						
Illumination	Ambient only						
Maximum Days Signs May be Displayed (Cycle)	90 days						
Maximum Cycles Per Calendar Year	2						
Sandwich Board Sign							

Table 1204.27-1, Allowed Temporary Signs							
Sign Type	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
							
Number Allowed	--	1 per ground floor entrance					--
Maximum Area	--	12 SF					--
Maximum Height	--	6 ft.					--
Placement	--	1. On sidewalk or on private property; 2. The sign is located in front of, and within 12 feet of the main entrance to the establishment it advertises; 3. Placement of the sign allows a minimum of 5 ft. of unobstructed sidewalk clearance between it and any building or other obstruction to protect accessibility; and 4. The sign must be free-standing and shall not be affixed, chained, anchored, or otherwise secured to the ground or to any pole, parking meter, tree, tree grate, fire hydrant, railing, or other structure.					--
Minimum Setback	--	10 ft.					--
Illumination	--	--					--
Maximum Days Signs May be Displayed (Cycle)	--	Removed at the end of normal business hours					--
Maximum Cycles Per Calendar Year	--	N/A					--

Table 1204.27-1, Allowed Temporary Signs							
Sign Type	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
Other Standards	--	1. The sign must be internally weighted so that it is stable and windproof; 2. The design of the sign (which includes the color, lettering style, symbols, and material) shall complement and be compatible with the design of the establishment's primary sign(s), abutting properties, and the general streetscape in the immediate vicinity of the establishment. 3. The sign must be made of natural or natural-looking materials. Rough-cut plywood is not acceptable material.					--
Yard Sign							
							
Number Allowed	No maximum number	--	One Every 30 ft.; Max. of 5	--	--	--	--
Maximum Area	6 SF per side	--	9 SF per side	--	--	--	--
Maximum Height	4 ft.	--	4 ft.	--	--	--	--
Minimum Setback	5 feet from edge of pavement	--	5 feet from edge of pavement	--	--	--	--
Illumination	Ambient only	--	Ambient Only	--	--	--	--
Maximum Days Signs May be Displayed (Cycle)	N/A	--	30 days, with not less than 30 days between display periods	--	--	--	--
Maximum Cycles Per Calendar Year	N/A	--	N/A	--	--	--	--

Table 1204.27-1, Allowed Temporary Signs							
Sign Type	Residential Districts	Mixed-Use and Non-Residential Districts					
	RR, SR, GR, NC, UR	MU	DT	HC	GC	EC	LI, HI
Table Note: SF = Square Feet							

1204.28 Master Sign Program

- A. **Purpose.** The purpose of a Master Sign Program is to allow for a unified presentation of signage throughout parcels proposed for development.
- B. **Applicability.** The Master Sign Program is required for any multi-tenant development that exceeds 20,000 square feet of gross floor area in any mixed-use or nonresidential zoning district, or any PUD district that has land categorized for mixed-use or exceeds 25 acres of residential property.
- C. **Standards for all Master Sign Programs.** Standards and permissions of master sign programs are as follows:
 1. *Prohibited Signs and Sign Elements.* Prohibited signs and sign elements are not eligible for inclusion in a master sign program.
 2. *Architectural Theme.* All signs shall be architecturally integrated into or complementary to the design of the buildings and character of the site, and shall use similar and coordinated design features, materials, and colors. The Master Sign Program shall establish an integrated architectural vocabulary and cohesive theme for the parcel(s) proposed for development. To meet this requirement, the Master Sign Program shall coordinate a minimum of three of the following elements: color(s), shape, mounting, lighting, lettering style, graphics, and materials.
- D. **Conditions of Approval.** The Director may impose reasonable conditions on the Master Sign Program relating to the design, materials, locations, placements, or orientations, and sign specifications that are not related to the content of the signs or the viewpoints of the sign users, in order to ensure continuing compliance with the standards of this Article.
- E. **Submittal Requirements.** See Section 1207.18, *Master Sign Plan*.

1204.29 Installation, Maintenance, and Removal

- A. **Installation.**
 1. *Identification.* Every permitted sign shall display in a conspicuous place on the sign, in letters no less than one inch in height, the date of erection, the permit number, the name of the sign manufacturer and installer, and the voltage of any electrical apparatus used.
 2. *Anchoring.* Signs shall not be suspended by chains or other devices that will allow the sign to swing, due to wind action. Signs shall be anchored to prevent any lateral movement that could cause wear on supporting members or connections.
 3. *Supports.* Supports and braces shall be an integral part of the sign design. Angle irons or wires used for supports or braces shall be hidden from public view to the extent technically feasible.
 4. *Freestanding Signs.* Freestanding signs shall be self-supporting structures and be permanently attached to sufficient foundations.

5. *Attached Signs.* Attached signs must derive their principle and total support from the building to which they are attached.
 6. *Use of Fill Under Monument Signs.* Mounds or berms may be used to elevate permanent monument signs, provided that the mound or berm elevates the base of the sign not more than three feet above the natural grade at the location of the sign.
 7. *Electrical Switch.* The sign shall be equipped with a switch that prevents electricity from flowing to the sign in order to promote safety during maintenance.
 8. *Inspection Request.* After any sign requiring a permit is constructed or erected, the sign contractor performing the work or service shall notify the Building Official for final inspection of the sign.
- B. **Inspection.** The Building Inspector or Director has the right to visit any site where a sign is erected or is being erected, installed, converted, relocated, enlarged, or modified in the City for the purpose of making any inspection necessary.
1. If the Building Inspector or Director finds a sign to be non-conforming, the Building Inspector or Director shall cause notice in writing to be given the owner of the sign or the owner of the building to which it is attached to at once remove the sign.
 2. If such owner neglects or fails to comply therewith, the Building Inspector or Director may cause the sign to be removed and the expense thereof to be assessed against the owner of the building or sign and collected as other special taxes.
 3. Anyone violating any of the provisions of this subchapter shall be subject to a fine that shall be set by resolution.
 4. Any fines issued or actions taken by the Building Inspector or Director under this subsection may be appealed to the Board of Zoning Appeals. Removal of a sign shall be stayed during such appeal unless the sign presents a danger to public safety.
- C. **Maintenance.** Signs that do not have a permit, or are not maintained as set out in this Section, are subject to the provisions set out in this Subsection.
1. *Message.* Signs shall display messages. Signs that do not display a message for a period of more than 90 days are "abandoned signs," which are prohibited subject to Section [1204.24](#), *Prohibited and Exempt Signs*.
 2. *Upkeep of Ground Around Sign.* The area within a 10-foot radius of the base of a sign shall be kept free of weeds, rubbish, or flammable waste or material.
 3. *Supports and Other Hardware.* Structural supports, braces, bolts, clips, supporting frames and fastenings of a sign shall be kept in good repair and safe condition, including replacement of defective parts, so that the sign is securely fastened or anchored to a building wall, structural framing, or other foundation.
 4. *Paint and Finishes.* Paint and other finishes shall be maintained in good condition. Peeling finishes shall be repaired. Signs with running colors shall be repainted, repaired, removed, or replaced if the running colors were not part of the original design.
 5. *Corrosion and Rust.* Permanent signs and sign structures shall be finished and maintained to prevent corrosion and rust. A patina on copper elements is not considered rust.
 6. *Level Position.* Signs that are designed to be level shall be installed and maintained in a level position.
 7. *Materials.* All signs shall be constructed of durable materials and securely attached to framework, with supports made of masonry, wood, metal, or other material of equivalent strength.
- D. **Removal.**

1. The property owner of such a sign may receive notice from the City to return the sign to its original satisfactory condition within 30 days of the date of the notice. Unless the property owner complies with the notice, signs which are abandoned or are not being legally maintained in accordance with this code or other applicable regulations of the City, are hereby declared to be a nuisance contributing to visual blight and are hereby determined to be abandoned. The property owner also has a continuing obligation to comply with all building and housing code requirements of the City.
2. If the sign is deemed by the Director to be in an unsafe or abandoned condition, the owner of the property shall be immediately notified, in writing, and shall, within 48 hours of such notification, correct such unsafe condition or remove the sign. If the correction has not been made within 48 hours, the Director may remove such unsafe sign or cause such unsafe sign to be removed, repaired or maintained at the expense of the property owner. To recover the costs from the property owner, the City may certify the total cost, together with a proper description of the land, to the applicable county auditor to place such costs upon the tax duplicate, or the City may commence a civil action against the property owner for the costs.
3. Whenever a sign is to be removed pursuant to the requirements of this section, all parts of the sign and supporting structure (e.g., pole, monument, cabinet structure, etc.), excluding buildings for wall, projecting, or similar signage, shall be removed in its entirety. This section shall not require the removal of a raceway if mounted to such structure on a building.
4. All lighting of signs shall be fully functional as designed or the lighting shall be turned off until such time as such non-functioning lighting has been fixed.
5. Whenever any sign, either conforming or nonconforming to this chapter, is required to be removed for the purpose of repair, relettering or repainting, the same may be done without obtaining a sign permit or paying fees, provided that all of the following conditions are met:
 - a. There is no alteration or remodeling to the structure or the mounting of the sign itself.
 - b. There is no enlargement or increase in any of the dimensions of the sign or its structure.
 - c. The sign is accessory to a legally permitted or legally nonconforming use.

Article 04.07 Outdoor Lighting

1204.30 General Provisions

- A. **Purpose.** The purpose of this Article is to enhance the visual environment of the City and promote safety and continued well-being by:
 1. Preventing the trespass of artificial light onto rights-of-way, residential, nonresidential, industrial, and institutional properties in ways that constitute a hazard to public safety or interference with the use, value, and enjoyment of the property;
 2. Helping to minimize heat generation resulting in higher temperatures during night-time hours; and
 3. Helping to minimize the City's carbon footprint.
- B. **Applicability.** All outdoor lighting within the City must comply with the requirements of this Section unless required by state, federal, or local law.
- C. **Exempt Lighting.** The following uses are exempt from the provisions of this Section:
 1. *Emergencies.* All temporary emergency lighting needed by the police, fire department, other emergency services, and public service vehicles;

2. *Street Lights*. Lighting used for the principal purpose of illuminating streets and sidewalks;
 3. *Some Residential*. Lighting for single-unit dwellings, multiplexes, and townhouses;
 4. *Temporary Uses*. Lighting associated with an approved temporary use;
 5. *Seasonal Lighting*. Seasonal lighting fixtures not to exceed 60 calendar days within any six-month period;
 6. *Ornamental Lighting*. Upward-directed architectural, landscaping, and decorative lighting provided direct light emissions are not intended to be visible above the building line roof;
 7. *Flags, Monuments, and Statues*. Light fixtures used to illuminate flags, statues, and any other objects mounted on a pole, pedestal, or platform provided that provided they are illuminated using a narrow cone beam or light fixtures designed to minimize light spillage beyond the illuminated object;
 8. *Water Features*. Underwater lighting in fountains, swimming pools, and other water features;
 9. *Building Code*. Lighting required by the building code;
 10. *Gas Lanterns*. All exterior lighting fixtures producing light directly by the combustion of fossil fuels, such as kerosene lanterns or gas lamps; and
 11. *State or Federal Mandates*. Lighting required by state or federal law (e.g., Federal Aviation Administration).
- D. **Prohibited Lighting**. The following exterior lighting is prohibited:
1. Light fixtures that imitate an official highway or traffic control light or sign;
 2. Light fixtures obstructing any traffic control light or sign from drivers in the roadway;
 3. Laser source lights or similar high-intensity lights when projected above a line horizontal with the light source;
 4. Light fixtures that have a flashing or intermittent pattern of illumination;
 5. Unshielded wall packs; and
 6. Searchlights, except when used by federal, state, or local authorities.
- E. **Placement**. The placement of light poles within raised curb planting areas or landscaped islands is encouraged, but conflicts with parking lot trees that can obscure the lighting shall be avoided through alternative lighting locations.
- F. **Installation**. All wiring, fittings, and materials used in the construction, connection, and operation of electrically illuminated signs shall be in accordance with the provisions of the state electrical code in effect.
- G. **Maintenance**. All light fixtures shall be kept in good repair. Maintenance includes, but is not limited to, replacing non-working bulbs, repainting any worn or chipping paint, repairing broken or malfunctioning fixtures and similar structures.

1204.31 Light Fixture Design and Illumination

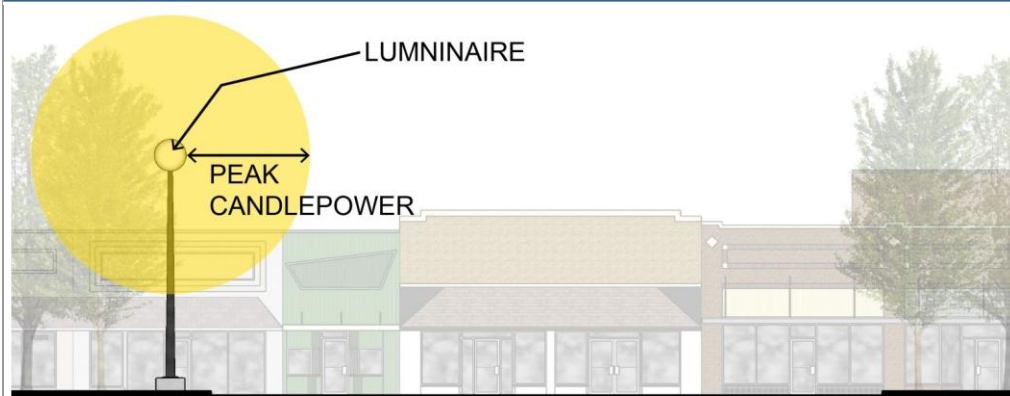
- A. **Overall Design**. All fixtures shall be decorative and incorporated into the overall design of the development.
- B. **Design Standards**.
1. *Generally*. All outdoor lighting types shall be in conformance with Table 1204.31-1, *Outdoor Lighting Standards*,
 2. *Permitted for Flags and Statues*. Light fixtures used to illuminate flags, statues, or any other objects mounted on a pole, pedestal, or platform shall use a narrow cone beam of light that does not extend beyond the illuminated object.

3. *No Nuisance.* Lighting shall be designed, reflected, or shielded so as not to be of excessive brightness or cause glare hazardous to pedestrians or drivers, create a nuisance, or unreasonably interfere with an abutting property owner's right to enjoy their property.
4. *Constant Intensity.* Luminaires shall produce light of constant intensity without changes or flickering.
5. *Canopy Lighting.* Lighting located under canopies shall be mounted flush with or recessed within the canopy ceiling.
6. *Full Cut-Off Fixture Required.* All light fixtures shall be a full cut-off light fixture.
7. *Direct Shine Onto Adjacent Dwelling.* Outdoor lighting shall not be designed or located in such a way as to shine directly into an adjacent dwelling unit, regardless of the applicable zoning district.
8. *Screened or Shielded.* All outdoor lighting for non-residential uses shall be located, screened, or shielded so that adjacent lots or streets located in residential districts are not directly illuminated.
9. *Color Distortion.* No outdoor lighting shall be of such an intensity or color distortion as to cause glare or to impair the vision of drivers or pedestrians.
10. *Lighting Spill Over.* Exterior lighting, both building lighting and site lighting, shall minimize the impact of ambient light on the surrounding community.
11. *Minimum Lighting During Particular Hours.* In the event a business is to be opened between the hours of 11:00 p.m. and 6:00 a.m., a minimum amount of lighting necessary for security and safety, which shall be identified by the photometric/lighting plan, shall be permitted to remain on during those hours.

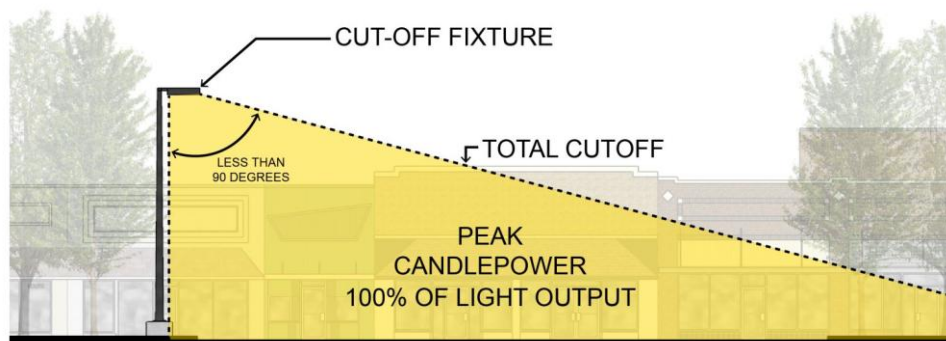
Table 1204.31-1, <i>Outdoor Lighting Standards</i>					
Standards	Wall-Mounted Fixtures	Free Standing Fixtures			
		Non Cut-Off		90 Degree Cut-Off	
		Residential Zoning Districts	Mixed-Use and Nonresidential Zoning Districts	Residential Zoning Districts	Mixed-Use and Nonresidential Zoning Districts
Maximum Height	Same as the maximum building height specified in Chapter 1202, <i>Zoning Districts and Dimensional Standards</i>, based on the zoning district where the fixture is located. A light fixture shall not be mounted on a structure at a height where the fixture will exceed the height of the roofline.	8 ft.	8 ft.	12 ft. ¹	32 ft.

Table 1204.31-1, Outdoor Lighting Standards					
Standards	Wall-Mounted Fixtures	Free Standing Fixtures			
		Non Cut-Off		90 Degree Cut-Off	
		Residential Zoning Districts	Mixed-Use and Nonresidential Zoning Districts	Residential Zoning Districts	Mixed-Use and Nonresidential Zoning Districts
Design Standards	Fixtures mounted on buildings shall be restricted to cutoff fixture types to direct the light vertically downward.	- Non-cutoff lighting in business districts may only be used for decorative purposes adjacent to the building. - Luminaires shall not produce more than 1,500 lumens (approximately equal to a 100-watt incandescent bulb); - They use energy-efficient bulbs, such as compact fluorescent ("CF") and light-emitting diode ("LED")		- Fixtures shall have 100 percent of its output below 90 degrees from a vertical line through the fixture - Fixtures mounted within 15 feet of a residential property line or public right-of-way boundary shall be fitted with a shielding reflector on the side facing the residential property line or public right-of-way.	
Table Notes:					
1. When the bulb, lamp, or light source is completely recessed and/or shielded from view by an observer at five feet above grade, the maximum height may be increased to 15 feet.					

Figure 1204.31-1, Free-Standing Luminaries Examples



NO CUT-OFF LUMINAIRE



CUT-OFF FIXTURE LESS THAN 90 DEGREES

C. Illumination Standards.

1. *Minimum Illumination Based on Use.* Illumination is required consistently across the site shall be designed so as not to create dark spots that may create safety issues in such areas as vehicular use areas and connecting pedestrian paths. Lighting shall be maintained so as to achieve not less than 80% percent of the minimum and average illumination levels. Specific illumination use standards are required as established in Table 1204.31-2, *Minimum Illumination Standards Based on Use*.

2. **Maximum Illumination.** The maximum illumination permitted in each district type, as demonstrated by a photometric drawing, shall be as established in Table 1204.31-3, *Maximum Illumination*.

Table 1204.31-2, Minimum Illumination Standards Based on Use	
Use	Minimum Illumination (footcandles) ¹
Parking Areas and Access Drives	0.3
Loading and Unloading Areas	0.4
Walkways	0.2
Building/Development Entrances - Principal Entrance	1.0
Building/Development Entrances - Secondary Entrance	0.2
Table Notes:	
1. The minimum light measured in footcandles at the point of least illumination when measured at ground level.	

Table 1204.31-3, Maximum Illumination	
Zoning District	Maximum Illumination (footcandles) ¹
Residential Zoning Districts	0.5
Mixed-use and Nonresidential Districts	▪ Adjacent to a Residential District or Use: 0.5 ▪ Adjacent a Mixed-Use or Nonresidential Zoning District: 2.5
Table Notes:	
1. At a height of five feet above the property line of the subject property, illumination from light fixtures shall not exceed the maximum permitted in a vertical plane on the adjacent property.	

Article 04.08 Miscellaneous Development Standards

1204.32 Purpose

The purpose of this Article is to protect and provide for the public health, safety, morals, and general welfare of the City and its people through the establishment of standards that apply to all development, regardless if the subject application is for new construction, modifications of existing development, or the subdivision of land.

1204.33 Performance Standards Chapter

- A. **Noise.** Noise shall be regulated in accordance with [Chapter 632, Noise Control of the General Offenses Code](#) of the City's Code of Ordinances.
- B. **Odors.** No use shall cause or allow the emission of odorous air contaminants from any source sufficient to result in detectable odors beyond any lot line on which the use occurs.
- C. **Vibrations.** Every use shall be so operated that ground vibration inherently and recurrently generated is not perceptible, without instruments, at any point on or outside the property line of the property on which the use is located.
- D. **Glare and Heat.** Any operation producing intense light or heat, including high-temperature processes such as combustion or welding, shall not be visible or felt beyond any lot line bounding the property wherein the use

is conducted. All exterior lighting on private property shall be positioned as to extend glare away from adjacent properties or right-of-ways.

- E. **Air and Water Pollutants.** The emission of air and water pollutants shall not violate the standards and regulations of any local, state, or federal agency having jurisdiction in this matter.
- F. **Hazardous Materials.** The storage, utilization, and manufacture of solid, liquid, and gaseous chemicals and other materials shall be permitted subject to the standards and regulation of any local, state, or federal agency having jurisdiction in this matter.
- G. **Smoke.** The emission of smoke or dust by any land use in an amount sufficient to create a general nuisance to adjoining properties shall be prohibited.
- H. **Storage of Junk or Similar Items.** No person, firm, or corporation shall accumulate, collect, deposit, dump, dispose of, maintain or store any junk, junk vehicles, or other type of salvageable solid waste or yard waste or construction/demolition debris outside of an enclosed area on his or her property. See [Chapter 660, Safety, Sanitation and Health](#), in the City's Code of Ordinances.

1204.34 Fire Hydrant Location

- A. **Distance to Non-Accessory Buildings.** Unless otherwise approved by the fire chief or designee, non-accessory buildings shall be constructed within 400 feet of a fire hydrant and located on public or private property accessible to vehicular fire equipment. The distance shall be measured by using hard surfaced roadway capable of supporting 40 pounds per square foot and not less than 15 feet in unobstructed width.
- B. **Private Hydrants.** Private hydrants shall not be placed into or removed from service until approved by the Fire Chief or designee and shall be subject to annual inspection by the City.
- C. **Flow, Location, and Number.** The flow, location, and number of fire hydrants shall be recommended by the Fire Chief and approved by the City Engineer.
- D. **Construction of Three Lane Public Streets.** Any new construction or reconstruction of a public street consisting of three or more lanes shall include the placement of fire hydrants on both sides of the street at a spacing recommended by the Fire Chief and approved by the City Engineer.
- E. **Compliance With State Fire Code.** All fire hydrants shall be in compliance with the Ohio Fire Code.

1204.35 Soil Erosion and Sediment Control Standards

The specific requirements for storm drainage shall be as established in a separate Comprehensive Storm Water Management Design Standards document maintained by the Public Works Department outside of this PZC.

CHAPTER 1205 SUBDIVISION STANDARDS

Article 05.01 General Provisions

1205.01 Purpose and Applicability

- A. **Purpose.** The purpose of this chapter is to protect and provide for the public health, safety, morals, and general welfare of the City and its people, and specifically to achieve the following purposes:
1. To implement the Comprehensive Plan;
 2. To establish standard requirements, conditions, and procedures for the design and review of subdivisions;
 3. To provide for the orderly subdivision of land, and to ensure proper legal descriptions and monumentation of subdivided land;
 4. To encourage the wise use and management of land and natural resources throughout the City;
 5. To ensure that adequate public infrastructure, facilities, and services are available concurrent with development;
 6. To require applicants to furnish land, install infrastructure, pay fees, and establish mitigate measures to ensure that development provides its fair share of capital facilities;
 7. To encourage a beneficial relationship between the uses of land and circulation of traffic throughout the City, and to provide for the proper location and design of streets;
 8. To prevent problems associated with inappropriately subdivided lands, including excess subdivision, partial or incomplete subdivision, or scattered subdivision;
 9. To assure that new subdivisions will contribute toward an attractive, orderly, stable, livable, and safe community; and
 10. To provide adequate utility systems to support the future needs of the system.
- B. **Applicability.**
1. *Generally.* This Chapter applies to all plats and all subdivision of land within the corporate limits of the City pursuant to [Chapter 711 of the Ohio Revised Code](#).
 2. *When a Subdivision Plat is Required.*
 - a. **Subdividing Land.** The owner or proprietor of any land who desires to subdivide such shall submit a plat to the Director according to the subdivision type and application procedures set out in [Article 07.06, Platting Decisions](#).
 - b. **Subdividing Land without a Plat.** No person shall subdivide land without recording a plat.
 - c. **Transfer of Ownership.** No person shall sell or transfer ownership of any land or portion of land by reference to a plat before the plat has been recorded in the office of the applicable County Clerk and Recorder.
 - d. **Building Permit.** No building permit shall be issued and no construction shall be commenced for any parcel of land created by subdivision that does not comply with this Code, subject to the exemptions below.

- e. Finalization of a Subdivision Plat. A subdivision final plat shall be approved by City Council before the subdivision may be recorded. No land may be subdivided through the use of a legal description other than with reference to a plat approved in accordance with this Code.
- f. Preexisting Subdivision Plat. A subdivision plat approved by the City Council before the effective date of this Code is considered an approved subdivision in compliance with this Code.
- 3. *Recordation of Unapproved Plat Prohibited.* The applicable County Clerk and Recorder shall not record any plat until such plat has been approved in accordance with the regulations of this Code.
- 4. *Exemptions.* The following shall be exempt from the requirements of this Chapter:
 - a. Correction. Provided an Amended Plat is consistent with an approved Final Plat, there is no increase in the number of lots, or real property is not eliminated or dedicated to the city, an Amended Plat is not required;
 - b. Public Acquisition. Public acquisition of land (by donation, purchase, the exercise of eminent domain, or by any other lawful means) to widen or open streets, construct drainage or utility improvements, or for any other public purpose, does not require a plat;
 - c. Estate Transfer. Any division of land to heirs through an estate proceeding;
 - d. Land Transfer. Any transfer of land required by law;
 - e. Fences. Construction of fences;
 - f. Conforming Repairs and Additions. Repairs or additions which conform to this Code regarding setbacks, common open space, parking requirements, and lot coverage;
 - g. Signs. Construction or modification of signs;
 - h. Cemetery Plot. Dividing land for a cemetery plot;
 - i. Court Action or Foreclosure. Dividing land through court action or foreclosure of a deed of trust;
 - j. Accessory Structures. Construction of accessory structures or buildings on property with a principal building; and
 - k. Other. Any other exemptions as defined by [Section 711.151, Exceptions](#), of the Ohio Revised Code, as amended.

1205.02 General Subdivision Standards

A. Monuments and Markers.

- 1. *Locations.* Permanent monuments shall be set at locations required by the City Engineer and the Director.
- 2. *State Requirements.* Monuments similar and equal to those required by the Ohio Department of Transportation shall be provided and installed by the applicant.
- 3. *Materials for Marking.* Markers shall consist of galvanized steel, iron pipe, or steel bars at least 24 inches in length and 5/8-inch in outside diameter.
- 4. *Applicant Requirement.* Monuments and markers shall be provided by the applicant and so placed that the center point shall coincide with the intersection of lines to be marked and the top level with the surface of the surrounding ground after final grading.

B. Street Lighting.

- 1. *Generally.* Provisions shall be made by the applicant for the adequate installation of the lighting of public streets within the subdivision. The proposed street lights shall fully meet all standards and requirements of the City as listed on file in the Public Works Department.

2. *Underground Wiring.* Street lights shall be served by underground wiring.
 3. *Decorative Light Fixtures.* Decorative street light fixtures shall be chosen from a list of fixtures approved and on file in the Development Department. Upon a detailed request by the applicant, the Public Works Director or Director may approve street light fixtures not on file with the City on a case-by-case basis. A plan for street lights shall be made a part of the construction drawings. All street lights shall be maintained by the power company unless private maintenance is permanently provided as guaranteed by a legally recorded document submitted to and approved by the City Engineer.
- C. **Street Names and Signs.**
1. *City Requirements.* Appropriate street signs and names as specified by the City shall be installed by the applicant at all street intersections. The timing of the sign installations shall be directed by the City.
 2. *Design.* Street signs shall be of the same material, design and color as other street signs in the City unless otherwise permitted by the City Engineer. All street signs shall conform to the Manual on Uniform Traffic Control Devices (MUTCD).
 3. *Existing Street Names.* Street signs and names shall not be duplicated nor closely approximate any existing street name in the City, except the extension of an existing street.
 4. *Annexation Process.* If duplicate names of streets are found to exist during an annexation process, the renaming of one or both of the streets shall be addressed during the annexation process.
- D. **Subdivision Names.** The proposed name of the subdivision shall not duplicate or too closely approximate phonetically, the name of any other subdivision in the City or applicable county. The City shall have final authority to designate the name of the subdivision.
- E. **Public Use Areas.**
1. *Dedication for Public Use.* Where sites for parks, schools, playgrounds or other public use areas are located within the subdivision area, the applicant shall be required to designate such areas on the final plat. Within one year after the approval of the final plat, the applicant shall dedicate the land to the City or the applicable authority, or if there is a failure to do so, the City or the applicable authority may commence proceedings to acquire it.
 2. *Maintenance Costs.* If the City acquires or maintains the public use area due to the failure of the applicant to dedicate the property or where the applicant or homeowners' association becomes defunct, any costs for the maintenance of the subject property shall be billed to the benefiting property owners within the subdivision.
 3. *Approved Purposes Only.* If the City or applicable authority does not acquire and/or accept the public use area, the designated property may only be used for purposes approved by the Planning Commission.
- F. **Privately Developed Facilities.** No applicant for a major or minor subdivision shall lay out any private road, street, highway, lane or boulevard, unless the proposed road, street, highway, lane or boulevard is built in compliance with the standards of design and construction applicable to public streets. Where the subdivision is to contain sewers, sewage treatment facilities, water supply systems, park areas or other physical facilities which will not be maintained by existing public agencies, the same shall be designed and built according to the City's, or where applicable, the county's prevailing design standards.
- G. **Debris And Waste.** No cut trees, diseased trees, timber, debris, earth, rocks, stones, soil, junk, rubbish or other waste materials of any kind shall be buried in any land, or left or deposited on any lot or street at the time of the zoning compliance inspection. No items and materials as described in the preceding sentence shall be left or deposited in any area of the subdivision at the time of dedication of public improvements.
- H. **Topography, Natural Vegetation, and Flooding.**

1. *Natural Amenities.* Natural amenities (including views, mature trees, creeks, riparian corridors, rock outcrops, and similar features) shall be preserved and incorporated into proposed development to the greatest extent feasible.
2. *Topography.* The natural topography shall be retained wherever possible in order to reduce excessive runoff onto adjoining property and to avoid extensive regrading of the site.
3. *Floor Elevations.* Floor elevations of all buildings shall be carefully studied in relation to existing topography, proposed street grades, existing trees and other pertinent site features.
4. *Floodplain or Floodway Protection.* The subdivision shall be designed to ensure the protection of any floodplain or floodway areas as defined by FEMA.

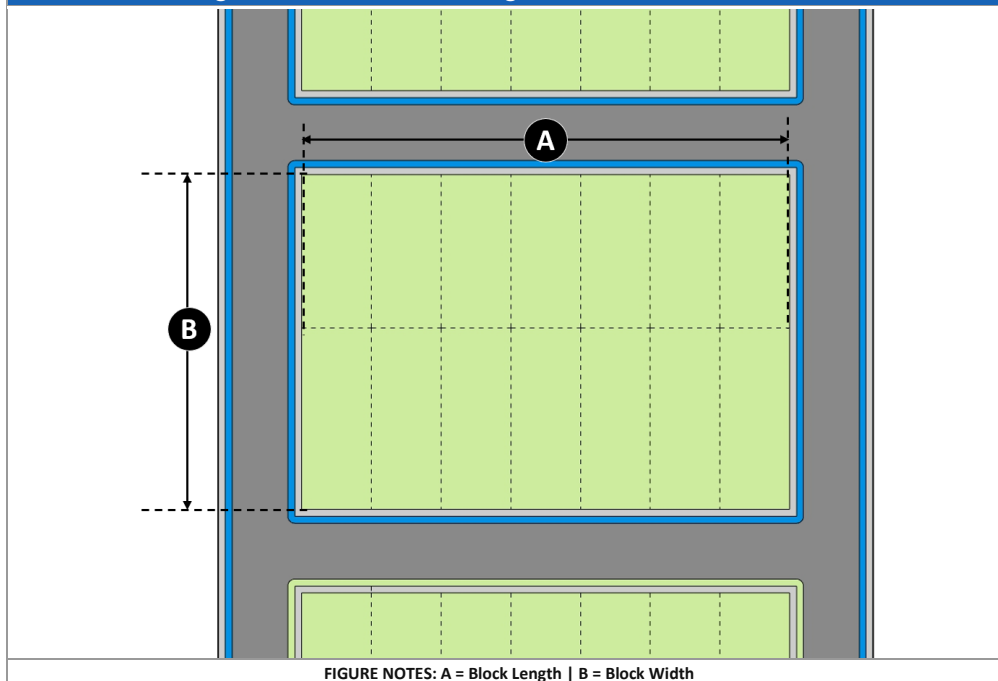
Article 05.02 Subdivision Design

1205.03 Blocks and Lots

- A. **Generally.** The lengths, widths, and shapes of blocks shall be designed with due regard to:
 1. *Adequate Sites.* Suitable building sites for the uses contemplated and the zoning requirements pertaining to minimum lot sizes and dimensions.
 2. *Access, Circulation, and Connectivity.* Vehicle, pedestrian, and bicycle circulation and safety to promote multi-modal connectivity within the City;
 3. *Environment.* Existence of natural features such as steep slopes, environmentally sensitive lands, and pedestrian linkages; and
 4. *Lot Dimensions.* Lot area and width of the applicable zoning district.
- B. **Blocks.**
 1. *Length.*
 - a. *Residential Blocks.* The maximum block length for a residential subdivision in the RR, SR, GR, NC, and GR zoning districts shall not exceed 800 feet measured along the centerline of the block (along the rear property lines and as depicted in Figure 1205.03-1, *Block Length and Width Measurement*).
 - b. *Mixed Use Zoning Districts.* The maximum block length in the MU and DT zoning districts shall be 600 feet measured along the centerline of the block (along the rear property lines and as depicted in Figure 1205.03-1, *Block Length and Width Measurement*).
 - c. *Nonresidential Zoning Districts.* The maximum block length in the HC, GC, and DT zoning districts shall be 600 feet measured along the centerline of the block (along the rear property lines and as depicted in Figure 1205.03-1, *Block Length and Width Measurement*).
 - d. *Minimum Block Length.* The minimum block length shall be 200 feet.
 - e. *Mid-Block Connection.* Within blocks of over 600 feet in length, the Planning Commission may require, at or near the middle of the block, a public walk connecting adjacent streets or other public areas that permit pedestrian traffic to improve accessibility and walkability.
 2. *Width.*
 - a. *Measurement.* Residential blocks shall be of sufficient width, measured along the corner side lot lines of the end lots as depicted in Figure 1205.03-1, *Block Length and Width Measurement*, to permit two tiers of lots of appropriate depth, except where an interior street parallels a limited access highway, arterial street, or railroad right-of-way.

- b. Shape. No other specific rule is made concerning the shape of blocks, but blocks shall fit easily into the overall plan of the subdivision and their design must evidence consideration of lot planning, traffic flow and public areas.

Figure 1205.03-1, Block Length and Width Measurement



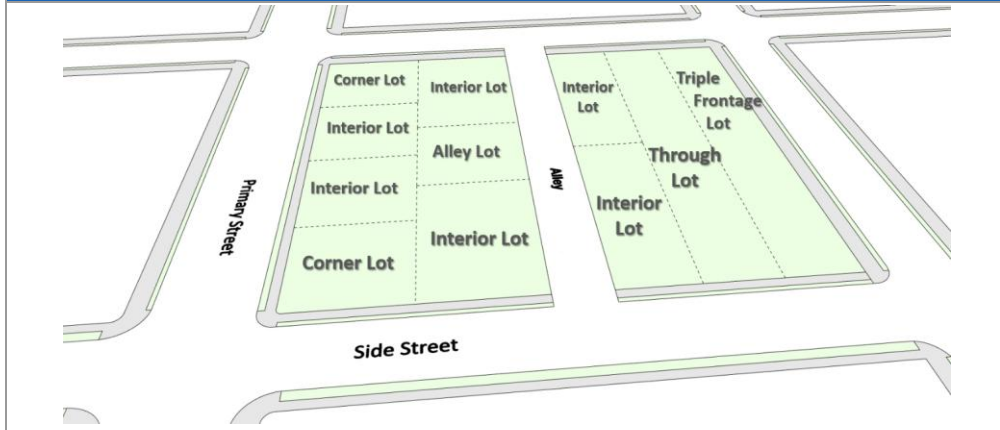
C. **Lots.**

1. *Generally.*

- a. Minimum Standards. Lots shall abide by the standards of the applicable district relating to minimum lot area and width and building setbacks of [Chapter 1202, Zoning Districts and Dimensional Standards](#).
- b. Private Utilities. In cases where a water main supply system or a sanitary sewer system is not available, the minimum lot area shall be established by the applicable county's board of health, the Ohio EPA, or the Ohio Department of Health, as applicable, to accommodate a private water supply or sewage disposal system. In such cases, the minimum lot area may be larger than that established in this code.
- c. Minor Subdivisions. Panhandle, double frontage lots, or triple frontage lots may be approved by the Director during minor subdivision if necessitated by unique features, subject to the standards within this Section.

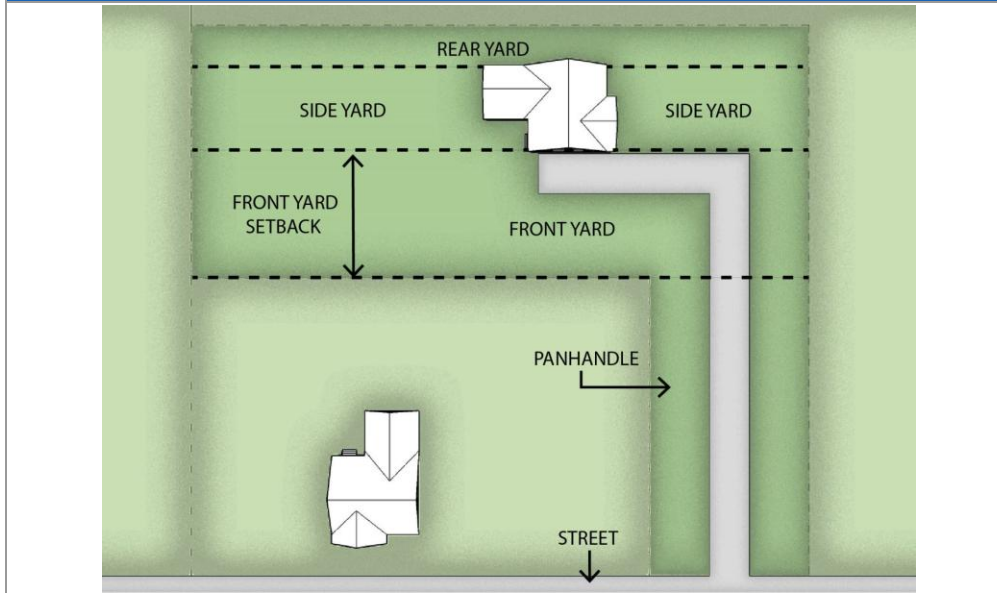
- d. *Access Requirements.* All lots shall abut on a dedicated street of right-of-way. See Figure 1205.03-2, *Lot Types*.
- 2. *Side Lot Lines.* Side lots lines shall be at approximately right angles to straight streets and on radial lines on curved streets or cul-de-sac turnarounds. Some variation from this rule is permissible, but points or very irregular lots shall be avoided. For hillside areas, side lines of lots shall be located as to provide the most suitable building site.
- 3. *Corner Lots.* Lots that have street frontage on two intersecting streets shall be considered a corner lot, subject to the following:
 - a. *Setbacks.* The required minimum front yard setback shall be provided from each street right-of-way or, where a right-of-way is not identified, the lot line adjacent to the street.
 - b. *Widths.* Corner lots shall have the width necessary to allow for the construction of structures that meet the required setbacks from both streets. Corner lots shall allow for the dedication of a radius at the intersection that meets the requirements established by the City Engineer.
 - c. *Rear Yard.* The lot line that runs parallel with the rear façade of the building shall be the rear lot line and the minimum rear yard setback shall be applied from such lot line. See Table 1202.11-1, *Measurements*, for guidance on measuring corner lot setbacks.
 - d. *Other Lot Lines.* All other lot lines shall be a side lot line and the minimum side yard setback shall be applied from such lot lines.
- 4. *Double and Triple Frontage Lots.*
 - a. *Limitations.* Double or triple frontage residential lots shall be avoided, except where essential to provide separation of residential development from thoroughfares or to overcome specific disadvantages of topography and orientation.
 - b. *Vehicular Access.* The street frontage providing vehicular access to any double or triple frontage residential lot shall be the lesser designation of the two or three streets involved. For example, if the lot has access to a collector and a local street, then vehicular access shall be from the local street. When double frontage lots occur, the plat shall indicate that the lesser designated street frontage involved will provide vehicular access to the lots in question.
 - c. *Alleys.* Where alleys exist in the City, any lots that have frontage along the alley shall not be considered a through lot and shall either be regulated as an interior lot or corner lot depending on the location of the subject lot within the block.

Figure 1205.03-2, Lot Types



5. **Panhandle Lots.** Panhandle lots shall be discouraged and may only be approved if necessitated by unique topographic features or other special physical conditions as deemed necessary by the Director. Panhandle lots shall be subject to the following regulations:
 - a. **Prohibitions.** Flag or panhandle lots shall not be used to avoid the construction of a street.
 - b. **Minimum Width.** The panhandle shall have a minimum width of 20 feet along the entire width of the panhandle. The length of the panhandle portion of a lot shall be a maximum of 300 feet.
 - c. **Minimum Front Setbacks.** The minimum front yard setback requirement shall be measured from the lot line that creates the rear lot line of the adjacent lot as illustrated in Figure 1205.03-3, *Setback Locations on Panhandle Lots*.
 - d. **Storage Prohibitions.** The panhandle portion of the lot shall not be used for storage nor shall any structures be permitted in such portion of the lot.
 - e. **Administrative Adjustment.** The Director may provide an administrative adjustment, as established in Section 1207.24, of the setback requirements to allow up to a 5 percent reduction in the minimum setback requirement when a dwelling's setback requirement cannot be met due to the unique shape or other developmental constraints (i.e. easement location) of a panhandle lot as indicated on an approved preliminary plat.
 - f. **Shared Access.** When two or more lots share a driveway, the owner of the panhandle lot shall record with the applicable County office a shared access easement and shared driveway maintenance agreement and file the recorded agreements with the Director.

Figure 1205.03-3, Setback Locations on Panhandle Lots



6. *Cul-de-Sac or Curved-Street Lot.*

- a. **Front Yard Setback.** For a cul-de-sac lot or a lot abutting a curved street, the front yard setback shall follow the curve of the front property line. See Table 1202.11-1, *Measurements*, for guidance on measuring setbacks.
- b. **Lot Width.** Lots on a cul-de-sac, including panhandle lots, shall be required to have a minimum lot width of 40 feet measured at the right-of-way line.
- c. **Street Frontage.** On a cul-de-sac roadway, knuckle, or eyebrow, the required 40-foot street frontage shall be required and measured at the street right-of-way on the curve of the cul-de-sac, knuckle, or eyebrow.

1205.04 Street Network, Access, and Connectivity

A. **Generally.**

1. *Minimum Requirements.*

- a. This Section is not intended to waive minimum engineering and public safety standards. All street cross-sections and improvements are subject to approval by the City Engineer pursuant to the requirements by the City, and to review and comment by the City of Monroe Fire Department.
- b. Streets shall be completed in accordance with the plans, profiles, specifications, and cross-sections prepared for the applicant by a registered professional engineer in accordance with the standard drawings established by the City Engineer.

2. *Grading.* The streets shall be graded, surfaced, and improved to the dimensions required by this Code. All streets shall be graded the full width of the right-of-way. Grading for street improvements shall not create soil slopes exceeding a vertical rise of one foot for every three feet of horizontal distance unless otherwise recommended and approved by the City Engineer and Planning Commission.

3. *Gated Communities.* Gated communities shall only be permitted as part of an approved planned unit development.

B. Street Layout.

1. *Access.* The street layout shall provide access to all lots and parcels of land within the subdivision.

2. *Grid.* New subdivisions shall be based on a grid or modified grid system to the maximum extent feasible.

3. *Through Traffic.* Local streets shall be designed by pattern and layout so as to discourage through traffic unless otherwise shown in the thoroughfare plan, applicable county plan, and/or Comprehensive Plan, as determined by the City Engineer.

4. *Context-Based Design.* Proposed streets shall be adjusted to the contour of the land so as to produce usable lots and streets of reasonable gradient.

5. *Connection with Adjacent or Future Subdivisions.* Proposed streets shall be extended to the boundary of the tract to be subdivided so as to provide for normal circulation of traffic with adjacent existing or future subdivisions or developed areas.

C. Street Dedications. A street that is not constructed to city standards will not be accepted by the City for dedication as a public street. A street shall only be accepted by the City for dedication once all repairs to curb, gutter, and sub-base have been completed and final surface course applied.

D. Access.

1. *Ingress and Egress.* In the interest of public safety, and as a matter of policy, all points of ingress and egress shall be located as far as possible from the intersection of two or more major thoroughfares.

2. *Access Control.* Access control at major thoroughfares shall be taken into consideration in the design of the subdivision plat. The City or ODOT has the right to define access along major thoroughfares as shown in the thoroughfare plan, applicable county plan, and or Comprehensive Plan, as determined by the City Engineer. Access control may also be defined by the Traffic Impact Study (TIS) when required.

3. *Railroad or Highway Access.* Whenever the subdivision contains or is adjacent to a railroad right-of-way, or a highway designated as a limited access highway by the appropriate highway authorities, provision shall be made for a parallel street at a distance adequate to permit use of adjoining land.

4. *Site Access Management.* The City's access management regulations are established in Section [1204.17](#), *Site Access Management and Internal Circulation*.

E. Cul-De-Sac.

1. *Generally.* Permanent cul-de-sac streets are discouraged and should only be used where necessary due to topography, configuration of land, or other special circumstances.

2. *Limitations on the Number of Cul-de-sac Streets.* When used, the total number of lots on cul-de-sac streets, shall not exceed more than 20% of lots in subdivision unless an exception is granted by the City Engineer.

3. *Maximum Street Length.* Cul-de-sac streets shall not be more than 400 feet in length. The length of the cul-de-sac shall be measured along the centerline of the cul-de-sac street from a point beginning at the intersection of the cul-de-sac street and the intersecting street to its furthest point from the point of the beginning. See Figure 1205.04-1, *Maximum Cul-De-Sac Length*.

4. *Terminating Radius.*
 - a. The turnaround shall have a right-of-way of not less than 100 feet in diameter in residential areas.
 - b. The terminating end of a cul-de-sac shall have a minimum radius of 50 feet to the edge of the curb (not including the required right-of-way).
5. *Islands or Planters.* An unpaved island may be provided at the center of the cul-de-sac turnaround provided that:
 - a. The island is surrounded by a mountable curb;
 - b. The surface of the island is landscaped or covered with decorative pavers;
 - c. Landscaping or other elements located in the island do not interfere with the sight triangle established in Section [1202.11, Measurements](#);
 - d. The island has a minimum radius of six feet and a maximum radius of 10 feet measured to the back of the curb;
 - e. The island is owned and maintained by a homeowners' or property owners' association; and
 - f. The radii of both the right-of-way and pavement must be increased 10 feet to accommodate the island.
6. *Mixed Use and Downtown Zoning Districts.* Cul-de-sacs are prohibited in the Mixed-Use (MU) and Downtown (DT) zoning districts.

Figure 1205.04-1, Maximum Cul-De-Sac Length

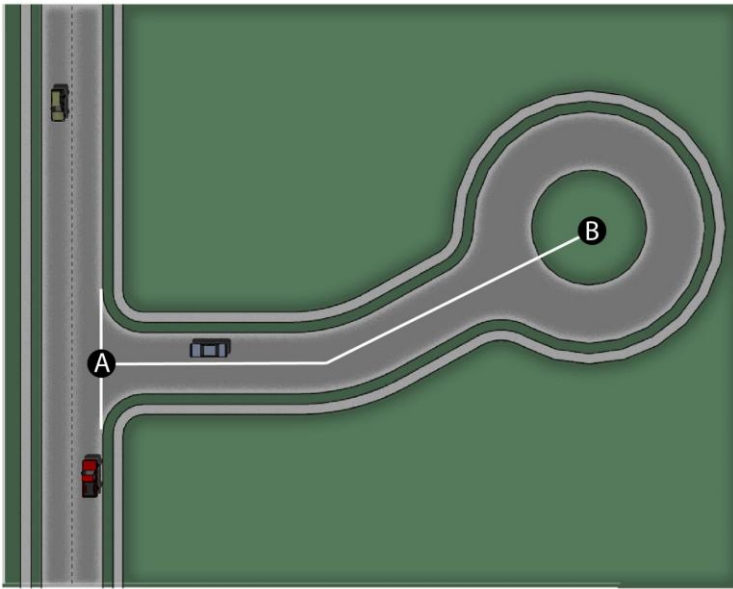


Figure Key: A = Nearest right-of-way line of intersecting street | B = Center of cul-de-sac turnaround

7. **Parking Restrictions.** Parking restrictions in a cul-de-sac terminus shall be at the discretion of the Public Works Director. When restrictions are permitted, the developer shall be required to place "No Parking" signs at the beginning radius, center, and ending radius of the cul-de-sac with signs approved by the [Ohio Manual of Uniform Traffic Control Devices](#).

F. **Dead-end Streets.** Dead-end streets shall be prohibited, except as stub streets.

G. **Stub Streets.**

1. **Future Street Extensions.** Stub streets shall be installed to permit future street extensions into adjoining tracts, as determined by the City.
2. **Barricades.** Barricades shall be installed at the end of stub streets and signage may be provided indicating a future street connection.
3. **Maximum Length.** Stub streets shall not exceed 150 feet in length ~~except, where~~ required by the City Engineer, a temporary connection to another street, or a temporary turnaround, ~~shall be~~ provided by the developer.
4. **Maximum Size.** The size of the turn-around shall not be less than 60 feet in diameter.
5. **Temporary Turnarounds.** Where a stub street has two or more lots fronting thereon ends at a subdivision line for future extension, it shall be provided with a temporary paved turnaround, ~~as approved by the City Engineer and Fire Department~~, until such extension is completed.

H. **Street Intersections.**

4. **Angle.** All street intersections shall be at a 90-degree angle of intersection unless special conditions warrant consideration and approval of an alternate design by the City Engineer.
5. **Minimum Turning Radii.**
 - a. At street intersections, the right-of-way line shall be rounded by an arc, the minimum radius of which shall be 20 feet. Street curb intersection shall be rounded by radii of at least 30 feet.
 - b. The roadway turning radii shall be adequate to allow all motor vehicles, trucks, and emergency vehicles adequate room to turn into a development in a single movement.
6. **Street Jogs.** Street jogs at intersections of less than 100 feet shall be avoided.
7. **Maximum Intersection Points.** Intersection of more than two streets at one point are prohibited.

Figure 1205.04-2, Minimum Street Jog Distance

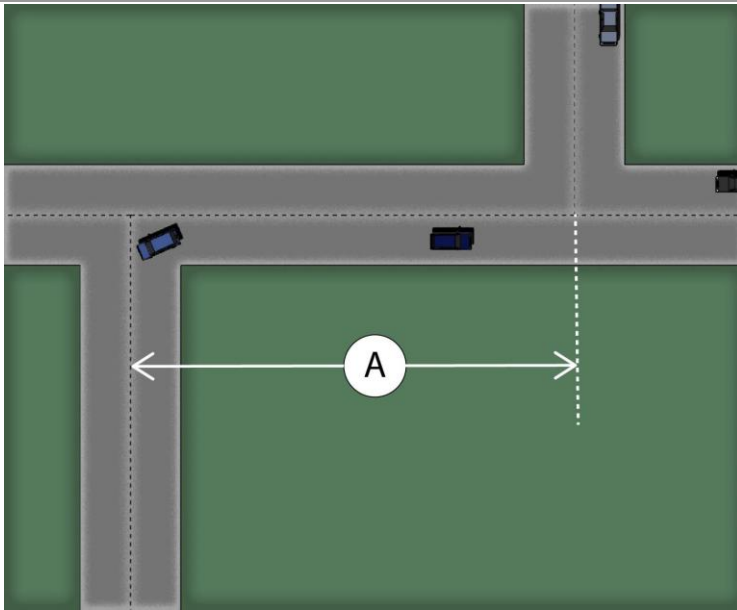


Figure Key: A = Minimum 100 Feet

1205.05 Street Design and Cross Sections

A. **Materials.**

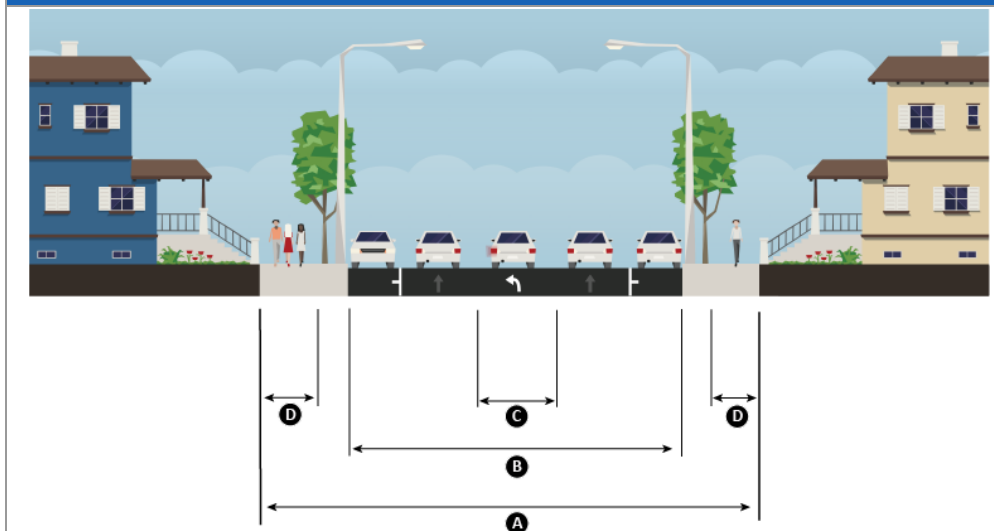
1. **Surface Requirement.** The surface of all streets shall be of Portland cement concrete or asphaltic cement. All streets shall be constructed in accordance with design characteristics at least equal to the minimum requirements of the City.

2. *Heavyweight Vehicles.* The City Engineer may require the use of heavy-duty asphalt pavement and/or special consideration of sub-grade construction in locations where large volumes of vehicles or heavyweight vehicles and truck traffic are anticipated.
3. *Subsurface.* Prior to the construction of street pavements, adequate surface, and any necessary subsurface facilities shall be installed by the applicant.
4. *Curb and Gutter.* Pavements shall be installed with curb and gutter as shown in the City standard drawings. An equivalent concrete section may be considered for industrial and collector streets.

B. Street Cross-Sections.

1. *Platting.* Wherever a dedicated or platted portion of a street or alley exists within the proposed subdivision, the street or alley shall be platted to the prescribed width within the proposed subdivision unless such use is vacated.
2. *Widths.* Widths of interstate highways, major and minor arterials, collector and local street rights-of-way shall conform to the widths specified in Table 1205.05-1, *Street Cross-Section Standards*. These widths may be increased or decreased or varied in unusual circumstances by the Planning Commission as recommended by the City Engineer.
 - a. Additional right-of-way may be required by the City Engineer to accommodate adjacent stormwater runoff and drainage.
 - b. Pavement width shall be measured from back of curb to back of curb.
3. *Nonconforming Widths.* Subdivisions that include, or border on, existing streets that do not conform to the required widths shall dedicate additional width along either or both sides of such streets. The half-width of all rights-of-way abutting the proposed subdivision shall be brought to city standards.
4. *Alleys.* Alleys shall be permitted in commercial and industrial areas where needed for loading and unloading or access purposes where required. Alleys may only be permitted in residential subdivisions or developments when the proposed subdivision or development is located adjacent to the downtown area, as determined by the Planning Commission, or in a mixed-use PUD. Alleys shall be at least 20 feet in width and shall be fully paved.
5. *Dead-End Alleys.* Dead-end alleys shall be avoided, but if unavoidable, shall be provided with adequate turnaround facilities at the dead-end, as determined by the City Engineer and Fire Department.

Table 1205.05-1, Street Cross-Section Standards



Road Classification	Minimum Right-of-Way Width Required	Minimum Pavement Width Required / Number of Lanes	Turning Lane ² / Median	Sidewalk Width
	(A)	(B)	(C)	(D)
Interstate Freeway/Interstate	Freeway/Interstate Standards Determined by State and Federal Agencies			
Major Arterials	80 ft.	40 ft. / 5	11 ft.	6 ft. ³
Minor Arterials	70 ft.	40 ft. / 5	11 ft.	6 ft. ³
Collector Street	60 ft.	28 ft. / 3	11 ft.	6 ft. ³
Local and Marginal Access Streets	50 ft.	28 ft. / 2 ²	--	5 ft.
Alley	20 ft.	20 ft. / 1	--	--

TABLE NOTES:

-- = Not required

1. The turning lane may contain a planted median at intervals approved by the City Engineer.
2. May provide a nine-foot wide parking lane on one side of the street. All parking to be determined by City Engineer.
3. Sidewalk widths within the Mixed-Use and Downtown zoning districts may be increased to 8 ft. or to a width determined by the City Engineer to facilitate pedestrian activity.

Source of Graphic: SteetMix.net

C. Visibility and Curvature.

1. *Horizontal Visibility.* Horizontal visibility on curved streets and vertical visibility on all streets shall be maintained along the centerlines as established in Table 1205.05-1, *Visibility and Curvature*.
2. *Horizontal Curvature.* Horizontal curvature measured along the center line shall have a minimum radius as established in Table 1205.05-1, *Visibility and Curvature*.
3. *Variances or Waivers.* These requirements may only be reduced where topographic or other conditions warrant, with approval of a variance or waiver is approved in accordance with the provisions in [Chapter 1207, Development Review Procedures](#).

Table 1205.05-2, Visibility and Curvature

Street Type	Horizontal and Vertical Visibility	Minimum Horizontal Curvature
Major and Minor Arterials	500 ft.	500 ft.
Collector Streets	300 ft.	300 ft.
Local and Marginal Streets	100 ft.	150 ft.

4. *Vertical Curves.* All changes in grades shall be connected by vertical curves of sufficient radii to provide smooth transitions and required sight distances.
5. *Reverse Curves.* Between reverse curves on major arterial streets there shall be a tangent of not less than 100 feet, and on collector and local streets such tangent shall be not less than 40 feet. For hillside areas between reverse curves on major arterial streets there shall be a tangent of not less than 50 feet, and on collector streets such tangents shall not be less than 20 feet.

D. Maximum Grade.

1. *Maximum Grade.* The maximum grades for streets shall not be greater than those established in Table 1205.05-2: *Maximum Grade*.
2. *Minimum Grade.* The minimum grade of any street gutter shall not be less than 0.5%.

Table 1205.05-3, Maximum Grade

Street Type	Maximum Grade
Major and Minor Arterials	4%
Minor Arterials	7%
Collector Streets	7%
Local and Marginal Streets	10%
Pedestrian Ways or Crosswalks	12%
Alley	10%

- E. Parkway and Special Street Types.** Where parkways or special types of streets are involved, the City Engineer may apply special standards to be followed in the design of such parkways or streets.

F. Curbs and Gutters.

1. *Concrete Curb and Gutter.* Concrete curb and gutter shall be provided along the outside edge of all street pavements, except in RR, LI, and HI zoning districts where curb and gutter requirements may be modified

with approval of a variance or waiver is approved in accordance with the provisions in [Chapter 1207, Development Review Procedures](#).

2. **Applicant Requirement.** Curbs and gutters shall be installed by the applicant in compliance with the specifications of the City. Curb construction shall be roll-type curbs on all collector and local streets. Straight curbs shall be required along arterial road pavements, unless modified with approval of a variance or waiver is approved in accordance with the provisions in [Chapter 1207, Development Review Procedures](#).
3. **Standards.** Curbs shall be concrete and designed and constructed in accordance with the standards established by the Public Works Department.

- G. **Street Trees.** Street trees shall be planted in accordance with 1204.05

1205.06 Sidewalks and Trails

A. **Generally.**

1. **Standards.** Sidewalks and shared-use paths or trails shall be installed in accordance with this Section and the construction standards established by the Department of Public Works. The subdivider shall install sidewalks along public and private streets prior to acceptance of subdivision improvements. This requirement applies to all land uses and street classifications, except as modified in this Section.
2. **Where Required.** Sidewalks at a minimum 5 feet in width shall be installed on both sides of all subdivision streets. Sidewalks shall be required along all portions of a parcel that fronts a public or private street for a new development or expansion of existing development that requires site plan approval.

- B. **Sidewalk Location.** Sidewalks shall be located according to the requirements of Section [1205.05, Street Design and Cross-Sections](#), and shall be designed to provide direct access to common facilities, such as parks, open areas, public and civic uses, employment centers, and shopping areas.

C. **Accessibility.**

1. All sidewalks shall be built to conform to the current accessibility standards of the Americans with Disabilities Act (ADA) or [Public Right-of-Way Accessibility Guidelines](#) (PROWAG) established by U.S. Access Board, as applicable.
2. The developer shall install all common area sidewalks and all ADA ramps at the required locations.

D. **Construction Standards.**

1. **Material.** All sidewalks shall be constructed of concrete, shall meet the specifications set forth in the standards established by the Public Works Department, and shall be given a reasonably smooth float finish.
2. **Minimum Width.** The minimum width of a sidewalk shall be installed as required in Table [1205.05-1, Street Cross-Section Standards](#).

- E. **Completion of Sidewalk Networks.** Adequate provisions shall be made to ensure the timely completion of the sidewalk/path network associated with development. For subdivisions, the surety shall not be released until the sidewalk/path network is completed.

- F. **Connections to Building Entries.** Sidewalk connections shall be provided from all public sidewalks and pathways to buildings, housing, nonresidential uses, and multi-unit residential uses.

G. **Trails and Bike Lanes.**

1. **Adopted Plans.** On-street bike lanes and off-street shared-use trails shall be developed in accordance with the City's comprehensive plan, an adopted parks and recreation plans, or regional trail plans to link major

attractions and destinations throughout the community, including neighborhoods, parks, schools, churches, Butler Tech campus, the downtown, major employment centers, and shopping areas.

2. *Linear Corridors.* Development that abuts a linear corridor that is identified in an adopted parks and recreation plan, transportation, or other adopted City plans, shall provide an easement for and construct the trail on the development site in accordance with any adopted plan unless waived by the City Engineer.
3. *Material.* Trails shall be constructed of asphalt or concrete and shall meet the specifications set forth in the standards established by the Public Works Department.
4. *Minimum Width.* The minimum width of a required trail shall be a minimum 11 feet wide and follows the Ohio Department of Transportation (ODOT) Multimodal Design Guide.
5. *Maintenance Responsibilities.* All trails, private or public, shall be marked as such, and maintenance responsibilities shall be established at the time of platting.

1205.07 Easements

- A. **Generally.** The specific standards for acceptance of easements shall be subject to the technical design standards of this PZC and any other adopted policy or manual of the City.
- B. **Compliance.** All easements shall be in full compliance with this PZC prior to acceptance.
- C. **Types of Easements.** During development review, a development review body may require a variety of easements. These easements may be for purposes including, but not limited to:
 1. Water, Wastewater, and Other Utilities;
 2. Street lights;
 3. Drainage, floodways, and floodplains;
 4. Emergency access;
 5. Cross access;
 6. Pedestrian access; and
 7. Natural resource or open space conservation.
- D. **Utility Easements.**
 1. *Required.* Easements shall be provided for utilities. Such easements shall have a minimum width of 20 feet unless otherwise approved by the City Engineer, and where located along interior lot lines, one-half the width shall be taken from each lot.
 2. *Improvement Plan.* Before determining the location of the easements, the improvement plan shall be discussed with the local utility companies to ensure the proper placing for the installation of services. Slope easements shall be provided when required by the City Engineer.
- E. **Streams and Drainage Channels.** Easements of adequate width shall be provided for all streams and drainage channels, as determined by the City Engineer.
- F. **Cross-Access and Shared Access Easements.**
 1. *Required.* As depicted in Figure 1205.07-1, *Cross-Access and Shared Access*, the subdivider shall provide shared access (A in the Figure below) and cross-access (B in the Figure below) easements, for multi-unit residential, nonresidential, and mixed-use developments that front on locally maintained thoroughfares or collector streets, subject to the following standards. Driveway separation and width on locally

maintained collector and arterial streets shall comply with Section 1205.04, *Street Network, Access, and Connectivity*.

2. *Separate Ownership*. Where adjacent properties are separately owned and not part of the same development, the City may require shared access or internal cross-access easements, or both, as the properties are platted. As such, a development review body may grant a subdivider temporary individual access (C in the Figure below) if:
 - a. The subdivider demonstrates that the adjacent landowner refused a reasonable offer with regard to cross-access;
 - b. The subdivider demonstrates that the proposed temporary access will not materially affect the safe and efficient flow of traffic; and
 - c. The subdivider records a covenant to ensure that the connection will be provided and access will be consolidated upon the earlier of:
 - i. Approval of a plat of the adjacent property, if providing such connection is a requirement of the approval for the adjacent property; or
 - ii. The subject parcel and the adjacent parcel coming under common ownership.
3. *Common Ownership or Phased Subdivisions*. Phased subdivisions, subdivisions under the same ownership, or parcels that are consolidated for the purposes of development and comprised of more than one building shall provide cross-access and shared access easements as follows.
 - a. The property proposed for development shall include cross-access easements with connections to abutting cross-access points or, if the abutting property is undeveloped or without cross-access points, stub-outs at locations on the property that allow for a connection in the future. In addition, if the abutting property is undeveloped or is without a driveway suitable for sharing, the property proposed for development shall include a shared access easement on its perimeter, in a location suitable for sharing access to the street with the abutting property in the future.
 - b. The subdivider shall record a covenant to allow for future connection of shared access and cross-access stub-out easements to comparable facilities on abutting parcels when they develop or are redeveloped.
 - c. Cross-access easements shall be a minimum of 24 feet in width.

Figure 1205.07-1, Cross-Access and Shared Access

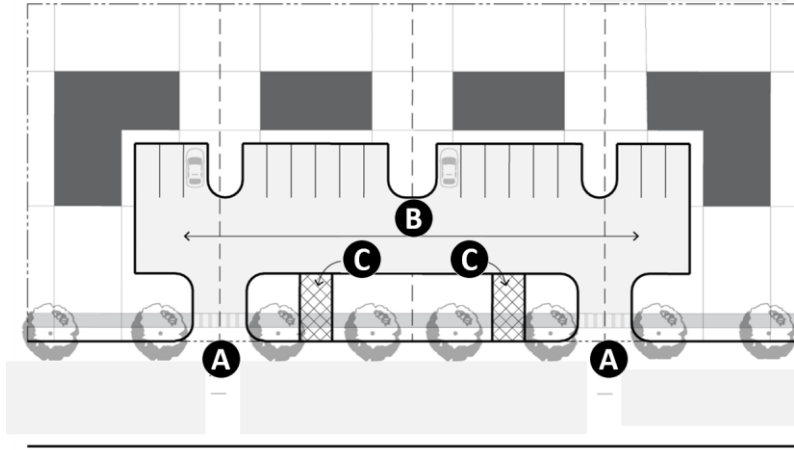


FIGURE NOTES:

A = Shared Access B = Cross Access C = Closed Temporary Individual Access

- G. **Pedestrian Access Easements.** Except for countryside subdivisions and conventional subdivisions where all lots are greater than five acres, the subdivider shall provide the following pedestrian access easements. A pedestrian access easement shall be a minimum of 10 feet in width and shall include an all-weather surface with a minimum width of five feet.
1. **Mid-block Pedestrian Connections.** The subdivider shall provide a pedestrian access easement (A in Figure 1205.07-2, *Pedestrian Connections*, below) to bisect blocks greater than 800 feet in length, where such blocks abut a thoroughfare or collector street. In addition, the subdivider shall provide such connections to establish linkages to common facilities, such as parks, open areas, and institutional and civic uses (B in the Figure below).
 2. **Cul-de-Sac Turnaround Pedestrian Connections.** The subdivider shall provide a pedestrian access easement that connects the cul-de-sac turnaround to existing or proposed sidewalks, trails, and common facilities, as depicted in (C in the Figure below).

Figure 1205.07-2, Pedestrian Connections

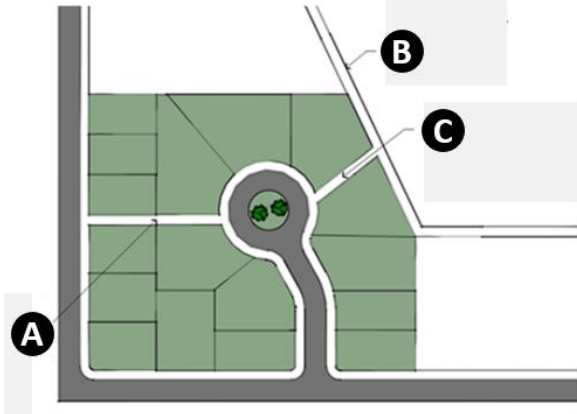


FIGURE NOTES:

A = Mid-Block Pedestrian Access **B** = Pedestrian Access to Common Facility (Sidewalk or Trail) **C** = Cul-de-Sac Pedestrian Access

H. Conservation Easements.

1. *Permanent Preservation.* Conservation easements may be required in order to permanently preserve common green space, natural area, and/or open space required or permitted by this PZC and to protect natural resources that are required to be protected.
 2. *No Disturbance.* Once a Conservation Easement has been established by the owner, it may not be used, disturbed, or altered for any purpose unless otherwise permitted by the City.
 3. *No Destructive Encroachment.* Other easements that may result in the disturbance of land shall not be permitted to encroach into a conservation easement, except that pedestrian access easements and non-destructive utility and drainage easements are permitted within areas protected by conservation easements.
 4. *Responsible Party.* Conservation easements shall provide for permanent management and maintenance of the property by a responsible party other than the City, such as a nonprofit land trust or a homeowners or property owners association.
- I. **Underground Utilities.** All underground public utility lines, wires, cables, conduits, vaults, laterals, pipes, mains, valves, and other similar distributing equipment shall be placed within easements or dedicated public ways in such a manner so as not to conflict with any other underground service previously installed.

1205.08 Utilities and Underground Facilities

A. General Requirements For Utilities And Underground Facilities.

1. *Underground Utilities.* All public and common electric, cable, and telephone lines and other utilities shall be located underground in all residential, office, commercial, and industrial subdivisions and districts, and shall be placed in their own easement, shown on the final or record plat. These underground utility

requirements shall also apply to any lines required to serve the new development that extend outside the boundary of the development. The conduits or cables shall be located within easements or public right-of-ways in separate trenches, in a manner that will not conflict with other underground services.

2. *Telecommunications Conduit.*

- a. All developments shall additionally be required to construct and install telecommunications conduit on all streets that are affected, disturbed, constructed and/or improved by development unless otherwise approved, pending a review by the City Engineer. This conduit shall be for the purpose of installing telecommunications cable, fiber optic wiring or other infrastructure as necessary.
- b. This conduit shall be placed at horizontal and vertical locations as determined by the city engineer. The conduit shall conform to the size, shape and characteristics as determined by the city engineer based on industry standards. Once installed and accepted by the city, the conduit shall become the property of the City of Monroe.

3. *Industrial Subdivisions.* In industrial subdivisions where the electric power provider advises the City that the power load requirements are sufficiently large as to make underground service impractical or unfeasible, electric, cable, and telephone lines may be installed overhead along rear lot lines with the approval by the City Engineer. Should the City Engineer approve an overhead distribution system, all connections to it shall be made underground. All facilities are to be constructed on one side of the road without overhead crossovers.

4. *Cable and Television Services.* Where cable and television service or conduit is or will be in operation, the applicant shall install cable or conduit for such service simultaneously with and in the same manner as electric and telephone cables are installed, both within the right-of-way and to individual building connections.

5. *Sewer and Utility Pipelines.* All sewer and utility pipelines shall preferably be placed outside the limits of the pavement. All excavations for public utilities made under paved areas shall be properly backfilled with approved granular materials thoroughly compacted in place and subject to approval by the City Engineer.

6. *Storm Drainage Grates.* All storm drainage grates shall be constructed to allow bicycles to pass over the grate safely and shall have the words "No Dumping Drains to Stream", or similar, cast into the grate.

B. **Large Scale Utility Structures.** Any utility cabinet or structure that is larger than four square feet on any face, other than a principal building, shall be subject to the following requirements:

1. *Location.* The utility structure shall be located to the rear or side of lots to the maximum extent feasible.
2. *Exception to Location.* If the applicant demonstrates to the Planning Commission that the utility structure can only be located in a front yard, the structure shall be landscaped in a manner that will allow access to the unit but otherwise buffer the view of the structure. The applicant shall be required to provide a landscaping plan as part of the installation of such structure, regardless if the utility is exempt from zoning.
3. *Exception to Screening Requirement.* Utility structures in the industrial zoning districts shall not be subject to this screening requirement.

C. **Sewage Disposal.**

1. *Connection Required.* Where a public sanitary sewer main is reasonably accessible, in the judgment of the City Engineer, the applicable county's water and sewer departments, the subdivision shall be provided with a complete sanitary sewer system connected with such sewer main, including a lateral connection for each lot.

2. *County Health Department Determination.* Where a public sanitary sewer main is not reasonably accessible, in the opinion of the City Engineer, the applicable county's health department, proper provisions shall be made for the disposal of sanitary wastes.
3. *Applicant Requirements.* The applicant shall furnish the City Engineer a complete set of plans and profiles as approved by the various authorities having jurisdiction and shall provide proof of approval by the applicable county's water and sewer departments.
4. *Construction Standards.* Sanitary sewers shall be constructed in accordance with the standard plans and specifications for sanitary sewers as prepared and adopted by the applicable county's sanitary engineer.
5. *State Design Requirements.* In general, sewerage works and facilities shall be designed in accordance with State Health Department requirements, and all rules and regulations of the applicable county's sanitary engineer, and will be subject to State EPA approval.

D. Water Supply.

1. *Generally.* Water mains, service connections, and appurtenances shall meet the requirements set forth in "Operation and Regulations of the City of Monroe Water Distribution System," passed by City Council and effective on July 21, 1983, or subsequent amendments.
2. *Installation Method.* The developer shall install or cause to be installed a water system for the subdivision by one of the following methods:
 - a. *Public System.*
 - i. A complete water main system that shall be connected to a public or other community water supply shall meet the requirements of the State of Ohio or other government authority having jurisdiction and shall be approved by the City Engineer.
 - ii. The plans for the complete installation shall show size, location, depth, material, and all connections thereto, including fire hydrants and valves.
 - iii. In all instances, fire hydrants shall be spaced a maximum of 400 feet apart and shall comply with Section 1204.34, *Fire Hydrant Location*.
 - iv. No water main shall be less than eight inches in diameter with smaller mains being permitted with the approval of the City Engineer. Larger mains will be required where determined necessary by the City Engineer.
 - v. A water main shall be required to extend across the complete frontage of the subdivision to facilitate future development.
 - vi. All water mains shall be Class 53 ductile iron unless otherwise approved by the City Engineer.
 - b. *Individual Supply.*
 - i. If the developer submits proper evidence to the City Engineer that no other form of water supply is possible or economically feasible, then the City Engineer shall permit an individual water supply on each lot in the subdivision, subject to compliance with all recommended design standards of the applicable county's health department and the State of Ohio EPA.
 - ii. Such individual systems are not encouraged by the City.

- E. **Storm Draining.** The specific requirements for storm drainage shall be as established in a separate Comprehensive Storm Water Management Design Standards document maintained by the Public Works Department.

1205.09 Green Infrastructure

A. **Green Infrastructure Techniques.**

1. *Sustainable Development Practices.* The City encourages the use of green infrastructure techniques because of their connection to sustainable development practices and environmental quality. The proper use of green infrastructure can dramatically improve stormwater runoff quality, decrease runoff volume, protect downstream streams and rivers, and create more interesting places to live.
2. *Approved Techniques.* The following green infrastructure techniques may be incorporated into new subdivisions with approval from the City Engineer:
 - a. Narrower pavement widths;
 - b. Narrower right-of-way widths;
 - c. Grassy swales and shoulders without curb and gutter;
 - d. Pedestrian walkways that do not constitute the sidewalks required by Section 1205.06, *Sidewalks and Trails*;
 - e. Permeable pavements (e.g., pavers, permeable concrete, permeable asphalt pavement);
 - f. Bioretention swales;
 - g. Planter boxes;
 - h. Curb extensions; or
 - i. Other techniques if the applicant submits documentation that the proposed green infrastructure technique will equal or exceed the function of traditional infrastructure techniques.

B. **Criteria For Green Infrastructure Waivers.** The City Engineer may grant a green infrastructure waiver for use of the green infrastructure techniques provided:

1. *Stormwater Runoff.* The techniques will utilize the landscape or nature's ability to reduce, slow, filter, and/or absorb stormwater runoff from streets, parking lots, and buildings in a method that equals or exceeds the existing infrastructure requirements of the City;
2. *Best Management Practices.* The techniques are consistent with best management practices; and
3. *Professionally Designed.* The technique has been designed by a professional engineer and is accompanied by documentation stating that the proposed technique does not pose a threat to public safety.

Article 05.03 Improvement Bonding, Dedication, and Acceptance

1205.10 Bonding Requirements

- A. **Generally.** Prior to actual construction of required public improvements and before construction plans are final approved or ~~the final plat is recorded~~ an application for final plat is authorized, the ~~subdivider-developer~~ shall utilize one of the methods set out in this Section for the purpose of assuring the installation of such improvements deemed necessary or appropriate in the public interest. Bonding is regulated in accordance with Chapter 1052 of the Monroe Codified Ordinances.
- B. **Form.** All performance improvement and maintenance bonds shall be submitted in a form and amount established and made available to the public by the ~~Development-Public Works~~ Department and City of Monroe Construction Standard and Engineering Guide Handbook. All surety companies shall be authorized to conduct surety business in the State of Ohio. No individual sureties shall be allowed.
- C. **Estimated Costs.**

1. *Review and Approval.* Prior to the developer securing bonds, line item estimates for all items to be bonded shall be submitted to the City Engineer for approval and in order to determine the bonding amounts.
 2. *Line Item Estimate Requirements.* Upon approval of the construction drawings by the City Engineer, and before starting any construction work, the developer's engineer shall prepare and submit to the City Engineer and/or the agencies having jurisdiction over sanitary sewer or water (where applicable), an independent estimate of costs, by item of work, the item unit, number of units, unit price, and total cost for each item to be bonded of the following items in a manner and format determined by the Public Works Department:
 - a. Construction surveying;
 - b. Construction of roads, storm and sanitary sewers, sanitary treatment plants, pumping stations, and water supply systems;
 - c. Drainage structures;
 - d. Erosion control, stormwater management basins, restoration of land and site clean-up; and
 - e. Other related items as determined by the Public Works Director.
 3. *Other Requirements.* The total estimated cost, including labor, shall be prepared and signed by the developer's engineer. The Public Works Director and/or the agencies having jurisdiction over sanitary sewer or water (where applicable), may add to the developer's estimate an amount to cover contingencies, including permit and inspection costs, to arrive at the total estimated cost. The approved total of estimated costs shall be the basis for the establishment of the performance bond amount.
- D. **Public Improvement Bonds.** Public improvement bonds shall be required for all private projects involving the installation of public utilities, and/or roadways including Earthwork Performance Bond, Stormwater Pollution Prevention Plan Bond, Stormwater Open Channel and Detention Quality Performance and Maintenance Bond, Stormwater Infrastructure and Street Appurtenance Performance and Maintenance Bond, Water System and Appurtenance Infrastructure Maintenance Bond, and Sidewalk Bonds as outlined in Chapter 1052 of the Monroe Codified Ordinances.
1. *Submittal.* Prior to the final approval of the construction drawings by the City of Monroe and prior to the start of construction, the developer shall post public improvement bonds, in an amount determined by the City of Monroe, of the estimated cost of the public improvements, to secure the performance and construction of the ~~uncompleted and unapproved~~ public improvements. The bonding forms, as ~~determined made available~~ by the Public Works ~~Director~~Department, shall be used when submitting bonds.
- E. **Type of Security.** The City of Monroe will accept security in any of the following forms. The developer may select the form of security that best suits their situation. The forms of acceptable security are as follows:
1. *Cash or Cashier's Check.* The subdivider shall provide the City of Monroe cash or a cashier's check in an amount equal to the cost estimate as approved by the Public Works Director, of all uncompleted and unaccepted site improvements required by these regulations. Upon completion of the required site improvements and their acceptance by the Public Works Director, the amount will be refunded to the subdivider by the City of Monroe.
 2. *Surety Bond.* If security is provided in the form of a cash escrow or a surety bond by a surety company authorized to do business in the State of Ohio, the applicant shall deposit with the Office of the Public Works Director a cash amount or certified check endorsed to the escrow agent for a face value in an amount of at least the amount specified by the Public Works Director. A surety bond or cash escrow

account shall accrue to the City of Monroe for administering the construction, operation, and maintenance of the improvements.

3. **Surety Obligation of National Bank.** A National Bank may bind itself as surety to indemnify the City should the developer default in the installation of the development improvements if it has a segregated deposit sufficient to cover the bank's total potential liability. Therefore, an authorized representative of the national bank must sign the security agreement, which signature shall also constitute a certification that the national bank has a segregated deposit sufficient in amount to cover the bank's total potential liability.

F. Reductions.

1. Following the performance of improvements in a development, the developer may request a reduction in the bond. Such requests may be made in writing to the Public Works Director and shall be granted in the sole discretion of the City of Monroe.
2. After preliminary acceptance of the constructed improvements and a complete set of as-built plans have been received and approved by the City of Monroe in hard copy and digital format, the public improvement bond may be reduced to an amount determined by the City of Monroe.

- G. Duration.** A maintenance bond will be held for a period of 12 months beyond the approval date of the improvements and after the top course of asphalt has been applied, to cover any defects in the construction of the improvement to be determined by the City of Monroe. After this period and after the final inspection and completion of any punchlist items, the maintenance responsibility of the developer may be released. A bond covering the completion of any outstanding items, i.e. sidewalks and erosion control, shall be held until home or building construction or lots developed in the section bonded has reached 80% and all other improvements have been completed to the satisfaction of the City.

- H. ~~Release of Bond.~~** ~~Upon release of the performance bond and acceptance of the maintenance bond as determined by the Public Works Director, the City shall provide for the removal of snow and ice provided all roadway improvements are complete.~~

1205.11 Improvement Dedication and Acceptance

A. Generally.

1. *Dedications.* This Section applies to any dedication of land, public improvements, infrastructure, and related appurtenances or easements required for the development of property in the City.
2. *Acceptance.* This Section establishes the acceptance procedures for any public improvements that will become the responsibility of the City of Monroe.
3. *Plat Requirements.* All dedications shall be indicated on the face of the plat. Verbose dedications may be accomplished by a separate recorded instrument which is referenced on the face of the plat.

B. Standards for the Dedication and Acceptance of Land and Public Improvements.

1. *Required.* Dedication to the City shall be required for all land, public improvements, infrastructure, and related appurtenances, easements, or rights-of-way.
2. *Plat Approval is Not Acceptance.* Previous approval of a subdivision plat shall not constitute an acceptance by the City of the roads, streets, alleys, or other public lands indicated for dedication on the plat.
3. *City Council Action.* The dedication of any of these lands for public use of any nature within the City shall be accepted by the City only by specific action of the City Council.
4. *City Standards.* A street or other required improvement that is not constructed to City standards will not be accepted by the City for dedication.

5. *Form of Dedications.* All dedications shall be made by a legal instrument approved by the City and shall be shown on the site plan or plat unless the City determines that another form of dedication (for example, a recorded easement) is more appropriate.

6. *Construction Inspections.*

- a. Activities Requiring Public Works Director's Approval. None of the following shall take place without the approval of the Director or their representative:
 - i. Covering of wastewater, water, or storm sewer pipe;
 - ii. Application to the street subgrade of flexible base material, subgrade material, or stabilization; or,
 - iii. Pouring of concrete or application of asphaltic surface to the street base.
- b. City Inspection. The Public Works Director shall inspect any and all phases of construction.
- c. Engineer and Contractor Duties. The subdivider's engineer shall design, stake, and help interpret the plans during the construction of improvements. The subdivider's contractor shall construct the improvements in accordance with this Article and approved construction plans. The subdivider, engineer, and contractor, as appropriate, shall maintain regular contact with the City Engineer during the construction of improvements.

C. **Procedure for Acceptance.**

1. *Inspection Request.* When construction of the required improvements is complete, the subdivider shall notify the City Engineer in writing and request an inspection of the work.
2. *Initial Inspection.* The City Engineer shall inspect the improvements and issue a punch list of any deficiencies.
3. *Existing Conditions.* During the inspection, the City Engineer shall document the existing condition of all public improvements and appurtenances. The public improvements and appurtenances shall be in compliance with all federal, state, county, and applicable municipal regulations, codes, statutes, and policies in effect at the time of the request for acceptance.
4. *Final Inspection.* The subdivider shall schedule the final inspection within 30 days of the initial inspection or a complete reinspection may be required along with a new punch list of deficiencies.
5. *Preliminary Acceptance.* After all deficiencies have been corrected and a final inspection has been satisfactorily completed, the City Engineer shall accept the improvements.

~~6. *Remedy of Deficiencies.* The City Engineer shall not recommend acceptance of any further improvements until the subdivider remedies all noted deficiencies.~~

D. **Condition of Acceptance.**

1. *Eligible Improvements.* Acceptance of the public improvements into the City maintenance system shall only constitute acceptance of roads, streets, bridges, stormwater drainage systems, water systems, wastewater systems, public open spaces, and their related appurtenances.
2. *Ineligible Improvements.* Detention facilities shall not be accepted for maintenance by the City. Only 100-year capacity open ditch-type drainage channels meeting all the requirements of this Section shall be considered for acceptance into the City maintenance system.

~~E. **Release of Bond.** The Public Works Director shall release the construction security, if applicable, when all applicable public improvements are accepted into the City maintenance system.~~

1205.12 Development Agreements

- A. **Generally.** Prior to construction plans are approved or actual construction of required public improvements, the developer shall enter into a development agreement with the City of Monroe. A development agreement is a legislative action of the City that shall conform to the preliminary plat and expressly define the project rules and regulations for the development of specific property(s); commitments and policies related to the development of the property(s); and agreements and standards pertaining to the development of specific property(s). The development agreement shall also outline specific time frames, phasing, and other completion dates for the development of the property(s).
- B. **Submittal.** The development agreement shall be borne by the applicant for review by the City and recommendation to City Council. At a minimum, the development agreement shall include the following:
1. A description of the uses permitted on the property and any uses specifically prohibited;
 2. The density of proposed uses, including minimum lot area, minimum lot width, maximum percentage of lot coverage, minimum setbacks, and maximum building height;
 3. Provisions for the reservation or dedication of land for proposed public purposes;
 4. The proposed timing and phasing for the construction of public improvements;
 5. Assurances that all public facilities, streets, water, sewer, EMS/fire, and police will be available as they are needed to serve the development;
 6. Provisions to protect environmentally sensitive lands, and neighboring residential and commercial subdivisions through mitigation of anticipated impacts caused from the development onto the public;
 7. Provisions for public improvements in excess of what is required by current City code or law;
 8. The scope of Traffic Impact Study defined in this PZC;
 9. The proposed timing and phasing of the development project;
 10. The termination date of the development agreement; and
 11. Terms and conditions relating to financing of public improvements.
- C. **Approval.** The development agreement shall be borne by the applicant and submitted to the City for review and recommendation to City Council. If accepted by City Council, the agreement shall be recorded with the applicable county recorder prior to construction of any improvements.
- D. **Expiration.** Any development agreement not recorded within six months following Council approval shall be deemed null and void.
- E. **Termination.** The development agreement may be modified or terminated by the mutual consent of the developer and the City. City Council may, at its option, modify or terminate a development agreement based upon evidence that a developer, or successor interest, has not complied with the terms or conditions of the agreement.

CHAPTER 1206 DEVELOPMENT REVIEW OFFICIALS AND BODIES

Article 06.01 Administrative Review Officials

1206.01 Director of Development (Director)

- A. **Generally.** This Section establishes the position of Director of Development (Director) to aid in the administration and enforcement of this PZC. The Director shall be appointed by the City Manager pursuant to the Charter of the City of Monroe.
- B. **Powers and Duties.** The Director shall have the authority and responsibility to:
1. *Development Review.* Review and make recommendations or final decisions on the development review applications denoted in Table 1207.10-1, *Development Review Summary*;
 2. *Enforcement.* Enforce the provisions of this code in accordance with Article 08.02, *Enforcement of Code*. All officials and employees of the City shall assist the Director by reporting to the Director new construction, reconstruction, land uses, or violations that are observed; and
 3. *Administration.* Prescribe such rules and forms deemed necessary for the execution of the duties to administer and enforce this PZC.

1206.02 City Engineer

- A. **Generally.** The City Engineer is generally responsible for verifying that all standards and quality assurance requirements are met for public improvements and other infrastructure and shall aid in the administration and enforcement of this PZC as outlined in this Section.
- B. **Powers and Duties Related to this Code.** The City Engineer shall have the authority and responsibility to:
1. *Development Review.* Review and make recommendations or final decisions on the development review applications denoted in Table 1207.10-1, *Development Review Summary*;
 2. *Subdivision Improvements.* Inspect construction of improvements in subdivisions as specified in this code, issue reports on such inspections as necessary, and make recommendations to City Council on the acceptance of improvements;
 3. *Traffic Impact Studies.* Review traffic impact studies required in accordance with this PZC and make decisions upon the necessity of improvements based on such review; and
 4. *Record Keeping.* Maintain permanent and current records of all inspections, and subdivision design and improvement standards applicable to this PZC.
- C. **Powers and Duties Related to Matters Outside of this Code.** In addition to the powers and duties set forth above, the City Engineer shall perform duties as outlined in the remainder of the City Code.

1206.03 Code Enforcement Inspector

- A. **Generally.** The Code Enforcement Inspector generally aids in the administration and enforcement as outlined in this Section.
- B. **Powers and Duties Related to this Code.** The Code Enforcement Inspector shall have the authority and responsibility to:

1. *Report Violations.* Report new construction, reconstruction, land uses, or violations that are observed;
 2. *Inspections.* Conduct inspections as applicable to investigate violations and ensure compliance; and
 3. *Other Enforcement Tasks.* Perform other tasks required to enforce the standards of this PZC in accordance with [Article 08.02, Enforcement of Code](#).
- C. **Powers and Duties Related to Matters Outside of this Code.** In addition to the powers and duties set forth above, the Code Enforcement Inspector shall perform duties as outlined in the remainder of the City Code.

1206.04 Chief Building Official

- A. **Generally.** The role of Chief Building Official is established in [Part Fourteen of the City's Code of Ordinances](#) and shall aid in the administration and enforcement of this PZC as outlined in this Section.
- B. **Powers and Duties Related to this Code.** The Chief Building Official shall have the authority and responsibility to review and make recommendations or final decisions on the development review applications denoted in Table [1207.10-1, Development Review Summary](#).
- C. **Powers and Duties Related to Matters Outside of this Code.** In addition to the powers and duties set forth above, the Chief Building Official shall perform duties as outlined in the remainder of the City Code.

1206.05 Floodplain Administrator

See [Chapter 1446, Section 1446.12, Floodplain Administrator](#), of the City's Code of Ordinances.

Article 06.02 Elected or Appointed Development Review Bodies

1206.06 City Council

- A. **Generally.** The City Council is established as the governing authority in the [City Charter](#).
- B. **Powers and Duties Related to this Code.** The City Council shall have the authority and responsibility to:
1. *Development Review.* Make final decisions on the development review applications denoted in Table [1207.10-1, Development Review Summary](#);
 2. *Appointments.* Appoint members of the Planning Commission and the Board of Zoning Appeals (BZA); and
 3. *Fee Establishment.* Establish fees for development review applications and permits.
- C. **Powers and Duties Related to Matters Outside of this Code.** In addition to the powers and duties set forth above, the City Council shall have any other authority granted to the City Council by the [City Charter](#), ordinance, or state law.

1206.07 Planning Commission

- A. **Generally.** The City of Monroe Planning Commission shall be established pursuant to the Charter of the City of Monroe.
- B. **Duties and Powers Related to this Code.** The Planning Commission shall have the authority and responsibility to:
1. *Development Review.* Review and make recommendations or final decisions on the development review applications denoted in Table [1207.10-1, Development Review Summary](#);

2. *Implement the Comprehensive Plan.* Interpret the provisions of this code in such a way as to carry out the intent and purpose of the Comprehensive Plan; and
 3. *Assistance.* When needed, call upon any city department for assistance in the performance of its duties and it shall be the duty of such departments to render such assistance to the Planning Commission as may reasonably be required.
- C. **Duties and Power Related to Matters Outside of this Code.** Perform all other duties as provided by the [Charter](#) or other ordinances of the municipality.
- D. **Membership and Appointment.**
1. *Appointments.* The members of the Planning Commission shall be appointed the City Council.
 2. *Number of Members.* The Planning Commission shall be composed of five members.
 3. *Length of Terms.* Members shall serve four-year terms with the term of one member expiring each year.
 4. *Qualifications.* One member of City Council shall be selected by City Council to serve on the Planning Commission. The other four Planning Commission members shall consist of electors of the municipality not holding other municipal offices.
 5. *Officers.* At the first meeting of each year, the Planning Commission shall elect a chairperson, a vice-chairperson, and a secretary, who shall serve for one year. These officers shall be elected from among the members of the Planning Commission.
 6. *Removal.* Members of the Planning Commission shall be removable for misfeasance, malfeasance or nonfeasance by City Council.
 7. *Vacancies.* A vacancy occurring during the term of any member of Planning Commission shall be filled for the unexpired term in a manner authorized for the original appointment.
- E. **Meetings and Procedures.**
1. *Frequency.* Meetings shall be held at the call of the chairperson, or the acting chairperson, and at such other times as the Planning Commission may determine.
 2. *Open to Public.* All meetings shall be open to the public, except as exempted by law.
 3. *Bylaws.* The Planning Commission may, by a majority vote of its entire membership, adopt bylaws for its own governance provided they are consistent with state law or with any other ordinances of the City.
- F. **Quorum and Voting.**
1. *Quorum.* Any combination of three or more regular or alternate members of the Planning Commission shall constitute a quorum.
 2. *Voting on Decisions Items.* The Planning Commission shall act when at least three members concur.
 3. *Voting on Non-Decisions Items.* Non-decision items, such as continuance or approval of minutes, shall require a majority of the quorum to concur.
- G. **Recordkeeping.** The Planning Commission shall keep minutes of its proceedings showing the vote, indicating such fact, and shall keep records of its examinations and other official actions all of which shall be a public record, unless exempted by law, and shall be filed in the office of the Development Department.

1206.08 Board of Zoning Appeals (BZA)

- A. **Generally.** The City of Monroe Board of Zoning Appeals (BZA) shall be established pursuant to the [Charter](#) of the City of Monroe.
- B. **Duties and Powers Related to this Code.**

1. *Development Review.* The BZA shall have the authority to review and make recommendations or final decisions on the development review applications denoted in Table 1207.10-1, *Development Review Summary*.
 2. *Implement the Comprehensive Plan.* The BZA shall interpret the provisions of this code in such a way as to carry out the intent and purpose of the Comprehensive Plan.) Hear and decide on any questions related to the interpretation of the code text or the zoning map and zoning district boundaries.
 3. *Interpreting Code Text and Zoning Map.* The BZA shall hear and decide on any questions related to the interpretation of the code text or the zoning map and zoning district boundaries.
 4. *Assistance.* The BZA may call upon any city department for assistance in the performance of its duties and it shall be the duty of such departments to render such assistance to the BZA as may reasonably be required.
- C. **Duties and Power Related to Matters Outside of this Code.** The BZA shall perform all other duties as provided by the Charter or other ordinances of the municipality.
- D. **Membership and Appointment.**
1. *Appointments.* The members of the BZA shall be appointed by the City Council.
 2. *Number of Members.* The BZA shall be composed of five members, who shall be electors of the City and hold no compensated position with the City.
 3. *Length of Terms.* Members shall serve five-year terms with the term of one member expiring each year.
 4. *Officers.* At the first meeting of each year, the BZA shall elect a chairperson, a vice-chairperson, and a secretary, who shall serve for one year. These officers shall be elected from among the members of the BZA.
 5. *Removal.* Members of the BZA shall be removable for misfeasance, malfeasance or nonfeasance by City Council.
 6. *Vacancies.* A vacancy occurring during the term of any member of the BZA shall be filled by appointment by City Council for the unexpired term.
- E. **Meetings and Procedures.**
1. *Frequency.* Meetings of the BZA shall be held at the call of the chairperson, or the acting chairperson, and at such other times as the BZA may determine.
 2. *Bylaws.* The BZA may, by a majority vote of its entire membership, adopt bylaws for its own governance provided they are consistent with state law or with any other ordinances of the City.
 3. *Oaths and Compelling Witnesses.* The chairperson, or in their absence, the acting chairperson, may administer oaths and the BZA may compel the attendance of witnesses.
- F. **Quorum and Voting.**
1. *Quorum.* Any combination of three regular or alternate members of the BZA shall constitute a quorum.
 2. *Voting on Decision Items.* The BZA shall act by resolution when at least three members concur. Every decision shall be accompanied by written findings of fact, based on testimony and evidence and specifying the reason for granting or denying the application.
 3. *Voting on Non-Decision Items.* Non-decision items, such as continuance or approval of minutes, shall require a majority of the quorum to concur.

- G. **Recordkeeping.** The BZA shall keep minutes of its proceedings showing the vote, indicating such fact and shall keep records of its examinations and official actions, all of which shall be filed in the office of the Development Department and shall be a public record, unless exempted by law.

CHAPTER 1207 DEVELOPMENT REVIEW PROCEDURES

Article 07.01 Common Development Procedures

1207.01 General Provisions

- A. **Purpose.** The purpose of this Article is to consolidate and standardize to the maximum extent possible, the review procedures that apply to all or most development applications.
- B. **Applicability.** The Sections of this Article apply to all development activity that requires a recommendation or final decision from City staff, the City Council, the Planning Commission, or the Board of Zoning Appeals unless otherwise stated or denoted in Table 1207.10-1, *Development Review Summary*.

1207.02 Pre-Application Conference

- A. **Generally.** A Pre-application Conference is to familiarize the applicant with the submittal requirements and review procedures, including all applicable standards, the feasibility of the proposed work, and any known constraints, hazards, or special conditions associated with the subject property.
- B. **Applications Requiring a Pre-Application Conference.** Table 1207.10-1, *Development Review Summary*, denotes the development applications that require a pre-application conference. Applicants may request a pre-application conference even if the application does not require one.
- C. **Request for Pre-Application Conference.** A request for a pre-application conference shall be made to the Director.
- D. **Conceptual Plan.** The applicant shall submit conceptual plans as a basis for discussion prior to the pre-application conference. The plans shall be of sufficient detail to accurately convey the concept, character, location, parcel size, and the size and scale of the proposed development. The City may request additional plans or materials at their discretion.
- E. **Requested Submittals.** At or following the pre-application conference, the Director, City Engineer, or other City staff may request that the applicant provide additional materials at the time of application submittal in accordance with 1207.03, *Application Submittal and Fees*, as may be necessary to permit the informed exercise of judgment under the review criteria for the application.
- F. **Disclaimer.** Discussions that occur during any informal meetings with City staff, boards, or during pre-application conferences or meetings are not binding on the City and do not constitute official assurances or representations by the City or its officials regarding any aspects of the plan or application discussed.
- G. **Time Limit for Inaction.** If the applicant fails to submit an application within 60 days of the Pre-application Conference, the applicant shall be required to restart the review procedure and request a new Pre-application Conference.
- H. **Continuing Review Process.** If an application requires a pre-application conference, it may subsequently undergo the processes established in 1207.03, *Application Submittal and Fees*, once the pre-application conference has occurred.

1207.03 Application Submittal and Fees

- A. **Timeline.** In accordance with Ohio law, all applications must be reviewed within 30 days of receipt.

A-B. Application Form. Every development review application and submittal requirements required by this PZC shall be submitted in a form and in such numbers as established in ~~a document~~ the Development Guidebook, maintained by the Development Department and made available to the public by the Development Department. At the time the application is submitted, a fee shall be paid in the amount established by the City's fee schedule.

B-C. Fees and Charges.

1. *Determination of Fees and Other Charges.*
 - a. *Fee Schedule.* The City Council shall approve the fees to accompany applications submitted under this PZC through the adoption of a fee schedule. City Council may adjust the fees from time to time.
 - b. *Other Charges.* If the City determines that the costs on a particular application are extremely high as a result of the preparation of legal descriptions, maps, studies, or other required information, or as a result of the need for professional expert review, study, or testimony, the Director is authorized to collect such additional costs from the applicant.
2. *Payment in Full Required.* No application shall be processed or determined to be complete until the established fee has been paid.
3. *Refunds.* Application fees are not refundable, except where the Director determines that an application was accepted in error, or the fee paid exceeds the amount due, in which case the amount of the overpayment will be refunded to the applicant. Fees for withdrawn, denied, expired, or voided applications are not refundable.

D-E. Examination of Copying of Application and Other Documents. Documents and/or records may be inspected and/or copied as provided for by state law.

D-E. Authorization to Initiate An Application. Table 1207.03-1, *Application Authorization*, denotes those who are authorized to initiate application for each of the development review procedure types.

Table 1207.03-1, <i>Application Authorization</i>			
◆ = Can Initiate Application Type			
Development Review Procedure Type	Property Owner(s) ^{1,2}	Party Aggrieved by an Administrative Decision	Planning Commission or City Council
Improvement Plan and Permit Decisions	◆		
Site Development and Use Decisions	◆		
Text and Zoning Map Amendment Decisions	◆		◆ ³
Relief and Appeal Decisions	◆	◆ ⁴	
Platting Decisions	◆		

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Table 1207.03-1, *Application Authorization*

♦ = Can Initiate Application Type

Development Review Procedure Type	Property Owner(s) ^{1,2}	Party Aggrieved by an Administrative Decision	Planning Commission or City Council
Table Notes: - Including an agent authorized by the owner, which may include a lessee of the property. - If the property subject to an application is under more than one ownership, all owners or their authorized agents shall join in filing the application. Similarly, if a PUD or overlay district includes multiple properties, all owners or their authorized agents shall join in filing the application. - Planning Commission and City Council may initiate text and zoning map amendments under this code with or without an application from the property owner who may be affected. - Appeal only.			

- E. **Application Submission Schedule.** The schedule for the submission of applications in relation to scheduled meetings and hearings of the review bodies shall be established ~~established in a document~~ the Development Guidebook maintained by the Development Department and made available to the public.
- F. **Simultaneous Processing of Applications.** Whenever two or more forms of review and approval are required under this code, the Director shall determine the order and timing of review. The Director may authorize a simultaneous review of applications, so long as all applicable requirements are satisfied for all applications.
- G. **Withdrawal of Application.** An applicant may withdraw an application in one of the following manners:
- Prior to Public Notice.* In writing to the Director prior to a public meeting or hearing at which the application is to be considered. The Director shall approve a request for withdrawal of an application if it has been submitted in writing prior to publication of notice for the public hearing on the application in accordance with **1207.06, Public Notice, Meetings, and Hearings**. If the applicant submits the request after the publication of the notice, the Director may place the request on the public hearing agenda to be acted upon by the review or decision-making body.
 - During a Public Meeting or Hearing.* On the record, during a public meeting or hearing when the application is being considered, provided the withdrawal occurs before the development review body makes a recommendation or takes final action on the application.
- H. **Successive Applications.** The Director shall not accept any application that was denied at a public hearing within 12 months after the date of denial if the Director determines there have been no substantive changes in circumstances related to an application or no substantive changes to the application submittal itself.
- I. **Continuing Review Process.** Application submittals shall subsequently undergo a completeness application review established in **1207.04, Completeness Review**, before being deemed as submitted to the City.

1207.04 Completeness Review

- A. **Timeline.** The Director shall make a determination of application completeness within five business days of the application filing.
- B. **Review and Processing.** The Director shall only initiate the review and processing of applications if such application is determined to be complete in accordance with paragraph C, below.
- C. **Meaning of Completeness.** The Director shall deem an application complete when it contains:
- Completed Application.* The completed application form;

2. *Required Documents, Drawings, or Studies.* All required documents and drawings with all pertinent calculations, measurements, and information necessary to review for compliance, or studies when required, that are prepared and certified by qualified professionals (where such certifications are required);
 3. *Fee.* The application fee in accordance with [1207.03, Application Submittal and Fees](#); and
 4. *Additional Information.* Any additional information that is necessary to demonstrate compliance with all of the applicable requirements of this PZC as determined by the Director.
- D. **Submittal Date.** Complete applications are considered submitted or filed on the date that the Director deems them complete.
- E. **Incomplete and Rejected Applications.**
1. *Explanation.* If an application is determined to be incomplete, the Director shall provide written or digital notice to the applicant along with an explanation of the application's deficiencies. No further processing or review of an incomplete application shall occur until the deficiencies are corrected in a future resubmittal application.
 2. *Period for Application Revisions.* If the missing or incomplete items are not submitted within a 5-day period after notice of an incomplete application, then the application shall be rejected.
 3. *Application Deadlines.* If the application is determined to be incomplete and there remains time prior to an application deadline, the applicant may resubmit with a new, complete application to the Director before the applicable deadline to be placed on the agenda for the corresponding related public meeting or public hearing.
 4. *False or Misleading Information.* If any false or misleading information is submitted or supplied by an applicant on an application, that application shall be deemed incomplete and any associated fees will be forfeited.
 5. *Not Considered Filed or Submitted.* Incomplete or rejected applications are not considered "filed" or "submitted".
- F. **Disclaimer.** A determination of completeness does not mean that:
1. The contents of the submittal are accurate or comply with the standards of this PZC;
 2. The application will receive a positive recommendation or final decision from the applicable review official or body; or
 3. During review, additional clarification or information will not be needed.
- G. **Continuing Review Process.** Complete applications shall subsequently undergo the processes established in [1207.05, Staff Review and Distribution](#).

1207.05 Staff Review and Distribution

- A. **Review, Final Decision, and Distribution.** After a completeness review concludes an application complete, the Director and other applicable City Staff, according to the review responsibilities denoted in Table [1207.10-1, Development Review Summary](#), shall:
1. *Review and Comment.* Review the application and provide comments to the applicant, which may include required revisions based on the requirements of this PZC and other adopted requirements and standards;
 2. *Review and Decide.* Review and make a final decision on the application; or

3. *Distribution.* Distribute the application to the appropriate development review body or outside agency, including, but not limited to, utilities and school districts, for review, comment, and, if denoted in Table 1207.10-1, *Development Review Summary*, recommendation or final decision.
- B. **Required Revisions.** When comments or required revisions to an application are provided in accordance with paragraph A.1, *Review and Comment*, above, the applicant shall revise and resubmit the application with the requested changes. Upon receipt of the resubmittal, the Director may refer the application to agencies again if the changes substantially affect the interests of the agencies in ways not anticipated by the agency's original comments or require the agency's technical expertise for appropriate review.
- C. **Staff Report.** Promptly after resubmittal of a complete application that addresses the comments provided pursuant to paragraph B, *Required Revisions*, above, or after finding that no revisions are required, the Director shall prepare a staff report, which may include an approval, denial, or recommendation to the appropriate body based upon the criteria in 1207.07, *Decision Making*, and based on the specific review criteria for a given review procedure in this Chapter.
- D. **Continuing Review Process.**
 1. *Applications Not Requiring a Public Meeting or Hearing.* Applications that do not require a public meeting or hearing, as denoted in Table 1207.10-1, *Development Review Summary*, may subsequently undergo the processes established in 1207.07, *Decision Making*.
 2. *Applications Requiring Public Meeting or Hearing.* Applications requiring a public meeting or hearing, as denoted in Table 1207.10-1, *Development Review Summary*, shall subsequently undergo the processes established in 1207.05, *Public Notice, Meetings, and Hearings*.

1207.06 Public Notice, Meetings, and Hearings

- A. **Public Notice.**
 1. *General Requirements for All Public Notice.*
 - a. *Responsibility for Notice.* The Clerk of Council is responsible for preparing, publishing, and sending notices for City Council. The Director is responsible for preparing, publishing, and sending notices for Planning Commission or BZA.
 - b. *Contents of Notice.* Regardless of the type of notice that is required, such notice shall contain:
 - i. The address or location of the property subject to the application;
 - ii. Description of the land involved by street address, or by legal description and the nearest cross street, and project area (size);
 - iii. The name and address of the applicant or the applicant's agent;
 - iv. The date, time, and place of the public meeting or hearing;
 - v. Description of the nature, scope, and purpose of the application or proposal;
 - vi. Contact information for the Development Department, where the public may view the application and related documents and where written comments will be received prior to the public meeting or hearing; and
 - vii. A statement that the public may appear at the public meeting or hearing, be heard, or submit evidence and written comments with respect to the application.
 - c. *Timeline to Provide Notice.* Regardless of the type of notice that is required, such notice shall be published or postmarked at least 15 days prior to the public meeting or hearing.

d. **Computation of Time.**

- i. In computing any period of time prescribed or allowed by this PZC, the date of the application, act, decision, or event, from which the designated period of time begins shall not be included. The last date of the period of time to be computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which case the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday as observed by the City of Monroe where the City administrative offices are closed for the entire day.

(A) When the City offices are closed to the public for the entire day which constitutes the last day of the period of time, then such application, act, decision, or event may be performed on the next succeeding day which is not a Saturday, a Sunday, or a legal holiday observed by the City of Monroe in which the City administrative offices are closed for the entire day.

- ii. When the period of time prescribed is less than seven days, intermediate Saturdays, Sundays, and legal holidays shall be excluded from the computation (i.e., business days and not calendar days). When the period of time prescribed is more than seven days, intermediate Saturdays, Sundays, and legal holidays shall be included in the computation.

- e. **Constructive Notice.** Failure of a surrounding property owner to receive notice of a meeting or hearing shall not affect the validity of the final decision.

- f. **Records of Notices.** When the records of the City document the publication, mailing, and/or posting of notices as required by this PZC, it shall be presumed that notice of a public meeting or hearing was given as required by this Section.

2. **Published Notice.** When required, as denoted in Table 1207.10-1, *Development Review Summary*, published notice shall be published in a newspaper of general circulation in the City in accordance with the requirements of this Section and with the [Ohio Open Meetings Act](#).

3. **Mailed Notice.** When required, as denoted in Table 1207.10-1, *Development Review Summary*, mailed notice shall be sent by first-class mail to the applicant and all property owners within and contiguous to and directly across the street from the subject parcel(s). The notification of property owners shall apply only to the initial presentation of the application for the public meeting or hearing in front of the Planning Commission or BZA.

4. **Posted.** Notice of all required public hearings shall be posted conspicuously on the subject property. The posting shall consist of one or more signs, constructed of durable material and clearly depicting the following information:

- a. The type of application in minimum three-inch high lettering; (eg. "Zoning Map Amendment")
- b. For Zoning Map Amendment applications, the existing and proposed zoning districts of the property in three-inch high lettering;
- c. The date, place, and time of the public hearing in minimum one-inch high lettering; and
- d. The contact information of the Director, as appropriate, where additional information regarding the hearing may be obtained.

B. **Public Meetings and Hearings.**

1. **Open to Public.** All meetings of any public body are declared to be public meetings and are open to the public at all times unless otherwise provided for in the [Ohio Open Meetings Act](#).

2. *Applications Requiring a Public Meeting or Hearing.* Not all meetings require a public hearing so recommendations and decisions that are authorized by this PZC are classified as requiring a "public meeting" or "public hearing." Table 1207.10-1, *Development Review Summary*, denotes the development applications that require a public meeting or hearing.
3. *Attendance by Applicant.* An applicant or representative is not required to attend the public meeting or hearing at which the subject application is to be considered. However, failure on the part of the applicant or representative to appear at a properly noticed public meeting or hearing may constitute grounds for a continuance or closing of the public hearing with public re-notification required, for which additional fees may be collected from the applicant.
4. *Procedures.* Elected and appointed development review bodies may adopt rules of procedure for the conduct of public hearings. The adopted rules of procedure shall reflect the following general procedures:
 - a. Any person may appear at a public meeting or hearing and submit information or evidence, either individually or as a representative of a person or an organization;
 - b. Each person who appears at a public meeting or hearing shall be identified, state his or her address, and if appearing on behalf of a person or organization, state the name and mailing address of the person or organization being represented;
 - c. Citizens, applicants, and the City have the right to present expert witnesses; and
 - d. The Chairperson may impose a reasonable time limit on speakers and may limit testimony that is irrelevant or redundant.
5. *Conditional Approval or Modification of Application at Public Meeting or Hearing.*
 - a. *Modification.* An applicant may agree to modify an application, including the plans and specifications submitted, in response to questions or comments by persons appearing at a public meeting or hearing or to suggestions or recommendations by the development review body holding the meeting or hearing.
 - b. *Conditional Approval.* The development review body may make a recommendation or conditionally approve the application with the requirement that the formalized approval is not effective until the applicant submits to the Director materials reflecting the agreed-upon changes. However, if such modifications are so substantial that the development review body determines that it cannot reasonably be expected to perceive the nature and impact of the proposed changes without first reviewing the revised application materials, it shall not accept any subsequent application and shall make no decisions related to the subject property until the applicant submits the required modifications.
 - c. *Referral.* Where deemed appropriate by the final decision-making body, applications with significant modifications may be referred back to the recommending body for review, prior to further consideration.
- ~~6.6.~~ *Recommendations to City Council.* In the event City Council modifies or denies the recommendations of the Planning Commission, a vote of not less than five City Council members shall be required.
- ~~6.7.~~ *Public Vote.* A vote shall be conducted in such a manner that the public may know the vote of each person entitled to vote, except when voice votes are authorized.
- ~~7.8.~~ *Continuances and Deferral Requests.*
 - a. *By the Applicant Prior to Public Notice.* An applicant may request that a development review body's consideration of an application at a public meeting or hearing be deferred by submitting a written

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request for deferral to the Director prior to any required public notice. The Director may grant such requests, in which case, the application will be considered at the next regularly scheduled meeting.

- b. By the Applicant After Public Notice. A request for deferral of consideration of an application received by the Director after any required notice shall be considered as a request for a continuance of the public meeting or hearing, and may only be granted by the development review body holding the meeting or hearing.
- c. During the Public Meeting or Hearing. The development review body conducting the public meeting or hearing may, on its own motion or at the request of the applicant, continue the public meeting or hearing to a fixed date, time, and place.

1207.07 Common Review Criteria

A. Generally.

1. *Applicability.* In determining whether to approve, approve with conditions or modifications, or deny an application, the review bodies making a recommendation or taking final action shall consider the basic review criteria denoted in Table 1207.07-1, *Common Review Criteria*. Additional review criteria may apply and are enumerated in the specific review procedures.
2. *Burden of Proof or Persuasion.* In all cases, the burden is on the applicant to show that an application complies with applicable review criteria.

Table 1207.07-1, Common Review Criteria

♦ = Criteria Applies								
Common Review Criteria	Improvement Plan and Permit Decisions	Site Development and Use Decisions	Text and Zoning Map Amendment Decisions			Relief and Appeal Decisions		Platting Decisions
			Text Amendments	Zoning Map Amendments - General	Zoning Map Amendments - PUD	Appeals	Variances	
The request complies with the applicable standards of the PZC.	♦	♦		♦		♦		♦
The request complies with the applicable standards of the Monroe Code of Ordinances, and any applicable county, state, or federal requirements.	♦	♦	♦	♦	♦	♦	♦	♦

Table 1207.07-1, Common Review Criteria								
◆ = Criteria Applies								
The request substantially conforms to any associated prior approval for the development, including, but not limited to a Preliminary Plat, Conditional Use Permit, Site Plan, or Planned Unit Development.	◆	◆		◆	◆			◆
The development review body has considered the recommendation of the City staff.	◆	◆	◆	◆	◆		◆	◆
The request is consistent with applicable policies of the Comprehensive Plan, utility plans, and capital improvement plans or if it addresses a topic that is not contained or not fully developed in the Comprehensive Plan, the request does not impair the implementation of the Comprehensive Plan.	◆	◆	◆	◆	◆		◆	◆

Table 1207.07-1, Common Review Criteria								
◆ = Criteria Applies								
The request promotes the purposes of this PZC as established in 1201.02, Purposes , and in other applicable purpose statements in this PZC.	◆	◆	◆	◆	◆	◆	◆	◆
Adequate facilities, including public or private utilities, solid waste service, roads, drainage, and other improvements are present or are planned to be provided.	◆	◆	◆	◆	◆		◆	◆
The request demonstrates compatibility with surrounding conforming and permitted land uses and structures and with the general character of the area.	◆	◆	◆	◆	◆		◆	◆

B. Decision Timeline.

1. *Sign Permits or Zoning Permits.* For applications for Sign Permits or Zoning Permits, the development review official as denoted in Table [1207.10-1, Development Review Summary](#), shall make the final decision within 30 days of the application being deemed "filed" in accordance with [1207.04, Completeness Review](#).
2. *Text and Zoning Map Amendments.* Within 60 days of referral of the application for either a Text Amendment or a Zoning Map Amendment, the Planning Commission shall submit a written recommendation to the City Council. The Planning Commission shall recommend approval, approval with modification, or disapproval.

3. *Minor Plats.* For applications for Minor Plat the development review official as denoted in Table 1207.10-1, *Development Review Summary*, shall make the final decision within 10 days of the application being deemed "filed" in accordance with 1207.04, *Completeness Review*.
 4. *Applications Not Requiring A Public Meeting or Hearing.* For applications, other than Sign Permits, Zoning Permits, or Minor Plats that do not require a public meeting or hearing, the development review official or body as denoted in Table 1207.10-1, *Development Review Summary*, shall make the final decision on the application, within 60 days of the application being deemed "filed" in accordance with 1207.04, *Completeness Review*.
 5. *Development Applications Requiring A Public Hearing or Meeting.* If a public meeting or hearing is required before a decision or recommendation on an application, the meeting shall occur within 45 days of the application being deemed "filed" in accordance with 1207.04, *Completeness Review*. Once such meeting or hearing has occurred, the development review body denoted in 1207.10-1, *Development Review Summary*, shall forward the recommendation, if applicable, to the next development body in the review process. The applicable development review body shall make the final decision to approve, approve with conditions, or deny the application once the required meeting or hearing for that review body has been held.
- C. **Effect of Inaction on Applications.** When a development review body fails to take action on an application within the time required, such inaction shall be deemed an approval of the application.
- D. **Continuing Review Process.** Applications receiving approval may subsequently undergo the processes established in 1207.08, *Post-Approval Provisions*.

1207.08 Post-Approval Provisions

- A. **Approvals Run With Land.** Except for Temporary Use Permits or unless an elected or appointed development review body conditions an approval to the contrary, any permits or approvals authorizing a particular land use or structure shall run with the land and transfer with the subsequent ownership of the land and structures. Temporary Use Permits shall be tied to a particular applicant for a particular time frame.
- B. **Revocation of Approval.** A development review body may revoke any permit or approval it issued where there has been a violation of the provisions of this PZC or misrepresentation of fact on the application or in the public meeting or hearing.
- C. **Modification of an Approved Application.** Modifications to approved applications shall be done in accordance with 1207.19, *Minor Modification of an Approved Plan*, or 1207.30, *Amending Plat*, as applicable. However, if the change does not meet the criteria for a minor modification or an amending plat, the application shall be resubmitted as a new application.
- D. **Correction of Errors on Approved Plats.**
1. *Approved but Unrecorded Plats.* An approved but unrecorded Minor Plat, Amending Plat, or Final Plat that the Director finds to contain an insignificant error, including, but not limited to scrivener's errors or typographical errors, or the addition, deletion, or relocation of easements, may be corrected by the applicant, upon approval by the Director.
 2. *Approved and Recorded Plats.* Any correction of a recorded plat shall be in accordance with 1207.30, *Amending Plat*.

1207.09 Inactive and Expired Applications

- A. **Approved Applications.** Approved applications that expire become void and shall be required to submit new applications and obtain new approvals. Approved applications shall expire at the end of the expiration period as denoted in Table 1207.10-1, *Development Review Summary*, unless:
1. *Next Approval.* A complete application for the next required approval in a sequence of approvals is submitted and pending upon the expiration of the period;
 2. *Commenced Development.* Development has commenced and is being diligently pursued toward completion; or
 3. *Extension.* An extension is granted in accordance with paragraph B, *Extension of Time*, below.
- B. **Extension of Time.**
1. *Request.* Prior to the expiration of an approved application, the applicant may request in writing and the Director may approve a one-time extension of the expiration date of up to six months.
 2. *Amendments.* If the City Council amends this PZC or adopts other applicable regulations during the extension period, the application shall:
 - a. Not be subject to compliance to the new regulations until the original application is considered to be expired; and
 - b. Become subject to the new regulations and ordinances if the period of time to request an extension lapses.
 3. *Expiration of Extension.* Approved applications or unapproved inactive applications shall expire after the six-month extension lapses if the Director determines that the applicant is not actively pursuing action to complete the development or address comments.

1207.10 Development Review Summary Table

Table 1207.10-1, *Development Review Summary*, compiles the required procedures for applications in this PZC involved in the development review process. Detailed information about general procedures and applications are further discussed within the other Articles of this Chapter.

Table 1207.10-1, Development Review Summary							
◆ = Pre-Application Conference Required Pu = Published Notice Required M = Mailed Notice Required -- = Not Required/Not Applicable							
Development Application (Cross-Reference to Procedure)	Submittal Timing	Pre-Application Conference	Public Notice (1207.06)	Review and Decision		Expiration ¹ (1207.09)	Cross-Reference to Related Standards
				Review/Recommend	Final Decision		
Improvement Plan and Permit Decisions							
Sign Permit (1207.11)	Prior to installing, relocating, or modifying a sign	--	--	Director		1 year	Article 04.06, Signage
Construction Plans (1207.12)	Prior to construction of required public improvements and recording of the final plat	--	--	City Engineer		2 years	--

Table 1207.10-1, Development Review Summary							
♦ = Pre-Application Conference Required Pu = Published Notice Required M = Mailed Notice Required -- = Not Required/Not Applicable							
Development Application (Cross-Reference to Procedure)	Submittal Timing	Pre-Application Conference	Public Notice (1207.06)	Review and Decision		Expiration ¹ (1207.09)	Cross-Reference to Related Standards
				Review/Recommend	Final Decision		
Improvement Plan and Permit Decisions							
Certificate of Occupancy (1207.13)	Upon completion of construction or prior a change in occupancy in order to occupy a building or structure	--	--	Chief Building Official		None	Part Fourteen, Building and Housing Code
Zoning Permit (1207.14)	Prior to establishing a new use/change in use, change to a Limited Use as denoted in 1203.02, Use Table, or to convert a nonconformity	--	--	Director		1 year	1203.04, Limited Use Standards
Site Development and Use Decisions							
Site Plan (1207.15)	Prior to any development of any use unless specifically exempted in this PZC	♦	--	Director		1 year	Chapter 1206, Development and Design Standards
Master Development Plan (1207.16)	As part of a zoning map amendment to PUD, for development in the MU zoning district, or development in two phases or more	♦	Pu M	Director	Planning Commission	1 year	1202.07, Planned Unit Development 2.05(A), Mixed-Use (MU)
Floodplain Development Permit (1207.17)	Refer to Part Fourteen, Title 6, Chapter 1446, Flood Damage Reduction , of the City's Code of Ordinances.						
Master Sign Plan (1207.18)	Prior to constructing, installing, placing, or relocating a sign or modifying a sign's dimensions or illumination	♦	--	Director		1 year	1204.28, Master Sign Program

Table 1207.10-1, Development Review Summary							
♦ = Pre-Application Conference Required Pu = Published Notice Required M = Mailed Notice Required -- = Not Required/Not Applicable							
Development Application (Cross-Reference to Procedure)	Submittal Timing	Pre-Application Conference	Public Notice (1207.06)	Review and Decision		Expiration ¹ (1207.09)	Cross-Reference to Related Standards
				Review/Recommend	Final Decision		
Improvement Plan and Permit Decisions							
Minor Modification of Approved Plan (1207.19)	In order to make a limited modification to an application that has already been approved but has not received a Certificate of Occupancy	--	--	Same review body that makes initial approval		Same as the application being modified	--
Conditional Use Permit (1207.20)	Prior operation of any land use that is designated as a conditional use as denoted in 1203.02, Use Table	♦	Pu M	Director	Planning Commission	None, unless specified in approval	1203.05, Conditional Use Standards
Temporary Use Permit (1207.21)	Prior to establishing a temporary use related to a public or commercial event unless specifically exempted in this PZC		--	Director		As specified in approved application	1203.08, Temporary Uses and Structures
Text and Zoning Map Amendment Decisions							
Text Amendment (1207.22)	Prior to a change of the text in this PZC	♦	Pu	1st: Director 2nd: Planning Commission	City Council	None	--
Zoning Map Amendment (1207.23)	Prior to establishing or expanding a building type or use prohibited in the current zoning district	♦	Pu M ²	1st: Director 2nd: Planning Commission	City Council	None	Chapter 1202, Zoning Districts and Dimensional Standards
Relief and Appeal Decisions							
Administrative Adjustment (1207.24)	In order to make a limited modification to numerical standards on an application that has already been approved but that has not received a certificate of occupancy	--	--	Director		Same as the associated application	--

Table 1207.10-1, Development Review Summary							
◆ = Pre-Application Conference Required Pu = Published Notice Required M = Mailed Notice Required -- = Not Required/Not Applicable							
Development Application (Cross-Reference to Procedure)	Submittal Timing	Pre-Application Conference	Public Notice (1207.06)	Review and Decision		Expiration ¹ (1207.09)	Cross-Reference to Related Standards
				Review/Recommend	Final Decision		
Improvement Plan and Permit Decisions							
Variance (1207.25)	Prior to submittal of an application that varies from the applicable standards of this PZC	◆	Pu M	Director	Board of Zoning Appeals	None	Chapter 1202, Zoning Districts and Dimensional Standards; Chapter 1203, Land Uses; and Chapter 1204, Development and Design Standards
Floodplain Variance (1207.26)	Refer to Part Fourteen, Title 6, Section 1446.28, Appeals and Variances of the City's Code of Ordinances.						
Subdivision Design and Improvement Waiver (1207.27)	Concurrent with submittal of a preliminary plat where the applicant wishes to vary from the subdivision design standards	◆	Pu M	1st: City Engineer 2nd: Director	Planning Commission	Same as the associated plat	Chapter 1205, Subdivision Standards
Appeals (1207.28)	Within 30 days after an appellant or their agent received notice or the action of the official that is the subject of the appeal	--	Pu M	Varies based on decision being appealed. Refer to 1207.28		None	--
Platting Decisions							
Minor Plat (1207.29)	In order to subdivide land into five or fewer lots on an existing street that doesn't require the creation of a street or expansion of municipal facilities	--	--	City Engineer	Director	30 days/ None after recordation	Chapter 1205, Subdivision Standards
Amending Plat (1207.30)	In order to make a minor modification to a recorded plat	◆	--	Director		30 days / None after recordation	

Table 1207.10-1, Development Review Summary							
♦ = Pre-Application Conference Required Pu = Published Notice Required M = Mailed Notice Required -- = Not Required/Not Applicable							
Development Application (Cross-Reference to Procedure)	Submittal Timing	Pre-Application Conference	Public Notice (1207.06)	Review and Decision		Expiration ¹ (1207.09)	Cross-Reference to Related Standards
				Review/Recommend	Final Decision		
Improvement Plan and Permit Decisions							
Preliminary Plat (1207.31)	Prior to a Final Plat in order to subdivide land into six or more lots or lots that require the creation of a street or the expansion of municipal facilities	♦		1st: City Engineer 2nd: Director 3rd: Planning Commission	City Council	1 year after recommendation / 5 years after approval	
Final Plat (1207.32)	Following approval of a preliminary plat and completion of improvements	--		1st: City Engineer 2nd: Director	City Council	1 year / none after recordation	
Replat (1207.33)	Prior to changing the number of lots on a recorded Final Plat	♦		1st: City Engineer 2nd: Director	Planning Commission	1 year / none after recordation	
Vacating Plat (1207.34)	Prior to removing the force of a recorded plat covering a property or properties	♦		1st: City Engineer 2nd: Director	Administrative body that approved the original Minor, Amending, Replat, or Final Plat	1 year/none after recordation	
Tables Notes:							
1. The days in the "Expiration" column are measured from the date of the issued approval. Expiration occurs if the applicant does not commence the construction or work prior to the expiration or does not, as determined by the Director, diligently pursue completion of the project or the subsequent required approval. For Site Plan approval, construction is deemed to have begun when all necessary excavation and piers or footings of the principal building have been completed.							
2. Only applies to zoning map amendment applications for 10 or fewer parcels.							

Article 07.02 Improvement Plan and Permit Decisions

1207.11 Sign Permit

- A. **Purpose.** The purpose of a Sign Permit is to ensure that any sign is built in conformance with this PZC. No permanent sign, as outlined in [1204.26, Permanent Signs](#), shall be used nor constructed, enlarged, moved, or modified without first obtaining a Sign Permit.
- B. **Specific Review Procedures.** The procedures outlined in [Article 07.01, Common Development Procedures](#), shall apply.

- C. **Specific Review Criteria.** To approve the application, the applicable development review official per Table 1207.10-1, *Development Review Summary*, shall make affirmative findings for the following:
1. *Common Review Criteria.* All applicable common review criteria as denoted in Table 1207.07-1, *Common Review Criteria*;
 2. *Sign Standards.* All applicable standards in Article 04.06, *Signage*; and
 3. *Electrical Code.* If an illuminated sign, it shall be subject to the provisions of the City's electrical code.
- D. **Effect.** Approval of a Sign Permit authorizes the applicant to proceed with the construction of the sign(s) as proposed in the application. It does not directly authorize development if other approvals are required by this PZC.

1207.12 Construction Plans

- A. **Purpose.** The purpose of Construction Plans is to provide for the review of detailed engineering drawings for all municipal improvements required to serve the development including existing or proposed streets, sidewalks, drainage, and utility improvements, and any other public improvements that are required or proposed to be constructed, reconstructed, improved, or modified.
- B. **Specific Review Procedures.** In addition to the procedures outlined in Article 07.01, *Common Development Procedures*, the following procedures shall apply:
1. *Responsibility of Applicant and Applicant's Engineer.*
 - a. *Locating Utilities.* It shall be the duty of the applicant or the applicant's engineer to consult with public service and utility companies as to the location of all underground conduits, pipelines, cable and telephone conduit, overhead poles, street lights, wires, etc., and to provide necessary easements for such facilities on the Final Plat.
 - b. *Accuracy and Completeness.* The applicant's engineer certifying the Construction Plans is responsible for the accuracy, completeness, and conformance to City requirements of the documents submitted for review and actual construction. City review is limited to facts as presented on submitted Construction Plans and the City has no project engineering responsibility.
 2. *As-Built Drawing.* The "as-built" drawings, corrected to show exact location, grades, and necessary elevations and other pertinent data, for all structures or facilities installed under the surface of the ground, including all water and sewer mains and service connections per 1205.08, *Utilities and Underground Facilities*, shall be filed with the Public Works Department.
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per Table 1207.10-1, *Development Review Summary*, shall make affirmative findings for the following:
1. *Common Review Criteria.* All applicable common review criteria as denoted in Table 1207.07-1, *Common Review Criteria*;
 2. *City's Design Standards and Specifications.* City's Engineering Minimum Design Standards and Specifications; and
 3. *State's Specifications.* Ohio Department of Transportation's Construction and Material Specifications.
- D. **Effect.**
1. *Approval of Construction Plans.* The approval of Construction Plans authorizes the applicant to proceed with construction. However, no work shall commence on the installation of the proposed infrastructure improvements as shown on the Construction Plans until any required bonding is accepted by the City.

Upon completion and inspection of improvements, and in accordance with approved Construction Plans, the applicant is authorized to make application for Final Plat for the corresponding completed phase.

2. *Pre-Construction Meeting.* The applicant is required to participate in a pre-construction meeting with the City Engineer prior to commencing construction.

1207.13 Certificate of Occupancy

- A. **Purpose.** The purpose of a Certificate of Occupancy is to certify that a completed project adheres to this PZC, the City's Building and Housing Code, prior approvals (site plans, building permits, etc.), approval conditions, and all other pertinent provisions of the City's Code of Ordinances. No structure shall be erected, constructed, reconstructed, extended, or moved, and no land or building shall be occupied or used in whole or in part for any use whatsoever until the Chief Building Official issues a full or temporary Certificate of Occupancy.
- B. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01, Common Development Procedures](#), the following procedures shall apply:
 1. *Inspection.* An inspection shall be done by the Chief Building Official before making a final decision on Certificate of Occupancy applications.
 2. *Recordkeeping.* A record of all certificates shall be kept on file in the office of the Chief Building Official, and copies shall be furnished on request to any person having a proprietary or tenancy interest in the land or building affected.
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per [Table 1207.10-1, Development Review Summary](#), shall make affirmative findings for the following:
 1. *Common Review Criteria.* All applicable common review criteria as denoted in [Table 1207.07-1, Common Review Criteria](#); and
 2. *Other Applicable Standards or Conditions.* Any other applicable standards or conditions imposed throughout the review process for the project.
- D. **Effect.** An approved Certificate of Occupancy authorizes the establishment of an approved use or occupation of the completed project. The issuance of a Certificate of Occupancy in no way relieves the developer from compliance with all of the terms of this PZC and all other applicable regulations.

1207.14 Zoning Permit

- A. **Purpose.** The purpose of a Zoning Permit is to ensure a proposed development complies with the purposes and standards of this PZC. No land shall be used nor shall any building or structure be used, changed in use, established, constructed, enlarged, moved, or modified without first obtaining a Zoning Permit.
- B. **Applicability.** A Zoning Permit is required for the following:
 1. *Limited Uses.* Ensure that a use designated as a limited use in [Table 1203.02-1, Primary Use Table](#), complies with the requirements of this PZC, including [1203.04, Limited Use Standards](#).
 2. *Nonconformities.* Identify a lot, building, structure, use, sign, or another site element as a legal nonconforming. A copy of such permit shall be kept on file in the offices of the Director.
 3. New single-family and two-family residential dwellings;

4. The internal construction or change in floor area of a nonresidential development that does not increase gross floor area, increase the intensity of use, or affect parking requirements on a site that meets all development and site design standards of this code;
 5. Expansions of existing nonresidential uses representing an increase in gross floor area less than 25% of the existing building square feet and the associated increase in parking;
 6. A change in use of a nonresidential building;
 7. Modifications to the façade of any nonresidential building for compliance with Section 1204.07;
 8. Modifications to sites involving less than 25% increase to landscaping, parking or loading without expansions to buildings;
 9. Accessory structures and uses; and
 10. Temporary structures and uses;
- C. **Specific Review Procedures.** The procedures outlined in [Article 07.01, Common Development Procedures](#), shall apply.
- D. **Specific Review Criteria.** To approve the application, the applicable development review official per Table [1207.10-1, Development Review Summary](#), shall consider the following:
1. *Common Review Criteria.* All applicable common review criteria as denoted in Table [1207.07-1, Common Review Criteria](#);
 2. *Limited Use Standards.* All applicable use-specific standards as detailed in [1203.04, Limited Use Standards](#).
 3. *Materials or Scenario.* The materials or scenario posed by the applicant;
 4. *Word Meanings.*
 - a. Common Usage. The plain and ordinary meaning of the terms that are subject to the application for an interpretation as set out in a dictionary of common usage;
 - b. Explained or Defined in this Code. The provisions of [Chapter 1209, Word Usage](#); and
 - c. Technical Meaning. Any technical meanings of words used in the provision and in context with the meaning of the provision;
 5. *Director Interpretations.* Other interpretations rendered by the Director associated with the same or related provisions of this PZC;
 6. *Legislative History.* The legislative history of the provision;
 7. *Other Sources.* Sources outside of the PZC that provide additional information on the provision in question, such as technical or professional literature; and
 8. *Nonconformities.* Applicable provisions of [Article 08.01, Nonconformities](#).
- E. **Effect.**
1. *Generally.*
 - a. Authorization. The approval of a Zoning Permit authorizes the applicant to proceed with the development proposed in the subject application, pending any other required approvals.
 - b. Other Required Approvals. Development authorized by the Zoning Permit shall not be carried out until the applicant has secured all other approvals required by this PZC or any other applicable provisions of the City Code of Ordinances. Approval of a Zoning Permit shall not ensure subsequent approvals for other applications unless the relevant and applicable portions of this PZC or other applicable provisions are met.

2. *Nonconformities.* The approval of the Zoning Permit authorizes the particular nonconformity to continue in accordance with [Article 08.01, Nonconformities](#).

Article 07.03 Site Development and Use Decisions

1207.15 Site Plan

- A. **Purpose.** The purpose of a Site Plan is to ensure that applicable developments comply with all development and design standards of this PZC and any applicable prior approvals (e.g. Conditional Use Permit, Zoning Map Amendment, Planned Unit Development, etc.) for the subject property.
- B. **Applicability.**
 1. *Full Site Plan.* Full Site Plan review is required for:
 - a. Expansions of existing nonresidential uses representing an increase in gross floor area of 25% or more of the existing building square feet and the associated increase in parking;
 - b. Modifications to sites involving a 25% change or greater in landscaping, parking, or loading, or outdoor storage areas, without expansions to buildings; and
 - c. All applications for a conditional use permit;
 - d. All development, changes in a site, or changes in use that are not exempt from site plan review below.
 2. *Exemptions.* Permit and related plan review are required for all other development and as outlined in 1207.14.
- C. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01, Common Development Procedures](#), the following procedures shall apply:
 1. *Simultaneous Processing.* An application for Site Plan approval may be processed simultaneously with other required applications. However, each application shall be reviewed on its own independent merits according to the standards applicable to the application.
- D. **Specific Review Criteria.** To approve the application, the applicable development review official per Table [1207.10-1, Development Review Summary](#), shall make affirmative findings for the following:
 1. *Common Review Criteria.* All applicable common review criteria as denoted in Table [1207.07-1, Common Review Criteria](#); and
 2. *Other Applicable Standards or Conditions.* Any other applicable standards or conditions imposed throughout the review process for the project.
- E. **Effect.**
 1. *Authorization.* A Site Plan approval authorizes a design of land and layout of structures, infrastructure, and landscaping according to specific standards set out in this PZC and conditions of approval. It does not directly authorize development if other approvals are required by this PZC or the City's Code of Ordinances. Approving a site plan does not exempt the applicant from complying with all requirements of this code, the building code, and other regulations of the City.
 2. *Building Permits.* Building permits may be issued in accordance with approved Site Plans. Prior to obtaining a building permit, after the approval of a Site Plan, the applicant may apply to obtain a building permit in accordance with [Chapter 1426, Permits And Fees](#), established in the City's Code of Ordinances.

1207.16 Master Development Plan

- A. **Purpose.** The purpose of a Master Development Plan (MDP) is to provide a site layout for Planned Unit Developments (PUDs), developments in the MU, Mixed Use zoning district, and nonresidential developments to be developed in two or more phases or sections. Review of the Master Development Plan shall occur prior to any other development activity for the project taking place.
- B. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01, Common Development Procedures](#), the following procedures shall apply:
1. *Simultaneous Processing.* An application for a Master Development Plan as part of a Planned Unit Development (PUD) shall be processed, reviewed, and decided on simultaneously with a Zoning Map Amendment outlined in [Section 1207.23, Zoning Map Amendment](#).
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per [Table 1207.10-1, Development Review Summary](#), shall make affirmative findings for the following:
1. *Common Review Criteria.* All applicable common review criteria as denoted in [Table 1207.07-1, Common Review Criteria](#);
 2. *Site Layout.* The development is laid out in an efficient manner relative to its context and location (natural and built environments) and designed to achieve the aims of a compact, highly walkable environment;
 3. *Quality Design.* The design of buildings, circulation, hardscape, and landscape areas help to establish functionality, visual interest, aesthetic appeal, and a unique identity for the development including human-scale amenities, integration of civic spaces for public interaction, and protection from the environmental elements;
 4. *Phasing.* The development is phased in a manner that assures an adequate mixture of residential and nonresidential land uses and allows for transition from the early phases to completion, relating to the intensity of uses and parking; and
 5. *Single Site Design.* All properties within a single site must be contiguous and immediately adjacent to one another or be the subject of additional development plans and filing fees.
- D. **Effect.** Once approved, any development proposed for land within the approved Master Development Plan shall undergo all applicable procedures (Sign Permits, Site Plans, Preliminary Plats, etc.) and shall clearly demonstrate consistency and conformance with the adopted Master Development Plan.

1207.17 Floodplain Development Permit

See [Section 1446.13, Floodplain Development Permits; Application; Inspection; Revocation](#) in the City's Code of Ordinances.

1207.18 Master Sign Plan

- A. **Purpose.** A Master Sign Plan provides for:
1. *Unified Design.* A unified presentation of signage throughout parcels proposed for a multi-tenant development that exceeds 20,000 square feet of gross floor area in any mixed-use or nonresidential zoning district or any PUD district that has land categorized for mixed-use or exceeds 25 acres of residential property.;
 2. *Efficiency.* Prompt and efficient administrative approval of signs pre-approved by the PZC;

- B. **Specific Review Procedures.** The procedures outlined in [Article 07.01, Common Development Procedures](#), shall apply.
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per Table [1207.10-1, Development Review Summary](#), shall make affirmative findings for the following:
 - 1. *Common Review Criteria.* All applicable common review criteria as denoted in Table [1207.07-1, Common Review Criteria](#);
 - 2. *Standards.* The standards for a Master Sign Plan shall demonstrate a substantially improved, comprehensive, and unified plan compared to what is achieved with [Article 04.06, Signage](#) and comply with the standards set forth in Section [1204.28, Master Sign Program](#).
 - 3. *Electrical Code.* If an illuminated sign, it shall be subject to the provisions of the City's electrical code.
- D. **Effect.** Upon approval of a Master Sign Plan, permitting of individual signs shall be based on compliance with the standards set out in the Master Sign Plan for the parcel proposed for development.

1207.19 Minor Modification of Approved Plan

- A. **Purpose.** The purpose of a Minor Modification is to allow an applicant to make minor changes, as listed in paragraph C., *Specific Review Criteria*, below, to an approved application that has not yet received a Certificate of Occupancy, if applicable, without requiring the applicant to restart the entire review process.
- B. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01, Common Development Procedures](#), the following procedures shall apply:
 - 1. *New Applications.* All other modifications that do not meet the paragraph C., *Specific Review Criteria*, below, shall require submittal of a new application.
- C. **Specific Review Criteria.** To approve the request, the applicable review bodies shall consider all appropriate common review criteria as denoted in Table [1207.07-1, Common Review Criteria](#), and the following:
 - 1. *Gross Floor Area (GFA).* An addition to a structure does not exceed 5 percent of the previously approved total GFA of the structure;
 - 2. *Height.* Additional height of a structure does not exceed 5 percent of the previously approved height and does not exceed the height requirements for the zoning district;
 - 3. *Position.* A shift in a structure's position is less than 10 feet and does not encroach into a required setback or an easement;
 - 4. *Density.* The overall density of the project does not increase as a result of the change in GFA, height, or position; and
 - 5. *Condition of Approval.* The proposal does not violate a condition of approval for the original application.
- D. **Effect.** Approving a Minor Modification shall authorize only the particular deviations from the original approved application to the extent provided in the approval of the Minor Modification. Approval of a Minor Modification does not exempt the development from any necessary revisions or resubmittals through other review agencies.

1207.20 Conditional Use Permit

- A. **Purpose.** The purpose of the Conditional Use Permit is to determine, after a public hearing, if a use designated as a conditional use in Table [1203.02-1, Primary Use Table](#), should be allowed on a property subject to standards in Section [1203.05, Conditional Use Standards](#).

- B. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01, Common Development Procedures](#), the following procedures shall apply:
1. **Simultaneous Processing.** An application for Conditional Use approval shall be processed, reviewed, and decided on simultaneously with a Site Plan application outlined in [Section 1207.15, Site Plan](#) may be processed simultaneously with other required applications. However, each application shall be reviewed according to the standards applicable to each application.
 2. **Conditions of Approval.** Uses requiring a Conditional Use Permit shall be subject to the imposition of conditions that may include, but not be limited to, the following:
 - a. Landscaping or Buffering. Additional landscaping or buffering;
 - b. Building Improvements. Building or façade improvements;
 - c. Noise. Noise abatement measures;
 - d. Lighting. Limitations on lighting, such as lighting curfews or restrictions on levels of illumination;
 - e. Traffic. Measures to control, mitigate, or direct traffic;
 - f. Parking, Loading, Stacking, and Circulation. Parking, loading, stacking, and site circulation adjustments;
 - g. Outdoor Display, Sales, or Storage. Restrictions on outdoor displays, sales, or storage; and
 - h. Signage. Restrictions on signs that relate only to the sign structure, materials, lighting, placement, size, or type, but not to the content of messages displayed (unless such messages are not protected speech).
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per [Table 1207.10-1, Development Review Summary](#), shall make affirmative findings for the following:
1. **Common Review Criteria.** All applicable common review criteria as denoted in [Table 1207.07-1, Common Review Criteria](#);
 2. **Concentration.** The use will not create an unwanted concentration of similar conditional uses that is likely to discourage permitted uses by making the vicinity less desirable for them;
 3. **Location.** In the interest of public safety, as a matter of policy, all points of ingress/egress shall be located as far as possible from the intersection of two or more streets;
 4. **External Effects.** The proposed use will not involve uses, activities, processes, materials, equipment, and conditions of operations, including, but not limited to, hours of operation, that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odor or other characteristic not comparable to the uses permitted in the base zoning district; and
 5. **Property Values.** The proposed use will not be detrimental to property values in the immediate vicinity.
- D. **Effect.** Only the approved conditional use or similar uses as determined by the Director shall be permitted on the subject site. Any change in a conditional use, including an expansion, shall require a new application and review pursuant to this section.

1207.21 Temporary Use Permit

- A. **Purpose.** The purpose of a temporary use permit is to ensure that temporary uses comply with the requirements of this Code, including [1203.08, Temporary Uses and Structures](#), and that they do not become permanent uses or structures.

- B. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01, Common Development Procedures](#), the following procedures shall apply:
1. *Conditions of Approval.*
 - a. *Hours of Operation.* The modification of or restrictions on hours of operation;
 - b. *Clean Up.* Posting of a performance bond to ensure clean-up and removal of signs, equipment, trash, and other similar items; and
 - c. *Attendance.* Limitations on the attendance of an event.
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per Table [1207.10-1, Development Review Summary](#), shall make affirmative findings for the following:
1. *Common Review Criteria.* All applicable common review criteria as denoted in Table [1207.07-1, Common Review Criteria](#); and
 2. *Temporary Uses and Structures Standards.* The applicable use-specific standards detailed in Section [1203.08, Temporary Uses and Structures](#).
- D. **Effect.** Approval of a Temporary Use Permit authorizes the temporary activities on the property that is subject to the permit.

Article 07.04 Text and Zoning Map Amendments

1207.22 Text Amendment

- A. **Purpose.** The purpose of a Text Amendment is to establish the process to change the text of this PZC, which may warrant amendment from time to time.
- B. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01, Common Development Procedures](#), the following procedures shall apply:
1. *Minor Updates and Changes.* If necessary, the Director may, with approval on the Planning Commission as a Consent Agenda item:
 - a. Make cross-reference changes (because another section of this PZC or the City's Code of Ordinances has been moved or changed);
 - b. Correct spelling or punctuation errors;
 - c. Correct cross-reference errors; and
 - d. Update graphics and images that do not change any substantive standards of this PZC.
- C. **Specific Review Criteria.** To approve the request, the applicable review bodies shall consider all appropriate common review criteria as denoted in Table [1207.07-1, Common Review Criteria](#), and the following:
1. *Changing Condition.* The amendment is necessary to address a changing condition that was not anticipated in the Comprehensive Plan or this PZC; and
 2. *Impact Mitigation.* The proposal helps to mitigate adverse impacts of the use and development of land on the natural or built environments, including, but not limited to, mobility, air quality, water quality, noise levels, stormwater management, and vegetation, or will be neutral with respect to these issues;
 3. *Community Need.* Whether the proposed amendment addresses a demonstrated community need;
 4. *Strategic Objectives.* The proposal advances the strategic objectives of the City Council, such as fiscal responsibility, efficient use of infrastructure and public services, and other articulated City objectives.

5. *No Single Factor and Case Determination.* No single factor listed above may control and not all factors may be applicable in each case. Each case shall be determined on its own facts.

D. **Effect.**

1. *No Retroactive Cure of Violations.* The amendment of the text of this PZC may transform a legally nonconforming situation into a conforming one. However, no text amendment shall be considered for the sole purpose of curing a violation of any part of this PZC.
2. *Effective Date.* Approval of a Text Amendment shall take effect upon the effective date of the ordinance or resolution approving the amendment.

1207.23 Zoning Map Amendment

- A. **Purpose.** City Council may amend the Official Zoning Map pursuant to the procedure set forth in this Section. The purpose of a zoning map amendment is to change the zoning district of property on the Official Zoning Map from one zoning district to another due to changed conditions, changes in public policy, recommendations of the comprehensive plan, or that are necessary to advance the health, safety, and general welfare of the City.
- B. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01, Common Development Procedures](#), the following procedures shall apply:
 1. *Simultaneous Processing.* An application for a Zoning Map Amendment as a Planned Unit Development (PUD) approval shall be processed, reviewed, and decided on simultaneously with a Master Development Plan outlined in [Section 1207.16, Master Development Plan](#).
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per [Table 1207.10-1, Development Review Summary](#), shall make affirmative findings for the following:
 1. *Zoning Map Amendment.*
 - a. *Common Review Criteria.* All applicable common review criteria as denoted in [Table 1207.07-1, Common Review Criteria](#);
 - b. *Changing Conditions.* The proposed amendment corrects an error or meets the challenge of some changing condition, trend, or fact since the time that the original map designations were established;
 - c. *Impact Mitigation.* The proposal helps to mitigate adverse impacts of the use and development of land on the natural or built environments, including, but not limited to, mobility, air quality, water quality, noise levels, stormwater management, and vegetation, or will be neutral with respect to these issues;
 - d. *Community Need.* Whether the proposed amendment addresses a demonstrated community need;
 - e. *Strategic Objectives.* The proposal advances the strategic objectives of the City Council, such as fiscal responsibility, efficient use of infrastructure and public services, and other articulated City objectives; and
 - f. *No Single Factor and Case Determination.* No single factor listed above may control and not all factors may be applicable in each case. Each case shall be determined on its own facts.
 2. *Planned Unit Development.* A zoning map amendment to change a zoning district to a PUD district in accordance with the standards established in [Section 1202.07, Planned Unit Development \(PUD\)](#), will be permitted only when the proposal clearly satisfies all of the following criteria:
 - a. *Common Review Criteria.* All applicable common review criteria as denoted in [Table 1207.07-1, Common Review Criteria](#);

- b. **Balanced Community.** A variety of housing types, employment opportunities, or commercial services to achieve a balanced community;
 - c. **Arrangement of Land Uses.** An orderly and creative arrangement of all land uses with respect to each other and to the entire community;
 - d. **Amenity Offset.** Each proposed modification of any subdivision or zoning regulation is compensated for by a significant increase in other site amenities or design element that exceeds the minimum requirements established;
 - e. **Comprehensive Transportation System.** A planned and integrated comprehensive transportation system providing for a separation of pedestrian and vehicular traffic, that shall include facilities for roadways, trails, and pedestrian walkways;
 - f. **Cultural or Recreational Facilities.** The provisions of cultural or recreational facilities for all segments of the community;
 - g. **Relationship to Natural and Built Environment.** The location of general building envelopes to take maximum advantage of the natural and built environment; and
 - h. **Public Utilities, Facilities, and Services.** The staging of development in a manner that can be accommodated by the timely provision of public utilities, facilities, and services.
- D. **Effect.** Approval of a Zoning Map Amendment shall take effect upon the effective date of the resolution approving the amendment.

Article 07.05 Relief and Appeal Decisions

1207.24 Administrative Adjustment

- A. **Purpose.** The purpose of an Administrative Adjustment is to allow small changes or modifications to certain numerical standards of a proposed development that may be approved administratively without a public meeting or hearing.
- B. **Specific Review Procedures.** The procedures outlined in [Article 07.01, Common Development Procedure](#) shall apply.
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per Table [1207.10-1, Development Review Summary](#), shall make affirmative findings for the following:
 - 1. **Common Review Criteria.** All applicable common review criteria as denoted in Table [1207.07-1, Common Review Criteria](#);
 - 2. **Limitations.** The administrative adjustment is limited to the following:
 - a. Lot area;
 - b. Minimum lot width;
 - c. Setbacks of the principal or accessory structure;
 - d. Setbacks of parking areas;
 - e. Number of parking or loading spaces;
 - f. Spacing of driveway access points; or
 - g. Landscaping and buffering where there are physical constraints;
 - 3. **Maximum Percentage.** The requested adjustment does not exceed 5 percent of the minimum or maximum requirements;

4. *Adjoining Property.* The adjustment will not substantially impair the permitted use or development of adjoining property and surrounding properties will be properly protected;
5. *Minimum Necessary.* The adjustment is minor in nature and the minimum necessary to grant relief from a demonstrated hardship; and
6. *Hardship.* The hardship, if any, under which the adjustment is sought, was not created by the owner or occupant of the subject property, nor was it suffered as a result of a violation of this PZC or any other applicable code of the City.

D. Effect.

1. *Authorization.* Approval of an Administrative Adjustment shall authorize only the particular deviations from the PZC subject to the approved application
2. *Other Required Approvals.* Approval of an Administrative Adjustment enables the applicant to proceed in securing all other required approvals and permits. An Administrative Adjustment provides no assurance of subsequent approvals of other requests for Administrative Adjustments.

1207.25 Variance

- A. **Purpose.** The purpose of a Variance is to provide limited relief from the requirements of this PZC (e.g., lot area, setback, height, parking spaces required, etc.), where strict application of a particular requirement will create an unnecessary hardship by preventing the use and development of land in a reasonable manner that is otherwise allowed under this PZC.
- B. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01, Common Development Procedures](#), the following procedures shall apply:
 1. *Amendment That Increases Extent or Severity.* If a proposed amendment to an approved Variance would increase the extent or severity of the Variance, then the applicant shall submit the request as a new Variance and repeat the procedures required by this Chapter.
 2. *Amendment That Reduces Extent or Severity.* If a proposed amendment to an approved Variance would decrease the extent or severity of the Variance, then the amendment may be approved by the Director (e.g., if the original Variance approval allowed a 10-foot setback instead of a 20-foot setback, the Director may approve an amendment if the applicant only needs a five-foot setback).
- C. **Specific Review Criteria.**
 1. *Review and Decision.* To approve, approve with conditions, or deny the application, the applicable development review body per Table [1207.10-1, Development Review Summary](#), shall:
 - a. *Common Review Criteria.* Consider all applicable common review criteria as denoted in Table [1207.07-1, Common Review Criteria](#); and
 - b. *Practical Difficulty.* Determine and make specific findings of fact that the literal enforcement of this PZC will result in practical difficulty. To make this determination, the following factors shall be considered:
 - i. Whether special conditions and circumstances exist that are peculiar to the land or structure involved and are not applicable generally to other lands or structures in the same zoning district (e.g., exceptional irregularity, narrowness, shallowness or steepness of the lot, or adjacency to nonconforming and inharmonious uses, structures, or conditions);
 - ii. Whether special conditions or circumstances exist as a result of actions of the owner;

- iii. Whether the variance is substantial and is the minimum necessary to make possible the reasonable use of the land or structures;
 - iv. Whether the essential character of the neighborhood would be substantially altered;
 - v. Whether adjoining properties would suffer substantial detriment as a result of the variance;
 - vi. Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without the variance;
 - vii. Whether the variance would adversely affect the delivery of governmental services such as water, sewer, refuse pickup;
 - viii. Whether the granting of the Variance requested will confer on the applicant any special privilege that is denied by this regulation to other lands, structures, or buildings in the same district;
 - ix. Whether the property owner's predicament can feasibly be removed through some method other than a Variance; and
 - x. Whether the spirit and intent behind the PZC requirement would be observed and substantial justice done by granting a Variance;
2. *No Single Factor and Case Determination.* No single factor listed above may control and not all factors may be applicable in each case. Each case shall be determined on its own facts.
- D. **Time Limit.** No variance shall be valid for a period longer than one year from the date of variance approval unless the applicant receives approval through a zoning compliance inspection, if a zoning compliance inspection is required for the action subject to the variance.
- E. **Effect.**
- 1. *Authorization.* The approval of a Variance shall authorize only the particular variation as detailed in the subject application.
 - 2. *Other Required Approvals.* Development authorized by the Variance shall not be carried out until the applicant has secured all other approvals required by this PZC or any other applicable provisions of the City Code of Ordinances. Approval of a Variance shall not ensure subsequent approvals for other applications unless the relevant and applicable portions of this PZC or other applicable provisions are met.

1207.26 Floodplain Variance

Procedures for Floodplain Variances are outlined in [Part Fourteen, Title 6, Section 1446.28, Appeals and Variances](#) of the City's Code of Ordinances.

1207.27 Subdivision Design and Improvement Waiver

- A. **Purpose.** The purpose of a Subdivision Design and Improvement Waiver is to allow relief from the standards in [Chapter 1205, Subdivision Standards](#), to address unforeseen circumstances or other difficulties in developing a property under the specific provisions of this PZC.
- B. **Specific Review Procedures.** The procedures outlined in [Article 07.01, Common Development Procedures](#), shall apply.
- C. **Specific Review Criteria.** To approve, approve with conditions, or deny the application, the applicable development review body per [Table 1207.10-1, Development Review Summary](#), shall make affirmative findings for the following:

1. *Common Review Criteria.* All applicable common review criteria as denoted in Table 1207.07-1, *Common Review Criteria*;
2. *Infeasibility.* Strict application of the standard requested to be waived renders platting of the subject property infeasible;
3. *Minimum Necessary.* The request is the minimum necessary to equitably remove the hardship so that substantial justice is done;
4. *No Negative Impact.* Granting of the waiver would not otherwise negatively impact the design of the subdivision or the ability to subdivide adjacent sites in the future; and
5. *Public Interest, Purpose, and Intent.* Any modification granted will not be detrimental to the public interest nor in conflict with the spirit, intent, and purpose of Chapter 1205, *Subdivision Design Standards*.

D. Effect.

1. *Authorization.* The approval of a Subdivision Design and Improvement Waiver shall authorize only the particular variation as detailed in the subject application.
2. *Other Required Approvals.* Development authorized by the Subdivision Design and Improvement Waiver shall not be carried out until the applicant has secured all other approvals required by this PZC or any other applicable provisions of the City. Approval of a Subdivision Design and Improvement Waiver shall not ensure subsequent approvals for other applications unless the relevant and applicable portions of this PZC or other applicable provisions are met.

1207.28 Appeals

- A. **Purpose.** The purpose of an Appeal is to provide a mechanism for the appeal of any final decision of an administrative review official or body described in Chapter 1206, *Development Review Officials and Bodies*.
- B. **Specific Review Procedures.** In addition to the procedures outlined in Article 07.01, *Common Development Procedures*, the following procedures shall apply:
 1. *Route of Appeals.*
 - a. *Appeal of Administrative Review Official Decision.* Any party aggrieved by or alleged error in a decision of an administrative review official (Director, City Engineer, or other City staff) on a matter addressed in this PZC may appeal to the Board of Zoning Appeals within 30 calendar days.
 - b. *Appeal of Planning Commission Decision.* Any party aggrieved by or alleging an error in a final decision of the Planning Commission may appeal to the City Council within 30 calendar days of the Planning Commission's decision.
 - c. *Appeal of City Council or Board of Zoning Appeals Decision.* Any party aggrieved by or alleging an error in a final decision of the City Council or Board of Zoning Appeals may appeal to a court of competent jurisdiction within a timeframe established by the court.
 2. *Transmission of Records.* The development review official or body whose decision is appealed shall transmit all of the documents constituting the record of the appealed action to the applicable appeal board as stated in paragraph B.1., *Route of Appeals*, above.
 3. *Burden of Proof in Appeals.* The appellant shall present sufficient evidence and have the burden of proof to justify a reversal of the decision being appealed.
- C. **Specific Review Criteria.** To uphold or rescind the original decision, the applicable development review body per paragraph B.1., *Route of Appeals*, above, shall consider the following:

1. *Common Review Criteria.* All applicable common review criteria as denoted in Table 1207.07-1, *Common Review Criteria*; and
2. *Record and Evidence.* The decision being appealed was appropriate considering the written record of the case and the evidence presented; and
3. *Ordinance Requirements.* The decision reflects the requirements contained in this PZC.

D. Effect.

1. *Stay of Proceedings.* An appeal of any order, requirement, decision, or determination shall stay all proceedings unless the Director certifies that a stay would cause imminent peril to life or property.
2. *Final Decision.* The applicable development review body per paragraph B.1., *Route of Appeals* shall have the final decision-making powers of the decision-making body from whom the appeal is taken.
3. *No Variance or Subdivision Design Waiver.* A decision on an appeal cannot grant or issue a Variance, Use Variance, or Subdivision Design Waiver.

Article 07.06 Platting Decisions

1207.29 Minor Plat (Minor Subdivision)

- A. **Purpose.** The purpose of a Minor Plat is to allow for the administrative approval of small-scale subdivisions of no more than five lots that will not result in dedication of new streets or infrastructure, or major extensions of infrastructure and that comply with this PZC.
- B. **Specific Review Procedures.** In addition to the procedures outlined in Article 07.01, *Common Development Procedures*, the following procedures shall apply:
 1. *Approval.* If approved, the Director shall sign the approved Minor Plat.
 2. *Denial.* If the Minor Plat is denied, the Director shall provide the applicant with written findings for the denial.
 3. *Conveyance Plats.* If the Director approves the minor subdivision without a plat, the conveyance shall be stamped with “Approved by City of Monroe Development Department: No Plat Required”.
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per Table 1207.10-1, *Development Review Summary*, shall make affirmative findings for the following:
 1. *Common Review Criteria.* All applicable common review criteria as denoted in Table 1207.07-1, *Common Review Criteria*;
 2. *Number of Lot.* The Minor Plat will result in no more than five lots after the original tract has been completely subdivided;
 3. *Existing Public Street.* The subdivision will occur along an existing public street;
 4. *No Creation, Widening, or Extension of Street.* The subdivision will not result in the creation, widening, or extension of any street or road; and
 5. *Existing Utilities.* Existing public utilities of adequate capacity serve the entirety of the subject property in the Minor Plat without the need for an extension.
- D. **Effect.**
 1. *Authorization.* Approval of a Minor Plat shall authorize the applicant to file a copy of the approved plat in the office of the County Recorder. All costs for recording of the plat shall be borne by the applicant.

2. *Recordation.* Approved Minor Plats shall be filed in the office of the County Recorder within 30 days after the approval.
3. *Fire Hydrants.* If a fire hydrant is required by the Fire Marshal, it shall be installed within 60 days after the approval of a Minor Plat.

1207.30 Amending Plat

- A. **Purpose.** The purpose of an Amending Plat is to allow the consolidation of lots, adjustment of boundaries between lots, or the addition of a small number of lots within a recorded plat without prior vacation.
- B. **Specific Review Procedures.** The procedures outlined in [Article 07.01](#), *Common Development Procedures* shall apply.
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per Table [1207.10-1](#), *Development Review Summary*, shall make affirmative findings for the following:
 1. *Common Review Criteria.* All applicable common review criteria as denoted in [Table 1207.07-1](#), *Common Review Criteria*;
 2. *Number of Lots.* The proposed Amending Plat results in five or less additional conforming lots; and
 3. *Previously Platted Land.* The land proposed to be subdivided is located within a previously platted subdivision.
- D. **Effect.**
 1. *Authorization.* Approval of an Amending Plat authorizes the applicant to file a copy of the approved plat in the office of the County Recorder. All costs for recording of the plat shall be borne by the applicant.
 2. *Recordation.* Approved Minor Plats shall be filed in the office of the County Recorder within 30 days after the approval.
 3. *Utilities.* The relocation and/or abandonment of any utilities shall be the responsibility of the subdivider and shall be provided for concurrently with the replat. The cost of any such relocation and/or abandonment shall be borne by the applicant.

1207.31 Preliminary Plat (Major Subdivision)

- A. **Purpose.** The purpose of a Preliminary Plat is to provide sufficient information to evaluate and review the general conceptual design of a proposed major subdivision, those creating more than five lots or the dedication of new streets or infrastructure, or major extensions of infrastructure, to ensure compliance with the requirements of this PZC prior to the submittal of construction drawings and a final plat.
- B. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01](#), *Common Development Procedures*, the following procedures shall apply:
 1. *Phasing.* Where a tract of land is proposed to be subdivided in several phases over years, the Preliminary Plat shall show the entire area to be eventually developed and illustrate appropriate sectioning or phasing adequate to demonstrate the total design as proposed for the entire subdivision is acceptable under the terms of this PZC including conformance with the thoroughfare plan, applicable county plan, and or Comprehensive Plan, as determined by the City Engineer. Review and decisions shall be on the preliminary plat for the entire subdivision.
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per Table [1207.10-1](#), *Development Review Summary*, shall make affirmative findings for the following:

1. *Common Review Criteria.* All applicable common review criteria as denoted in [Table 1207.07-1, Common Review Criteria](#);
2. *Subdivision Standards.* The Preliminary Plat conforms with the standards in [Chapter 1205, Subdivision Standards](#); and
3. *Traffic Impact Study.* If required, the traffic impacts from the proposed development will be adequately mitigated in accordance with [1204.18, Traffic Impact Study](#).

D. Effect.

1. *Authorization.* Approval of a Preliminary Plat shall authorize the applicant to proceed with the submission of Construction Plans (see [1207.12](#)) and subsequently upon completion of improvements, an application for a Final Plat (see [1207.32](#)). Approval of the preliminary plan shall be deemed general approval of the subdivision's layout only and shall not constitute approval or acceptance of a Final Plat.
2. *No Public Dedication.* Approval of the Preliminary Plat shall not constitute the acceptance of any public improvements or the creation and granting of any easements.

1207.32 Final Plat (Major Subdivision)

- A. **Purpose.** The purpose of a Final Plat is to implement the approved preliminary plat for a major subdivision, recognize the completion of required improvements of the associated construction plans, meet the technical requirements of the final plat, and to serve as the officially recorded map of the property developed, showing the boundaries, lots, public streets, easements, and other significant facilities and features that are necessary to serve the development.
- B. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01, Common Development Procedures](#), the following procedures shall apply:
 1. *Phasing.* For a development to be constructed in phases, the final plat may include only a portion of the land included in the Preliminary Plan. If the site is to be developed in phases, the construction of each phase must be completed within three years of the completion of the previous phase. In all cases, a final platted development shall be completed within ten years.
- C. **Specific Review Criteria.** To approve the application, the applicable development review official or body per [Table 1207.10-1, Development Review Summary](#), shall make affirmative findings for the following:
 1. *Common Review Criteria.* All applicable common review criteria as denoted in [Table 1207.07-1, Common Review Criteria](#);
 2. *Construction Plans.* The required associated Construction Plans have been approved;
 3. *Bonds and Guarantees.* Any bonds or guarantees required by the City have been secured; and
 4. *City Standards.* Required improvements are constructed to City standards and have passed all required inspections.
 5. *Preliminary Plat.*
 - a. *Full Compliance.* The Final Plat complies with the approved Preliminary Plat, including any conditions put on the approval; or
 - b. *Deviations From Preliminary Plat.* Any deviations from the Preliminary Plat are:
 - i. In the judgment of the Director, minimal and insignificant;
 - ii. Do not require a Subdivision Design Waiver or other formal approval pursuant to the provisions of this PZC; and

iii. Not otherwise detrimental to the public health, safety, or welfare.

6. *Required Approval.* If the City Council finds that a Final Plat complies with all applicable decision criteria and substantially conforms to the approved Preliminary Plat, then the Final Plat shall be approved.

D. **Effect.**

1. *Authorization.* Approval of a Final Plat shall authorize the applicant to file a copy of the approved plat in the office of the County Recorder. All costs for recording of the plat shall be borne by the applicant.
2. *Recordation.* Approved Final Plats shall be filed in the office of the County Recorder within six months after the approval.
3. *No Public Dedication or Duty of Maintenance or Improvement.* The approval of a Final Plat is not considered an acceptance of any proposed dedication and does not impose on the City any duty regarding the maintenance or improvement of any dedicated parts until the appropriate municipal authorities make an actual appropriation of the dedicated parts by entry, use, or improvement.
4. *Denial.* The denial of a Final Plat is considered a refusal by the City of the offered dedication indicated on the plat.

1207.33 Replat

- A. **Purpose.** The purpose of a Replat is to allow a property owner to add additional lots, add public rights-of-way, or change the number of lots on a recorded Final Plat.
- B. **Specific Review Procedures.** In addition to the procedures outlined in [Article 07.01, Common Development Procedures](#), the following procedures shall apply:
1. *Application.* The applicant shall file a new preliminary plat, which is processed as provided in Section [1207.31, Preliminary Plat](#).
 2. *Exception.* The Director may waive a preliminary plat if the proposed replat does not revise or create the need to revise any conditions of the recorded plat, and does not increase the number of lots in the recorded plat.
 3. *Approval.* After the preliminary plat is approved, or if a preliminary plat is waived, a final plat is processed as provided in Section [1207.32, Final Plat](#).
- C. **Specific Review Criteria.** To approve the application, the applicable development review official per Table [1207.10-1, Development Review Summary](#), shall make affirmative findings for the following:
1. *Common Review Criteria.* All applicable common review criteria as denoted in Table [1207.07-1, Common Review Criteria](#); and
 2. *Utilities.* The relocation and/or abandonment of any utilities shall be the responsibility of the subdivider and shall be provided for concurrently with the replat. The cost of any such relocation and/or abandonment shall be borne by the subdivider.
- D. **Effect.** The replat is recorded in the same manner as a final plat, and has the same effect as a final plat vacation relative to the previously recorded plat if all of the requirements for the type of vacation are met.

1207.34 Vacating Plat

- A. **Purpose.** The purpose of a Vacating Plat is to eliminate the subdivision of property reflected by a prior recorded plat, whereby the subdivided land would return to a single unit of property.
- B. **Specific Review Procedures.** A recorded plat may be vacated following [Ohio Revised Code Chapter 711](#).

- C. **Specific Review Criteria.** To approve the application, the applicable development review official per Table [1207.10-1](#), *Development Review Summary*, shall make affirmative findings for the following:
1. *Common Review Criteria.* All applicable common review criteria as denoted in Table [1207.07-1](#), *Common Review Criteria*; and
 2. *Ohio Revised Statutes.* All applicable standards outlined in [Ohio Revised Code Chapter 711](#).
- D. **Effect.** Upon approval by the City Council, the Vacating Plat shall be recorded with the applicable county's clerk and recorder's office, and the property shall be subject to the terms and conditions of the approved vacating plat.

CHAPTER 1208 NONCONFORMITIES AND ENFORCEMENT OF CODE

Article 08.01 Nonconformities

1208.01 General Provisions

- A. **Purpose.** The purpose of this Article is to:
1. *Expansion.* Ensure that nonconformities do not expand except in accordance with provisions within this Article;
 2. *Protection.* Protect conforming uses from nuisances that may be associated with nonconformities;
 3. *Elimination.* Eliminate substantially damaged or abandoned nonconformities whose degrees of incompatibility with adjacent land uses are high; and
 4. *Balance.* Balance the City's objective to eliminate undesirable nonconformities with a landowner's right to maintain and make use of a nonconformity.
- B. **Applicability.**
1. *Generally.* This Article's regulations apply to all types of nonconformities. Uses, buildings or structures, lots, signs, or site elements that were illegally established or constructed are not nonconformities and the provisions of this Article do not apply to them; they instead remain "illegal" or "unlawful" and are violations of this PZC.
 2. *Territorial Changes.* Whenever zoning district boundaries change to a different zoning district from annexation, these regulations apply to any existing nonconformity.
 3. *Exemptions.*
 - a. **Nonconformities Created by Public Action.** Any nonconforming structure or land expressly created or caused by a conveyance of privately owned land to a federal, state, or local government to serve a public purpose is conforming for the purposes of this PZC and is not subject to the limitations of this Article. This exemption applies only in cases where private land is obtained by a governmental entity for a public purpose through condemnation, threat of condemnation, or otherwise, which creates a nonconformity in the remainder parcel in terms of setback, lot size, or other applicable standards of this PZC. This exemption does not apply to right-of-way dedication or other public conveyances of land required by the City in the course of routine site plan or platting decision approvals.
 - b. **Nonconformities Created by Variances.** Any nonconformity created or caused by the approval of a Variance, in accordance with [1207.25, Variances](#), is conforming for the purposes of this PZC and is not subject to the limitations of this Article.
- C. **Major and Minor Nonconformities.** Nonconformities are classified as major or minor, as follows:
1. *Major.* The Director shall make the determination of whether a nonconformity is "major" by considering if it:
 - a. **Nuisances.** Generates nuisances;
 - b. **Adjacent Properties.** Is incompatible with adjacent properties;
 - c. **Comprehensive Plan.** Is incompatible with the Comprehensive Plan;

- d. Crime. Generates substantiated criminal complaints; or
- e. Health and Safety. Poses a risk to public health and safety.
- 2. *Minor*. Minor nonconformities are those that are not classified by the Director as major nonconformities.
- D. **Determination of Nonconforming Status.** To receive an official status determination, the owner shall apply for a Zoning Permit in accordance with the applicable procedures of [Chapter 1207, Development Review Procedures](#). The property owner bears the burden of providing sufficient evidence and demonstrating to the Director:
 - 1. *Establishment*. That a nonconformity was lawfully established; and
 - 2. *Classification*. The classification of a nonconformity as minor.

1208.02 Nonconforming Uses

- A. **Generally.** A nonconforming use is any use that:
 - 1. *Previously Conforming*. On the effective date of this PZC, was previously lawfully established and complied with the applicable regulations in effect at the time it was established but does not comply with the applicable regulations of this PZC; or
 - 2. *Nonconforming Due to Amendment*. On or after the effective date of this PZC, was lawfully operating according to this PZC's provisions but, by text amendment became an unpermitted use in the district in which the use is located.
- B. **Continuance.** Any nonconforming uses may be continued so long as they remain otherwise lawful and subject to the following:
 - 1. *Change in Use*. A nonconforming use shall not be changed to another nonconforming use.
 - 2. *Enlargement or Extension*.
 - a. **Major Nonconforming Uses.** Nonconforming uses classified as major nonconformities shall not be enlarged, expanded, increased, or extended to occupy a greater area of land that was occupied on the effective date of this PZC. No structures containing a major nonconforming use shall be enlarged unless the major nonconforming use is permanently discontinued.
 - b. **Minor Nonconforming Uses.** Nonconforming uses classified as minor nonconformities may be enlarged or increased, nor extended to occupy a greater area of land than was occupied on the effective date of this PZC subject the following:
 - i. **Residential Uses.** A minor nonconforming residential use in any district may be increased or improved provided the structure continues to be used for residential purposes only and meets all required setbacks; or
 - ii. **Nonresidential Uses.** To expand a minor nonconforming nonresidential use, the owner shall first request for the use to be converted to conforming in accordance with [1208.07, Conversion of Nonconformities](#);
 - 3. *Relocation*. No such nonconforming use shall be moved, in whole or in part, to any portion of the lot or parcel other than that occupied by such uses at the effective date of this PZC;
 - 4. *Additional Structures*. No additional structures shall be constructed on a lot with a nonconforming use unless such new structure complies with the requirements of the zoning district in which is it located and all other applicable requirements of this PZC; and
 - 5. *Termination of Use by Damage or Destruction*.

- a. **Less than Fifty Percent of Value.** If a structure containing a nonconforming use is damaged but not to an extent greater than 50% of the principal structure's value, the same nonconforming use may be re-established provided:
 - i. The use is the same size and intensity that previously existed prior to the damage or destruction;
 - ii. The use is re-established within six months from when the damage occurred; and
 - iii. The structure complies with the requirements of the zoning district in which it is located and all other applicable requirements of this PZC.
 - b. **Greater than Fifty Percent of Value.** If the extent of the damage is greater than 50% of the principal structure's value, the nonconforming use shall not be re-established and any subsequent use shall meet the requirements of the zoning district in which it is located and all other applicable requirements of this PZC.
- C. **Discontinuance and Abandonment.** When any nonconforming use is discontinued for period of more than six consecutive months, it is deemed to be abandoned. Once the nonconforming use is deemed abandoned, it shall not be re-established or resumed. Any subsequent use shall conform to the regulations of the zoning district in which it is located and all other applicable requirements of this PZC. The intent to continue a nonconforming use shall not be evidence of its continuance.

1208.03 Nonconforming Structures

- A. **Generally.** A nonconforming structure is any existing structure erected or modified on or before the effective date of this PZC that complied with the regulations in effect at the time it was erected or modified but that does not comply with all the regulations applicable in this PZC.
- B. **Governmental Acquisition.** The governmental acquisition of a portion of a lot for a public purpose that results in a reduction in a required yard or building setback below that required in the applicable zoning district shall not render a structure nonconforming.
- C. **Safe Condition of Building.** Nothing in this Section shall be deemed to prevent the strengthening or restoring to safe condition of any building, or part thereof, declared to be unsafe by any official charged with protecting the public safety, upon order of such official. Where appropriate, a building permit for such activities shall be required.
- D. **Continuance.** A nonconforming structure may continue to be used by any use permitted in the zoning district in which the structure is located, operated, and maintained so long as the nonconforming structure remains otherwise lawful and does not constitute a public nuisance and is subject to the following:
- 1. **Maintenance, Repair, Enlargement, or Alteration.** Maintenance and ordinary repairs such as repair or replacement of nonbearing walls, fixtures, wiring, or plumbing may be done on a nonconforming structure provided that such maintenance and repairs do not enlarge or expand the footprint of the structure or increase the nonconformity. Any enlargement or alteration of the nonconforming structure or site shall not create an additional nonconformity or increase the degree of the existing nonconformity of all or any part of such structure or site unless otherwise specified in this PZC;
 - 2. **Restoration Due to Damage or Destruction.** If a nonconforming structure is damaged, but not to an extent greater than 50% of the principal structure's value, such structure may be restored if restoration is started within six months and diligently pursued to completion on the same lot to the same size and intensity of use as was previously existing immediately prior to the damage or destruction. If a nonconforming

structure is damaged beyond 50 percent of the principal structure's value, such structure shall only be rebuilt in compliance with the requirements of this PZC;

3. *Relocation.* The nonconforming structure shall not be relocated in whole or in part to any other location on the same or any other lot unless the entire structure will completely conform to the regulations of the applicable zoning district and any other application provisions of this PZC after being relocated;
 4. *Change of Use.* The principal use of a nonconforming building may be changed to any other use permitted in the applicable zoning district as long as the new use complies with all regulations of this PZC specified for such use, except the regulations to which the building did not conform prior to the change in use.
- E. **Voluntary Removal or Decrease in Nonconformity.** If the owner voluntarily removes the structure or reduces the nonconformity, that owner shall not be permitted to rebuild the structure to the original height, size, or setback.

1208.04 Nonconforming Lots of Record

- A. **Generally.** A nonconforming lot of record is any existing lot before the effective date of this PZC that complied with the regulations in effect at the time of creation but that does not comply with all the regulations applicable in this PZC.
- B. **Continuance.** A nonconforming lot of record may continue to be used by any use permitted in the zoning district in which the lot is located and structures may be constructed, expanded, or altered subject to the following:
1. *Access to Street.* The nonconforming lot shall have direct paved access to an existing improved public or private street or alley;
 2. *Separate Ownership.* The lot is in separate ownership from all adjacent and contiguous parcels, therefore preventing the acquisition of the additional land area needed to comply with the standards that would otherwise apply to the creation of the lot, such as minimum area and width;
 3. *Compliance with Other Standards.* Development on the nonconforming lot shall comply with all other applicable standards of this PZC, such as use standards, landscaping and bufferyard standards, parking standards, etc.
 4. *Residential Districts.*
 - a. **Existing Dwellings.** If an existing lot of record in a residential district is occupied by a dwelling, such dwelling shall be maintained and may be repaired, modernized, or altered, provided that:
 - i. **Enlargement of Dwelling.** The building shall not be enlarged in floor area unless the enlarged section complies with all regulations of this PZC, with the exception of the lot area and the lot width regulations; and
 - ii. **Number of Dwellings.** The number of dwelling units shall not be increased unless in conformance with this PZC.
 - b. **Construction of New Dwellings.** In any residential district, a single-unit dwelling and its customary accessory uses may be erected on a vacant nonconforming single lot of record after the effective of this PZC provided the buildings comply with the following:
 - i. **Setbacks and Yard Widths.** The width of the side yard of any such lot need not exceed 10 percent of the width of the lot, provided, however, that there shall be a minimum side yard setback of five feet. The rear yard setback of any such lot need not exceed 20 percent of the depth of the lot, provided, however, that the minimum rear yard setback shall be 10 feet.

- ii. **Panhandle Lots.** Notwithstanding the above provision, any construction proposed on an existing lot of record that is a panhandle lot which results in a proposed dwelling unit being constructed behind an existing dwelling shall be reviewed by the BZA. The BZA shall review the placement of the building on the lot and may require screening to protect the privacy of the existing dwelling unit.
- 5. **Nonresidential Districts.** In any nonresidential district, a use that is permitted in the applicable district, and its customary accessory uses, may be erected on a vacant single vacant lot of record provided the buildings comply with the following:
 - a. The width of the side yard of any such lot need not exceed 10 percent of the width of the lot, provided, however, that there shall be a minimum side yard setback of five feet.
 - b. The rear yard setback of any such lot need not exceed 20 percent of the depth of the lot, provided, however, that the minimum rear yard setback shall be 10 feet.

1208.05 Nonconforming Signs

- A. **Generally.** A nonconforming sign is any existing sign established on or before the effective date of this PZC that complied with the regulations in effect at the time of development but that does not comply with all the regulations applicable in this PZC.
- B. **Continuance.** Any nonconforming sign may be continued subject to the following:
 - 1. **Repairs and Maintenance.** Ordinary repairs and maintenance of nonconforming signs are permitted, but a nonconforming sign shall not be enlarged, expanded, or otherwise altered. Nonconforming signs shall be maintained in good condition pursuant to [1204.29, Installation, Maintenance, and Removal](#);
 - 2. **Alterations and Modifications.** A nonconforming sign shall not be altered, modified, or reconstructed, other than to comply with this PZC, except:
 - a. **New Ownership.** When the existing use has new ownership which results in a change in the name of the use or business on the property, a face change or panel replacement only may be permitted;
 - b. **Reoccupied by Similar Use.** When the space is reoccupied by a similar use and the new occupant requires no external building or site renovation; or
 - c. **Replacing Panel or Face Only.** When a sign is changed by replacing a sign panel or by repainting a sign face only. Such alterations shall not require changes to the structure, framing, erection, or location of the sign unless such changes conform to this PZC;
 - 3. **Restoration Due to Damage, Destruction, or Partial Removal.** If a nonconforming sign is damaged or partially destroyed or removed by any means, the structure may be restored to its original dimensions, subject to the following:
 - a. **Percentage of Damage.** The damage or destruction does not exceed 10 percent of the sign display area, support, or appurtenances;
 - b. **Required Permits and Approvals.** Required permits and approvals for repairs are obtained within six months of the date the sign was damaged;
 - c. **Timeline for Restoration.** The repairs or reconstruction is completed within six months after obtaining the required permits and approvals; and
 - d. **No Increase in Nonconformity.** The original nonconformity is not enlarged, increased, or extended

- C. **Abandonment.** If a nonconforming sign does not display any message for a period of 90 days, it shall be considered abandoned and shall be removed in accordance with paragraph E, below, or brought into conformance with this PZC.
- D. **Unsafe Nonconforming Sign.** Any nonconforming sign declared unsafe by an agent of the City shall be removed in accordance with paragraph E, below.
- E. **Removal.** Removal of a nonconforming sign required by this Section shall occur within 30 days unless the Director specifies another time period. A nonconforming sign that is not removed within 30 days or another time period specified by the Director may be removed by the City at the expense of the property owner. To recover the costs from the property owner, the City may certify the total cost, together with a proper description of the land, to the applicable county auditor to place such costs upon the tax duplicate, or the City may commence a civil action against the property owner for the costs.
- F. **Replacement.** If a nonconforming sign is removed for any reason, it shall not be replaced unless the replacement sign conforms to this PZC.

1208.06 Other Nonconforming Site Elements

- A. **Generally.** A nonconforming site element is any site element established on or after the effective date of this PZC that complied with the regulations in effect at the time of development but that does not comply with all the regulations applicable in this PZC. Examples of site elements includes parking, loading, stacking, landscaping, bufferyards, outdoor lighting, or other site conditions or standards required by [Chapter 1204, Development and Design Standards](#).
- B. **Continuance.** A nonconforming site element may continue if there is no expansion or intensification of the associated structure or use as described below:
 - 1. *Enlargement or Alteration.* Any increase in the gross floor area exceeding 50 percent, or construction, remodeling, or other alterations the costs of which exceed 50 percent of the fair market value of the structure; or
 - 2. *Change in Use.* Any change of use that requires approval of a Site Plan Review, Master Development Plan, Zoning Map Amendment, or Conditional Use Permit and the new use is higher in intensity than the previous use.
 - 3. *Outdoor Lighting.*
 - a. Until the luminaire (total fixture, not just the bulb) is replaced, at which point, the lighting shall be subject to all the standards of this PZC with the exception of the maximum height; or
 - b. When a nonconforming lighting fixture, including the pole or support, is removed, the lighting fixture shall lose its legal nonconforming status and all new lighting shall be subject to all standards of this PZC.

1208.07 Conversion of Nonconformities

- A. **Generally.** In some instances, minor nonconformities may be integral parts of the City's character and function with little or no negative impacts on its surroundings. In these instances, the classification "nonconformity" and resulting restriction on investment may not be what the community desires. As such, a nonconforming use or structure may be made conforming pursuant to this Section in order to remove the potential barriers to reinvestment that may be associated with the "nonconforming" designation in terms of owners' ability to improve properties.

- B. **Applicability.** This procedure only applies to minor nonconformities and does not apply to any other type of nonconformity.
- C. **Procedure.**
1. *Application, Review, and Decision.* An owner may apply and follow the procedures for a Conditional Use Permit as described in [Article 07.01, Common Development Procedures](#), and [1207.20, Conditional Use Permit](#), with the additional of the review criteria, which are listed in paragraph D, below.
 2. *Approval Conditions.* The Planning Commission may impose conditions requiring or increasing requirements regarding landscaping, bufferyards, screening, or other site elements or limitations necessary to ensure that nuisances or potential nuisances will be eliminated.
- D. **Review Criteria.** In determining whether to approve, approve with conditions, or deny a Conditional Use Permit under this Section, the Planning Commission shall consider the following review criteria:
1. *Minor Nonconformity.* The nonconformity is considered a minor nonconformity and has been integrated into the neighborhood's function;
 2. *Patrons and Employment.* Nearby residents regularly patronize or are employed at the subject property;
 3. *Nuisances.* Construction or property management practices eliminate nuisances such as noise, glare, waste materials, unreasonably congested on-street parking, or similar conflicts;
 4. *Disincentive for Maintenance.* The nonconformity has been maintained in good condition and its classification as a nonconformity would be a disincentive for the continuation of such maintenance; and
 5. *Previous Complaints.*
 - a. There is no material history of complaints about the structure or use; or
 - b. The approval conditions of the Conditional Use Permit will eliminate the source(s) of the complaints.
- E. **Effect.** Upon approval, the Conditional Use Permit has the effect of:
1. *Designate Conformity.* Designating the nonconformity as conforming; or
 2. *Establishment or Expansion.* Allows re-establishment or reconstruction of a nonconformity beyond the limits established in this Article.

Article 08.02 Enforcement of Code

1208.08 General Provisions

- A. **Purpose.** The purpose of this Article is to set out the procedures for enforcing this PZC and the penalties and remedies available to the City for violations of this PZC.
- B. **Applicability.**
1. *Compliance Required.* No person may use, occupy, or develop land, buildings, or other structures or authorize or permit the use, occupancy, or development of land, buildings, or other structures, except in accordance with all the provisions of this PZC.
 2. *Continuation of Prior Enforcement Actions.* Nothing in this Article shall prohibit the continuation of previous enforcement actions undertaken by the City pursuant to regulations in effect before the effective date of this PZC. Enforcement actions initiated before the effective date of or amendments to this PZC may be continued to completion or settlement under the terms of the regulations in effect prior to the effective date of this PZC.
- C. **Enforcement Authority.**

1. *Code Enforcement Inspector.* The Code Enforcement Inspector has the authority to issue citations for any violation of this PZC in accordance with [1208.08, Violations](#), enforce this PZC, and prevent and stop violations in accordance with this Article.
2. *Other Authorized Personnel.* The Code Enforcement Inspector may be assisted by the Director, Building Official, or other personnel as the City Council may authorize.
3. *Appropriate Action.* In addition to the penalties and remedies provided in [1208.10, Penalties and Remedies](#), the Code Enforcement Inspector may institute on behalf of the City any appropriate action or proceeding to prevent, restrain, correct, or abate a violation of this PZC, or to prevent any illegal act, conduct, business, or use in or on subject premises.
4. *Right to Entry.* The Code Enforcement Inspector and Director are empowered to enter any building, structure, or premises in the City upon which a development or land use is located, as follows:
 - a. *Inspection.* Entry shall be for the purpose of inspection to ensure compliance;
 - b. *Hours.* Inspection shall be performed during business hours unless an emergency exists; and
 - c. *Permission.* Inspection shall be made only after:
 - i. Permission is granted by the owner or tenant; or
 - ii. An order is given from a court of competent jurisdiction.

1208.09 Violations

- A. **Examples of Violations.** Violations of this PZC subject to the enforcement remedies of this Article include but are not limited to the following:
1. *Development or Use Without, or Inconsistent with, a Permit or Approval.* Any activity that is not authorized by or is inconsistent with all of the permits, approvals, certificates, and authorizations this PZC requires, as set out in [Chapter 1207, Development Review Procedures](#);
 2. *Development or Use Inconsistent with this Code.* Any activity that is inconsistent with any applicable zoning, subdivision, or general regulation of this PZC, unless this PZC expressly provides an exception;
 3. *Development or Use Inconsistent with Conditions.* Any activity that violates, by act or omission, any term, condition, or qualification the City places upon a required permit, certificate, rezoning, plan approval, or other forms of authorization that the City granted to allow the use, development, or other activity upon land or improvements of land;
 4. *Making a Lot or Yard Nonconforming.* Any activity that reduces any lot area so that the yards or open spaces are smaller than that required by this PZC, a Final Plat, Site Plan Review, Master Site Plan, or Planned Unit Development, except in accordance with the procedural and substantive requirements of this PZC;
 5. *Increasing Use Intensity.* Any activity that increases the intensity or density of use of any land or structure, except in accordance with the procedural and substantive requirements of this PZC;
 6. *Removing, Defacing, or Obscuring Notice.* Any activity that removes, defaces, obscures, or interferes with any sign or notice required by this PZC; and
 7. *Subdivision Plat Violation.* Any activity that conveys, transfers, or sells any land by reference to, exhibition of, or by other uses of a plat of a subdivision before the plat has been approved as provided in [Article 07.06, Platting Decisions](#). Each lot, block, or part thereof constitutes a separate offense.

- B. **Complaints.** Any person may file a written complaint to the Code Enforcement Inspector on a suspected violation of this PZC. The Code Enforcement Inspector shall record the complaint immediately, investigate, and take action as provided in this Article.
- C. **Notice of Violation.**
1. *Issuance of Notice.* The Code Enforcement Inspector shall issue notice of a violation in writing by one of the following means:
 - a. *Personal Delivery.* Personal delivery to the person or persons responsible, or by leaving the notice at the usual place of residence of the owner with a person of 16 years or older;
 - b. *U.S. Mail.* Certified mail or first class mail, addressed to the person or persons responsible at a last known address. Service shall be deemed complete when a certified mail receipt is received or first class mail is not returned after 10 days of mailing; or
 - c. *Posting on Premises.* Posting a copy of the notice form in a conspicuous place on the premises found in violation.
 2. *Contents of Notice.* The notice shall contain:
 - a. *Address.* The address or location of property where the violation is alleged;
 - b. *Violation Description.* A description of the alleged violation with a reference of the section(s), subsection(s), or paragraphs(s) of this PZC and/or conditions of approval being violated;
 - c. *Required Actions.* A statement of the action(s) that shall be taken to correct the violation;
 - d. *Timeframe.* A timeframe that shall not exceed 14 days to correct the violation. The Code Enforcement Inspector may grant an extension if the property owner is diligently working towards compliance with this PZC. Persons with a cumulative total of more than three violations are not eligible for a time extension; and
 - e. *Contact Information.* Contact information for a person or department who can answer questions about the violation notice.
 3. *Exemption.* The Code Enforcement Inspector shall not be required to issue written notice and may continue the enforcement process if the violation is likely to create an imminent hazard to life or property.
- D. **Successive Days and Cumulative Penalties.** Each and every day that the provisions of this PZC are violated shall constitute a separate and distinct offense.
- E. **Affected Parties.** The owner or tenant of any full or partial building, structure, or premises and any architect, engineer, surveyor, builder, contractor, agent, or other person who commits, participates in, assists in, or maintains a violation may be found guilty of a separate offense and suffer the penalties provided in this Article.
- F. **Correction.** Correction of the violation in the manner stipulated by the violation notice at any point during this enforcement process shall deem the notice null and void and enforcement activity shall cease.

1208.10 Penalties and Remedies

- A. **Penalties.** For each separate offense as described in [1208.09, Violations](#), any affected parties violating any provision of this PZC shall be guilty of a misdemeanor and:
1. *Fines.* Be fined in an amount that is not less than 10 dollars, but not exceeding more than 100 dollars for each offense or the maximum specified by Ohio state law; If the violation(s) that are found to be willful offenses, then the fine shall be in an amount that is not less than 100 dollars, but not exceeding more than 200 dollars for each offense or the maximum specified by Ohio state law;

2. *Imprisonment.* Be imprisoned for not less than 10 days, but not exceeding six months; or
3. *Combination of Both.* A combination of fines and imprisonment as described above at the discretion of the court of competent jurisdiction.

B. Remedies.

1. *Non-Judicial Remedies.* The Director or another administrative review official (City Engineer, Chief Building Official) may enforce any violation of this PZC prior to and without judicial process by:
 - a. Denying or Withholding Permits or Approvals. Denying or withholding permits, approvals, or other forms of authorization for failure to comply with the requirements of this PZC or those of a referral agency;
 - b. Suspending Permits. Suspending any permits to allow for the correction of a violation or in response to a judgment of a court of competent jurisdiction;
 - c. Temporarily Revoking Permits. Temporarily revoking permits for due cause to address an imminent danger to public health, public safety, or public or private property or to prevent irreparable harm.
 - d. Revoking Permits and Approvals.
 - i. Generally. Revoking permits, approvals, or other forms of authorizations that were approved if the administrative review official determines that:
 - (1) There is a violation of any provision of this PZC;
 - (2) The development approval was issued in error or based on false representation;
 - (3) Upon the request of an outside agency with jurisdiction and due cause; or
 - (4) There is a departure from the approved plans required under the permit, this PZC, or the City's construction requirements.
 - ii. Notice. Written notice of revocation shall state a time frame to correct the violation.
 - iii. Effect of Notice. No work or construction may proceed after service of the revocation notice except work necessary to correct a violation.
 - iv. Failure to Correct. If the period to correct the violation lapses and arrangements acceptable to the administrative official that revoked the approval have not been made, the administrative review official may:
 - (1) File litigation in a court of competent jurisdiction; or
 - (2) Remove or correct such violation and place a lien upon the property or improvements to the property in an amount to cover all costs related to correction or abatement of the violation;
 - e. Stopping Work. Stopping any or all construction activity necessary to halt, correct, or prevent a violation of this PZC by issuing a written stop-work order; and
 - f. Cease and Desist Orders. Issuing a cease-and-desist order to close unlawful uses or to halt a violation of this PZC.
2. *Judicial Remedies.*
 - a. Injunctive Relief and Abatement.
 - i. In case any building is or is proposed to be located, erected, constructed, reconstructed, enlarged, changed, maintained, or used or any land is or is proposed to be used in violation of this PZC, or any amendment or supplement thereto, City Council, the law director, the Director, City Engineer, or any adjacent or neighboring property owner who would be especially

damaged by such violation, in addition to other remedies provided by law, may institute injunction, mandamus, abatement, or any other appropriate action or proceeding to prevent, enjoin, abate, or remove such unlawful location, erection, construction, reconstruction, enlargement, change, maintenance, or use.

- ii. The law director shall, immediately upon any such violation having been called to his or her attention, institute injunction, abatement or any other appropriate action to prevent, enjoin, abate, or remove such violation. Such action may also be instituted by any property owner who may be especially damaged by any violation of this PZC.
 - b. Special Council. City Council may employ special counsel to represent it in any proceeding or to prosecute any actions brought under this section.
 - c. Cumulative and Not Exclusive. The remedy provided for herein shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law.
- C. **Other Necessary Actions.** Nothing contained within this Section shall prevent the City from taking such other lawful action as is necessary to prevent or remedy any violation including issuing a misdemeanor citation for a continuing code violation.

CHAPTER 1209 WORD USAGE

Article 09.01 Rules of Construction and Definitions

1209.01 Rules of Construction

For the purpose of this PZC, words and phrases shall have the meanings set forth in this Section:

- A. **Intent.** All provisions, terms, phrases, and expressions contained in this code shall be construed according to stated purpose and intent of this code.
- B. **City.** The word "City" means Monroe, Ohio.
- C. **District.** The word "district" means zoning district.
- D. **Mandatory versus Discretionary Terms.**
 - 1. The words "shall", "must", and "will" are always mandatory; and
 - 2. The words "may" and "should" are discretionary.
- E. **Conjunctions.** Unless the context clearly suggests the contrary, conjunctions shall be interpreted as follows:
 - 1. "And" indicates that all connected items, conditions, provisions, or events shall apply; and
 - 2. "Or" indicates that one or more of the connected items, conditions, provisions, or events shall apply.
- F. **Tense and Number.** Words used in one tense (past, present, or future) include all other tenses, unless the context clearly indicates the contrary. The singular shall include the plural, and the plural shall include the singular.
- G. **Building and Structure.** The word "building" or "structure" includes any part of the building or structure, and the word "building" includes the word "structure."
- H. **Gender.** The masculine shall include the feminine, and vice versa.
- I. **Computation of Time.** In computing any period of time prescribed or allowed by this PZC, the date of the application, act, decision, or event, from which the designated period of time begins shall not be included. The last date of the period of time to be computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which case the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday as observed by the City of Monroe where the City administrative offices are closed for the entire day.
- J. **Rounding of Percentages/Fractions.** If any regulatory formula in this PZC results in a non-whole number of an indivisible object or feature (for example, a bufferyard requiring 6.33 trees or a parking lot requiring 20.75 spaces), then the non-whole number shall be rounded to the nearest whole number (in the bufferyard case, 6 and in the parking lot case, 21).
- K. **Lists and Examples.** Unless otherwise specifically indicated, lists of items or examples that use terms such as "including", "such as", or similar language are intended to provide examples, and not to be exhaustive lists of all possibilities.
- L. **Illustrations, Tables, and Text.**
 - 1. *Text.* The text material of this PZC controls over tables and illustrations in cases of inconsistency. Likewise, tables control over illustrations.
 - 2. *Graphics.* Illustrations and photographs in this PZC are provided for illustrative purposes only.

- M. **Public Officials and Agencies.** All public officials, bodies, and agencies to which references are made are those of the City of Monroe, unless otherwise expressly stated. Any office referred to in this PZC by title means the person employed or appointed by the City in that position, or their duly authorized representative, and includes any person designated to perform the duties of such office.
- N. **Most Recent Version.** All references to other county, state, or federal regulations in this PZC refer to the most current version and citation for those regulations unless expressly indicated otherwise. If the referenced regulations have been repealed and not replaced by other regulations, requirements for compliance are no longer in effect.
- O. **Technical Words.** Technical words and phrases not otherwise defined in this code that may have acquired a peculiar and appropriate meaning in law shall be construed and understood according to such meaning.
- P. **Customary Usage.** Definitions not expressly prescribed in this PZC are to be construed in accordance with customary usage in municipal planning and engineering practices.
- Q. **Delegation of Authority.** Whenever a provision appears requiring the head of a department or another officer or employee of the City to perform an act or duty, that provision shall be construed as authorizing the department head or officer to delegate the responsibility to subordinates, unless the terms of the provision specify otherwise.
- R. **References to Other Regulations, Publications, and Documents.**
1. *Generally.* Whenever reference is made to an ordinance, statute, regulation, or document, that reference shall be construed as referring to the most recent edition of such regulation (as amended), ordinance, statute, or document, or to the relevant successor document, unless otherwise expressly stated.
 2. *Reference to the Ohio Revised Code.* Whenever any provision of this code refers to or cites a section of the Ohio Revised Code (as amended), and that section is later amended or superseded, this code shall be deemed amended to refer to said amended section or the section that most nearly corresponds to the superseded section.
 3. *Comprehensive Plan.* The words "Comprehensive Plan" refer to "Advance Monroe 2040" or the most recent version of the adopted Plan.
- S. **Defined and Undefined Terms.**
1. *Defined Terms.* Terms defined in Section 1209.03, *Definitions*, are those having a special meaning relative to the purposes of this PZC.
 2. *Undefined Terms.* All words not defined shall be construed according to the common and approved usage of American English, according to the Administrator, unless the context clearly indicates otherwise.

1209.02 Acronyms and Abbreviations

Table 1209.02, Meaning of Acronyms and Abbreviations	
Abbreviation or Acronym	Meaning
--	when used in tables, indicates "no limit," "no restriction," or "not applicable" unless otherwise specified
AASHTO	American Association of State and Highway Transportation Officials
AC.	Acres
ADA	Americans with Disabilities Act

Table 1209.02, Meaning of Acronyms and Abbreviations

Abbreviation or Acronym	Meaning
BFE	Base Flood Elevation
BMP	Best Management Practice
BZA	Board of Zoning Appeals
Commission	Planning Commission
Council	City Council
DU	Dwelling Unit
DU/AC	Dwelling Units Per Acre
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FT.	Feet
FEMA	Federal Emergency Management Agency
FHBM	Flood Hazard Boundary Map
FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study
GFA	Gross Floor Area
IN. or in.	Inches
LOS	Level Of Service
MAX.	Maximum
MIN.	Minimum
n/a or NA	Not Applicable
ODOT	The Ohio Department Of Transportation
OEPA	The Ohio Environmental Protection Agency
ORC	The Ohio Revised Code
PZC	Planning and Zoning Code
SF. or sq. ft.	Square Feet
SESC	Soil Erosion and Sedimentation Control
TIS	Traffic Impact Study

1209.03 Definitions

24-Hour Operation Adjacent to a Residential District or Use means a business that operates any time after 10:00 PM or prior to 5:00 AM.

Aboveground Storage Tanks (ASTs) means an aboveground storage tank and the connected underground piping, underground ancillary equipment, and containment system, if any, used to store regulated substances.

Abutting or Adjacent means the land, lot, or property adjoining the property in question along a lot line or separated only by an alley, easement, or street.

Acceptance means consenting to receive something. In the case of this PZC, public entities will consent to receive for public use and benefit subdivision improvements that meet regulatory standards and have been approved by the appropriate authorities.

Access Any driveway or other point of entry and/or exit such as a street, road or thoroughfare, that connects to the general street system. Where two public roadways intersect, the secondary roadway shall be considered the access.

Access Control The regulation of the number, type and frequency of access points along a given roadway, and the design standards to which they should conform.

Access Level A numerical designation which defines the magnitude of access control.

Access Point See definition of "access."

Accessory Dwelling Unit (ADU) means a separate, complete dwelling unit that has its own kitchen, sleeping area, and full bathroom facilities. Accessory dwelling units may be contained within or added on to a principal dwelling, be part of an accessory building (e.g., attached to a garage), or the accessory dwelling unit may be a separate structure.

Active Park, Playground, or Recreational Facility means any park or recreational facility that requires grading of the land, construction of facilities, lighting, or is developed for ball fields, tennis courts, golf course, amusement parks, outdoor swimming pools, skate parks, disc golf, and other similar outdoor facilities.

Activity Area In relation to a use, an activity area is any area of a site where a principal use, accessory use, or temporary use takes place along with any associated activities excluding any open space or landscaping.

Adult Day Center means a nonresidential facility that provides a planned program of adult day services as defined in the [Ohio Administrative Code](#), including social and recreational activities (not overnight) in a professional care setting for senior or functionally impaired adults.

Adult Family Home means a residence or facility, as defined and regulated in ORC Chapter 3722 that provides accommodations for three to five unrelated adults and provides supervision and personal care services to at least three of the unrelated adults.

Adult Group Home means a residence or facility, as defined and regulating in Chapter 3722 of the Ohio Revised Code, which provides accommodations for 6 to 16 unrelated adults and provides supervision and personal care services to at least 3 of the unrelated adults.

Airport, Landing Strip, Helipad, or Other Aircraft Facility means any area of land or water designed and set aside for the landing or take-off, storage, or maintenance of an aircraft and other aviation equipment.

Alley means a narrow roadway intended to provide access to the rear or sides of lots or buildings and not intended for through traffic.

Affected Parties means the owner or tenant of any full or partial building, structure, or premises and any architect, engineer, surveyor, builder, contractor, agent, or other person who commits, participates in, assists in, or maintains a violation.

Affirmative Finding means confirming or asserting something as true or valid.

Agricultural Building means a non-residential uninhabited structure for the storage of farm animals, implements, supplies, or products and is not open to the public. Examples include, but are not limited to barns, grain elevators, silos, coops, corrals, pens, private stables, greenhouses, but not retail greenhouses or structures for packaging agricultural products or agricultural processing activities.

Agricultural-Related Uses mean a use category primarily related to the raising of plants and associated enterprises. Uses include, but are not limited to floriculture, horticulture, row and field crops, viticulture, and orchard. This definition also includes other uses that the Director or their designee interprets to be functionally similar to a land use in this use category.

Amateur Radio Antennas means any transmitter, antenna, tower, or other apparatus designed for communications through amateur radio, also referred to as ham radio.

Animals, Domestic Any animal customarily kept by humans for companionship, including but not limited to dogs, cats, birds, rabbits, hamsters, mice, turtles, and the like.

Animals, Exotic Any cat, other than *felis catus*; any canine, other than *canis familiaris*, non-human primates; poisonous reptiles; alligators, crocodiles or lizards over two feet long; snakes over six feet long; bears; kangaroos; eagles; poisonous stinging insects; or arachnids.

Animals, Livestock All llamas, alpacas, and similar animals; all cattle or animals of the bovine species; all horses, mules, burros, and asses or animals of the equine species; all goats or animals of the caprine species; all swine or animals of the porcine species; all chickens and animals of the galliforme order; and all sheep or members of the ovine family.

Animal-Related Uses means a use category primarily related to the raising of animals and plants and associated enterprises. Uses include, but are not limited to, beekeeping, kennel, and stables. This definition also includes other uses that the Director or their designee interprets to be functionally similar to a land use in this use category.

Antenna means a system of electrical conductors that transmit or receive electromagnetic waves or radio frequency or other wireless signals. Such signals shall include, but not be limited to radio, television, cellular, paging, personal telecommunications services (PCS), microwave telecommunications and services not licensed by the FCC, but not expressly exempt from the City's siting, building and permitting authority.

Antique means a product that is sold or exchanged because of value derived or because of oldness such as items such as clocks, lamps, rugs, furniture and collectibles, such as sports trading cards, records and the like, listed in a bona fide published collectible guidebook, with price guides, or is of at least 30 years old.

Antique Mall means a building or part of a building under unified control of an operator that is partitioned to provide spaces for the sale of antiques by antique dealers, for items such as clocks, lamps, rugs, furniture, and collectibles, such as sports trading cards, records and the like, listed in a bona fide published collectible guidebook, with price guides, or is of at least 30 years old. Antique sales must cover at least 85% of the overall sales area of the facility.

Applicant means, unless otherwise specified, an owner of a property or an agent for the owner, including, a subdivider, developer, attorney, or similar representative, who has filed an application for development review pursuant to [Chapter 1207, Development Review Procedures](#).

Application means the process by which the applicant submits a request for any type of development review or approval identified in [Chapter 1207, Development Review Procedures](#). Applications include all written documentation, verbal statements, and representations, in whatever forms and quantities as required by the City.

Arboretum or Botanical Garden means facilities and/or land where a wide variety of plants are cultivated for scientific, educational, or ornamental purposes and typically open to the public.

Arterial, Major means a multi-lane roadway, usually divided by a raised median, that allows for access at at-grade public street intersections; provides mobility to traffic at moderate to high speeds, volumes and distances; and serves interregional, intercity and intracity travel demands.

Arterial, Minor means a multi-lane roadway that allows for access at at-grade public street intersections; restricts direct property access; provides access and mobility at moderate to high speeds and volumes in rural areas and low to moderate speeds and volumes in urban areas; and serves intercity, intracity and intracommunity travel demands.

Artisan/Micro-Manufacturing means the retail or business-to-business production of artisan goods that are produced in small quantities using small hand tools or light machinery including, but not limited to, 3-D printers or computer numerical control routers.

Automated Teller Machines (ATMs) An automated device that provides bank and financial institutional customers with cash withdrawal and other financial services without the need for a bank teller.

Automotive Body and Major Repair means any land, building, structure, or premises used for the general repair, rebuilding, reconditioning, body or fender work, framework, painting, coating, or the replacement of parts to automobile passenger vehicles.

Automotive Parts and Tire Sales means any building or land used for the sale of automobile passenger vehicle lubricants, tires, batteries, parts, and similar accessories for passenger vehicles.

Automotive Servicing means any land, building, structure, or premises used for the routine maintenance of automobile passenger vehicles and limited servicing of automobiles including, but not limited to, the sale and installation of oil, lubricants, filters, batteries, tires, brakes, belts, and other similar activities or for installing or repairing parts and accessories but not to include the activities of automotive body and major repair.

Automotive Sales, Leasing, or Rental means any premises on which three or more used or new automotive passenger vehicles are offered for sale, rental, or lease during any calendar year.

Automotive Sales and Services Use Category means a commercial use category characterized by direct sales of and service to automotive passenger vehicles, light and medium trucks, and other consumer motor vehicles such as motorcycles, boats, and recreational vehicles. Primary and accessory uses included in this use category can be found in 3.03(E), *Commercial Use Categories*.

Automotive Salvage, Impound, and Junkyards means any lot, building, structure, enclosure, premises or parts thereof used for the storage, keeping or abandonment of any worn-out, cast-off, impounded or discarded or abandoned article, material, vehicle, automobile and machinery or parts thereof, which is ready for destruction or sale or has been collected or stored for salvage; or other waste or discarded materials, articles, vehicles, automobiles and machinery or parts thereof, or vehicles or automobiles that are inoperable or incapable of movement by their own locomotion or power, or vehicles or automobiles without a valid current state registration and license plate issued to such automobile or vehicle and to the occupant, owner, purchaser, lessor, lessee or tenant of any lot, building or structure therein or thereon situated. Such use shall include automotive wrecking and storage.

Average Daily Traffic (ADT) means The annual average two-way daily traffic volume. It represents the total traffic for the year, divided by 365.

Awning means a shelter projecting from and supported by the exterior wall of a building constructed of non-rigid materials on a supporting framework. See also definition of "canopy."

Bank, Credit Union, or Other Financial Institution means any building, property or activity the principal use or purpose of which is the provision of financial services including, but not limited to, banks, credit unions, financial advisor services, stock brokerages, savings and loan institutions and mortgage companies. The term financial institutions shall not include a short-term loan establishment.

Basement means a portion of a building located partly underground but having half or more of its floor-to-ceiling height below the average grade of the adjoining ground.

Bed and Breakfast Establishments means a single-unit detached residence where sleeping rooms are offered for pay to transient guests for a period of stay of fourteen days or less in association with breakfast the next day.

Beekeeping means the establishment and maintenance by a person of one or more colonies of honeybees for either personal use or the production and sale of honey and honey-based products.

Block Face means all lots that have frontage on the same street as the subject lot between an intersecting street or other boundary.

Board of Zoning Appeals (BZA) means the City of Monroe Board of Zoning Appeals.

Brewery, Large means an establishment where beer, wine, spirituous liquor, or other alcoholic beverage is manufactured on the premises for distribution, retail, or wholesale, on or off premise at a production ration of over 15,000 barrels annually. The development may include other uses such as a tasting room, taproom or table service restaurant.

Brewpub means an establishment where the majority of beer, wine, spirituous liquor, or other alcoholic beverage is manufactured onsite for mainly on-premise consumption or is either hand bottled or individually capped in sealed containers to be sold directly to the consumer. The brewery shall not produce more than 4,000 barrels or 124,000 gallons of beer, wine, spirituous liquor, or other alcoholic beverage annually.

Buffer means an area of natural or planted vegetation adjoining or surrounding a land use and unoccupied in its entirety by any building structure, paving, or portion of such land use, for the purposes of separating, screening, and softening the effects of the land use. A buffer may include a wall, fence, or berm as provided in accordance with the provisions of [1204.21](#), *Bufferyard Landscaping*.

Building means any structure having a roof supported by columns or walls, used or intended to be used for the shelter or enclosure of persons, animals, or property.

Building, Accessory means a building or structure on the same lot with and of a nature and size customarily incidental and subordinate to a principal building.

Building or Structure, Detached Any freestanding building or structure not sharing common walls with another building.

Building, Principal means the building containing the principal uses on the lot.

Building or Lumber Yard means any land or buildings used primarily for the storage and sale of basic building materials and lumber that may be sold to the general public or contractors.

Building Code means the building code as adopted by the City of Monroe and codified in Part Fourteen - the Building and Housing Code of these Codified Ordinances.

Building Height means the vertical distance of a building or structure, measured in a manner established in [Article 02.05, Measurements and Special Allowances](#).

Bus Terminal means a use or establishment devoted solely to the storage or parking of buses without receiving or discharging of passengers on the premises.

Canopy means a structure other than an awning made of cloth, metal, or other material with frames affixed to a building and/or carried by a frame supported by the ground. See also the definition of "awning."

Cemetery, Columbarium, Mausoleum, or Memorial Park means land used for the burial of the human dead and dedicated for cemetery purposes, including columbarium, crematories, mausoleums, mortuaries, and other buildings where funeral services may be held. This definition does not include the burial of animals or pets.

Chicken Coop means a structure for the sheltering of chickens.

Chicken Pen means an enclosure that is connected to and/or surrounding a chicken coop for the purpose of allowing chickens to leave the coop while remaining in an enclosed predator-safe environment.

Child Day Care Center means a nonresidential facility that is not the permanent residence of the licensee or administrator in which child care or publicly funded child care is provided for seven or more children at one time as defined in [ORC Section 5104.01 Child Care Definitions](#), and in accordance with [ORC Chapter 5104, Child Day-Care](#).

City means the City of Monroe, Ohio

City Council means the City Council of the City of Monroe

City Engineer means the City Engineer of the City of Monroe.

City Manager means the City Manager of the City of Monroe.

Clear and Convincing Evidence means the measure of proof that will produce a firm belief as to the allegation sought to be established.

Clerk of Council means the Clerk of Council of the City of Monroe

Collector, Minor means a three-lane roadway that allows for access at at-grade public street intersections, restricts direct property access, provides access and mobility at moderate speeds, and connects local or second-class collector streets to arterial roadways.

College, University, or Other Higher Educational Institution means any private or public post-secondary educational institution, including secretarial schools, colleges and universities, business schools, seminaries, or any other institution providing collegiate level curriculum.

Co-location The use of a tower or structure to support antennae for the provision of wireless services without increasing the height of the tower or structure.

Commercial Building means a structure designed and intended for the business of selling goods or services to the public, or for office or administrative purposes.

Commercial Impracticability or Commercially Impracticable means the inability to perform an act on terms that are reasonable in commerce, the cause or occurrence of which could not have been reasonably anticipated or foreseen and that jeopardizes the financial efficacy of the project. The inability to achieve a satisfactory financial return on investment or profit, standing alone, shall not deem a situation to be "commercially impracticable" and shall not render an act or the terms of an agreement "commercially impracticable."

Community Facilities Use Category means a public and civic use category characterized by uses of a public, nonprofit, or charitable nature providing social activities, worship, training, or counseling to the general public on a regular basis, without a residential component. Primary and accessory uses included in this use category can be found in 3.03(D), *Public and Civic Use Categories*.

Community Garden means a private or public facility for the cultivation of fruits, flowers, vegetables, or ornamental plants by more than one individual or group and may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained or used by group members.

Comprehensive Plan means the complete plan, or any of its parts, serving as a guide for the development of the City of Monroe, prepared by the Planning Commission and adopted by City Council.

Condominium means a multi-unit dwelling or development containing individual owners' dwelling units and jointly owned and shared areas and facilities, which dwelling or development is subject to the provisions of a homeowners association and/or Ohio law.

Construction Dumpster means a container used for the temporary storage of rubbish or materials related to the related construction site or project.

Construction Trailer means a mobile home, trailer, or similar temporary structure that is used as an office or for storage in conjunction with a construction project.

Contractor Service, Equipment, and Storage Yard means any land or buildings used primarily for the storage of equipment, vehicles, machinery (new or used), building materials, paints, pipe, or electrical components used by the owner or occupant of the premises in the conduct of any building trades or craft. This may also include landscaping and building maintenance facilities. This does not include uses exclusively for contractor offices and showrooms.

Convenience Stores means a small-scale retail store used for the sale of goods used on an everyday basis by consumers including, but not limited to, pre-packaged food products, household items, newspapers and magazines. Such use does not include gasoline or automotive fuel sale or fast-food service.

Correctional Facility means a publicly or privately operated facilities housing persons awaiting trial or persons serving a sentence after being found guilty of a criminal offense.

Council means the City Council of the City of Monroe Ohio

County means Butler or Warren County, Ohio

Cultural Institution means public or private facilities used for display, performance, or enjoyment of heritage, history, or the arts. This use includes but is not limited to, museums, libraries, art performance venues, cultural centers, and interpretative sites but does not include "theaters."

Data Center means real and personal property consisting of buildings or structures specifically designed or modified to house networked computers and data and transaction processing equipment and related infrastructure support equipment, including, without limitation, power and cooling equipment, used primarily to provide, as a service to persons other than the company operating the data center, data and transaction processing services, outsource information technology services and computer equipment colocation services, or, used primarily to provide, to a single user, including the user's affiliates, customers, lessees, vendors and other persons authorized by the user, data and transaction processing services.

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Day Care Facilities Use Category means a public and civic use category characterized by uses providing care, protection, and supervision for at least 17 children or adults on a regular basis away from their primary residence. Care is typically provided to a given individual for fewer than 18 hours each day, although the facility may be open 24 hours each day. Primary and accessory uses included in this use category can be found in [3.03\(D\)](#), *Public and Civic Use Categories*.

Day Care Home, Type B (1-6 children) means a permanent residence of the provider in which childcare is provided for one to six children at one time and in which no more than three children are under two years of age at one time. In counting children for the purposes of this division, any children under six years of age who are related to the provider and who are on the premises of the type B home shall be counted; or as defined in the Ohio Revised Code.

DBH means diameter-at-breast-height. DBH is used to measure the caliper of a tree trunk at the specific height of 4.5 feet above the ground.

Dedication means the setting apart of land or interests in land for use by the municipality or public by ordinance, resolution, or entry in the official minutes as by the recording of a plat.

Director of Development (Director) means the City of Monroe's Director of the Development Department or designee charged the administration of the PZC. See [1206.01](#), *Director of Development*, for duties and responsibilities.

Dog Park means an area of land designated for domesticated dogs to exercise, play, socialize, and other activities without a leash.

Domestic Abuse or Transient Shelter means a facility providing supportive services including temporary housing for clients that are unhoused and/or victims of domestic violence.

Drive-Through Facility, Freestanding means facility whose only use is transacting business with customers located in a motor vehicle during such business transaction.

Drive-Through Facility, Principal Use Associated means an establishment that ~~encourages or~~ permits customers to receive services, or obtain goods while remaining in their motor vehicles from a portion of a building while still providing services and customer interaction within the building, typically a restaurant but, shall not include a vehicle washing establishment, vehicle fueling, or automobile servicing use.

Driveway means a private way, other than a street or alley, that provides access to one lot of record for the use of vehicles and pedestrians.

Drop-Off Box means a small collection facility where recyclable materials, clothing, or household goods are purchased or accepted from the public. Typical uses include neighborhood recycling stations and thrift store collection trucks.

Dry Cleaning and Laundry Drop-Off/Pick-Up Only means an establishment where the public can drop off and pick up laundry for washing or dry cleaning where the actual washing or dry cleaning of the laundry takes place off-site.

Dry Cleaning or Laundry Plant means a facility where garments and other fabric materials may be laundered or dry cleaned.

Duplex means a residential use divided into two separate dwelling units that are on the same lot. Duplexes may be configured side-by-side or stacked.

Dwelling means a building or portion thereof used exclusively for residential purposes, including single-unit, two-unit, and multi-unit dwellings, but not including hotels, motels, tents, recreational vehicles, cabins, or boarding or lodging houses.

Dwelling Unit means a single unit of one or more rooms providing complete, independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation but not including a tent, cabin, hotel, motel recreational vehicle, or other temporary or transient structure or facility. This definition does not include a mobile home or recreational vehicle, camping equipment, or a manufactured home.

Easement A grant by the property owner of the use of a strip of land by the public or a person for specified purposes.

Educational Facilities Use Category means a public and civic use category characterized by public and private schools at the elementary, middle, or high school level that provide basic academic education. Also includes colleges and other institutions of higher learning that offer courses of general or specialized study leading to a degree usually in a campus setting. Primary and accessory uses included in this use category can be found in [3.03\(D\)](#), *Public and Civic Use Categories*.

Electric Vehicle (EV) Charging Station means a public or private parking space(s) served by battery charging equipment with the purpose of supplying electrical power for charging plug-in electric vehicles by three levels of charging:

- A. Level-1. Connects directly to a standard 120V alternating current (AC) residential outlet, capable of supplying 6—16 Amps depending on the capacity of a dedicated circuit
- B. Level-2. Utilizes 208V to 240V alternating current (AC) power supply between 6 and 80 Amps, providing a significant charging speed increase over Level-1 charging.
- C. Level-3. Utilizes 400V to 900V direct current (DC) power supply between 80 and 400 Amps, providing the fastest charging speeds. Also known as DC fast chargers or Supercharger.

Emergency Services means facilities used by organizations that respond to and deal with emergencies when they occur, especially those that provide police, ambulance, and firefighting services.

Emergency Room, Freestanding means a facility that provides emergency medical services that is not attached to a hospital and is located at a place outside a regular hospital campus.

Entertainment Device means any mechanical, electronic, video, or digital device that is capable of accepting anything of value, directly or indirectly, from or on behalf of the person, for the purpose of playing a game, viewing a video display, hearing an audio transmission, or reading entries or outcomes from any other kind of device. An "entertainment device" does not include any vending machines, juke boxes, audio books, video players, or any other device that gives anything of value where the only value given, directly or indirectly, is a video or audio transmission. This definition does not include "video lottery terminals".

Entertainment Device Arcade means an establishment where four or more entertainment devices are kept for use by the public or by persons other than the owner of the devices, where persons give anything of value to access the use of the entertainment devices or the premises, and the person may be given anything of value by the operator, whether the giving occurs on or off the premises or at the same time or a later time. Entertainment device arcades may include or be referenced to as internet cafes, cybercafes or lounges, internet sweepstakes, video sweepstakes, video gaming arcades, electronic gaming operations, or other similar establishments. This definition does not include "video lottery terminals"

Entertainment and Recreation, Indoor Use Category means a commercial use category characterized by generally commercial uses, varying in size, providing daily or regularly scheduled recreation-oriented activities in an indoor setting. Primary and accessory uses included in this use category can be found in [3.03\(E\)](#), *Commercial Use Categories*.

Entertainment and Recreation, Outdoor Use Category means a commercial use category characterized by generally commercial uses, varying in size, providing daily or regularly scheduled recreation-oriented activities in an outdoor setting. Primary and accessory uses included in this use category can be found in [3.03\(E\)](#), *Commercial Use Categories*.

Event Hall or Conference Center means a facility or building available for lease by private parties that may include kitchen facilities for the preparation or catering of food, the sale of alcoholic beverages for on-premises consumption during scheduled events not open to the public, and/or outdoor gardens, decks, or reception facilities.

FAA means the Federal Aviation Administration or its duly designated and authorized successor agency.

Farmers Market means an occasional or periodic market held in an open area where groups of individual sellers offer for sale to the public such items as fresh produce, seasonal fruits, fresh flowers, arts and crafts, and food and beverages (but not secondhand goods) dispensed from booths located on site.

Farm Product means fruits, vegetables, mushrooms, herbs, grains, legumes, nuts, shell eggs, honey or other bee products, flowers, nursery stock, livestock food products (including meat, milk, yogurt, cheese and other dairy products), and seafood.

Farm Product—Value Added Any product processed by a Producer from a Farm Product, such as baked goods, jams and jellies, canned vegetables, dried fruit, syrups, salsas, salad dressings, soaps, flours, coffee, smoked or canned meats or fish, sausages, or prepared foods.

FCC means the Federal Communications Commission or its duly designated and authorized successor agency.

Fence means an artificially constructed barrier of wood, masonry, stone, wire, metal, or other manufactured material or combination of materials erected to enclose, screen, or separate areas.

Fence, Chain Link means a fence of heavy steel wire woven, vinyl, or plastic to form a diamond-shaped mesh. See Figure below.

Illustrative Example of a Chain Link Fence



Fence, Split Rail means an open fence that is typically constructed from wood which includes horizontal timbers split lengthwise into rails to form a barrier. See Figure below.

Illustrative Example of a Split Rail Fence



Flea Market means buildings or open areas in which sales areas or stalls are set aside or rented and which are intended for use by two or more individuals or by educational, religious, or charitable organizations to sell articles that are either homemade, homegrown, handcrafted, old, obsolete or antique.

Floor Area means the sum of the gross horizontal areas of each floor of the principal building measured from the exterior faces of the exterior walls or from the centerline of common walls separating two buildings. The “floor area” of a building shall include all livable spaces including the basement floor area when more than one-half of the basement height is above the finished lot grade level at the front of the building; interior balconies and mezzanines; enclosed porches. Garages shall not be included in the floor area of a structure.

Footcandle means a unit of illumination produced on a surface, all points of which are one foot from a uniform point source of one standard candle

Fraternal Organizations means a building or portion thereof or premises owned or operated by a corporation, association, or group of persons for a social, educational, or recreational purpose, but not primarily for profit or to render a service which is customarily carried on as a business.

Frontage Buildout means the percentage of a building façade that is generally parallel to, facing, or oriented toward a street and that lies within the minimum and maximum front or side setback area allowed and shall include a principal building, with active uses or colonnades.

Funeral Home means any dwelling or establishment used and occupied by a professional licensed mortician for human burial preparation and funeral services.

Garage, Detached means an accessory building primarily intended for and used for the enclosed storage or shelter of private motor vehicles of the owner or occupant of the principal building that is detached from the principal building.

General Industrial Services means establishments primarily engaged in rendering services to office, business, or industrial establishments on a fee or contract basis, such as advertising and mailing; building maintenance; employment services; management and consulting services; protective services; office equipment rental and leasing; commercial research; development and testing; photo finishing; machine repair, and personal supply services.

Government Facilities Use Category means a public and civic use category characterized by offices, storage, maintenance, and other facilities for the operation of local, state, or federal government. Primary and accessory uses included in this use category can be found in [3.03\(D\)](#), *Public and Civic Use Categories*.

Government Administration Office means an office used by local, state, federal, or other governmental entities.

Greenhouse or Nursery means an establishment used for the growing, storage, and sale of legal garden plants, shrubs, trees, or vines open to the general public for retail or wholesale sales.

Grade means the average level of the finished surface of the ground adjacent to the sign, building, or other structure being measured.

Grass means a species of perennial grass grown as permanent lawns or for landscape purposes

Gravel Surface Parking Lots means an area designated for the parking or temporary storage of vehicles that is surfaced with gravel or other types of crushed stone to create a temporary parking surface.

Grocery Store means a retail establishment where most of the floor area is devoted to the sale of perishable, processed, and prepackaged food products for home preparation and consumption, which typically also offers other home care and personal care products, and which are substantially larger and carry a broader range of merchandise than convenience stores.

Ground Cover means a plant growing less than two feet in height at maturity that is grown for ornamental purposes. Ground covers are used as an alternative to grasses. On slopes, ground covers control erosion while eliminating the maintenance of mowing on hillsides. Ground covers also provide permanent covering of open ground to prevent erosion and/or create visual appeal.

Group Living Use Category means a residential use category characterized by the residential occupancy of a structure by a group of people that does not meet the definition of Household Living. Tenancy is usually arranged on a monthly or longer basis. Generally, Group Living structures have a common eating area for residents, and the residents may receive care or training. Caregivers may or may not reside on site. Primary and accessory uses included in this use category can be found in [3.03\(B\)](#), *Residential Use Categories*.

Guard Shack means a station house or checkpoint area for security staff to monitor the coming and going of a nonresidential operation. Guard shacks are also known as security guard booths.

Hauling Service, Express means a service dedicated to the rapid and time-sensitive transportation of small to medium-sized packages and parcels, typically within a limited geographic area. This service may involve:

- Same-day or overnight delivery;
- Specialized handling of fragile or valuable items;
- Limited storage facilities; or
- Utilizing smaller vehicles, such as vans or light trucks.

Hauling Service, Freight means a service focused on the large-scale transportation of goods, including:

- Full truckload (FTL) and less-than-truckload (LTL) shipments;
- Long-distance and regional transport;
- Wide variety of cargo types, including palletized goods, machinery, and bulk materials; and
- May require extensive storage facilities and utilize a variety of vehicles, including semi-trucks, trailers, and flatbeds.

Heavy Industrial Use Category means an industrial use category characterized by uses engaged in the manufacturing, assembly, or processing of chemicals, animal products, and metals, the activities of which are likely to have characteristics that discourage adjacency to residential uses. Factory production and industrial yards are located here. Sales to the general public are rare. Primary and accessory uses included in this use category can be found in [3.03\(F\)](#), *Industrial Use Categories*.

Height (Wireless Telecommunications Facilities) means the distance measured from the pre-existing grade level to the highest point on the tower or structure, even if said highest point is an antenna or lightning protection device.

Homeless Meal Provider means, in accordance with [Chapter 5101:4-1 of the Ohio Administrative Code](#), an authorized public or private establishment (e.g., soup kitchen, temporary shelter), which provides meals on a regular basis to homeless persons, as determined by the county agency.

Home Occupation means any occupation, profession, activity or use located entirely within a residential building, or an accessory building, which use is accessory, incidental, and secondary to the use of the building for dwelling purposes and does not change the essential residential character or appearance of the building.

Hospital or Outpatient Center means an institution providing health services primarily for human in-patient medical/surgical care for the sick or injured, or overnight stays of a predominantly short-term nature, and including related facilities such as laboratories. The use may also include outpatient departments, training facilities, central service facilities, and staff offices that are an integral part of the facility and goes beyond general care typically administered within a doctor's office. This definition does not include freestanding emergency rooms or urgent care centers.

Hotel or Motel means a building or portion thereof used for providing lodging for transient guests and operated for profit which may provide additional services such as restaurants, meeting rooms and recreational facilities.

Household Living Use Category means a residential use category characterized by the residential occupancy of a dwelling unit by a household on a month-to-month or longer basis in structures with self-contained dwelling units, including kitchens. Primary and accessory uses included in this use category can be found in [3.03\(B\)](#), *Residential Use Categories*.

Impervious Surface means any hard-surfaced, man-made area that does not readily absorb or retain water, including but not limited to buildings, roofs, parking and driveways, sidewalks, and pavement.

Institutional Care Facility means any facility for the elderly, infirm, or individuals requiring rehabilitation or treatment for addiction, mental health disorders, or physical infirmities, in which three or more unrelated individuals may stay on a predominantly intermediate or long term basis, and where inpatient care and living accommodations are provided in exchange for compensation from any source. Institutional care facilities include, but are not limited to, nursing homes, assisted living facilities, hospices, addiction treatment facilities, mental health treatment facilities, inpatient physical rehabilitation facilities, convalescent homes, or similar uses. Institutional care facilities shall not include hospitals, medical offices, medical or dental clinics, urgent care centers, outpatient physical rehabilitation centers, or similar institutions devoted primarily to the diagnosis and treatment of the sick or injured without a component of predominantly intermediate or long-term stays.

Internal Illumination means the illumination of a sign, awning, or canopy, by an artificial source of light which is completely enclosed within the sign cabinet.

Kenel means a lot, building, structure, enclosure or premises whereon or wherein four or more dogs or cats are maintained, boarded, bred, kept or cared for, in return for remuneration, or are kept for the purposes of sale, or are groomed, trained or handled for others.

Landfill, Construction and Demolition Debris means the disposal of nonbiodegradable waste resulting from road building, construction, remodeling, repair, or demolition of structures or is typically associated with land clearing operations.

Landfill, Sanitary/Solid Waste means the disposal by abandonment, dumping, burial, burning, or other means and for whatever purpose, of garbage, sewage, trash, refuse, junk, discarded machinery, vehicles or parts thereof, of any kind that may be in solid, liquid, or gaseous form.

Landscaping means the improvement of a lot, parcel, tract of land, or portion thereof, with grass, shrubs, and trees. Landscaping may include pedestrian walks, flower beds, trees, shrubs, and ornamental objects such as fountains, statuary, and other similar natural and artificial objects. Refer to [Article 04.05, Landscaping, Screening, and Buffering](#).

Light, Cutoff An artificial outdoor light source designed to ensure that no light is directly emitted above a horizontal line parallel to the ground.

Light Industrial Use Category means an industrial use category characterized by uses engaged in the manufacturing, assembly, or processing of industrial, business, or consumer goods, usually from basic finished inputs such as metal, stone, glass, plastic, or rubber. Contractors and building maintenance services and similar uses perform services off-site. Few customers, especially the general public, come to the site. Primary and accessory uses included in this use category can be found in [3.03\(F\), Industrial Use Categories](#).

Light, Non-Cutoff An artificial outdoor light source designed to allow light to be directly emitted above a horizontal line parallel to the ground.

Live-Work Unit means a dwelling unit that is combined with an integrated workspace that is principally used by one or more of the residents of the dwelling unit. The living area is located above or behind the workspace which is secondary or accessory to the primary residential use.

Loading Area means an off-street space or berth for the loading or unloading of freight carriers on the same lot as the structure they serve.

Luminarie means a complete lighting unit consisting of one or more lamps, together with the components designed to distribute the light, to position and protect the lamps, and to connect the lamps to the electrical power supply; also called the lighting fixture. Luminarie shall not include the light pole used to support the luminarie.

Manufactured Home means a structure, constructed on or after June 15, 1976, in compliance with the rules and definitions of the United States Department of Housing and Urban Development (HUD), transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities for occupancy. The term "manufactured home" does not include recreational vehicles.

Maximum Extent Possible means that no feasible and prudent alternative exists, and all possible efforts to comply with the regulation or minimize the potential harm or adverse impacts have been undertaken. Economic considerations may be taken into consideration.

Medical or Dental Clinic or Office means an office or clinic uses concerned with the diagnosis, treatment, and care of human beings related to medicine or dental. This definition does not include hospitals or convalescent homes.

Medical or Dental Laboratory means a laboratory where tests are performed on biological specimens in order to obtain information about the health of a patient or a facility that is used for the express purpose of the design, fabrication, and repair of dental and optical goods.

Microbrewery or Microdistillery or Microwinery means an establishment where no more than 15,000 barrels of beer, wine, spirituous liquor, or another alcoholic beverage is manufactured annually on the premises for distribution, retail, or wholesale, on or off-premise.

Mixed Use Building means a building that contains both business and residential uses within the same structure.

Mobile Home means a residential dwelling, designed to be a permanent residence that was fabricated in an off-site manufacturing facility prior to enactment of the Federal Manufactured Home Safety and Construction Standards. This definition does not include manufactured home.

Mobile Food Vending means a readily movable, motorized-wheeled vehicle or a towed vehicle designed and equipped to prepare, or serve, and sell food, including mobile vending carts. Mobile food vending excludes food delivery operations, vending machines, or any vehicle not parked or stopped for more than 10 minutes at any one location (i.e. Ice Cream Truck).

Multiplex means a residential use divided into three to six dwelling units on a single parcel. Units may have either private or shared access and may be arranged in a variety of configurations, including back-to-back, side-to-side, or over-under.

Multi-Unit means a residential use that is divided into six or more separate dwelling units on a single parcel. Ownership may be in the form of fee-simple ownership of the entire parcel or in the form of a condominium. This definition does not include townhouses.

Nameplate A non-illuminated identification sign giving only the name, address and/or occupation of an occupant or group of occupants.

Nonconformity means a use, lot, structure, building, sign, lighting, or other site element that does not comply with the provisions of this PZC. Refer to [Article 08.01, Nonconformities](#).

Nonprofit Organization means any person(s), partnership, association, corporation, or other group whose activities are conducted for unselfish, civic, or humanitarian motives, or for the benefit of others, and not for the gain of any private individual or group and may include, but shall not be limited to, patriotic, philanthropic, social service, welfare, benevolent, educational, civic, fraternal, cultural, charitable, scientific, historical, athletic, or medical activities and an organization exempt from taxation under Section 501(c) of the Internal Revenue code of 1986 organized or incorporated in this state or another state or having a principal place of business in this state or in another state.

Nursery School or Pre-school means a facility with certified teachers that provide regular academic training for children who are not old enough to attend kindergarten.

ODOT means the Ohio Department of Transportation

OEPA means the Ohio Environmental Protection Agency

Office means a building or portion of a building wherein services are performed involving predominantly administrative, professional, and clerical operations.

Office Use Category means a commercial use category characterized by uses conducted in an office setting and generally focusing on business, professional, or financial services. Primary and accessory uses included in this use category can be found in [3.03\(E\), Commercial Use Categories](#).

Official Zoning Map means the Official Zoning Map of the City of Monroe, Ohio.

ORC The Ohio Revised Code.

Ornamental Shrub means a deciduous shrub with visual appeal through flowers, fruit, leaf color, or fall colors.

Open Space Open areas, including parks, nature areas, playgrounds, and trails. This does not include holding ponds, streets, driveways, or vehicular use areas.

Open Space, Formal Formal open space is a generally planned, [improved](#), and structured area that includes formally designed landscape plantings, activity areas, or is otherwise usable by the residents or occupants of the applicable development. The space is regularly maintained and may include streetscape furnishings (e.g., benches, lighting, and sculptures), recreational improvements (e.g., playground, swimming pool, tennis courts), and street improvements.

Outdoor Bulk Storage means the storage of any item outside of an enclosed structure that is not accessible to the general public. This includes but is not limited to garden supplies, building supplies, plants, materials stored in crates, boxes, or shipping containers; lumber yards; pipe; contractor's equipment; and other similar uses.

Overnight Accommodations Use Category means a commercial use category characterized by uses with bedroom and bathroom units arranged for short-term stays of less than 30 days for rent or lease. Primary and accessory uses included in this use category can be found in [3.03\(E\), Commercial Use Categories](#).

Parking, Commercial Use Category means a commercial use category characterized by facilities that provide parking not accessory to a primary use, for which a fee may or may not be charged. Primary and accessory uses included in this use category can be found in [3.03\(E\), Commercial Use Categories](#).

Park-and-Ride Facility means a facility designed for parking automobiles, the occupants of which transfer to public transit to continue their trips.

Parking Garage means a structure providing vehicular parking spaces along with adequate drives and aisle, for maneuvering, so as to provide access for entrance and exit for the parking of more than two vehicles.

Parking Lot means a surface level facility providing vehicular parking spaces along with adequate drives and aisle, for maneuvering, so as to provide access for entrance and exit for the parking of more than two vehicles.

Parks and Open Areas Use Category means a public and civic use category characterized by uses focusing on natural areas consisting mostly of vegetation, passive or active outdoor recreation areas, or community gardens, and having few structures. Primary and accessory uses included in this use category can be found in [3.03\(D\)](#), *Public and Civic Use Categories*.

Passenger Terminal Use Category means a public and civic use category characterized by uses providing facilities for the takeoff and landing of airplanes and helicopters, and terminals for taxi, rail, or bus service. Primary and accessory uses included in this use category can be found in [3.03\(D\)](#), *Public and Civic Use Categories*.

Passive Parks, Open Space, and Natural Areas means any park or recreational facility where there is no grading of the land, the construction of facilities, lighting, or development of ball fields with the exception that passive parks, recreational facilities, and natural areas may include the development of trails and sidewalks.

Patio Home means a dwelling type that is a detached or semi-detached unit (e.g., attached by a common wall to another dwelling unit) for a single-unit, with one dwelling unit from ground to roof. Each dwelling unit's lot is fully enclosed by a wall located at the lot line, creating a private yard, referred to as a patio, between the house and the wall. All living spaces, such as living rooms, dens, and bedrooms, face into the yard or patio. Patio homes may also be referred to as garden homes, villas, or zero-lot-line dwellings.

Person means any individual, corporation, government agency, government official, business trust, partnership, two or more persons having a joint interest, or any other legal entity.

Pharmacy means a business where prescription and over-the-counter drugs, medicines, and other various items are dispensed and sold.

Planning Commission means the City of Monroe Planning Commission, also known as the City of Monroe Planning and Zoning Commission.

Place of Public Assembly means an enterprise in which people assemble for civic, educational, religious, or cultural purposes. This use contains event facilities, meeting halls, fraternal organizations, places of worship, performing arts facilities, public uses, and private clubs. This use does not include residential buildings.

Porches or Decks means an enclosed or unenclosed surface area attached to a building, that is not used for livable space but that is elevated above the ground.

Post Office means a facility operated by the United States Postal Service for the transmission of mail.

Primary or Secondary Educational Institution means any public or private facility that provides a curriculum of primary, elementary, secondary or college preparatory academic instruction, including kindergartens, elementary schools, junior high schools/middle schools, and high schools.

Product Assembly means the process of combining individual components into a finished product. This can be done manually, using tools and equipment, or by robots and other automated machinery.

Product Processing means the processing of transforming raw materials into finished products. This can involve a variety of different steps, such as shaping, cutting, joining, and finishing. Product processing can be done using a variety of different methods, including machining, casting, forming, and welding.

Garage, Private means a building primarily intended for and used for the enclosed storage or shelter of private motor vehicles of the owner or occupant of the principal building.

Public and Civic Building means a structure that serves a public or quasi-public purpose and is owned or operated by a government entity or non-profit organization. These buildings are intended to provide essential services and facilities to the community, facilitate public interaction and engagement, and contribute to the overall quality of life.

Examples of public and civic buildings include:

- Government buildings: City halls, courthouses, police stations, fire stations, libraries
- Educational facilities: Public schools, universities, community colleges
- Cultural institutions: Museums, art galleries, theaters, performance venues
- Community centers: Recreation centers, senior centers, youth centers
- Transportation facilities: Public transit stations, airports, bus terminals
- Hospitals and healthcare facilities
- Public utilities: Power plants, water treatment plants, sewage treatment plants

Public Community Center means a public building that can be used for a gathering spot of community members that may have kitchen facilities, meeting rooms, or indoor recreational facilities.

Racetrack, Animal Racing means land, area, or facility that is used for racing animals either in competition against the clock or other animals.

Raising of Crops means the principal use of land for agricultural purposes including, but not limited to, raising of crops, horticulture, floriculture, and viticulture and the necessary accessory uses for parking, treating or sorting the products; provided, however, that the operation of any such accessory uses shall be secondary to that of the normal agricultural activities. Buildings occupied as residences by persons engaged in agricultural operations shall not be considered to be used for agricultural purposes.

Raising of Exotic Animals means any land, building, or other facility for the breeding or caring of any animal which is foreign and generally not indigenous to the State of Ohio.

Raising of Livestock means the principal use of land for the raising and caring of livestock. This includes necessary buildings and structures which shall be used for agriculture, raising and caring for livestock and animal and poultry husbandry including necessary accessory uses for parking, treating or sorting the products; provided, however, that the operation of any such accessory uses shall be secondary to that of the normal agricultural activities. Buildings occupied as residences by persons engaged in agricultural operations shall not be considered to be used for agricultural purposes.

Recovery Housing means, in accordance with [ORC Chapter 340, Alcohol, Drug Addiction, and Mental Health Services](#), housing for individuals recovering from drug addiction that provides an alcohol and drug-free living environment, peer support, assistance with obtaining drug addiction services and other drug addiction recovery assistance.

Recreation Trail means a public trail that is used for hiking, bicycling, horseback riding, canoeing, or other nonmotorized forms of recreational travel and that may connect with parks, forests, wildlife areas, nature preserves, scenic rivers, or other places of scenic or historic interest.

Regulated Substances Chemicals and mixtures of chemical which are health hazards. Materials packaged for personal or household use as food or drink for man or other animals are not regulated substances. Regulated substances shall include, but are not limited to:

- Chemicals for which there is scientific evidence that acute or chronic health effects may result from exposure, including carcinogens, toxic and highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.
- Mixtures of chemicals which have been tested as a whole and have been determined to be a health hazard.
- Mixtures of chemicals which have not been tested as a whole but which contain any chemical which has been determined to be a health hazard and which comprises 1% or greater of the composition on a weight per unit weight basis, and mixtures of chemicals which include a carcinogen in the mixture of one tenth of 1% or greater of the composition on a weight per unit weight basis.
- Components of a mixture prepared within the Wellhead Protection Area in cases where such components are health hazards but comprise less than one tenth of 1% of the mixture on a weight per unit weight basis if carcinogenic, or less than 1% of the mixture on a weight per unit weight basis if non-carcinogenic.
- Petroleum and non-solid petroleum derivatives (except non-PCB dielectric fluids).

Religious Place of Worship means an institution that a congregation of people regularly attends to participate in or hold religious services, meetings, and other activities, including buildings in which the religious service of any denomination are held.

Research and Development Facility means a building in which scientific research, investigation, testing or experimentation is conducted, but not including the manufacturing or sale of products, except as incidental to the main purpose of the laboratory.

Residential Recreational Facility means recreational equipment for the use of residents of the related subdivision, apartment, or other residential units. Facilities may include but are not limited to, small structures in trees, swings, slides, monkey bars, trampolines, play enclosures, ball courts, and similar facilities.

Resource Extraction Use Category means an industrial use category characterized by activities that extract minerals and other solids and liquids from land on which the use is established. Primary and accessory uses included in this use category can be found in [3.03\(F\)](#), *Industrial Use Categories*.

Restaurant, Delivery Only means a food service establishment that prepares and sells food solely for delivery to off-premises locations. This type of establishment does not have any seating or facilities for on-site consumption of food. These restaurants may also be known as "ghost kitchens", "dark kitchens", "cloud kitchens", "shared kitchens", or "virtual kitchens".

Restaurant, Drive-in means a restaurant which does not contain a dining room but where it is intended that patrons are served at their vehicles and consume food within their vehicles while parked on the lot where the restaurant is located.

Restaurant, Standard means a public eating or drinking establishment where the patrons consume foods and beverages while seated at tables or counters located on the premises.

Restaurant, Takeout Only means a food service establishment that prepares and sells food for customers to take away and consume off-premises. This type of establishment has limited seating or waiting areas, but no facilities for full-service dining.

Restaurants Use Category means a commercial use category characterized by establishments that prepare and sell food and beverages for on-premises or off-premises consumption. Primary and accessory uses included in this use category can be found in [3.03\(E\), Commercial Use Categories](#).

Retail Fuel Sales means an establishment where vehicular fuel, stored only in underground tanks, is offered for sale to the public or where charging stations are made available for the charging of vehicles.

Retail Repair, Sales, and Service Use Category means a commercial use category characterized by companies or individuals involved in the sale, lease, or rental of new or used products, or providing personal services or repair services to the general public. Primary and accessory uses included in this use category can be found in [3.03\(E\), Commercial Use Categories](#).

Secondhand Merchandise means used merchandise, such as clothing, household furnishings or appliances, sports/recreational equipment. This classification does not include secondhand motor vehicles, parts, or accessories.

Sexually Oriented Business See definition of "Sexually Oriented Business" in [Section 860.02 of the Business Regulation and Taxation Code of the City's Code of Ordinances](#).

Self-Service Storage Use Category means a commercial use category characterized by uses providing separate storage areas for personal or business use designed to allow private access by the tenant for storing or removing personal or business property. This definition does not include bulk storage or storage of explosive or hazardous materials. Primary and accessory uses included in this use category can be found in [3.03\(E\), Commercial Use Categories](#).

SESC means Soil Erosion and Sedimentation Control

Single-Unit Attached Home means a residential use that is divided into separate dwelling units that share at least one a common wall with an abutting unit. For the purposes of this Code, a townhouse dwelling is not considered a single-unit attached home.

Single-Unit Detached Home means a residential use designed as a single residential dwelling unit located on its own lot and not attached to any other dwelling. This definition does not include a patio home, manufactured home, or mobile home.

Shooting Range, Indoor means a facility or structure operated for the purpose of shooting with firearms or archery equipment, whether publicly or privately owned and whether or not operated for profit including, but not limited to, commercial bird shooting preserves and wild animal hunting preserves. "Shooting range" does not include a facility owned or operated by a municipal corporation, county, township police district, or joint police district.

Shooting Range, Outdoor means an outdoor facility operated for the purpose of shooting with firearms, whether publicly or privately owned and whether or not operated for profit. "Shooting range" does not include a facility owned or operated by a municipal corporation, county, township police district, or joint police district.

Short-Term Loan Establishment means an establishment providing loans to individuals that charges an annual percentage rate and requires the loan to be paid in full in less than one year. This term does not include a loan offered or made to a person based on the person's anticipated federal income tax refund.

Short-Term Rental means a residential dwelling unit(s) that is rented out for compensation on a temporary basis for a period of less than 30 consecutive days.

Sign, Abandoned means an abandoned sign is a sign which no longer identifies or advertises a bona fide business, lessor, service, owner, product or activity, and/or for which no legal owner can be found.

Sign, Access means a small permanent sign located near driveway access points and/or at the intersection of internal access drives.

Sign, Animated or Moving means any sign or part of a sign which changes physical position by any movement or rotation or which gives visual impression of such movement or rotation.

Sign Area means the entire display area of a sign including the advertising surface located on one or more sign faces and any framing, trim and molding, but not including the supporting structure as measured pursuant to Section 1214.04: Computations.

Sign, Banner means a sign made of flexible material that can be attached to a building or into the ground.

Sign, Canopy means any sign that is a part of or attached to a canopy or awning.

Sign, Changeable Copy Sign means a sign designed so that the characters, letter or illustrations can be changed or rearranged manually or electronically without altering the sign display surface. May also be known as readerboards. See also the definition of "electronic message center."

Sign, Directory means any sign on which the names and locations of occupants or the use of a building is given, typically associated with offices and places of public assembly uses.

Sign Face means the area or display surface used for the message.

Sign, Feather means a vertical portable sign that contains a harpoon-style pole or staff driven into the ground for support or supported by means of an individual stand.

Sign, Flashing means any sign which contains an intermittent or flashing light source, or which includes the illusion of intermittent or flashing light by means of animation or any externally mounted intermittent light source.

Sign, Freestanding means any sign supported upon the ground by a monument, pedestal, pole, bracing, or other permanent measure and not attached to any building. See also the definition of "monument sign" and "pole sign."

Sign, Governmental means any temporary or permanent sign erected and maintained pursuant to and in discharge of any governmental function, or required by any law, ordinance or governmental regulation.

Sign, H-Frame means a single or double-sided free standing Sign on a rigid or semi-rigid material affixed to a steel or metal frame with a base intended to be pushed into the ground.

Sign, Hanging means a projecting sign that is suspended from an overhang, canopy, marquee, or awning, or from a mounting attached directly to the building wall.

Sign Height means the vertical distance to top of sign structure as measured pursuant to Section 1202.11, *Measurements*.

Sign, Illegal A sign which does not meet the requirements of this chapter and which has not received legal nonconforming status.

Sign, Illuminated means a sign with an artificial light source incorporated internally or externally for the purpose of illuminating the sign.

Sign, Menu Board means any signage pertaining to items, goods, or services offered by a drive-through business.

Sign, Monument means a permanent freestanding sign other than a pole sign, not attached to a building, that is placed upon or supported by the ground independently of any other structure, typically on a monument or pedestal structure.

Sign, Mural means a wall sign that consists exclusively of paint applied to the wall of a building or alternate surface without application of any other material or framing.

Sign, Nonconforming means any sign which was erected legally prior to the adoption of this code, but which does not comply with subsequently enacted sign restrictions and regulations or a sign which does not conform to the sign code requirements.

Sign, Off-Premise (Billboard) means a sign that directs attention to a business, commodity, service or entertainment conducted, sold or offered at a location other than the premises on which the sign is located.

Sign, On-Premise means a sign that directs attention to a business, commodity, service or entertainment conducted, sold or offered on the same lot, site, or property where the sign is located.

Sign, Permanent means a sign permitted by this resolution to be located on the premises for an unlimited period of time and designed to be permanently attached to a structure or the ground.

Sign, Pole Mounted means a permanent freestanding sign supported by one or more uprights, poles or braces placed in or upon the ground surface and not attached to any building.

Sign, Portable means sign that is not permanently affixed to the ground, a building or other structure, but usually anchored or secured to a trailer, vehicle, or frame capable of being moved from place to place. Such signs include, but are not limited to, signs designed to be transported by means of wheels, menu and sandwich board signs and signs attached to or painted on a vehicle parked and visible from the public right-of-way, unless such vehicle is used in the day-to-day operations of the business.

Sign, Projecting means a sign that is affixed perpendicular to a building or wall and extends more than eighteen inches beyond the face of such building or wall and the lowest point of which sign is not less than ten feet above the sidewalk or ground level.

Sign, Pylon means a freestanding sign other than a pole sign permanently affixed to the ground by supports ~~with, but not having the appearance of~~ a solid base.

Sign, Roof means a sign erected or maintained in whole or in part upon, against or directly above the roof or parapet line of a building.

Sign, Sandwich Board means an "A-frame" shaped sign that identifies or advertises a place of business and that consists of two sign boards that are hinged together at the top.

Sign, Snipe means a sign that is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, stakes, fences, or to other objects.

Sign, Temporary means a sign that is neither permanently anchored to the ground, nor permanently affixed to a structure, nor mounted on a chassis, and/or is intended for a limited period of display.

Sign Temporary for Special Event means a sign directing attention to a special event directly associated with the owner of the property on which the sign is located.

Sign, Wall A sign attached directly to an exterior wall of a building and which does not extend more than eighteen inches from nor above the roof line or beyond the limits of the outside wall, with the exposed face of the sign in a plane parallel to the building wall.

Sign, Window A sign attached to, in contact with, placed upon or painted on the window or door of a building which is intended for viewing from the outside of such building. This does not include merchandise located in a window.

Sign, Yard means a freestanding sign made of lightweight materials such as cardboard or vinyl that is supported by a frame, pole, or other support structure placed directly in the ground without foundation or other anchor.

Sign, Subdivision Entry means a sign identifying a recognized subdivision, condominium complex, or development.

Small Box Discount Retail Store means a retail store of between 5,000 and 15,000 square feet that dedicates less than 15 percent of shelf space to fresh or fresh frozen foods and produce and sells at retail an assortment of physical goods, products or merchandise directly to the consumer, including food or beverages for off-premise consumption, personal grooming and health products, household goods and other consumer products with the majority of items being offered for sale at lower than the typical market price. Small box discount retail stores do not include retail stores that contain a prescription pharmacy; sell gasoline or diesel fuel; or primarily sell specialty food items (e.g. meat, seafood, cheese, or oils and vinegars).

Small Wind Energy Conversion Systems means a wind energy conversion system consisting of a wind turbine, a tower, and associated control or conversion electronics. SWETs shall have a rated capacity of not more than 60 Kilowatts, be intended primarily to produce energy for on-site power consumption and reduce the need to purchase utility power from the grid, and have the ability to sell power back to the grid.

Social Services Facilities Use Category means a public and civic use category characterized by uses that primarily provide treatment of those with psychiatric, alcohol, or drug problems; transient housing related to social service programs; or housing for individuals legally confined. Primary and accessory uses included in this use category can be found in 3.03(C), *Public and Civic Use Categories*.

Solar Farm means a utility-scale commercial facility that converts sunlight into electricity, whether by photovoltaics (PV), concentrating solar thermal devices (CST), or various experimental solar technologies, for the primary purpose of wholesale or retail sales of generated electricity.

Stable, Private See "Agricultural Building"

Stable, Public means a structure for the keeping of horses and ponies that is used by the general public either free of charge or for remuneration purposes as a commercial establishment.

Substance Abuse Treatment Center means a specialized inpatient unit, hospital, or other institution that is licensed to provide 24-hour care and has as its primary function the diagnosing and treating of patients with substance use disorders.

Swimming Pools, Community means a water-filled enclosure, permanent or portable, that is designed, used, and maintained for swimming or bathing in a community setting at a business property (e.g., a hotel) or as part of a residential development.

Swimming Pools, Private A water filled enclosure, permanently or portable, that is designed, used and maintained for swimming or bathing by the residents, tenants, or occupants of the subject property.

Telecommunications means the transmission and/or reception of audio, video, data, and other information by wire, radio frequency, light, and other electronic or electromagnetic systems.

Telecommunications Equipment means any antennas, satellite dishes, and other communications devices and/or equipment that are used for transmitting, receiving, or relaying communication signals, except as such equipment has been preempted from regulation by the Telecommunication Act of 1996.

Telecommunication Site See definition for "wireless telecommunications facilities"

Telecommunications Structure means a structure used in the provision of services described in the definition of "wireless telecommunications facilities."

Theater means any building or part of a building used for showing motion pictures (i.e. films and movies) or for live or pre-recorded comedic, dramatic, dance, or musical performances. Such use may include a lobby area and refreshment stand for the patrons.

Tower means any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular towers, and alternative tower structures. The term shall exclude hobby-related communications facilities located in residential districts (i.e. amateur radio antennas, etc.).

Townhouse means a residential use divided into in a series of units that are attached horizontally in a linear arrangement under a common roof with a common exterior wall and separated from one another by single partition walls without openings from basement to roof. Each unit of a townhouse includes a separate walk-up access from the street or common open space. This definition includes rowhouses. For the purposes of this Code, a single-unit attached dwelling is not considered a townhouse.

Trailer means a vehicle without motive power, designed to be towed by a passenger automobile but not designed for human occupancy, and may include items such as a utility trailer, boat trailer, or snowmobile trailer.

Tree, Canopy means a tree that has an expected height at maturity greater than 40 feet and which produces significant shade because it has a crown that is oval, round, vase-shaped, or umbrella-shaped.

Tree, Damaged or Diseased means a tree with a split trunk, broken tops, heart rot, insect or fungus problems that will lead to imminent death, undercut root systems that put the tree in imminent danger of falling, lean as a result of root failure that puts the tree in imminent danger of falling, or any other condition that puts the tree in imminent danger of being uprooted or falling into or along a stream or onto a structure.

Tree, Deciduous means, generally, a tree that loses all of its leaves for part of the year. Sometimes called a broad-leaf tree or a hardwood tree.

Tree, Evergreen means a tree that remains green throughout the year.

Tree, Ornamental means a deciduous tree species that has a canopy spread at maturity of at least 15 feet but no greater than 30 feet. These trees possess a branching structure and crown form that are generally considered visually appealing, often with multi-stemmed or irregular forms, weeping or cascading habits, or distinctive foliage or flowers. Some examples include crab apple, redbud, dogwood, and Japanese maple.

Truck, Heavy-Duty means any motor vehicle (including buses) having a GVWR of greater than 8,500 pounds, or curb weight of more than 6,000 pounds, or that has a basic vehicle frontal area in excess of 45 square feet, (40 CFR 86.1803-01).

Truck Stop means a use or establishment used for a business, service, or industry involving the maintenance, servicing, storage or repair of commercial vehicles and/or semi-trailer trucks. Such uses may also include areas for a restaurant, lodging and trucking brokerages.

Truck Terminal means a use or establishment devoted solely to the dispatch, storage, and/or parking of semi-trailer trucks, trucks, or trailers unrelated to the movement of goods or materials stored in facilities located on the premises.

Truck, Trailer, or Equipment Sales, Leasing, or Rental means an establishment that uses any building or land for the display, sale, leasing, or rental of heavy-duty trucks, vans, or other equipment in operable condition, such as farm equipment, utility trailers, and construction equipment but does not include semi-trailer trucks or semi-trailers. See definitions for heavy-duty truck and trailer.

Underground Storage Tank (UST) means an underground storage tank and the connected underground piping, underground ancillary equipment, and containment system, if any, used to store regulated substances.

Unenclosed Patios means uncovered, non-enclosed outdoor hard-surfaced areas that are no higher than 18 inches above the ground. This shall not mean the same as porches or decks.

Upper Floor Residential means residential dwelling units located on the upper floors of a building where the first floor of the building is used for nonresidential purposes.

Urgent Care Center means a walk-in clinic focused on the delivery of medical care for minor illnesses and injuries in an ambulatory medical facility outside of a traditional hospital-based or freestanding emergency department.

Use Any purpose for which a lot, building, or other structure, or a tract of land may be designated, arranged, intended, maintained, or occupied; or any activity, occupation, business, or operation carried on or intended to be carried on in a building or other structure or on a tract of land.

Use, Accessory means a use or building on the same lot with, and of a nature and intensity customarily incidental and subordinate to, those of the main use or building.

Use, Ancillary means a use incidental to and customarily associated with a specific principal use and which is located on the same parcel or lot.

Use, Principal means the use in which premises are devoted and the primary purpose for which the premises exist.

Use, Temporary means a use, structure, or building permitted to exist for a limited period of time for use during construction, during special events, or for other permitted circumstances as established in [1203.08, Temporary Uses and Structures](#).

Utilities Use Category means a public and civic use category characterized by public or private infrastructure. Primary and accessory uses included in this use category can be found in [3.03\(D\), Public and Civic Use Categories](#).

Vape Shop means a retail establishment that primarily sells, in any combination, of electronic cigarettes, liquid nicotine products, electronic cigarette accessories, hookahs and related products, or other smoking devices and accessories. A grocery store or similar retail use that sells tobacco products or tobacco paraphernalia as an ancillary sale is not included in this definition.

Vehicular Use Area means the entire paved area that encompasses all parking spaces, loading areas, stacking spaces, and the access drives that provide access to those spaces but that does not include the entry drive or driveway with no direct access to a parking space, stacking space, or loading space.

Vehicle Washing Establishment means a facility for the washing or cleaning of vehicles and may be:

- a single unit type with a single bay or a group of single bays with each bay to accommodate one vehicle only where a person uses a high-pressure hose to wash the vehicle by hand;
- an automated single unit type that has a single bay to accommodate one vehicle at a time; or
- a tunnel unit type that allows washing of multiple vehicles in a tandem arrangement while moving through the structure.

Veterinary Office (Without Boarding) means a facility used for the care, grooming, diagnosis, and treatment of sick, ailing, infirm, or injured animals, and those who are in need of medical or surgical attention, and may include overnight accommodations in a wholly enclosed building on the premises only for treatment, observation and/or recuperation. Such use shall not include any kennels for the purposes of boarding but may include kennel space for the ongoing medical care of animals related to a veterinarian's office.

Video Lottery Terminal (VLT) means a device approved by the executive director of the Ohio state lottery for use by a video lottery sales agent in connection with the sale of video lottery games that is connected to a video lottery central monitoring system and that is played by a video lottery participant in accordance with [ORC Chapter 3770](#). This definition does not include "entertainment device arcades."

Vocational or Trade School means a specialized instructional school operating for or not for profit that provides on-site training of business, commercial, and/or trade skills. Does not include driving school or training for commercial vehicles.

Warehouse means a business establishment primarily engaged in the storage of merchandise, goods, and materials. This definition does not include "self-storage facilities."

Warehousing and Freight Movement Use Category means an industrial use category characterized by uses involved in the storage or movement of goods for themselves or other firms. Goods are generally delivered to other firms or the final consumer with little on-site sales activity to customers. Primary and accessory uses included in this use category can be found in [3.03\(F\)](#), *Industrial Use Categories*.

Waste-Related Use Category means an industrial use category characterized by uses involving receiving solid or liquid wastes from others for transfer to another location and uses that collect sanitary wastes or that manufacture or produce goods or energy from the composting of organic material. Primary and accessory uses included in this use category can be found in [3.03\(F\)](#), *Industrial Use Categories*.

Wellhead Protection Area The area as defined by the official Wellhead Protection Areas Delineation Study approved by the City.

Wholesale Business means an establishment for the sale of merchandise to business establishments, institutional uses, or to other wholesalers. Wholesale business uses may also mean acting as an agent or broker in the buying or selling of merchandise but not selling to the general public.

Wholesale Trade Use Category means an industrial use category characterized by uses involving the sale, lease, or rental of products to industrial, institutional, or commercial businesses only. The uses emphasize on-site sales or order-taking and often include display areas. Businesses may or may not be open to the general public. Products may be picked up on-site or delivered to the customer. Primary and accessory uses included in this use category can be found in [3.03\(F\)](#), *Industrial Use Categories*.

Wireless Telecommunications Facilities means a "telecommunications tower" and "tower" and "telecommunications site" and "personal wireless facility" and means a structure, facility or location designed, or intended to be used as, or used to support, antennas or other transmitting or receiving devices. This includes, without limit, towers of all types and kinds and structures that employ camouflage technology, including but not limited to structures such as a multi-story building, church steeple, silo, water tower, sign or other structures that can be used to mitigate the visual impact of an antenna or the functional equivalent of such, including all related facilities such as cabling, equipment shelters and other structures associated with the site. It is a structure and facility intended for transmitting and/or receiving radio, television, cellular, paging, 911, personal telecommunications services, commercial satellite services, microwave services and services not licensed by the FCC, but not expressly exempt from the City's siting, building and permitting authority, excluding those used exclusively for the City's fire or police or exclusively for private, noncommercial radio and television reception, private citizen's bands, amateur radio and other similar noncommercial telecommunications where the height of the facility is below the height limits set forth in this chapter.

Yard means an open space on the same lot with a building unoccupied and unobstructed by any portion of a structure from the ground upward, except as otherwise provided in this code. See Section 1204.05(A): Measurements, Computations, and Exceptions for rules of measurement and determination for all yard types.

Yard, Front means a yard extending across the front of a lot between the side lot lines, and being the minimum horizontal distance between the front lot line and the main building or the extension thereof, not including the usual steps and entryway.

Yard, Rear means a yard extending across the rear of a lot, measured between the side lot lines, and being the minimum horizontal distance between the rear lot line and the main building or the extension thereof, not including the usual steps and entryway.

Yard, Side A yard located between the main building and the side lot line and extending from the front yard line to the rear yard line.

Zero Lot Line means a residential use that consists of a single residential dwelling unit located on its own lot and is shifted to one side of the lot immediately against or approximately against an interior side lot line. Patio homes are a type of dwelling that may be zero-lot-line. This definition does not include a single-unit detached home, manufactured home, or mobile home.

Zoning District, Base means the zoning district established for each property that includes any of the residential and business zoning districts established and detailed in [Chapter 1202, Zoning Districts and Dimensional Standards](#). A base zoning district may also be referred to as the underlying base zoning district in cases where a property is subject to an overlay zoning district.

Zoning District, Overlay means an additional zoning district that may be overlaid on a property, in addition to the base zoning district. An overlay district establishes additional standards and/or restrictions for development above and beyond the base zoning district. There may be more than one overlay zoning district on each property.

Zoning District, Residential means the zoning districts described in [Article 02.02, Residential Districts](#), where residential uses are the primary principally permitted use.



July 15, 2025

Monroe City Council
233 South Main Street
Monroe, Ohio 45050

RE: Case No. 2025-7-5— Public Hearing—Consideration of Various Text Amendments to the Planning and Zoning Code

Dear City Council,

This letter is to inform Council that on July 15, 2025, Planning Commission voted 5 - 0 to recommend to City Council approval of Case No. 2025-7-5—Consideration of Various Text Amendments to the Planning and Zoning Code.

A copy of the recommended draft amendments are attached.

Sincerely,

A handwritten signature in black ink, appearing to read 'RD', with a long horizontal line extending to the right.

Robert Duckworth
Planning Commission Chair

CURRENT REGULATION		A/R/C	PROPOSED CHANGE	REASON FOR CHANGE	PDF PG #
N/A	N/A	Add	1202.06 Downtown Regulating Plan	Outcome of the Downtown Master Plan	81
Table of Content	1207.26 Floodplain Vaiance	Change	1207.26 Floodplain Vairance	Misspelling	6
N/A	N/A	Add	Add references to Development Guidebook where applicable (ie handouts, process guides, technical documents maintained administratively)	Identify the name of the guide rather than use "maintained by XX Department"	N/A
Use of "Street Side Yard", "Corner Yard"	N/A	Remove	All changed or reference to Front Yard	Redundant terminology could cause confusion	N/A
1203.03 (E) E Office Use Category	Short-Term Loan Establishment	Remove	Remove Short-Term Loan Establishment from the Primary Uses list	Short-Term Loan Establishment is a prohibited use	146
Bonding Requirements	1205.10	Change	Modify regulations to refer and defer to Chapter 1052 of Monroe Codified Ordinances	New bonding chapter has been created	382
1203.04 Limited Use Standards	Limited Use- Retail Fuel Sales	Add	a. Frontage Along Certain Corridors. The use shall not be located on a lot with frontage along Ohio State Route 63, Ohio State Route 4, or Cincinnati Dayton Road except for lots zoned LI Light Industrial	Create allowances for development but maintain prohibition in key commercial areas	158
Parking Loading and Ciruclation	1204.09(B)(1)(b)	Remove	N/A	Condensing with (c) to create new (b)	269
Parking Loading and Ciruclation	1204.09(B)(1)(b)	Change	Expansion or change in use requiring additional parking, loading, or stacking spaces (also known as vehicle use areas).	Condensing with (c) to create new (b)	269
Parking Loading and Ciruclation	1204.09(B)(3)(d)	Change	If the proposed change, expansion, or enlargement will increase the floor area, number of dwelling units, seating capacity, or other area to an extent equal to or larger than 25 percent of the building or use prior to the effective date of this code	Make consistent with Table 1204.02-1	270
Construction Plans	1207.12(D)(1)	Change	1.Approval of Construction Plans. The approval of Construction Plans authorizes the applicant to proceed with construction. However, no work shall commence on the installation of the proposed infrastructure improvements as shown on the Construction Plans until any required bonding is accepted by the City. Upon completion and inspection of improvements, and in accordance with approved Construction Plans, the applicant is authorized to make application for Final Plat for the corresponding completed phase.	Make clear that final plat cannot be applied for until construction is substantially complete	410
Electronic Message Center	1204.25(B)(3)(vii)	Change	Only multi-color Light Emitting Diodes (LED) technology or similar quality signs with a minimum 16-millimeter true pixel pitch or higher quality shall be permitted for electronic message centers in the HC, LI, and HI zoning districts. Only multi-color Light Emitting Diodes (LED) technology or similar quality signs with a minimum 12-millimeter true pixel pitch or higher quality shall be permitted for electronic message centers in the GC, MU, and DT zoning districts.	Clarification to ensure users understand the quality should be higher, despite lower pixel pitch	325
Trails and Bike Lanes	1205.06(G)(2)	Change	2. Linear Corridors. Development that abuts a linear corridor that is identified in an adopted parks and recreation plan, transportation, or other adopted City plans, shall provide an easement for and construct the trail on the development site in accordance with any adopted plan unless waived by the City Engineer.	Provides ability for City Engineer to waive the requirement in areas we may not want multi-use pathways, or areas we have near future infrastructure improvements planned	377
HC, GC Building Setback Height	Table 2.05(B)-1	Change	Reduce front yard building setback from 50' and 25' to 25'.	Encourage buildings to front the road closer, parking towards the side and rear	61, 64
HC Fence Height	Table 2.05(B)-1	Change	Increase side yard height to 8 FT	Increase side yard height to 8 FT to be consistent with other commerical districts	61
Changeable Copy Signs	Size and Proportions. The square footage of changeable copy centers shall not exceed 35% of the maximum sign area permitted for that sign type within the zoning district where the proposed sign is to be located with the following requirements or limitations for the changeable copy:	Change	Size and Proportions. The square footage of changeable copy centers shall not exceed 35% of the area of the proposed sign permitted for that sign type within the zoning district where the proposed sign is to be located with the following requirements or limitations for the changeable copy:	Clarification to match previous code and current practice	324
Pylon Signs	1204.26	Change	Rename to "Subdivision Pylon Sign"	Clarify the signage is intended for subdivisions	328
1202.04(F)(1)	N/A	Add	Housing Types in the GR and UR Zoning Districts. A conventional development type in the GR and UR zoning districts may develop multiple housing types as permitted in Table 1203.02-1, Primary Use Table. No one lot size or configuration or building type may exceed a total of 70 percent of all the residential units in the development.	Added to be consistent with conservation subdivision and ensure a mix of housing types throughout the GR district	41
Directory Sign Setback	Table 1204.26-3	Change	0 FT to 5 FT	Signage of that allowable size needs to have some setback	338
Primary Use Table	Table 1203.02-1 Prohibited Uses	Add	Prohibit Data Centers	Address new use not previously considered	133
Definitions	1209.03	Add	Data Centers means real and personal property consisting of buildings or structures specifically designed or modified to house networked computers and data and transaction processing equipment and related infrastructure support equipment, including, without limitation, power and cooling equipment, used primarily to provide, as a service to persons other than the company operating the data center, data and transaction processing services, outsource information technology services and computer equipment colocation services, or, used primarily to provide, to a single user, including the user's affiliates, customers, lessees, vendors and other persons authorized by the user, data and transaction processing services.	Add definition for use added to prohibited uses	446
Stub Streets	1205.04 Stub Streets	Change	1.Maximum Length. Stub streets shall not exceed 150 feet in length except , where required by the City Engineer, a temporary connection to another street, or a temporary turnaround, is provided by the developer.	Allows flexibility for developer while achieving goal of stub streets for future development	371
Temporary Turnarounds	1205.04 Stub Streets	Change	1. Temporary Turnarounds. Where a stub street has two or more lots fronting thereon ends at a subdivision line for future extension, it shall be provided with a temporary paved turnaround, as approved by the City Engineer and Fire Department , until such extension is completed.	Include Fire Department specifically as an approving body	370

Vehicle Circulation	1204.17 Vehicle Circulation	Change	1. Turn-Arounds. Any parking row that does not provide two means of vehicular egress must provide a space designated as a turn-around area. This space shall be located at the end of a parking row, be designed with the minimum dimensions as shown in Figure 1204.17-1, Vehicle Parking Turnaround Configuration, or another configuration deemed acceptable by the City Engineer and Fire Department , and include a “No Parking” sign.	Include Fire Department specifically as an approving body	298
Dead-end Alleys	1205.05 Dead-end Alleys	Change	1.Dead-End Alleys. Dead-end alleys shall be avoided, but if unavoidable, shall be provided with adequate turnaround facilities at the dead-end, as determined by the City Engineer and Fire Department .	Include Fire Department specifically as an approving body	373
Open Space Standards	Applicability	Add	Applicability. This section shall apply to all residential development and all nonresidential development containing a residential component.	Clarify that the section is intended to address development containing residential	208

ORDINANCE NO. 2025-28

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A COMMUNITY REINVESTMENT AREA AGREEMENT WITH CRANE CONSUMABLES, LLC.

WHEREAS, Crane Consumables, LLC has proposed a project consisting of a 12,000 square foot expansion to its approximately 40,000 square foot facility located in the City of Monroe; and

WHEREAS, Crane Consumables, LLC has committed to create twenty (20) new full-time equivalent jobs with \$1,076,363 in new annual payroll, retain sixty-six (66) existing full-time equivalent jobs with \$5,045,392 in total annual payroll, and invest approximately \$1,620,000 in fixed assets, including \$1,300,000 in building improvements and \$320,000 in machinery and equipment; and

WHEREAS, Crane Consumables, LLC has been awarded a \$100,000 JobsOhio Economic Development Grant in support of the project, and the City desires to provide a real property tax exemption of equal value to further encourage the proposed investment and job creation; and

WHEREAS, the proposed Community Reinvestment Area (CRA) Agreement provides for a ten (10) year, fifty percent (50%) real property tax exemption on the increased value of the project improvements, with an estimated abatement value of \$100,000; and

WHEREAS, the City of Monroe has encouraged the development and expansion of commercial and industrial facilities within the City and the agreement will allow Crane Consumables, LLC to remain and expand its operations in the City of Monroe.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City Manager is hereby authorized to enter into a Community Reinvestment Area Agreement with Crane Consumables, LLC, in a form substantially similar to the agreement on file with the Development Department, providing for a ten (10) year, fifty percent (50%) exemption on the increased value of real property improvements made as part of the project.

SECTION 2: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

First Reading: _____

**COMMUNITY REINVESTMENT AREA AGREEMENT
(CRANE CONSUMABLES PROJECT)**

This COMMUNITY REINVESTMENT AREA AGREEMENT (this “Agreement”) made and entered into as of _____, 2025 (the “Effective Date”) by and between the CITY OF MONROE (the “City”), a municipal corporation in the State of Ohio (the “State”), through the Monroe City Council (the “Council”), and 255 WRIGHT DRIVE LLC, an Ohio limited liability company (the “Developer”).

WITNESSETH:

WHEREAS, the City desires to pursue all reasonable and legitimate incentive measures to assist, encourage, and stimulate development in specific areas of the City that have not enjoyed sufficient reinvestment from remodeling or new construction; and

WHEREAS, pursuant to Ohio Revised Code (“R.C.”) Sections 3735.65 through 3735.70 (the “CRA Act”) and by Emergency Resolution No. 46-2007 on August 14, 2017 (the “CRA Ordinance”), the Council created the Community Reinvestment Area #3 (the “CRA”); and

WHEREAS, the Developer is currently the sole owner of property located at 255 Wright Drive, Monroe, OH 45044 which real property currently has been assigned tax parcel number C1800017000047 in the Butler County Auditor’s Office (the “Project Site”); and

WHEREAS, the Developer has submitted to the City an application for a community reinvestment area agreement (the “Application”), a copy of which is attached hereto as Exhibit A; and

WHEREAS, the Developer proposes for the Project Site improvements to real property, to include the expansion and equipping a production, warehouse and office space (the “Project”) (each individual building within the Project, with its related site improvements, may be referred to hereinafter from time to time as a “Building”), provided that the appropriate development incentives are available to support the economic viability of the Project; and

WHEREAS, pursuant to R.C. Section 3735.67(A), the City and the Developer desire to formalize their agreement with respect to matters hereinafter contained; and

WHEREAS, the Project Site is located within the Monroe Local School District (the “School District”) and the Butler Technology and Career Center Joint Vocational School District (the “JVSD”) and the Boards of Education of each of the School District and the JVSD has been notified of the proposed approval of the CRA Agreement in accordance with Sections 3735.671 and 5709.83 of the Ohio Revised Code, or has waived such notice, and has been given a copy of the Application and a draft of the CRA Agreement; and

WHEREAS, the Council, by Ordinance No. [____], adopted on [____], 202_], has approved the terms of this Agreement and authorized its execution on behalf of the City;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained and the benefit to be derived by the parties from the execution hereof, the receipt and sufficiency of which are hereby acknowledged, the parties herein agree as follows:

1. Project. The Developer shall construct the project. The Project will involve a total investment by the Developer of approximately \$1,600,000.00 of hard costs. Construction of the Project is estimated to begin on or before September 15, 2025 and all acquisition, construction, and installation of the Project will be completed on or about **March 3, 2026**. The estimates provided in this Section are good faith estimates and shall not be construed in a manner that would limit the amount or term of the tax exemptions provided in this Agreement. All improvements constructed on the subject property shall be developed or redeveloped in accordance with all applicable zoning requirements, building codes, and pursuant to this Agreement.

2. Employment and Payroll. (A) The Developer expects to create at the Project, according to the schedule below the equivalent of (i) [20] new full-time permanent job opportunities, (ii) [] new part-time permanent job opportunities, (iii) [] full-time temporary job opportunities, and (iv) [] part-time temporary job opportunities. (B) Developer currently has (i) [66] full-time equivalent permanent employees, (ii) [] part-time equivalent permanent employees, (iii) [] full-time equivalent temporary employees, and (iv) [] part-time equivalent temporary employees in the State. The increase in the number of employees as a result of the Project is expected to result in an increase in permanent payroll of at least \$1,076,363 million per year. \$5,045,392 of payroll is expected to be retained as a result of this Agreement. The estimates provided in this Section are good faith estimates and shall not be construed in a manner that would limit the amount or term of the tax exemptions provided in this Agreement.

3. Provision of Information. Developer shall provide to the proper tax incentive review council (the "TIRC") any information reasonably required by the TIRC to evaluate the compliance of Developer with the Agreement, including returns or annual reports of Developer filed pursuant to R.C. Section 5711.02 (if any) if requested by the TIRC.

4. Real Property Tax Exemption. The City hereby grants a ten (10) year, 50% real property tax exemption pursuant to R.C. Section 3735.67 for the increase in the assessed value after remodeling of the existing structure at the Project Site. The exemption commences the first year such real property improvement would first be taxable were that property not hereby exempted from taxation. The exemptions set forth in this Section shall apply irrespective of whether the real property is owned by Developer, or any assignee or other successor in interest to Developer.

5. Maintenance and Inspection. Developer agrees to properly maintain and repair the Project throughout the period of tax exemption authorized herein. Developer will allow the Housing Officer or the Housing Officer's designee to enter upon and to inspect the Property as reasonably required and in accordance with Section 3735.68 of the Ohio Revised Code and applicable City Ordinances.

6. Payment of Non-Exempt Taxes. The Developer and any assignee or successor of Developer interest in the Project Site (hereinafter, "Owner(s)") shall pay such real property taxes as are not exempted under this Agreement and are charged against such property and shall file all tax reports and returns as required by law. If the Developer fails to pay such taxes or file such returns and reports, all incentives granted under this Agreement are rescinded beginning with the year for which such taxes are charged or such reports or returns are required to be filed and thereafter.

7. Cooperation of the City. The City shall perform such acts as are reasonably necessary or appropriate to approve, effect, claim, reserve, preserve, and maintain the exemptions from taxation granted under this Agreement including, without limitation, joining in the execution of all documentation and providing any necessary certificates required in connection with such exemptions. The City shall give its fullest cooperation in the development of the Project, including, but not limited to: (i) the timely review, processing, and approval of all building, zoning, or other permits, and (ii) all other activities related to the Project.

8. Revocation of CRA. If for any reason the City revokes or purports to revoke the designation of the CRA, entitlements granted under this Agreement shall continue for the number of years specified in this Agreement, unless Developer or an Owner materially fails to fulfill its obligations under this Agreement and such failure is not corrected within thirty (30) days of written notice thereof to Developer or such Owner, and consequently, the City terminates or modifies the exemptions from taxation granted in this Agreement with respect to property of Developer or such Owner from the date of the material failure. Any such termination or modification, as provided in this Section, shall have no effect on exemptions from taxation granted in this Agreement with respect to property of Owners other than such defaulting Owner(s), or property of the Developer if the Developer is in default. Except for any amendment, revocation, modification, suspension or termination otherwise permitted under this Agreement, the City agrees that it will not amend or revoke the CRA designation as to the Project Site, or modify the incentives available under that designation for the Project Site, prior to January 1, 2041.

9. Certification as to No Delinquent Taxes. The Developer hereby certifies for itself that at the time this Agreement is executed, (i) it does not owe any delinquent real or tangible personal property taxes to any taxing authority of the State and does not owe delinquent taxes for which it is liable under Chapter 5733, 5735, 5739, 5741, 5743, 5747, or 5753 of the Revised Code, or, if such delinquent taxes are owed, it is currently paying the delinquent taxes pursuant to an undertaking enforceable by the State or an agent or instrumentality thereof, (ii) it has not filed a petition in bankruptcy under 11 U.S.C.A. § 101, *et seq.*, and (iii) no such petition has been filed against it. For the purposes of this certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the Ohio Revised Code governing payment of those taxes.

10. Termination, Suspension or Modification Upon Default. If Developer or an Owner materially fails to fulfill its obligations under this Agreement and such failure is not corrected within thirty (30) days of written notice thereof to Developer or such Owner (provided, however, that such opportunity to cure such default shall not, under any circumstance, and notwithstanding anything

to the contrary in this agreement, toll or otherwise suspend any obligation of Developer, Owner or Commercial Occupant to pay any non-exempt taxes, real property taxes, or municipal income taxes), or if the City determines that the certification as to delinquent taxes required by this Agreement is fraudulent, the City may terminate, suspend or modify the exemptions from taxation granted under this Agreement with respect to property of Developer or the Owner which is in such default or which has made such fraudulent certification, from the date of the material failure. Any such termination, suspension, or modification, as provided in this Section, shall have no effect on exemptions from taxation granted under this Agreement with respect to property of Owners other than such defaulting Owner(s), or Developer if Developer is not in default.

11. Non-Discrimination. By executing this Agreement, the Developer commits to following non-discriminatory hiring practices and non-discriminatory housing practices, acknowledging that no individual may be denied employment or housing solely on the basis of race, religion, sex, sexual orientation, disability, color, national origin, ancestry, or familial status.

12. Assignment. This Agreement is not transferable or assignable without the express, written approval of the City.

13. Revocation of Exemptions. Developer represents that it is not ineligible to enter this Agreement under division (C) of Section 3735.671 of the Ohio Revised Code. Exemptions from taxation granted under this Agreement shall be revoked with respect to Developer or to an Owner if it is determined that such violating Owner, any successor enterprise to such violating Owner, or any related member of such violating Owner (as those terms are defined in division (C) of Section 3735.671 of the Ohio Revised Code) has violated the prohibition against entering into the Agreement under Division (C) of Section 3735.671 or Section 5709.62 or 5709.63 of the Ohio Revised Code prior to the time prescribed by that division or either of those sections. Any such revocation, as provided in this Section, shall have no effect on exemptions from taxation granted under this Agreement with respect to property of Owners other than such violating Owner(s).

14. Counterparts. This Agreement may be signed in one or more counterparts or duplicate signature pages with the same force and effect as if all required signatures were contained in a single original instrument. Any one or more of such counterparts or duplicate signature pages may be removed from any one or more original copies of this Agreement and annexed to other counterparts or duplicate signature pages to form a completely executed original instrument.

15. Severability; Construction; Headings. If any provision of this Agreement or the application of any such provision to any such person or any circumstance shall be determined to be invalid or unenforceable, then such determination shall not affect any other provision of this Agreement or the application of such provision to any other person or circumstance, all of which other provisions shall remain in full force and effect. If any provision of this Agreement is capable of two constructions one of which would render the provision valid, then such provision shall have the meaning which renders it valid. The captions and headings in this Agreement are for convenience only and in no way define, limit, prescribe or modify the meaning, scope or intent of any provisions hereof.

16. Notices. Any notices, statements, acknowledgements, consents, approvals, certificates or requests required to be given on behalf of any party to this Agreement shall be made in writing addressed as follows and sent by (i) registered or certified mail, return receipt requested, and shall be deemed delivered when the return receipt is signed, refused or unclaimed, (ii) by nationally recognized overnight delivery courier service and shall be deemed delivered the next business day after acceptance by the courier service with instructions for next-business-day delivery, or (iii) by facsimile transmission and shall be deemed delivered upon receipt of confirmation of transmission:

the City at: City of Monroe, Ohio
 223 S Main Street
 PO Box 330
 Monroe, Ohio 45050-0330
 Attention: Economic Development Director

the Developer at: Crane Consumables Inc.
 155 Wright Drive
 Middletown, Ohio 45044
 Attn:

or to any such other addresses as may be specified by any party, from time to time, by prior written notification.

17. R.C. Section 9.66 Covenants. Developer affirmatively covenants that it has made no false statements to the State or any local political subdivision in the process of obtaining approval of the CRA tax exemptions; and that it does not owe: (i) any delinquent taxes to the State or a political subdivision of the State; (ii) any moneys to the State or a State agency for the administration or enforcement of any environmental laws of the State; and (iii) any other moneys to the State, a State agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not. If any representative of Developer has knowingly made a false statement to the State or any local political subdivision to obtain the CRA tax exemptions, Developer shall be required to immediately return all benefits received by it under this Agreement pursuant to R.C. Section 9.66(C)(2) and Developer shall be ineligible for any future economic development assistance from the State, any State agency, or a political subdivision pursuant to R.C. Section 9.66(C)(1). Any person who provides a false statement to secure economic development assistance may be guilty of falsification, a misdemeanor of the first degree, pursuant to R.C. Section 2921.13(D)(1), which is punishable by a fine of not more than \$1,000 and/or a term of imprisonment of not more than six (6) months.

18. Estoppel Certificate. Upon request of Developer, the City shall execute and deliver to the Developer or any proposed purchaser, mortgagee or lessee a certificate stating: (a) that the Agreement is in full force and effect, if the same is true; (b) that Developer is not in default under any of the terms, covenants or conditions of the Agreement, or if Developer is in default, specifying same; and (c) such other matters as Developer reasonably requests.

19. Third-Party Approval and Enforceability. The Developer acknowledges that the exemption authorized in this Agreement is subject to approval and implementation by the appropriate State of Ohio and/or county taxing authorities. The Developer acknowledges that the City does not give any guarantee or assurance that the exemptions approved in this Agreement will be so approved, and the Developer agrees in no event shall the Developer seek to hold the City liable in any way in the event such exemptions are not granted and implemented, or are otherwise determined to be void, inapplicable, or invalid.

20. Entire Agreement. This Agreement and the Ordinance constitute the entire agreement between the Developer and the City pertaining to the subject matter contained herein and therein and supersede all other prior or contemporaneous agreements or understandings between the Developer and the City in connection with such subject matter.

[Remainder of this Page Intentionally Left Blank.]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the date first written above.

CITY OF MONROE, OHIO

By:_____

Printed:_____

Title:_____ City Manager

Approved as to Form:

By:_____

Printed:_____

Title:_____ Law Director

255 WRIGHT DRIVE LLC

By:_____

Printed:_____

Title:_____

Note: A copy of this Agreement must be forwarded to the Ohio Department of Development by the City within fifteen (15) days of execution.

EXHIBIT A
TO COMMUNITY REINVESTMENT AREA AGREEMENT

Application for Community Reinvestment Area Agreement

(See attached)



City of Monroe

Application for a Community Reinvestment Area (CRA) Abatement

Applicant information

Name of applicant:

Current address of applicant:

Telephone number: Email address:

Project information

Address of project:

Does the project involve a structure or site of historical or architectural significance?
(If yes, attached written certification of such by the designating agency or authorized agent.) ☐ Yes ☒ No

Exemption sought For:

Describe the nature of the businesses to be conducted at the project site:

Crane Consumables, a label manufacturer based in Monroe, Ohio, specializes in barcode label production for the value-added reseller (VAR) market. Founded in 2007, the family-owned and operated converter has seen double-digit growth yearly and currently has approximately 63 employees. This is the headquarters and primary operations of the company.

Estimated project starting date:

Estimated project completion date:

Reasons for requesting the tax abatement
(be as specific and quantitative as possible):

This would be the company's first physical expansion since it opened in 2007. Overall project costs are nearing \$2M, and every dollar saved would help the company complete the project to its fullest extent. Office space is completely utilized right now - as part of the expansion, the company would be able to expand its office space as well, rather than contemplating leasing space in a different market. Other aspects of

Estimated investment at the project site as a result of the proposed project:

Real Property Improvements:	
New Construction:	\$1,299,000.00
New Machinery & Equipment:	\$320,000.00
New Inventory:	
Total New Project Investment:	\$1,619,000.00



City of Monroe

Application for a Community Reinvestment Area (CRA) Abatement

Project information (Employees/Hiring Timeline)

Does the business have any employees, inventory, machinery, or other assets in Ohio? ☒ Yes ☐ No

If yes, are any of those employees, inventory, machinery or other assets going to be reduced or relocated due to this project?

☐ Yes ☒ No

Time Period Anticipated for New Hires (per year):

Estimated number of full-time jobs created:

Annual payroll attributed to newly created employees:

Estimated number of full-time jobs retained:

Annual payroll attributed to retained employees:

The applicant believes that the information contained in this application and any attachments is complete and correct.

Signature: _____

Robert Crane

Date: _____

7/2/25

Name and Title: _____

Robert Crane, Vice President

Company: _____

Crane Consumables

As required by the Ohio Development Services Agency, a check for \$750.00 must accompany this application. Checks must be made payable to "Ohio Development Services Agency".

ORDINANCE NO. 2025-29

AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE NO. 2025-23, OTHERWISE KNOWN AS THE PERMANENT APPROPRIATIONS ORDINANCE, TO MEET CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MONROE, DURING FISCAL YEAR ENDING DECEMBER 31, 2025.

SECTION 1: To provide for current expenses of the City of Monroe, this Appropriations Ordinance is hereby repealed, amended, and supplemented so it sets aside and appropriates from the various funds of the City the amounts set forth in the following sections.

SECTION 2: There be appropriated from the GENERAL FUND:

1110	GENERAL GOVERNMENT	
000	<i>FUND EXPENSES</i>	
	OPERATING EXPENSES	51,500
	OTHER	<u>-</u>
	<i>TOTAL</i>	<i>51,500</i>
110	<i>CITY COUNCIL</i>	
	PERSONAL SERVICES	235,495
	OPERATING EXPENSES	<u>183,700</u>
	<i>TOTAL</i>	<i>419,195</i>
120	<i>CITY MANAGER'S OFFICE</i>	
	PERSONAL SERVICES	576,360
	OPERATING EXPENSES	<u>495,245</u>
	<i>TOTAL</i>	<i>1,071,605</i>
125	<i>INFORMATION TECHNOLOGY</i>	
	PERSONAL SERVICES	373,387
	OPERATING EXPENSES	<u>496,652</u>
	<i>TOTAL</i>	<i>870,039</i>
130	<i>HUMAN RESOURCES</i>	
	PERSONAL SERVICES	535,763

	OPERATING EXPENSES	<u>295,120</u>
	<i>TOTAL</i>	830,883
135	<i>ECONOMIC DEVELOPMENT</i>	
	PERSONAL SERVICES	142,326
	OPERATING EXPENSES	<u>260,000</u>
	<i>TOTAL</i>	402,326
140	<i>DEVELOPMENT</i>	
	PERSONAL SERVICES	605,912
	OPERATING EXPENSES	464,900
	OTHER EXPENSES	<u>4,000</u>
	<i>TOTAL</i>	1,074,812
145	<i>ENGINEERING</i>	
	PERSONAL SERVICES	489,968
	OPERATING EXPENSES	<u>640,750</u>
	<i>TOTAL</i>	1,130,718
150	<i>FINANCE</i>	
	PERSONAL SERVICES	1,187,247
	OPERATING EXPENSES	401,168
	OTHER EXPENSES	<u>1,000,000</u>
	<i>TOTAL</i>	2,588,415
160	<i>MAYOR'S COURT</i>	
	PERSONAL SERVICES	131,196
	OPERATING EXPENSES	<u>23,300</u>
	<i>TOTAL</i>	154,496

TOTAL GENERAL GOVERNMENT	8,593,989
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PUBLIC SAFETY

220	<i>PUBLIC SAFETY COMMUNICATIONS</i>
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PERSONAL SERVICES	876,182
OPERATING EXPENSES	<u>133,550</u>
<i>TOTAL</i>	<i>1,009,732</i>

250	<i>POLICE</i>
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OTHER EXPENSES	<u>4,150,000</u>
<i>TOTAL</i>	<i>4,150,000</i>

270	<i>FIRE</i>
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OTHER EXPENSES	<u>4,350,000</u>
<i>TOTAL</i>	<i>4,350,000</i>

TOTAL PUBLIC SAFETY	9,509,732
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PUBLIC WORKS

310	<i>STREET</i>
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OTHER EXPENSES	<u>750,000</u>
<i>TOTAL</i>	<i>750,000</i>

330	<i>BUILDINGS AND GROUNDS</i>
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OPERATING EXPENSES	<u>623,000</u>
<i>TOTAL</i>	<i>623,000</i>

340	<i>CEMETERY</i>
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OTHER EXPENSES	<u>50,000</u>
<i>TOTAL</i>	<i>50,000</i>

TOTAL PUBLIC WORKS	1,423,000
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410 *PARK OPERATION AND MAINTENANCE*

OPERATING EXPENSES	329,000
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TOTAL PARKS AND RECREATION	738,981
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710 *CAPITAL IMPROVEMENTS*

TOTAL OTHER FINANCING USES	650,000
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GRAND TOTAL GENERAL FUND	20,915,702
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SECTION 3: There be appropriated from the following SPECIAL REVENUE FUNDS:

PUBLIC WORKS

	PERSONAL SERVICES	2,216,816	
	OPERATING EXPENSES	1,015,900	
	<i>TOTAL</i>		<i>3,232,716</i>
2220	STATE HIGHWAY FUND		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	91,250	
	<i>TOTAL</i>		<i>91,250</i>
2230	MOTOR VEHICLE LICENSE		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	200	
	<i>TOTAL</i>		<i>200</i>
2310	FIRE - 1989 LEVY FUND		
	<i>PUBLIC SAFETY</i>		
	PERSONAL SERVICES	5,603,405	
	OPERATING EXPENSES	966,360	
	OTHER EXPENSES	3,800	
	<i>TOTAL</i>		<i>6,573,565</i>
2330	PUBLIC SAFETY FEMA GRANT FUND		
	<i>PUBLIC SAFETY</i>		
	OPERATING EXPENSES	500	
	<i>TOTAL</i>		<i>500</i>
2370	ONEOHIO OPIOID SETTLEMENT FUND		
	<i>GENERAL GOVERNEMENT</i>		
	OPERATING EXPENSES	20,000	
	<i>TOTAL</i>		<i>20,000</i>
2410	POLICE LAW ENFORCEMENT		
	250 <i>PUBLIC SAFETY</i>		

	PERSONAL SERVICES	4,305,046	
	OPERATING EXPENSES	1,014,780	
	<i>TOTAL</i>		5,319,826
2420	DARE GRANT FUND		
	250 PUBLIC SAFETY		
	PERSONAL SERVICES	-	
	OPERATING EXPENSES	6,500	
	<i>TOTAL</i>		6,500
2430	ENFORCEMENT & EDUCATION FUND		
	250 PUBLIC SAFETY		
	OPERATING EXPENSES	3,000	
	<i>TOTAL</i>		3,000
2510	COURT TECHNOLOGY IMPROVEMENT		
	<i>GENERAL GOVERNMENT</i>		
	OPERATING EXPENSES	12,500	
	<i>TOTAL</i>		12,500
2600	2004 TIFS		
	<i>DEVELOPMENT INCENTIVES</i>		
	OPERATING EXPENSES	40,872	
	OTHER EXPENSES	3,312,308	
	<i>TOTAL</i>		3,353,180
2700	2004 RIDS		
	<i>DEVELOPMENT INCENTIVES</i>		
	OPERATING EXPENSES	76,824	
	OTHER EXPENSES	6,020,947	
	<i>TOTAL</i>		6,097,771

GRAND TOTAL SPECIAL REVENUE FUNDS

28,111,008

SECTION 4: There be appropriated from the following CAPITAL PROJECTS FUNDS:

3101 CAPITAL INCOME TAX FUND*GENERAL GOVERNMENT*

CAPITAL EXPENSES 125,500

PUBLIC SAFETY

CAPITAL EXPENSES 200,000

PUBLIC WORKS

OPERATING EXPENSES -

CAPITAL EXPENSES 2,249,386

OTHER FINANCING USES

OTHER EXPENSES 514,500

TOTAL 3,089,386

3110 PARK IMPROVEMENT FUND*PARKS AND RECREATION*

OPERATING -

CAPITAL EXPENSES 385,000

TOTAL 385,000

3120 CAPITAL IMPROVEMENT FUND*GENERAL GOVERNMENT*

CAPITAL EXPENSES -

PUBLIC SAFETY

CAPITAL EXPENSES -

PUBLIC WORKS

OPERATING EXPENSES 500

	CAPITAL EXPENSES	2,498,168	
	<i>TOTAL</i>		<i>2,498,668</i>
6120	WATER CAPITAL IMPROVEMENT FUND		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	100,000	
	CAPITAL EXPENSES	942,684	
	<i>TOTAL</i>		<i>1,042,684</i>
6125	WATER METER REPLACEMENT FUND		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	30	
	CAPITAL EXPENSES	250,000	
	<i>TOTAL</i>		<i>250,030</i>
GRAND TOTAL CAPITAL PROJECTS FUNDS			<i>7,265,768</i>

SECTION 5: There be appropriated from the following DEBT SERVICE FUNDS:

4110	G.O. BOND RETIREMENT		
	<i>GENERAL GOVERNMENT</i>		
	DEBT SERVICE EXPENSE	781,657	
	<i>TOTAL</i>		<i>781,657</i>
4210	WATER BOND RETIREMENT		
	<i>PUBLIC WORKS</i>		
	DEBT SERVICE EXPENSE	435,336	
	<i>TOTAL</i>		<i>435,336</i>
4310	S.A. BOND RETIREMENT FUND		
	<i>GENERAL GOVERNMENT</i>		
	OPERATING EXPENSES	100	
	<i>DEVELOPMENT INCENTIVES</i>		

	OTHER EXPENSES	1,337,261	
	<i>TOTAL</i>		<i>1,337,361</i>
4410	INCOME TAX BOND RETIREMENT FUND		
	<i>GENERAL GOVERNMENT</i>		
	DEBT SERVICE EXPENSE	614,463	
	<i>TOTAL</i>		<i>614,463</i>
GRAND TOTAL DEBT SERVICE FUNDS			<u>3,168,817</u>
<u>SECTION 6:</u> There be appropriated from the following SPECIAL ASSESSMENT FUNDS:			
5110	S.A. STREET LIGHTING FUND		
	<i>GENERAL GOVERNMENT</i>		
	OPERATING EXPENSES	10	
	<i>TOTAL</i>		<i>10</i>
GRAND TOTAL SPECIAL ASSESSMENT FUNDS			<u>10</u>
<u>SECTION 7:</u> There be appropriated from the following ENTERPRISE FUNDS:			
6110	WATER FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	1,257,736	
	OPERATING EXPENSES	1,985,300	
	OTHER EXPENSES	950,000	
	<i>TOTAL</i>		<i>4,193,036</i>
6210	SEWER FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	107,365	
	OPERATING EXPENSES	1,322,200	
	<i>TOTAL</i>		<i>1,429,565</i>

6310	STORM WATER FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	249,700	
	OPERATING EXPENSES	352,650	
	CAPITAL EXPENSES	471,688	
	<i>TOTAL</i>		<i>1,074,038</i>
6410	GARBAGE FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	127,143	
	OPERATING EXPENSES	1,122,000	
	<i>TOTAL</i>		<i>1,249,143</i>
6510	CEMETERY FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	40,000	
	OPERATING EXPENSES	94,600	
	<i>TOTAL</i>		<i>134,600</i>
6610	STREET LIGHTING FUND		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	153,050	
	<i>TOTAL</i>		<i>153,050</i>
GRAND TOTAL ENTERPRISE FUNDS			<u>8,233,432</u>

SECTION 8: There be appropriated from the following TRUST AND AGENCY FUNDS:

7100	CEMETERY MAINTENANCE TRUST FUND		
	<i>FUND EXPENSE</i>		
	OPERATING EXPENSES	10,000	
	CAPITAL EXPENSES	27,500	
	<i>TOTAL</i>		<i>37,500</i>

7110	MOUND CEMETERY TRUST FUND		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	10,000	
	CAPITAL EXPENSES	27,500	
	<i>TOTAL</i>		<i>37,500</i>
7120	LONG STREET CEMETERY TRUST FUND		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	250	
	<i>TOTAL</i>		<i>250</i>
7310	FIRE HISTORIC PRESERVATION FUND		
	<i>PUBLIC SAFETY</i>		
	CAPITAL OUTLAY	-	
	<i>TOTAL</i>		<i>-</i>
7320	FIRE LOSS SECURITY FUND		
	<i>PUBLIC SAFETY</i>		
	OPERATING	-	
	<i>TOTAL</i>		<i>-</i>
7410	DRUG LAW ENFORCEMENT TRUST FUND		
	<i>PUBLIC SAFETY</i>		
	OPERATING EXPENSES	20,000	
	<i>TOTAL</i>		<i>20,000</i>
GRAND TOTAL TRUST AND AGENCY FUNDS			<i>95,250</i>
TOTAL ALL APPROPRIATIONS			<i>67,789,987</i>

SECTION 9: The City Manager is hereby authorized to convert the appropriation amounts in this Ordinance into such form as may be required by the Auditors of Butler and Warren Counties and by the Auditor of the State of Ohio; however, no change to the total dollar amounts in any Section of this Ordinance shall be made without prior approval of Council.

SECTION 10: The Finance Director is hereby authorized to draw warrants on the City Treasury for payments from any of the foregoing appropriations upon receipt of proper certificates and vouchers, approved either by the board or officers authorized by law to approve the same, or an ordinance or resolution of Council. No warrants shall be drawn or paid for salaries or wages except to persons employed by authority and in accordance with law or ordinance. Provided further that the appropriations for contingencies can only be expended upon appeal of two-thirds vote of Council for items of expense constituting a legal obligation against the City, and for purposes other than those covered by other specific appropriations herein made.

SECTION 11: This measure shall take effect immediately upon passage pursuant to Section 7.08(B)(1) of the Charter of the City of Monroe.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

ORDINANCE NO. 2025-xx

AN ORDINANCE, OTHERWISE KNOWN AS THE PERMANENT APPROPRIATIONS ORDINANCE, TO MEET CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MONROE, DURING FISCAL YEAR ENDING DECEMBER 31, 2025.

SECTION 1: To provide for current expenses of the City of Monroe, this Appropriations Ordinance is hereby repealed, amended, and supplemented so it sets aside and appropriates from the various funds of the City the amounts set forth in the following sections.

SECTION 2: There be appropriated from the GENERAL FUND:

1110	GENERAL GOVERNMENT		
	000	<i>FUND EXPENSES</i>	
		OPERATING EXPENSES	51,500
		OTHER	-
		<i>TOTAL</i>	<u>51,500</u>
	110	<i>CITY COUNCIL</i>	
		PERSONAL SERVICES	235,495
		OPERATING EXPENSES	183,700
		<i>TOTAL</i>	<u>419,195</u>
	120	<i>CITY MANAGER'S OFFICE</i>	
		PERSONAL SERVICES	576,360
		OPERATING EXPENSES	495,245
		<i>TOTAL</i>	<u>1,071,605</u>
	125	<i>INFORMATION TECHNOLOGY</i>	
		PERSONAL SERVICES	373,387
		OPERATING EXPENSES	496,652
		<i>TOTAL</i>	<u>870,039</u>
	130	<i>HUMAN RESOURCES</i>	
		PERSONAL SERVICES	535,763
		OPERATING EXPENSES	295,120
		<i>TOTAL</i>	<u>830,883</u>
	135	<i>ECONOMIC DEVELOPMENT</i>	
		PERSONAL SERVICES	142,326
		OPERATING EXPENSES	260,000
		<i>TOTAL</i>	<u>402,326</u>
	140	<i>DEVELOPMENT</i>	
		PERSONAL SERVICES	605,912
		OPERATING EXPENSES	464,900
		OTHER EXPENSES	4,000
		<i>TOTAL</i>	<u>1,074,812</u>

145	ENGINEERING		
	PERSONAL SERVICES	489,968	
	OPERATING EXPENSES	640,750	
	<i>TOTAL</i>	<u>1,130,718</u>	
150	FINANCE		
	PERSONAL SERVICES	1,187,247	
	OPERATING EXPENSES	401,168	
	OTHER EXPENSES	1,000,000	
	<i>TOTAL</i>	<u>2,588,415</u>	
160	MAYOR'S COURT		
	PERSONAL SERVICES	131,196	
	OPERATING EXPENSES	23,300	
	<i>TOTAL</i>	<u>154,496</u>	
TOTAL GENERAL GOVERNMENT			8,593,989
PUBLIC SAFETY			
220	PUBLIC SAFETY COMMUNICATIONS		
	PERSONAL SERVICES	876,182	
	OPERATING EXPENSES	133,550	
	<i>TOTAL</i>	<u>1,009,732</u>	
250	POLICE		
	OTHER EXPENSES	4,150,000	
	<i>TOTAL</i>	<u>4,150,000</u>	
270	FIRE		
	OTHER EXPENSES	4,350,000	
	<i>TOTAL</i>	<u>4,350,000</u>	
TOTAL PUBLIC SAFETY			9,509,732
PUBLIC WORKS			
310	STREET		
	OTHER EXPENSES	750,000	
	<i>TOTAL</i>	<u>750,000</u>	
330	BUILDINGS AND GROUNDS		
	OPERATING EXPENSES	623,000	
	<i>TOTAL</i>	<u>623,000</u>	
340	CEMETERY		
	OTHER EXPENSES	50,000	
	<i>TOTAL</i>	<u>50,000</u>	
TOTAL PUBLIC WORKS			1,423,000

PARKS AND RECREATION**410 PARK OPERATION AND MAINTENANCE**

PERSONAL SERVICES	409,981	
OPERATING EXPENSES	329,000	
<i>TOTAL</i>	<u>738,981</u>	

TOTAL PARKS AND RECREATION**738,981****OTHER FINANCING USES****710 CAPITAL IMPROVEMENTS**

OTHER EXPENSES	-	
<i>TOTAL</i>	<u>-</u>	

810 DEBT SERVICE

OTHER EXPENSES	650,000	
<i>TOTAL</i>	<u>650,000</u>	

TOTAL OTHER FINANCING USES**650,000**

TOTAL GENERAL FUND

20,915,702

GRAND TOTAL GENERAL FUND**20,915,702**SECTION 3: There be appropriated from the following SPECIAL REVENUE FUNDS:**2101 PUBLIC SAFETY INCOME TAX FUND***PUBLIC SAFETY*

PERSONAL SERVICES	3,400,000	
OTHER EXPENSES	-	
<i>TOTAL</i>		<i>3,400,000</i>

2210 STREET FUND*PUBLIC WORKS*

PERSONAL SERVICES	2,216,816	
OPERATING EXPENSES	1,015,900	
<i>TOTAL</i>		<i>3,232,716</i>

2220 STATE HIGHWAY FUND*PUBLIC WORKS*

OPERATING EXPENSES	91,250	
<i>TOTAL</i>		<i>91,250</i>

2230 MOTOR VEHICLE LICENSE*PUBLIC WORKS*

OPERATING EXPENSES	200	
<i>TOTAL</i>		<i>200</i>

2310	FIRE - 1989 LEVY FUND			
	<i>PUBLIC SAFETY</i>			
	PERSONAL SERVICES	5,603,405		
	OPERATING EXPENSES	966,360		
	OTHER EXPENSES	3,800		
	<i>TOTAL</i>			<i>6,573,565</i>
2330	PUBLIC SAFETY FEMA GRANT FUND			
	<i>PUBLIC SAFETY</i>			
	OPERATING EXPENSES	500		
	<i>TOTAL</i>			<i>500</i>
2370	ONEOHIO OPIOID SETTLEMENT FUND			
	<i>GENERAL GOVERNEMENT</i>			
	OPERATING EXPENSES	20,000		
	<i>TOTAL</i>			<i>20,000</i>
2410	POLICE LAW ENFORCEMENT			
	250 PUBLIC SAFETY			
	PERSONAL SERVICES	4,305,046		
	OPERATING EXPENSES	1,014,780		
	<i>TOTAL</i>			<i>5,319,826</i>
2420	DARE GRANT FUND			
	250 PUBLIC SAFETY			
	PERSONAL SERVICES	-		
	OPERATING EXPENSES	6,500		
	<i>TOTAL</i>			<i>6,500</i>
2430	ENFORCEMENT & EDUCATION FUND			
	250 PUBLIC SAFETY			
	OPERATING EXPENSES	3,000		
	<i>TOTAL</i>			<i>3,000</i>
2510	COURT TECHNOLOGY IMPROVEMENT			
	<i>GENERAL GOVERNMENT</i>			
	OPERATING EXPENSES	12,500		
	<i>TOTAL</i>			<i>12,500</i>
2600	2004 TIFS			
	<i>DEVELOPMENT INCENTIVES</i>			
	OPERATING EXPENSES	40,872		
	OTHER EXPENSES	3,312,308		
	<i>TOTAL</i>			<i>3,353,180</i>

2700	2004 RIDS			
	<i>DEVELOPMENT INCENTIVES</i>			
	OPERATING EXPENSES	76,824		
	OTHER EXPENSES	6,020,947		
	<i>TOTAL</i>			6,097,771

GRAND TOTAL SPECIAL REVENUE FUNDS				28,111,008
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SECTION 4: There be appropriated from the following CAPITAL PROJECTS FUNDS:

3101	CAPITAL INCOME TAX FUND			
	<i>GENERAL GOVERNMENT</i>			
	CAPITAL EXPENSES	125,500		
	<i>PUBLIC SAFETY</i>			
	CAPITAL EXPENSES	200,000		
	<i>PUBLIC WORKS</i>			
	OPERATING EXPENSES	-		
	CAPITAL EXPENSES	2,249,386		
	<i>OTHER FINANCING USES</i>			
	OTHER EXPENSES	514,500		
	<i>TOTAL</i>			3,089,386
3110	PARK IMPROVEMENT FUND			
	<i>PARKS AND RECREATION</i>			
	OPERATING	-		
	CAPITAL EXPENSES	385,000		
	<i>TOTAL</i>			385,000
3120	CAPITAL IMPROVEMENT FUND			
	<i>GENERAL GOVERNMENT</i>			
	CAPITAL EXPENSES	-		
	<i>PUBLIC SAFETY</i>			
	CAPITAL EXPENSES	-		
	<i>PUBLIC WORKS</i>			
	OPERATING EXPENSES	500		
	CAPITAL EXPENSES	2,498,168		
	<i>TOTAL</i>			2,498,668

6120	WATER CAPITAL IMPROVEMENT FUND		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	100,000	
	CAPITAL EXPENSES	942,684	
	<i>TOTAL</i>		<i>1,042,684</i>
6125	WATER METER REPLACEMENT FUND		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	30	
	CAPITAL EXPENSES	250,000	
	<i>TOTAL</i>		<i>250,030</i>
GRAND TOTAL CAPITAL PROJECTS FUNDS			<u>7,265,768</u>
 <u>SECTION 5:</u> There be appropriated from the following DEBT SERVICE FUNDS:			
4110	G.O. BOND RETIREMENT		
	<i>GENERAL GOVERNMENT</i>		
	DEBT SERVICE EXPENSE	781,657	
	<i>TOTAL</i>		<i>781,657</i>
4210	WATER BOND RETIREMENT		
	<i>PUBLIC WORKS</i>		
	DEBT SERVICE EXPENSE	435,336	
	<i>TOTAL</i>		<i>435,336</i>
4310	S.A. BOND RETIREMENT FUND		
	<i>GENERAL GOVERNMENT</i>		
	OPERATING EXPENSES	100	
	<i>DEVELOPMENT INCENTIVES</i>		
	OTHER EXPENSES	1,337,261	
	<i>TOTAL</i>		<i>1,337,361</i>
4410	INCOME TAX BOND RETIREMENT FUND		
	<i>GENERAL GOVERNMENT</i>		
	DEBT SERVICE EXPENSE	614,463	
	<i>TOTAL</i>		<i>614,463</i>
GRAND TOTAL DEBT SERVICE FUNDS			<u>3,168,817</u>

SECTION 6: There be appropriated from the following SPECIAL ASSESSMENT FUNDS:

5110	S.A. STREET LIGHTING FUND		
	<i>GENERAL GOVERNMENT</i>		
	OPERATING EXPENSES	10	
	<i>TOTAL</i>		<i>10</i>
GRAND TOTAL SPECIAL ASSESSMENT FUNDS			<u>10</u>

SECTION 7: There be appropriated from the following ENTERPRISE FUNDS:

6110	WATER FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	1,257,736	
	OPERATING EXPENSES	1,985,300	
	OTHER EXPENSES	950,000	
	<i>TOTAL</i>		<i>4,193,036</i>
6210	SEWER FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	107,365	
	OPERATING EXPENSES	1,322,200	
	<i>TOTAL</i>		<i>1,429,565</i>
6310	STORM WATER FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	249,700	
	OPERATING EXPENSES	352,650	
	CAPITAL EXPENSES	471,688	
	<i>TOTAL</i>		<i>1,074,038</i>
6410	GARBAGE FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	127,143	
	OPERATING EXPENSES	1,122,000	
	<i>TOTAL</i>		<i>1,249,143</i>
6510	CEMETERY FUND		
	<i>PUBLIC WORKS</i>		
	PERSONAL SERVICES	40,000	
	OPERATING EXPENSES	94,600	
	<i>TOTAL</i>		<i>134,600</i>
6610	STREET LIGHTING FUND		
	<i>PUBLIC WORKS</i>		
	OPERATING EXPENSES	153,050	
	<i>TOTAL</i>		<i>153,050</i>
GRAND TOTAL ENTERPRISE FUNDS			<u>8,233,432</u>

SECTION 8: There be appropriated from the following TRUST AND AGENCY FUNDS:

7100	CEMETERY MAINTENANCE TRUST FUND			
	<i>FUND EXPENSE</i>			
	OPERATING EXPENSES	10,000		
	CAPITAL EXPENSES	27,500		
	<i>TOTAL</i>			<i>37,500</i>
7110	MOUND CEMETERY TRUST FUND			
	<i>PUBLIC WORKS</i>			
	OPERATING EXPENSES	10,000		
	CAPITAL EXPENSES	27,500		
	<i>TOTAL</i>			<i>37,500</i>
7120	LONG STREET CEMETERY TRUST FUND			
	<i>PUBLIC WORKS</i>			
	OPERATING EXPENSES	250		
	<i>TOTAL</i>			<i>250</i>
7310	FIRE HISTORIC PRESERVATION FUND			
	<i>PUBLIC SAFETY</i>			
	CAPITAL OUTLAY	-		
	<i>TOTAL</i>			<i>-</i>
7320	FIRE LOSS SECURITY FUND			
	<i>PUBLIC SAFETY</i>			
	OPERATING	-		
	<i>TOTAL</i>			<i>-</i>
7410	DRUG LAW ENFORCEMENT TRUST FUND			
	<i>PUBLIC SAFETY</i>			
	OPERATING EXPENSES	20,000		
	<i>TOTAL</i>			<i>20,000</i>
GRAND TOTAL TRUST AND AGENCY FUNDS				<u>95,250</u>
TOTAL ALL APPROPRIATIONS				<u>67,789,987</u>

SECTION 9: The City Manager is hereby authorized to convert the dollar appropriation figure in the Ordinance to such form as may be acceptable to the Auditors of Butler and Warren Counties and the Auditor of the State of Ohio provided in this conversion no change of total dollar amounts shall within the Sections of this Ordinance be permitted without approval of Council.

SECTION 10: The Finance Director is hereby authorized to draw warrants on the City Treasury for payments from any of the foregoing appropriations upon receiving proper certificates and vouchers therefore, approved by the board or officers authorized by law to approve the same, or an ordinance or resolution of Council to make the expenditures provided that no warrants shall be drawn OR paid for salaries or wages except to persons employed by authority and in accordance with law or ordinance. Provided further that the appropriations for contingencies can only be expended upon appeal of two-thirds vote of Council for items of expense constituting a legal obligation against the City, and for purposes other than those covered by other specific appropriations herein made.

SECTION 11: This measure shall take effect immediately upon passage pursuant to Section 7.08(B)(1) of the Charter of the City of Monroe.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

FUND	FUND DESCRIPTION	CURRENT APPROPRIATIONS	ADJUSTED APPROPRIATIONS	AMOUNT OF CHANGE	% CHANGE	ACCOUNT NUMBER	REASON FOR REQUEST
1110	GENERAL GOVERNMENT						
	145 ENGINEERING						
	OPERATING EXPENSES	547,750	640,750	93,000	17.0%	11114500-52313	Stonybrook subdivision engineering (will be reimbursed by developer)
2370	ONEOHIO OPIOID SETTLEMENT FUND						
	250 GENERAL GOVERNMENT						
	OTHER EXPENSES	-	20,000	20,000	100.0%	2370-52613	Appropriate funds for Birkley Consulting agreement approved by RES. 36-2025 on 6/24/25
2410	POLICE LAW ENFORCEMENT						
	250 PUBLIC SAFETY						
	OPERATING EXPENSES	995,780	1,014,780	19,000	1.9%	24125700-52413	K-9 Purchase (offset by donation received in July)
6120	WATER CAPITAL IMPROVEMENT FUND						
	PUBLIC WORKS						
	CAPITAL EXPENSES	796,246	942,684	146,438	18.4%	6120-53719	Vacuum Truck Purchase (30%)
6310	STORM WATER FUND						
	PUBLIC WORKS						
	CAPITAL EXPENSES	130,000	471,688	341,688	262.8%	63139000-53719	Vacuum Truck Purchase (70%)
	TOTAL						

ORDINANCE NO. 2025-30

AN ORDINANCE AMENDING AND SUPPLEMENTING PERSONNEL POLICY SECTIONS 2-1 (A) AND (B), PERTAINING TO THE DEFINITION OF IMMEDIATE FAMILY MEMBER AND FAMILY MEMBER.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: Section 2-1 (a) of Personnel Policy 2-1 is hereby amended and supplemented as follows:

“a. Any regular full-time employee may request and be granted usage of funeral leave, upon approval of the Department Head or designee, for a maximum of five (5) days in the event of a death of an immediate family member. For purposes of this policy, the "immediate family" is defined as "mother, father, mother-in-law, father-in-law, child (including step-child and foster-child), spouse (including a domestic partner), grandparents, siblings, grandchildren, stepparents, stepchildren, step siblings, or legal guardian or other person who stands in place of the employee's parent.”

SECTION 2: Section 2-1 (b) of Personnel Policy 2-1 is hereby amended and supplemented as follows:

“b. Any regular full-time employee may be granted usage of funeral leave, upon approval of the Department Head or designee, for a maximum of three (3) days in the event of a death of the following family members: brother-in-law, sister-in-law, daughter-in-law, son-in-law, employees aunt or uncle, spouses’ grandparents.”

SECTION 3: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

First Reading: _____

2-1 Funeral Leave Policy

- a. Any regular full-time employee may request and be granted usage of funeral leave, upon approval of the Department Head or designee, for a maximum of five (5) days in the event of a death of an immediate family member. For purposes of this policy, the "immediate family" is defined as "mother, father, mother-in-law, father-in-law, child (including step-child and foster-child), spouse (including a domestic partner), grandparents, siblings, grandchildren, stepparents, stepchildren, step siblings, or legal guardian or other person who stands in place of the employee's parent.
- b. Any regular full-time employee may be granted usage of funeral leave, upon approval of the Department Head or designee, for a maximum of three (3) days in the event of a death of the following family members: brother-in-law, sister-in-law, daughter-in-law, son-in-law, employees aunt or uncle, spouses' grandparents.
- c. One (1) day of funeral leave may be granted by the Department Head or designee for the death of any legal relative or member of the employee's household other than those listed above.
- d. Additional days off may be granted by the Department Head or designee to the days provided above. Additional days approved shall be deducted from the employee's sick leave balance. If the employee does not have a sufficient sick leave balance to cover the additional days off, use of vacation or personal time may be approved by the Department Head or designee.
- e. When an employee is on pre-approved scheduled leave and has a death in the family that falls within the scope of this policy, the employee may be permitted to change the pre-approved leave to funeral leave. If approved, the paid time off (PTO) previously scheduled will be credited back to the employees PTO bank.
- f. Employees may be required to submit proof of death, such as an obituary, to receive paid funeral leave in accordance with this policy.

Review & Questions

Questions regarding this policy should be addressed to the Human Resources Department.

Policy Issued on 01/01/2023

Policy Revised on 8/22/2023

Policy Revised on 8/26/2025

ORDINANCE NO. 2025-31

AN ORDINANCE AMENDING AND SUPPLEMENTING PERSONNEL POLICY SECTION 2-3 (I) (1), PERTAINING TO SICK LEAVE CONVERSION AT RETIREMENT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: Section 2-3 (I) (1) of Personnel Policy 2-3 is hereby amended and supplemented as follows:

“1. All employees, at the time of their retirement, in good standing, with the City are eligible to receive payment of their available and unused sick leave balance per the conversion stated below:

- 0 to 400 hours no conversion; 401-800 converted at 3:1; 801-1,200 hours converted at 2:1; 1,201-1,400 hours converted at 1:1.
- Sick leave payout only applies when an employee officially retires under the terms of the applicable pension fund. The city must receive official notice from the applicable pension fund that the employee has been approved for retirement”

SECTION 2: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

First Reading: _____

2-3 Sick Leave Policy

Policy:

- a. A regular full-time employee may request sick leave for absences resulting from illness or injury as described below, provided they follow the policy outlined in this Section. Sick leave may be requested for the following reasons:
 1. Illness or injury of the employee or a member of his immediate family requiring the employee's personal care and attendance.
 2. Exposure of employee or a member of his immediate family to a contagious disease which would have the potential of jeopardizing the health of the employee or the health of others.
 3. Medical, dental, or optical examinations or treatment of an employee or a member of his immediate family.
 4. Pregnancy, childbirth, and/or related medical conditions; or
 5. Any other reason that would fulfill the requirements of the Family and Medical Leave Act.

The Family Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. For additional information and guidance on the FMLA, please refer to policy 1-13 FMLA Policy.

For purposes of this policy, "immediate family" is defined as only: mother, father, mother in-law, father in-law, brother, sister, child (including stepchild), spouse or significant other (including a domestic partner), grandparent, grandchild, legal guardian, or other person who stands in the place of a parent, or other person with the approval of the City Manager or designee.

- b. The City maintains the right to investigate any employee's absence. Employees may be required to furnish proof of illness as evidenced by a physician's statement, or other satisfactory written statements of the employee as required by the City Manager or designee.
- c. Sick leave is accrued at a rate of one and one-quarter workdays with pay for each completed month of service (10 hours per month), unless otherwise modified by a collective bargaining agreement.
- d. Accrued but unused sick leave shall not be paid upon separation from employment, except as specifically provided in this Section.
- e. Part-time, seasonal, student, temporary, or other non-permanent employees do not accrue sick leave.
- f. Any employee requesting sick leave must inform his supervisor of the fact at least 1 hour before the

start of his work period. The employee must give the supervisor information on when they believe they will be able to return to work, and location of convalescence, if different than the home address. Failure to do so may result in denial of sick leave for the period of absence. The employee will submit to such medical examination, nursing visit, or other inquiry which the City Manager deems necessary.

If it is believed that the employee is going to be off for an extended period of time, the supervisor should refer the employee to Human Resources. The Human Resources Department will advise the employee that they may need a medical certification to return to work.

- g. Leave longer than 3 working days, due to injury or illness, is permitted subject to availability of accrued leave time. An employee may be required to furnish a statement from a licensed and actively participating physician which certifies the date seen, work restrictions, and the expected return to work date following an absence in excess of 3 working days. If the leave meets the eligibility criteria of FMLA the procedures outlined in policy 1-13 (FMLA Policy) shall be followed.
- h. If an employee sought medical attention for any authorized use of leave, as set forth in subsection (A) of this policy, he/she may be required to submit to the Human Resources Department, a medical practitioner's statement indicating the date seen, work restrictions if applicable, expected return to work date, and name of patient, if other than employee.

Vacation leave, personal leave, holiday time, compensatory time, and/or EDO's (if applicable) may be used for sick leave purposes at the employee's request. If absence is due to illness, regardless of leave time used, all guidelines of this policy will apply.

- i. Payment:
 - 1. Sick leave shall be charged in minimum amounts of 2 hours, or the employee's accrual balance if said balance is less than 2 hours.
 - 2. Employees absent on sick leave shall be paid at the same basic hourly, daily, or biweekly rate as when they were working.
 - 3. If sick leave is denied and as a result the employee has been overpaid, such overpayment shall be deducted from the employee's next paycheck.
- j. Abuse:
 - 1. Altering a physician's certificate or falsification of a written signed statement shall be grounds for immediate discharge.
 - 2. An employee fraudulently obtaining sick leave, or anyone found falsifying sick leave records, shall be subject to disciplinary action or discharge in accordance with policies outlined in this manual.
 - 3. Any abuse or patterned use of sick leave shall be just and sufficient cause for disciplinary action. Employees are expected to be in their homes or hospitalized while on sick leave due to illness unless on a medical-related errand or at an appointment.

k. Sick Leave Buy Back Policy

An employee who acquires 800 hours of sick time may on an annual basis sell back hours in excess of 800 hours, subject to the following conditions:

- Only 120 hours may be sold back annually.
- Hours will be paid at 50% of the employee's rate of pay on December 31st.
- Buy back must be requested by December 1st annually.
- Employees will be paid in the pay period containing December 31st; and
- This program is voluntary.

1. Sick Leave Conversion at Retirement

1. All employees, at the time of their retirement, in good standing, with the City are eligible to receive payment of their available and unused sick leave balance per the conversion stated below:
 - 0 to 400 hours no conversion; 401-800 converted at 3:1; 801-1,200 hours converted at 2:1; 1,201-1,400 hours converted at 1:1.
 - Sick leave payout only applies when an employee officially retires under the terms of the applicable pension fund. The city must receive official notice from the applicable pension fund that the employee has been approved for retirement.
2. Available but unused sick leave shall not be paid upon separation from employment except as specifically provided in this Section.
3. The city will take prior service with any state or political subdivision of the state into consideration when the employee, at the time of their retirement, in good standing, does not have 10 or more years of full-time service with the City of Monroe. For the purpose of this policy, retirement shall be defined as the employee officially collecting retirement income from the applicable pension the employee contributes to.

Review & Questions

Questions regarding this policy should be addressed to the Human Resources Department.

Policy Issued on 01/01/2023

Policy Revised on 08/22/2023

Policy Revised on 04/24/2025

Policy Revised on 08/26/2025

RESOLUTION NO. 41-2025

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A COLLECTIVE BARGAINING AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND THE MONROE FIREFIGHTERS IAFF LOCAL 3824.

WHEREAS, negotiations between the City of Monroe and the Monroe Firefighters IAFF Local 3824 have been ongoing; and

WHEREAS, as a result of said negotiations, the parties have reached an agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City Manager is hereby authorized to enter into a collective bargaining agreement by and between the City of Monroe and the Monroe Firefighters IAFF Local 3824, pursuant to the terms and conditions they deem appropriate and necessary in the best interest of the City.

SECTION 2: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

AGREEMENT BETWEEN
THE CITY OF MONROE
AND
MONROE FIREFIGHTERS IAFF
LOCAL 3824

EFFECTIVE: October 1, 2025 to September 30, 2028

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ARTICLE 1 PURPOSE

This Agreement, between The City of Monroe (“City,” “Fire Department,” or Employer”), and the Monroe Firefighters IAFF Local 3824 (“Union”), representing all bargaining unit (“Employees”) as defined below. This Agreement is intended to maintain or increase the general efficiency of the Fire Department, maintain or increase the existing harmonious relationships among the Employer, Employees and citizens of Monroe, and adjust any differences which may arise or exist between the Employer and Union.

ARTICLE 2

COOPERATION/NO STRIKE NO LOCKOUT

The parties recognize the important public service involved in the provision of fire protection and emergency medical services. The parties mutually recognize that the responsibility of the Employer and the Union to the public requires that any disputes arising between the Employer and the Union be adjusted and settled in an orderly manner without interruption to the service to the public. Therefore, the parties agree that there shall be no strikes or lockouts during the term of this agreement, as set forth below.

1. The Union, its officers and agents, shall not in any way authorize, assist, encourage or participate in any strike, sit down, sit in, cessation, stoppage or refusal to perform work, including any intermittent strike activity.

2. Notwithstanding the procedures of the Ohio State Employment Relations Board, the Employer may seek to enforce any matter arising under this Article in a court of competent jurisdiction, by injunctive action or other means.

ARTICLE 3 RECOGNITION

Bargaining Rights - The City recognizes the Union as the sole and exclusive representative of all full-time Employees assigned to the classifications of Firefighter, Lieutenant, EMS Coordinator, Captain, and Battalion Chief (sometimes referred to herein as “members of the bargaining unit” or “Employees”, and shall exclude all positions above the rank of Battalion Chief. All references to Firefighter shall be understood to indicate Firefighter\EMT Basic, and/or Firefighter\EMT – Paramedic which encompass the basic level of certification required for career firefighters employed by the City. Further, all references to Firefighters, Lieutenants, EMS Coordinator, Captain and Battalion Chiefs shall include both sexes; whenever the male gender is used it shall be construed to include male and female Employees.

ARTICLE 4 DUES DEDUCTION

1. Union Dues.

The City agrees to deduct from the wages of any Employee who is a member of the IAFF, all IAFF membership dues uniformly required. The IAFF will notify the City from time to time of the dues it charges and its current membership. Nothing in this section shall be construed to require any Employee to become a member of the IAFF. The IAFF agree to save the City harmless in the event of any legal controversy with regard to the application of this provision. All dues collected shall be paid over by the Employer each biweekly pay period to the Union, provided that the Employee has provided a dues deduction authorization to the City.

ARTICLE 5
DIRECT DEPOSIT & DEFERRED COMPENSATION

The City shall provide direct deposit for all Employees. Deferred compensation of Employee payroll funds shall be provided on the same basis as provided to other City Employees after necessary account information is provided to the City Manager. Direct deposit and deferred compensation opportunities shall be provided at no additional cost to the Employee.

ARTICLE 6 NO DISCRIMINATION

Neither the Employer nor the Union shall discriminate against or in favor of any Employee on account of race, color, religion, sex (including gender, pregnancy, sexual orientation, and gender identity), national origin, age, ancestry, disability status, military or veteran status, genetic information or any other condition or status protected by law. Words used in this Agreement in the masculine gender will be read and construed in the feminine gender as well, unless otherwise indicated.

There shall be no discrimination by the Employer or the Union against any Employee on the basis of such Employee's membership or non-membership in the Union.

ARTICLE 7
DRUG FREE WORKPLACE

The Union agrees with and supports the City's drug testing program and is committed to ensuring a safe drug free workplace. To achieve that goal the Union hereby agrees to adhere to the current Drug Testing policy in place at the ratification of this agreement. Any major changes to the City's drug testing program shall be first submitted to the Union for its consideration.

ARTICLE 8 MODIFICATION, SEPARABILITY AND CONFLICT OF LAWS

Unless otherwise specifically provided herein, the provisions of this Agreement shall be conclusive as to all bargainable matters relating to wages, hours of work, and working conditions as more fully set forth herein. Therefore, the Employer and the Union, for the term of this Agreement, each agree that the other shall not be obligated to bargain collectively with respect to any subject matter referred to or governed by the Agreement unless the Employer and the Union mutually agree to alter, amend, supplement, enlarge, or modify any of its provisions.

Should any provision of this Agreement be found to be illegal or unenforceable by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. In the event of invalidation of any Article or Section of this Agreement, the parties agree to meet, if requested in writing, within thirty (30) days of such request for the purpose of renegotiating said Article or Section.

The parties agree that this Agreement will be the sole and exclusive recourse available to Employees and the parties hereto, and where provisions of this Agreement conflict in any manner with otherwise applicable provisions of Ohio law, this Agreement shall prevail pursuant to Ohio Revised Code Section 4117.10(A).

ARTICLE 9 MANAGEMENT RIGHTS

The Union recognizes that the City shall have the exclusive right to manage the operations, control the premises, direct the work force and maintain efficiency of operations. Among the City's management rights, but not by way of limitation, are the following:

- A. To direct and evaluate the work of Employees;
- B. To determine the mission of the department and the personnel, methods, means, and procedures necessary to most efficiently fulfill that mission;
- C. To determine the size and composition of the work force;
- D. To suspend, discipline, reduce or discharge Employees for cause;
- E. To lay off Employees or abolish positions;
- F. To hire, schedule, promote, demote, transfer and assign Employees;
- G. To recruit, select, and determine the qualifications and characteristics desired in new hires;
- H. To schedule or not schedule overtime as required in the manner most advantageous to the requirements of efficient department operations;
- I. To determine the locations, size and number of facilities;
- J. To determine the quality standards and workmanship required;
- K. To schedule Employees and establish their hours and days of work;
- L. To select the type, quantity and quality of equipment, tools and machinery to be used in the methods of operating them and the responsibilities therefore;
- M. To establish, and require conformance to, rules of conduct including Standard Operating Procedures (SOP's) and Standard Operating Guidelines (SOG's);

- N. To take necessary action during emergency situations;
- O. To train or retrain Employees as management deems appropriate and require Employees to maintain certifications, including but not limited to certifications required by the State of Ohio for a fulltime firefighter;
- P. To generally manage the Fire Department's business as it deems best;
- Q. To establish and enforce a tardiness and absenteeism policy permitting discipline, including termination, for any violation thereof; and
- R. To establish and enforce a Drug and Alcohol Policy permitting discipline, including termination, for any violation thereof.
- S. The Employer shall not make substantive changes in its Rules and Regulations or prevailing rights until it has met and conferred with the Union or majority of the Employees concerning such changes except as such changes as may be required by law or by rules and regulations of local, state or federal administrative agencies; provided that if the Employer issues a substantive rule change which becomes effective because of an emergency or through inadvertence before the Union or Employees are notified and given an opportunity to meet and confer about such change, the Union or Employees upon request, shall immediately be given an opportunity to meet and confer.

It is agreed that the above listing of management rights shall not be deemed to exclude other proper functions not specifically listed herein or traditionally exercised by the Employer.

ARTICLE 10

UNION ACTIVITY, VISITATION AND BULLETIN BOARDS

Upon reasonable notification to a management representative on the premises, a representative of the Union shall have access to the Employer's premises for the purpose of conferring with Management, delegates of the Union and/or Employees for the purpose of administering this Agreement and providing that the Employer's operation shall not be impaired.

The Employer shall provide and maintain at each station a Bulletin Board, which shall be used for the purpose of posting proper Union notices and for Local business. Such Bulletin Board shall be placed in a prominent place in each station. The Bulletin Boards shall not be used to post items that are obviously derogatory to Management. Department Members not included in the Local shall not be permitted to post materials on the Board, nor shall they be permitted to deface any items posted by the Local. Members of the Local shall likewise respect and refrain from posting items on and/or defacing any other bulletin boards at any of the stations.

No Union business may be conducted during work time without the prior approval of the Employer.

Employees may use vacation and leave without pay (if available) to participate in conventions, pension business, educational conferences, and to attend normal operating functions of the Union. Such absences shall be subject to the current departmental or contractual regulations governing the use of vacations and /or leave without pay as may apply.

On the effective date of this Agreement, and no more than annually thereafter, two hours of vacation time for each bargaining unit Employee shall be deducted by the City and placed in a donated time bank. This bank of hours may be used for official Union business and educational seminars by Union designated personnel. If the number of bargaining unit Employees increases

or decreases, the yearly amount shall be adjusted on the same two hours per Employee basis thereafter for purposes of maximum use or replenishment of the time bank when exhausted.

Scheduling and use of the above shall be with three days notice to the Chief who may decline such use if operational needs require.

ARTICLE 11 HOURS OF WORK AND OVERTIME

1. HOURS OF WORK:

(a) So long as the overtime provisions of the Fair Labor Standards Act (FLSA), as amended, are applicable to state and local government fire department Employees, the Employer shall pay overtime in accordance with existing rules and regulations applicable to the FLSA. At the time of this Agreement, the twenty-eight (28) day standard applicable to local government fire departments is two hundred twelve (212) hours. The Employer reserves the right to adjust its pay periods and overtime between seven days [fifty-three (53) hours] and twenty-eight (28) days [two hundred twelve (212) hours] or the maximum allowable by the United States Department of Labor.

(b) For purposes of this agreement, for the contract year beginning 10/1/2022, a standard workday or tour-of-duty for a fifty (50) hour Employee shall be defined as a twenty-four (24) continuous hour period beginning with the starting time of the Employee. A work period of twenty-eight (28) days is herewith adopted pursuant to section 207(k) of the Fair Labor Standards Act.

The normal work schedule for a fifty (50) hour Employee shall be twenty-four (24) hours continuous standard workday or tour-of-duty followed by forty-eight (48) hours of continuous off time.

(c) The standard workday for a forty (40) hour Employee will consist of eight or ten continuous hours, determined by the Fire Chief, which includes one-half (1/2) hour for lunch.

(d) Employees are subject to make emergency responses during meal periods.

(e) Scheduled shifts and hours of work shall remain flexible depending upon the needs of the Employer. The Employer will post changes in advance, and will make every effort

to notify Employees of the changes in the posted schedule. The schedule shall be fixed, and will not be changed without the agreement of the scheduled Employee twenty-eight (28) days prior to the change.

(f) When there is a change from eastern standard time to eastern daylight time, or vice-versa, the starting and stopping times of the shifts shall not change, and the resultant change in hours worked by the regular duty shift shall not result in a reduction of paid hours nor the addition of overtime hours.

(g) Up to three bargaining unit Employees assigned to 24-hour shifts shall be permitted to take pre-scheduled time off work at a time. There shall be at least two Lieutenants and/or Acting Lieutenants on each shift, in any combination. There shall be at least one Battalion Chief and/or Acting Battalion Chief on each shift. Management has the sole discretion to fill any acting role with an Employee that is a level and/or rank above the position needing filled. Employees assigned to a 40-hour work week shall not be included in the number of bargaining unit Employees assigned to 24-hour shifts that may take pre-scheduled time off of work.

2. OVERTIME:

(a) Management will maintain three rotating overtime lists, one for Firefighters, one for Lieutenants and one for Battalion Chiefs. Such list shall be based upon the length of full-time employment with the Monroe Fire Department, by classification, from which such individuals will be selected to work scheduled overtime on a rotating basis. Overtime hours and/or overtime assignments needed to fill vacant Battalion Chief, Lieutenant and acting supervisor positions shall be filled by the highest Battalion Chief, Lieutenant or Firefighter eligible to serve as acting supervisor pursuant to Article 33 "Promotions" on the overtime list.

This list will renew based upon seniority at 0001 hours on January 1 of each year. The role of Acting Battalion Chief can only be filled by an Employee who holds the rank of Lieutenant. An Employee who fills in as an Acting Lieutenant is not eligible to fill in as an Acting Battalion Chief.

When Firefighters are hired after the first of each year and become eligible for overtime, they will initially be given the highest number of hours currently held by a Firefighter and will start at the end of the overtime list. Likewise, a newly promoted Lieutenant or Battalion Chief will initially be given the highest number of hours currently held by a Lieutenant or Battalion Chief and will start at the end of the overtime list.

(b) Bargaining unit members who are assigned to a 40-hour shift shall opt in or out of the overtime list by January 1st of each year and this shall remain in effect for the remainder of that year. This shall exempt any 40-hour Employee who chooses to opt out of the list from being mandated or frozen for shift overtime. A 40-hour Employee still may have the opportunity for overtime as the need arises that is outside of shift work.

Any bargaining unit member that begins or currently works a 40-hour work assignment in the middle of the calendar year must submit by email within thirty days of their appointment of their intent to opt in or out of the overtime list.

Each 40-hour Employee must submit an email of their decision to opt in or out of the overtime list to the Fire Chief or his designee

(c) An Employee who is assigned to a platoon will receive overtime compensation for all hours worked in excess of the Employee's regularly scheduled workday. The overtime rate shall be one and one-half times (1½) the Employee's normal hourly rate of pay.

(d) With respect to the Employees assigned to an eight or ten hour workday, hours worked in excess of forty (40) hours per week shall be paid at a rate of one and one-half (1½) times their normal hourly rate of pay.

(e) Any Employee recalled to duty after time disconnected from their normal and prescheduled hours of work shall be compensated at one and one-half (1½) times the Employee's normal hourly rate.

3. EARNED DAYS OFF:

(a) Effective January 1, 2023, each Employee will receive thirteen (13) earned days off (EDOs) to adjust their weekly average. If an Employee is not in paid status all of his scheduled shifts, his earned days off will be reduced accordingly. The workweek shall be an average of fifty (50) hours for shift employees.

(b) All EDO's will be chosen by the Employee by December 15th of the previous year, subject to the approval of the Fire Chief, in the order of seniority according to the following schedule. An Employee must use a minimum of four (4) EDOs per period. A period is defined as the following:

January-April

May-August

September-December

Greatest seniority first, throughout the EDO selection process. Each Employee shall select one EDO per round. At no time shall the scheduling of EDO's and/or vacations cause the

staffing level to drop below the minimum established by the Fire Chief. EDO's selected at the beginning of the year may be reduced proportionately if an Employee does not work all of his scheduled shifts.

(c) Trading of EDO's shall be permitted by Employees on the same shift. Written notification of EDO trade requests will be provided to the Fire Chief as required for time trading shifts. Seven days notice is required for trading EDO's.

(d) EDO's shall only be taken in twenty-four (24) hour increments, unless an Employee's EDO balance is less than twenty-four (24) hours. However, Employees assigned to a forty (40) hour shift may take previously earned EDO hours in eight (8) or ten (10) hour increments.

(e) An Employee transferred from one shift to another shall meet with the Fire Chief once the transfer has been announced to select his or her EDO's, subject to the approval of the Fire Chief. EDO selection shall be based on available open days only.

(f) Employees who are sick on their EDO cannot take sick leave for that day in order to bank or save EDO hours.

(g) Employees are not permitted to work on a scheduled EDO and collect pay for the hours worked.

(h) There will be no reimbursement for EDO's not taken, nor may EDO's be carried over to the following year. EDO time not taken is lost as of December 31st of each year.

4. NO PYRAMIDING:

(a) There shall be no duplication or pyramiding in the computation of overtime or other premium wages. Nothing in this Agreement shall be construed to require the payment of overtime and other premium pay more than once for the same hours worked.

5. MISCELLANEOUS:

(a) An Employee assigned on twenty-four (24) hour shifts is to be paid on an annual salary basis with an equal amount of base pay each pay period based on the annual salary. The hourly rate will be determined by dividing the Employee's annual salary by two thousand six hundred (2600). The parties recognize that hours of work under the normal tours-of-duty shall fluctuate from week to week, and the fixed amount of salary paid each two weeks represents straight pay for whatever hours the Employee is called upon to work in a two-week period. The fixed salary is compensation for the normally scheduled hours worked each two weeks, whatever their number. Since straight time is already compensated in the salary, the half-time (1/2) method of calculating overtime compensation, for each twenty-eight (28) day work period, in accordance with 29 CFR 778.114, shall be used and paid to each Employee through the compensatory time off policy described above.

(b) The hourly rate for a forty (40) hour Employee will be determined by dividing the Employee's annual salary by two thousand eighty (2080).

(c) The Employer shall have the right to adopt a tour system or work schedule, which provides improved service to the community provided that the Union is given prior notice and an opportunity to meet and confer regarding the proposed changes.

(d) Assignment, approval, documentation, compensation and other matters regarding overtime, or hours worked beyond the regular work week, except as specifically provided in this

Agreement, will be subject to rules and regulations, general orders, procedures and regulations as determined by the Employer, concerning the contents of said overtime rules, regulations, general orders, procedures and regulations, except as such changes may be required by federal wage and hour law, rules and regulations.

(e) Call-Out Pay: Notwithstanding the provisions of any other paragraph in this Article, an Employee who works call-out time shall be paid for actual hours worked at the applicable rate from the time of reporting, but in no event shall receive no less than three hours pay at the applicable rate of pay as set forth in this Article.

ARTICLE 12 TRANSFERS

1. The Union recognizes that from time to time there may be a need of the Department that may require a transfer of a minimum amount of personnel from shift to shift for operational purposes. In the event that a situation may occur where a transfer is needed the Fire Chief must present such case to the Union President and the City Manager.

2. In a situation where the Fire Chief and the Union President disagree that the transfer is needed, the City Manager makes the final decision.

3. Once the final decision has been made to make a transfer, the personnel involved shall be given a twenty-eight (28) day notice prior to the first effective date of the change of schedule. If an Employee is not notified of the particular effective date of the transfer within fourteen (14) calendar days of the notification of transfer, a new twenty-eight (28) day notice is required before the Employee may be transferred.

4. Issues arising from this Article are not subject to the Grievance or Arbitration Articles of this Agreement.

ARTICLE 13 PROBATIONARY PERIOD

Each newly hired Employee shall be required to successfully complete a one year probationary period. The probationary period for new Employees shall begin on the first day for which the Employee receives compensation from the Employer. The length of the probationary period shall be one year.

A newly hired probationary Employee may be terminated, with or without cause, at any time during his probationary period, and shall have no appeal rights through the grievance-arbitration procedure. Benefits for newly hired Employees shall become effective upon the earliest possible date between the thirtieth (30th) and sixtieth (60th) day of employment, unless otherwise specified in this Agreement.

Upon successful completion of the probationary period, a newly hired Employee's seniority shall be computed from the first day of the Employee's probationary period.

Any current bargaining unit member who is promoted to the position of Lieutenant, EMS Coordinator, or Battalion Chief will be required to successfully complete a one year probationary period. The probationary period shall begin on the first day the Employee serves in the higher rank. Newly promoted Employees shall have the full effect of all benefits and provisions provided for within this agreement during the promotional probationary period.

An Employee serving a promotional probationary period may be demoted at will at any time during the probationary period back to the position from which the Employee was promoted.

ARTICLE 14 OUTSIDE EMPLOYMENT

At the sole discretion of the Fire Chief, Employees may hold outside employment so long as they meet the performance standards of their job with the Employer. The outside job shall not conflict with the Employees duties as a member of the Fire Department. Employees shall consider the impact that outside employment may have on their health and physical endurance. All Employees will be judged by the same performance standards and will be subject to the Employer's scheduling demands, regardless of any existing outside work requirements.

If the Fire Chief determines that an Employee's outside work interferes with his performance or the ability to meet employment requirements of the Fire Department, the Employee may be required to terminate the outside employment if he desires to retain Fire Department employment.

All Employees must notify the City of any outside employment. An Employee is required to notify the City of any change in outside employment within ten (10) days of that change.

Outside employment that constitutes a conflict of interest is prohibited.

The Injury Leave Article of this Agreement shall not apply to Employees who are injured during outside employment.

This Article is not intended to prohibit paid employment with the IAFF.

ARTICLE 15 SENIORITY

1. Definition. Seniority shall be defined as the length of continuous service measured in years, months and days that an Employee has accumulated as a full-time Employee in the service of the Fire Department, including time and service with the predecessor Employer, the Monroe Fire Association.

2. Accrual.

- (a) An Employee's seniority shall commence after the completion of the probationary period and shall be retroactive to the first day the Employee reported for work.
- (b) Seniority shall accrue during a continuous authorized leave of absence without pay up to six months or for the period of an approved maternity leave, provided that the Employee returns to work immediately following the expiration of such leave of absence or maternity leave; and during a period of continuous layoff not to exceed twenty-four (24) months, if the Employee is recalled into employment; and during a sick leave of up to twelve (12) months.

3. Loss of Seniority. An Employee's seniority shall be lost and employment terminated when he or she:

- (a) terminates voluntarily;
- (b) is discharged for cause;
- (c) exceeds an official leave of absence;

- (d) is laid off for a period of more than twenty-four (24) months (during such periods of layoff the Employer will not hire new Employees);
- (e) fails to notify the Employer of his intent to return to work on a recall from layoff, within fourteen (14) days after the Employer has sent written notice to him to return by letter with a copy to the Union to the last address furnished to the Employer by the Employee. It shall be the responsibility of the Employee to advise the Employer of his current address.

4. Application. Seniority shall apply in layoffs and recalls and for scheduling of vacations as provided in the general orders, rules, regulations and procedures of the Employer.

5. Layoff. In the event of a layoff, probationary Employees will be laid off first without regard to their individual periods of employment. Non-probationary Employees shall be laid off next in order of their seniority.

6. Recall. Whenever a vacancy occurs in a position for which a laid off Employee is qualified (i.e. must maintain certifications held at time of layoff), such Employees shall be recalled in accordance with their seniority in the reverse order in which they were laid off.

7. Tie Breaker. In the event Employees are hired on the same date, the Employee with the greatest seniority shall be the Employee with the highest overall written test score. In the event of an identical written score, the Employee with the greatest seniority will be the Employee with the lowest social security number.

ARTICLE 16

GRIEVANCE PROCEDURE

1. A grievance shall be described as a dispute or complaint arising between the parties hereto under or out of this Agreement or the interpretation, application, performance, termination, or any breach thereof, and shall be processed and disposed of in the following manner:

(a) Step 1:

Within a reasonable time, not to exceed twenty-one (21) calendar days following the date of occurrence or the date when the Union or Employee should be deemed to have constructive knowledge of the occurrence, an Employee having a grievance and/or his Union representatives shall put the grievance in writing and take it to the Assistant Chief, Captain or Chief, and forward a digital copy of the grievance to the City Manager. The Employer shall give its answer to the Employee and/or his Union representative within fourteen (14) calendar days after the presentation of the grievance in Step 1. Within this thirty-five (35) calendar day period, the Employee is encouraged to seek to resolve his grievance on an informal basis.

(b) Step 2:

If the grievance is not settled in Step 1, the grievance may be presented in writing to the City Manager at Step 2, with a full explanation of why the Union disagrees with the City's response in the prior step, within fourteen (14) calendar days after the answer in Step 1, or if the Employer provides

no answer at Step 1, within twenty-eight (28) calendar days after the grievance was presented to the Employer at Step 1. At this time a Representative of the Union may be in attendance at a meeting where, if both parties agree, witnesses and/or evidence may be presented that relate to a resolution of the grievance. A grievance so presented in Step 2 shall be answered by the Employer within fourteen (14) calendar days after its presentation.

(c) Step 3:

A grievance which has not been resolved in Steps 1 or 2 may be referred to arbitration as set forth in the "Arbitration" Article of this Agreement.

2. Any disposition of a grievance from which no appeal is taken by the aggrieved Employee or the Union within the time limits specified herein shall be deemed resolved and shall not thereafter be considered subject to the grievance and arbitration provisions of this Agreement.

3. Any grievance or appeal of a grievance that is not ruled upon within the time limits herein shall be deemed denied and shall automatically proceed to the next step in this grievance procedure.

4. Grievances and the response to said grievance shall be filed between the hours of 8:00 A.M. and 5:00 P.M. For the purpose of this Article, the calendar days shall begin the following business day after the presentation of said grievances or responses thereto.

ARTICLE 17 ARBITRATION

1. Procedure for requesting.
 - (a) A grievance as defined in the “Grievance” Article of this Agreement, which has not been resolved thereunder and which a party wishes to take to Arbitration shall, within fourteen (14) calendar days after the completion of Step 2 of the Grievance Procedure, be referred for arbitration by either party to this Agreement by directing a written demand therefore to the Arbitration and Mediation Service (“AMS”) and by sending a copy of the notice to the other party.
 - (b) The arbitrator shall be a mutually agreed upon neutral third party selected from a list of nine potential arbitrators furnished by AMS who maintain an office within one hundred twenty-five (125) miles of the City of Monroe, Ohio. The arbitration shall be conducted in accordance with AMS rules.
2. Fees. The fees and expenses of the arbitrator shall be borne equally by the parties.
3. Binding effect. The award of the arbitrator hereunder shall be binding to the Employer, the Employee and the Union.
4. Powers of the Arbitrator.
 - (a) The arbitrator shall not have the power to add to, subtract from, or modify any of the terms of this Agreement. Furthermore, in explanation of the Employer’s right to promulgate rules and regulations, general orders and standard operation procedures set forth herein in the Management Rights

clause, the Union or grievant shall not have recourse through the grievance and arbitration procedure to challenge the reasonableness or appropriateness of the Employer's existing or future rules and regulations, general orders or standard operating procedures, provided that the Employer has given the Union or Employees the required notice and permits the Union, upon request, to meet and confer with respect to the proposed rule.

- (b) This provision does not prevent an Employee disciplined by any such existing or future rule to grieve the application of that rule to his/her particular circumstances.

ARTICLE 18 DISCIPLINE

Discipline, including verbal or written reprimand, suspension, demotion or discharge, shall be for just cause. Verbal counselings are not considered a disciplinary action and as such, they are not subject to the grievance process.

With the exception of a verbal or written reprimand, no member shall be disciplined without a pre-disciplinary hearing by the City Manager or his designee, unless he/she specifically waives the hearing.

Investigative Conference

An investigative conference is a meeting between an employee and a member of management at a prescribed time and place after occurrence of the alleged violation. At the conference, the Employee or his representative may present any testimony, statements or documents in defense, explanation or mitigation of the alleged offense. The investigatory conference will be conducted at a reasonable time, preferably (but not necessarily) during the hours of 8:00 A.M. and 5:00 P.M. on Monday through Friday. If during the investigatory conference there is cause to believe that the Employee may be charged with a criminal violation, said Employee will be so notified.

Pre-Disciplinary Hearing:

A pre-disciplinary hearing shall be conducted after the formal charges are prepared. When an Employee is charged he/she shall be given at least twenty-four (24) hours prior to any hearing, a written notice of the potential charges. The pre-disciplinary hearing officer shall prepare a report detailing his findings including a recommendation on the appropriate penalty, if any.

If the City intends to proceed with discipline following a pre-disciplinary hearing, a formal statement of the discipline shall be prepared and served upon the Employee and the Union at least forty-eight (48) hours prior to the effective date. The Charges shall be in writing and shall contain a statement of the alleged misconduct or violation with sufficient specifications so as to enable the Employee to understand the charges against them, and if they so choose, to make an appeal. The Employee shall have the right to representation at the pre-disciplinary hearing.

An Employee may be suspended with pay pending the final outcome of a pre-disciplinary hearing, or an investigative conference if it is determined by the City Manager that it is in the best interest of the City to do so. If criminal charges are pending an Employee may be suspended without pay during the pendency of such charges or any appeal thereof.

Except in the case of suspension for one week or less, the Employee may request postponement of the hearing for up to one week during which time he may be suspended without pay at the discretion of the Fire Chief and City Manager.

The Fire Department will use reasonable efforts to notify the affected Employee of any decision rendered as a result of a disciplinary hearing prior to any public statements.

The nature of the violation and the Employee's record, including prior discipline, shall be taken into account before any disciplinary action is taken.

Any full-time Employee disciplined by the Fire Chief or his designee (other than a verbal reprimand) may appeal the disciplinary action in accordance with the grievance procedures as set forth in the "Grievance" Article of this Agreement. However, such discipline may be appealed directly to Step 2 – City Manager. Written reprimands may not be appealed to arbitration. A

newly hired probationary Employee may be terminated without a hearing, with or without cause, and without recourse of right of appeal except as otherwise provided by law.

Supervisor Responsibilities:

Lieutenants and Battalion Chiefs (officers) are responsible for supervising firefighters and other personnel assigned to them. They are further responsible for assisting in the management of the Fire Department. An officer shall not withhold discipline or corrective action because it is against a fellow Union member. The officers will cooperate fully with the City and Fire Department to help formulate policy and carry out policies and any applicable discipline or disciplinary process. These supervisor responsibilities also apply to the EMS Coordinator as deemed appropriate.

ARTICLE 19 PERSONNEL FILES

1. Records of Disciplinary Actions:

- (a) Unfounded or unsubstantiated complaints against an Employee will not be placed in the Employee's personnel file.
- (b) Verbal Counselings and records of verbal counselings are not considered disciplinary actions, and will contain a statement to that effect.
- (c) Written reprimands, records of verbal reprimands and counselings, and all other Employer actions are permanent records.
- (d) An Employee's official personnel file shall be kept in the office of the City Manager and shall consist of all records of the Employer and predecessor Employer from the Employee's initial date of employment as a full-time Employee with the City.
- (e) For the sole purposes of discipline, grievance and arbitration procedures:
 - (i) Written reprimands and records of verbal reprimands and counselings, upon written request of the Employee, will be removed from the Employee's personnel file eighteen (18) months after the record was entered into the Employee's file, provided no other disciplinary actions, including written reprimands and records of verbal reprimands and counseling, have occurred during this eighteen (18) month period.
 - (ii) Suspensions without pay of five days or less will be removed from the Employee's personnel file thirty-six (36) months after the

record was entered into the Employee's file, provided no other suspensions without pay or demotions have occurred during this thirty-six (36) month period.

(iii) Suspensions without pay in excess of five days will be removed from the Employee's personnel file seventy-two (72) months after the record was entered into the Employee's personnel file, provided that no other suspensions or demotions have occurred during this seventy-two (72) month period.

(f) Employees shall, upon request, be permitted access to his/her personnel files pertaining to employment.

(g) If an unfavorable statement or notation is in the file, the Employee shall be given the right to place a statement of rebuttal or explanation in his or her personnel file.

(h) Signatures on evaluations only reflect that the evaluation has been reviewed by the Employee and does not represent that the Employee agrees with its contents. The Employee shall receive a copy of the evaluation at the time of signing.

ARTICLE 20

WAIVER IN CASE OF EMERGENCY

In cases of emergency declared by the President of the United States, the Governor of the State of Ohio, the Butler County Sheriff, the City of Monroe, or the Federal or State Legislature, such as for Acts of God or civil disorder, the following conditions of this Agreement may be temporarily suspended by the Employer:

1. Time limits for the processing of grievances; and
2. All work rules and/or agreements and practices relating to the assignment of Employees.

Upon the termination of the emergency, should a valid grievance exist, it shall be processed in accordance with the provision outlined in the grievance procedure of this Agreement and shall proceed from the point in the grievance procedure to which they had properly progressed prior to the emergency.

ARTICLE 21 PHYSICAL FITNESS

The IAFF/IAFC Labor Management Wellness and Fitness Initiative will be recognized as a guide for the improvement of the quality of life for all uniformed Employees covered under this Agreement. It is understood that this program is not punitive in nature; however, participation shall be considered mandatory for all Employees covered under the local Agreement. The City agrees to maintain, but will not exceed, the current level of resources to support the wellness and fitness program, unless the City in its sole discretion, chooses to exceed the current levels. This includes an annual physical examination for all career uniformed Employees. The City agrees to provide sufficient opportunities for Employees to participate in this program during normal working hours; however, it is understood that each Employee shall be required to participate in a physical fitness program during each shift worked and must sign a form stating his or her participation except as waived by the Fire Chief.

ARTICLE 22 SAFETY AND HEALTH

The City and the Union shall cooperate fully to maintain the highest standard of safety and health in the Fire Department in order to eliminate as much as possible accidents, deaths, injuries, and illness in the Fire Department.

The Battalion Chief/Acting Battalion Chief shall have discretion to remove apparatus from service if in his opinion the mechanical condition of the apparatus warrants removal and that the Battalion Chief/Acting Battalion Chief has inspected and filled out the proper paperwork. The final decision and responsibility as to the serviceability of a piece of equipment will rest with the Fire Chief.

The City will agree that blood tests for carbon monoxide poisoning will be provided upon request for any Firefighter treated in a hospital for inhalation of an irrespirable atmosphere and the Firefighter will be given a report of the test upon request. The City will pay any legitimate cost for blood tests not covered by medical insurance or Worker's Compensation as deemed necessary by medical personnel.

The Chief of the Fire Department will determine the types, quality and quantity of all equipment issued for use in the Department.

There shall be two members from the Fire Department appointed to the city-wide Safety Committee. One shall be designated by the Fire Chief; the other shall be designated by the President of the Union.

The City will continue to furnish safety apparel and equipment consistent with the Ohio Industrial Commission Standards as well as yearly flu shots.

The City will provide, upon request by any member of the Fire Department, an inoculation for prevention of Hepatitis, Type B.

Damaged safety equipment and apparel shall be sent for repair and replaced within ten (10) working days after examined by the Fire Chief.

The City will provide, upon request, within a reasonable time, a test for any Employee that through documentation has been exposed to a serious infectious disease, such as AIDS, meningitis, etc. while performing his duties as deemed necessary by medical personnel. The City will pay any legitimate cost for the test not covered by medical insurance or workers' compensation, as well as reasonable expense.

The City and the Health and Safety Committee shall meet at least quarterly on a prescheduled date and time. Additional meetings shall be set at the mutual agreement of the parties. The agenda for the meetings shall be submitted to the other party, with a copy to the City Manager, seventy-two (72) hours prior to the meeting. Minutes of the meetings will be prepared and distributed to the attendees and the City Manager within one week of the meeting.

ARTICLE 23 HOLIDAYS

1. Holidays Observed. The following shall be considered paid holidays

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

For Employees who work the three platoon system, the day actually observed as the holiday shall be the day that the City's administrative offices are closed in observance of the holiday. Employees who work a forty (40) hour workweek shall observe the foregoing holidays on the day they occur, except that any paid holiday falling on Saturday shall be observed on the preceding Friday, and any paid holiday falling on a Sunday shall be observed on the following Monday.

2. Super Holidays: The following shall be considered Super Holidays:

New Year's Day	Thanksgiving Day
Independence Day	Christmas Day

An Employee who is required to work on a Super Holiday as their normally scheduled shift shall receive pay for the hours worked on the holiday at a rate of time and one-half (1.5) his regular rate of pay.

An Employee who is working a trade on a Super Holiday shall receive pay for the hours worked on the holiday at a rate of one-half (0.5) his regular rate of pay.

An Employee who works overtime on a Super Holiday will receive two and one-half (2.5) his regular rate of pay.

3. Holiday Pay.

All three platoon system Employees, for purposes of holiday pay, shall receive holiday pay or holiday flex time-off for the holidays specified in paragraph 1, above. Payment shall be made twice each year on the first payroll in June and the first pay date of December. Each payment will equal forty-eight (48) hours pay. The wage rate to be used to calculate each payment will be the hourly rate earned by the Employee on the date of payment. The following exceptions shall apply to holiday pay:

- (a) During an Employee's first year of employment, holiday pay shall be prorated to exclude any holiday observed prior to the Employee's first day of employment.
- (b) Employees normally assigned to a 24/48 shift can be temporarily assigned to a forty (40) hour schedule for a temporary training assignment, light duty, or other reason determined by the Fire Chief or his designee, with no loss, no gain in pay or benefits.
- (c) For each holiday observed on a three platoon system Employee's workday, said Employee shall work that holiday unless the Employee is sick, or he is granted time off by the Fire Chief or his designee through the use of vacation leave, EDO's, or holiday flex time.

Upon termination for any reason, Employees who are eligible for holiday payment will be paid, as part of their terminal pay, the final partial year holiday pay on a pro-rated basis. Pro-rated payment shall be computed by

multiplying the holiday hours accrued by the appropriate wage rate in effect at the time of payment.

- (d) In order to receive holiday pay as set forth above, an Employee must work his scheduled shift the day before and the day after the holiday, or work on the holiday if scheduled, unless his absence from work is due to illness or injury, in which event a physician's statement will be required or the Employee is granted time off by the Fire Chief for vacation leave, EDO's, holiday flex time or comp time.

4. Special rules for use of Holiday Flex Time

- (a) In addition to the conditions above, holiday flex time is not earned in lieu of overtime and is, therefore, not subject to the Fair Labor Standards Act, as amended.
- (b) Holiday flex time off is subject to approval by the Chief or his designee at their sole discretion. Requests for use that are not granted will be paid out. Requests to use flex time shall not be submitted until on or after January 1 of the year the flex time use will occur.
- (c) Denials of holiday flex time use will be in writing and shall be subject to the grievance but no arbitration provisions herein.
- (d) Holiday flex time may not ever accrue in an amount greater than ninety six (96) hours. Any holiday flex time earned in excess of this amount will be automatically cashed out in the next payroll.
- (e) Holiday flex time shall be taken in no less than six (6) hour increments.

- (f) Any holiday flex time accrued shall be paid out when an Employee separates at the Employee's current rate of pay.
- (g) The choice of taking all, or any twenty-four (24) hour portion of, holiday flex time in lieu of holiday pay will be at the sole discretion of each Employee. Each Employee must choose to receive holiday flex time or to receive holiday pay at least thirty (30) days before June and December.
- (h) Holiday flex time shall only be requested and scheduled following vacation and EDO picks for each calendar year.

ARTICLE 24 VACATIONS

1. Amount of Vacation. Each Employee of the bargaining unit shall have earned and be entitled to vacation leave with pay, at his regular rate according to the following schedule:

Years of Service	Annual Accrual	Annual Accrual
	<u>Forty (40) Hour</u>	<u>Three Platoon System</u>
0 to 4	80	96
5	120	144
10	160	192
15	180	216
20	200	240

Employees will accrue vacation benefits each year on the anniversary date of their actual date of hire. Employees normally assigned to a 24/48 shift can be temporarily assigned to a forty (40) hour schedule for a temporary training assignment, light duty, or other reason determined by the Fire Chief or his designee, with no loss, no gain in pay or benefits.

2. Scheduling of Vacation. All vacation must be scheduled through, and authorized by the Fire Chief or his designee. All requests submitted by January 1st will be approved based on seniority. Any vacation requests turned in after January 1st will be considered on a first come, first served basis. Instant vacation [defined as vacation requests made with less than twenty-four (24) hours notice] shall be scheduled through and authorized by the on duty supervisor and Fire Chief. An Employee will not be required to take all his vacation leave at one time. If a bargaining unit member is required to change shifts by order of the Fire Chief, the

Employee will maintain the right to transfer any previously scheduled vacation time within one year from the date of transfer.

3. Vacation Accrual Limits. Employees with less than twenty (20) years of continuous service shall be permitted to allow vacation leave to accrue to their credit in an amount equal to the accrual for one year in addition to their current accrual rate. Employees shall forfeit their right to take or to be paid for any vacation leave to their credit that is in excess of the accrual for one year. Such excess leave shall be eliminated from the Employee's balance.

Employees with twenty (20) or more years of continuous service shall be permitted to allow vacation leave to accrue to their credit in an amount equal to the accrual for two years in addition to their current accrual rate. Employees shall forfeit their right to take or be paid for any vacation leave to their credit which is in excess of the accrual for two years. Such excess shall be eliminated from the Employee's balance.

4. Minimum Vacation Period. Eligible Employees may take their vacations in minimum increments of not less than two (2) hours for those working a forty (40) hour schedule and twelve (12) hours for those working a 24/48 hour schedule. The Fire Chief or his designee shall approve an Employee's vacation request.

5. Pay for Accumulated Vacation. An Employee in full-time status who is to be separated from the City service through resignation, retirement, death or layoff and who has unused vacation leave to his credit, shall be entitled to compensation at this current rate of pay for all lawfully accrued and unused vacation leave to his credit at the time of separation, consistent with the limitations of this Article.

An Employee in full-time status who is to be separated from service through removal for cause, and who has unused vacation leave to his credit, shall not be entitled to compensation for accrued and unused vacation leave to his credit at the time of separation.

6. Employees shall have the option to submit for vacation buy-back up to eighty (80) hours for those working forty (40) our schedules and nine-six (96) hours for those working 24/48 schedules of their accumulated vacation time once per year. Buy-back will be paid at the Employee's straight time rate and will be payable within thirty (30) days from approval of the request. This benefit may be suspended by the City Manager, in his sole discretion, should City cash flow needs dictate.

7. Once per year, an Employee as a result of a two hour Union leave donation in Article 10, may exercise the option of taking a full shift of vacation [twenty-four (24) hour] and be paid for only twenty-two (22) hours. This option may also be exercised on an incremental basis [i.e., ten (10) for twelve (12), etc.].

ARTICLE 25 SICK LEAVE

1. Sick Leave Accrual. All Employees shall accrue sick leave at the rate of twelve (12) hours for each month worked, and any sick leave accrued, but not used or converted as hereinafter provided, in any year shall be accrued in succeeding years without limit.

2. Use of Sick Leave. An Employee eligible for sick leave shall be granted such leave with full normal pay for the following reasons:

- (a) Personal illness or physical incapacity;
- (b) Illness of a member of the Employee's immediate family requiring the Employees personal care and attendance.
- (c) Enforced quarantine of the Employee in accordance with the community health regulations.

3. Sick Leave Verification. Before starting on his shift, an Employee on sick leave shall inform his immediate supervisor of the fact, except in the case of provable inability to make a telephone call. Except in cases of suspected abuse, an Employee will not be routinely required to furnish, upon returning to duty, a physician's certificate evidencing that the absence was for one of the reasons set forth in Section 2 above, for absences of forty-eight (48) consecutive duty hours or less, although he may be required to furnish such a certificate following an absence in excess of forty-eight (48) consecutive duty hours. Employees shall be required in all cases to furnish a written, signed statement to justify the use of sick leave.

Sick leave in excess of forty-eight (48) hours used for injury or other physical disability will require a physician's statement releasing the Employee to return to work, and perform all of his assigned duties. The purpose of this statement is to determine that the injured Employee is physically capable of performing effectively, all of his assigned duties.

Sick leave taken on the Employees scheduled shift immediately before or immediately after a holiday will require a physician's statement before any sick leave will be paid.

4. Abuse of Sick Leave. In the event that an Employee is suspected of abusing sick leave, the City may require the Employee to justify his use of sick leave by obtaining a physician's certificate. In addition or in the alternative, the City may require the Employee to provide within a reasonable time after returning to duty, a physician's certificate from the Employee's own doctor at his own expense or other verification of illness or injury acceptable to the Fire Chief, for any or all future absences for which sick leave is claimed within a period of six consecutive months.

Grounds for suspicion of abuse shall include, but not be limited to, information received by the City that the Employee is, or was, during any day from which sick leave is claimed:

- (a) Engaging in other employment;
- (b) Engaging in physical exercise or recreation;
- (c) Present in a tavern or other place inconsistent with a claim of illness or injury;
- (d) Absent from home or place of confinement or convalescence when called or visited by representatives of the City, except in cases where the Employee can produce verification (such as a hospital or medical clinic admissions or treatment slip or a receipt for the purchase of medicines from a pharmacy or reasonable explanation) that his absence was for reasons directly related to the treatment of his illness or injury.
- (e) Extending paid time off and/or bridging paid time off by using sick time.

Actual abuse of sick leave or falsification of either a written, signed statement by the Employee or physician's certificate shall subject an Employee to disciplinary action, up to and including discharge.

Any Employee who is suspected of abusing sick leave will be confronted with such suspicions by his supervisor and given an opportunity to explain his use of sick leave prior to being required to produce a physician's certificate for future absences as set forth above.

5. Minimum Charge to Sick Leave. Absence for a fraction of a day that is chargeable to sick leave in accordance with these provisions shall be charged in increments of not less than one-fourth (1/4) hour. Employees who, after reporting to work, are then sent home on sick leave shall be charged for actual time absent.

6. Sick Leave Credit on Return to Service. An Employee who is laid off or on unpaid disability leave will, upon reinstatement to service, be credited for any unused sick leave existing at the time of his layoff or leave.

7. Sick Leave Credit Upon Transfer. Upon transfer from one division or department to another, unused sick leave shall be available for the transferred Employee's use.

8. Payment of Sick Leave to Member Killed in Line of Duty. If an Employee is killed in the "line of duty," the City shall pay the Employee's surviving spouse, or, if there is no surviving spouse, the Employee's estate, all of the Employee's accrued, unused sick leave as of the Employee's date of death. Payment shall be made at the Employee's straight time hourly rate of pay as of the Employee's date of death. For the purpose of this Section, "line of duty" means that the Employee was performing official department business at the time of his/her death, or the Employee's death proximately resulted from the Employee's performance of his lawful duties as a Firefighter.

9. Workers' Compensation. No Employee may receive payment from the City for sickness if he is receiving workers' compensation for the same purpose. Therefore, once a workers' compensation claim has been approved the workers' compensation checks will be signed by the Employee and turned over to the City. The City shall continue to pay the Employee his regular paycheck during this period of time.

10. Pay for Accumulated Sick Leave. All Employees, at the time of their retirement, in good standing, shall receive payment based on the Employee's rate of pay at retirement for accrued but unused sick leave up to the following maximum accruals:

- (a) 0 to 400 hours no conversion; 401-800 converted at 3:1; 801-1,200 hours converted at 2:1; 1,201-1,400 hours converted at 1:1.
- (b) Sick leave payout only applies when an employee officially retires under the terms of the applicable pension fund. The city must receive official notice from the applicable pension fund that the employee has been approved for retirement.
- (c) If an Employee is separated from employment through a removal for cause and has unused sick leave to his credit, he shall not be entitled to compensation for accrued and unused sick leave to his credit at the time of separation.

11. Maternity Leave. Maternity Leave shall only be authorized for periods when the Employee is unable to perform her regularly assigned duties due to pregnancy disability, or medical complications arising out of pregnancy.

Accrued sick leave for the entire period of disability that a doctor certifies is necessary (including prenatal care or the mother's inability to work prior to the birth) may be taken at the

Employee's discretion. If the expectant Employee exhausts her sick leave and all other accrued paid leave, including vacation, prior to completion of her maternity leave, she will be permitted to borrow time from her projected accrued time for the next twelve (12) months. Such borrowed time will be repaid at fifty percent (50%) of the rate that it is accrued. For example, of the twelve (12) hours accrued per month, six hours will be repaid and six hours will be banked for current use until the borrowed amount is fully repaid.

12. If, during any calendar year from January 1 through December 31, the total sick leave hours used by bargaining unit Employees is not more than twenty-four (24) hours, such bargaining unit members on the payroll as of the final paydate in December shall receive an attendance bonus of \$500.00, less lawful deductions, on that following paydate. The exceptions noted below in paragraph 13 are not applicable to sick leave usage for purposes of paragraph 12.

13. Sick Leave Occurrences. An Employee who has four (4) or more sick leave occurrences in a twelve (12) month period shall be compensated for sick leave for the first day of usage for the fifth (5th) occurrence and subsequent occurrences at eighty (80%) percent of the Employee's regular rate of pay. (Example: An Employee misses two (2) days and this is the fifth (5th) occurrence in less than a twelve (12) month period. The Employee will receive sick leave compensation for each day missed at eight (80%) percent of his/her regular rate of pay for each day of the fifth (5th) and subsequent occurrences not to exceed six (6) such days in a twelve (12) month period.) Exceptions to the occurrence rule would be an Employee off under a qualified Family Medical Leave Act usage or being off due to a work related injury as qualified in the Injury Leave Article.

Sick Leave Occurrences are defined as separate occurrences where an Employee reports off work for illness or non-work related injury. (Example: An Employee reports off work for

two (2) days, that is one (1) occurrence, then returns to work and sometime later reports off work again, that is a second (2nd) occurrence and so on.)

14. The occurrence program set for in paragraph 13 shall not apply to Employees who reach and maintain in excess of six hundred fifty (650) accumulated sick leave hours.

15. Sick to Personal Time Off (PTO) Conversion. When a 24/48 employee has a sick leave balance of 1,200 hours or more, that employee may elect to convert up to seventy-two (72) hours of sick time, to personal time off (PTO) per calendar year (January 1 – December 31). PTO must be taken in at least twelve (12) hour increments.

Employees assigned to a 40-hour schedule, who have a sick leave balance of 1,200 hours or more, may elect to convert twenty-four (24) hours if working eight (8) hour shifts, or thirty (30) hours, if working ten (10) hour shifts, to personal time off (PTO) per calendar year (January 1 – December 31). PTO must be taken in at least two (2) hour increments.

16. Scheduling of PTO. Requests to use PTO hours must be made and approved by the on-duty Battalion Chief prior to the start of the employees scheduled shift, with the employee giving as much advanced notice as possible. Approval of PTO will follow the minimum staffing guidelines as outlined by the department. At no time shall the employees PTO bank exceed seventy-two (72) hours for 24/48 employees, or twenty-four (24) or thirty (30) hours for 40-hour employees. PTO that is used cannot be replenished in the same calendar year.

Requests for sick leave conversion to PTO shall be submitted by December 1, for those hours to be used in the following calendar year. At no time will the employee be allowed to convert sick hours to PTO that would reduce their sick leave bank below 1,200 hours because of conversion.

ARTICLE 26
BEREAVEMENT LEAVE, MILITARY LEAVE, JURY LEAVE AND OTHER LEAVE

1. Bereavement Leave.

- (a) Each Employee shall receive forty-eight (48) hours of Bereavement Leave, to attend the funeral of an immediate family member. For purposes of this contract, the “immediate family” is defined as mother, father, mother-in-law, father-in-law, sister, brother, spouse (including domestic partner), child (including step-child and foster-child), grandparents, grandchildren, stepparents, step siblings, or legal guardian or other person who stands in place of the Employee’s parents.
- (b) Each Employee shall receive twenty-four (24) hours of Bereavement Leave to attend the funeral of the following family members: brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt or uncle, spouses’ grandparent.
- (c) Each Employee shall receive twelve (12) hours of Bereavement Leave for any legal relative or member of the Employee’s household other than those listed above.
- (d) Bereavement Leave may be used to attend the funeral, make funeral arrangements or attend to matters directly related to the funeral.
- (e) Upon request, additional time may be granted by the City Manager or his designee. Such additional time shall be charged to the accumulated sick leave, or vacation leave.

2. Military Leave. Military leave shall be in accordance with applicable federal, state, and local laws.

3. Jury Leave. The City shall grant full pay to an Employee who is summoned for jury duty or subpoenaed as a witness by any court or other adjudicatory body in cases that arise from a bargaining unit Employees employment with the City. All compensation for such duty must be reimbursed to the City, unless such duty is performed totally outside normal working hours. The City will not pay Employees for court appearances in connection with the Employee's personal matters. This includes, but is not limited to proceedings related to personal traffic citations, divorce proceedings, custody, and juvenile proceedings. If absence from work is necessary for personal matters, the Employee may use vacation time or take an unpaid leave, however, the Employee must request prior approval for this leave to be granted.

4. Other Unpaid Leave. In addition to leave specifically addressed in this Agreement, the City Manager, at his sole discretion, may authorize other leaves of absence without pay. The City Manager's decision to grant or not grant a leave of absence not addressed in this Agreement is not grievable.

5. Voting Leave. The Employer will comply with the provisions of O.R.C. 3599.06.

ARTICLE 27 INJURY LEAVE

1. Each full-time bargaining unit Employee shall be entitled to occupational injury leave (OIL) to a maximum of one hundred twenty (120) calendar days for each qualifying injury. OIL may be granted to an Employee (a) who suffers an on-the-job injury from an identifiable incident that occurred in the course of performance of his/her official duties within the scope of his/her employment with the Employer; and (b) where such injury directly results from a hazard.

2. In the event of a service-connected injury incurred in the active discharge of duty particular to firefighting and not characteristic of other occupations, which injury is not the result of negligence, recklessness, self-infliction, or “horseplay” by the Employee, the Employer shall grant the Employee full pay (OIL) for a period not to exceed one hundred twenty (120) calendar days. This time shall not be charged to the Employee’s sick time.

3. An Employee applying for OIL hereunder shall authorize the release to the Employer of all medical information pertinent only to the occupational injury possessed by the Employee’s treating physician(s) and the treatment facility(ies), if so requested by the Employer or its designee, and/or shall agree to be examined by a licensed medical practitioner selected and paid for by the Employer. At that time, the physician shall also document an estimated return to work date for the injured Employee.

4. Any Employee claiming an occupational injury under this Article shall file an injury claim with the Ohio Bureau of Workers’ Compensation (OBWC) as soon as possible. The Employee shall remit to the Employer all income benefits paid by OBWC for the period during which the Employee received full pay from the Employer while on OIL. In the event the claim is denied by OBWC, the Employee shall revert to sick leave status and shall be charged with sick leave and/or vacation leave for all time paid by the Employer for OIL.

5. The Employee must report to the Fire Chief, or his designee, once a week, or otherwise approved timeframe by the Fire Chief, which timeframe will be put in writing, during OIL. During the period of OIL, there shall be no employment outside of the Employee's home. If the Employee will be working from his home or from a charitable or civic organization he/she will have to receive prior approval from the Fire Chief, or his designee, which will be put in writing.

6. It is understood and agreed that the Employer's obligation under this Article is only the Employee's regular rate of pay. If the Employee elects not to accept OIL, the City will not be obligated to compensate the Employee over the amount paid by OBWC. The Employee will also be responsible for paying any portion of Health Care Benefit normally responsible for under this contract and will be invoiced that amount by the City monthly.

7. In lieu of granting OIL, the Employer may assign the Employee to transitional work/light duty with the approval of, and within the limitations set by, the Employee's treating physician or physician selected and paid for by the Employer. It is strictly the management right of the Employer to determine if transitional work/light duty is available notwithstanding Article 11, 1(e).

8. No entitlement to OIL shall arise from a personal injury sustained while an Employee is engaged in outside employment of any nature, whether or not such employment is in a firefighting related field.

9. Before an Employee on injury leave will be permitted to return to duty, he/she shall submit to the Fire Chief a physician's statement and any other required documentation concerning the injury, demonstrating his/her physical ability to satisfactorily perform the duties of his/her position. Additionally, the Fire Chief may require the Employee to submit to an

examination by a physician selected by the City, at the City's expense, if there is any question about the Employee's ability to return to duty.

10. The Union and Employees agree with the Employer's Transitional Work Policy, if any, which shall not be limited in any way by this Agreement.

11. The Employee will be required to attend all scheduled meetings, unless his/her absence from the meeting has been approved by the Fire Chief, or his designee which will be put in writing. The Employee on OIL will not receive overtime, for attending scheduled meetings, consultations, etc.

12. During periods of OIL, whether paid or unpaid, the affected Employee shall continue to accrue sick leave and vacation. The Employer shall continue to provide all insurance benefits, on the same basis as provided other Employees on paid or unpaid FMLA leave.

ARTICLE 28 INSURANCE

1. Insurance. The City shall offer a group health care, vision, and dental care insurance program to Employees equivalent to that offered to other City Employees.

2. Health and Dental Care Insurance Premiums. The City shall pay eighty-three percent (83%) of the premiums for single or family health coverage and one hundred percent (100%) for single or family dental and vision coverage. The Employee premium shares will be deducted from their paychecks.

3. Insurance – General Provision.

- (a) With respect to all insurance coverage provided to Employees, the City retains the right to change insurance carriers or self-insure all or any portion of the benefits as long as the level of benefits remain substantially the same.
- (b) A difference between any Employee (or his beneficiary) and the insurance carrier(s) or the processor of claims shall not be subject to the grievance procedure provided for in any collective bargaining agreement between the City and the Union. The City will, however, designate representatives who will be available for consultation with claimant Employees (or with a designated Benefit Claim Representative of the Union), so that a full explanation may be given with respect to the basis of disposition of claims.
- (c) The failure of any insurance carrier(s) to provide any benefit for which it has contracted shall result in no liability to the City or to the Union; nor shall such failure be considered a breach by the City or the Union of any

obligation undertaken under this or any other agreement. Nothing in this Agreement, however, shall be construed to relieve any insurance carrier from any liability it may have to the City, Union, Employee or beneficiary of any Employee.

- (d) The terms of any contract or policy issued by an insurance carrier shall be controlling in all matters pertaining to benefits thereunder.

4. Availability of Group Coverage. Group coverage shall become available to new Employees of the bargaining unit upon their application, at the earliest possible date between the thirtieth (30th) and sixtieth (60th) day of employment, unless otherwise specified in this Agreement.

5. The Employer reserves the right to offer alternative or substitute health insurance plans such as health savings accounts or health reimbursement accounts.

6. Employees who waive healthcare insurance coverage, upon proof of coverage elsewhere, shall be paid a lump sum of \$2,500 for a single plan and \$3,500 for a family plan payable in November of each plan year.

7. Health insurance coverage for spouses of Employees will be provided upon certification by the Employee that the Employee's spouse is not eligible for insurance coverage from the spouse's employer, subject to the following:

- (a) In order for a working spouse to be ineligible for the City of Monroe's health plan, the following situations must apply. First, the working spouse must work thirty (30) or more hours per week, the employer must pay 50% or more of the employee only premium and the plan must meet the Affordable Care Act standards. Spouses who work less than thirty (30)

hours, are offered a substandard plan or pay more than 50% of the employee only rate are eligible for the City of Monroe's plan.

- (b) This Working Spouse Carve Out Policy only applies to spouses who are actively at work at an employer group. It does not apply to self-employed spouse who have an individual medical plan (non-company sponsored), receive health insurance through a company or government retirement plan, Medicare or COBRA.

ARTICLE 29
LABOR/MANAGEMENT ADVISORY COMMITTEES

1. The Union and the City agree that from time to time, it is advantageous to both the Employees of the bargaining unit and the administration of the Fire Department to develop joint committees for the purpose of but not limited to the items listed below.

- (a) Discuss the administration of this Agreement;
- (b) Notify the Union of the changes made by the City which may affect bargaining unit members;
- (c) Discuss grievances which have not been processed beyond the final step of the Grievance Procedure when such discussions are mutually agreed to by the parties;
- (d) Disseminate general information of interest to the parties;
- (e) Give the Union representative the opportunity to share views of its members and/or make suggestions on subjects of interest to its members;
- (f) Discuss ways to improve efficiency and work performance;
- (g) Consider and discuss health, safety, training, safe work practices, and methods, equipment, tools and facilities;
- (h) Review all health and safety complaints and make recommendations for corrective action.

2. Written responses promised by either party shall be submitted to the other party within ten (10) calendar days after such meeting.

3. When such committees are agreed to, they shall function in an advisory capacity to the administration of the Fire Department. The City agrees that the Union shall appoint its own members to such committees.

4. The Union agrees that the Fire Department has the right to form committees without the approval of the Union, and that members of the bargaining unit may serve on such committees as appointed by the Fire Chief.

5. The Union shall have no more than three members chosen for these committees. The Union President or his designee shall choose the members of these committees.

6. Meetings may be held during the first month of each quarter. The exact date and time may be decided and agreed upon by both parties. Either party may request an additional meeting on an as needed basis for such purposes as immediate health or safety issues.

7. The party requesting the meeting shall furnish a detailed agenda of ideas to be discussed at least five working days before the date of the meeting.

8. Union members attending such meetings while on duty shall do so with full pay.

ARTICLE 30 CLOTHING ALLOWANCE

The Department shall provide a uniform allowance of one thousand dollars (\$1,000.00) for each Employee payable in the payroll following February 1 each year. New Employees hired after the annual allowance is paid, will receive a prorated clothing allowance on February 1st of the following year. In subsequent years, the Employee will receive the full \$1,000 following February 1 each year. The prorated amounts below apply to new Employees only and will define their first clothing allowance amount:

<u>Hire Date:</u>	<u>Amount:</u>
February 1 – February 28	\$1,000
March 1 – May 31	\$800
June 1 – August 31	\$600
September 1 – November 30	\$400
December 1 – January 31	\$200

The Department shall maintain ownership of all uniforms purchased. The Fire Department shall provide one Class A uniform for Employees after two years of employment, separate and apart from the clothing allowance. The Union shall have input on the design and selection of the Class A Uniform. Any member of the bargaining unit may, upon written request of the Chief, have the two (2) year employment criteria waived and receive their Class A uniform prior to meeting said criteria.

All uniforms purchased shall meet Department standards and shall be laundered by the Department. All Departmental uniforms shall remain at the Employee's station. All Employees shall be dressed and ready for duty at their assigned starting time.

Full time Employees covered under this agreement shall upon hire receive the following duty uniforms:

One (1) button-up panel shirts

Five (5) Polo shirts

Eight (8) department T-shirts

Four (4) pair pants

One (1) pair station footwear

Two (2) job shirts

One (1) winter coat

One (1) ball cap

One (1) winter hat

One (1) pair night shorts

Four (4) pair uniform EMS shorts

Turnout gear, helmets, leather firefighting boots, flashlights, bailout kits, traffic vests, SCBA masks, SCBAs, firefighting gloves, extrication gloves, and safety glasses shall be supplied by the City and shall meet all NFPA guidelines for structural firefighting and shall be maintained and repaired or replaced through guidelines established by the City.

Full time Employees covered under this Agreement shall upon promotion receive the following duty uniforms:

Two (2) button up panel shirts

Five (5) Polo shirts

Eight (8) department T-shirts

Two (2) job shirts

Lost or Damaged Uniforms and Equipment: The City will replace or repair, at the discretion of the Chief, any damaged department property or equipment, including members' uniforms, provided the loss or damage is not the result of the members' intentional abuse or gross negligence, which shall be determined at the sole discretion of the Chief.

Damaged Eyeglasses or Watches: Eyeglasses or watches are lost or damaged while the bargaining unit member is engaged in the performance of their duties shall be compensated for by the City at the current rate of replacement up to a limit of two hundred (\$200) dollars. For an affected Employee to afford themselves the benefit of this reimbursement, the Employee shall provide the Employer a written explanation of the incident that gave cause for such loss or damage. Upon receiving such signed report, the Employer shall include the proper amount of funds to comply with the requested reimbursement in the Employee's next pay. Such reimbursement shall be made no more than once in any twelve (12) month period. This section shall also apply to the replacement for loss or damaged contacts worn by Employees.

Upon retirement, any member of the bargaining unit will be afforded the opportunity to purchase their fire helmet and dress badges for a fee not to exceed one dollar (\$1.00).

ARTICLE 31 TRADES

1. Employees shall have the right to temporarily exchange shifts when the exchange does not interfere with the operations of the Fire Department, subject to the approval of the Fire Chief, or his designee, and provided that the exchange does not result in the payment of overtime to the parties involved.

2. There shall be no limit to the number of exchanges per year.

3. An exchange request shall be authorized at least three days prior to the first exchange date, unless waived by the Fire Chief or his designee.

4. The Employee initiating the trade shall be limited to a maximum of two trades per day. Single trades will have no minimum. Any Employee agreeing to work a trade shall be held responsible for the period of time in question should an Employee be unable to fulfill his or her obligation. When a trade involves less than a full shift, the Employee working must remain on duty until relieved by the next Employee or until the end of the shift.

5. Probationary Employees will be allowed to trade after thirty (30) days of employment and successfully passing the applicable protocol test.

6. No trade shall be unreasonably denied. If a trade is denied, the Employee initiating the trade shall be given written reason(s) for the denial.

7. Employees accepting an approved trade are responsible for their shift coverage assigned as a result of the trade. As such, the Employee who fails to work the agreed upon shift/trade may be charged for up to twenty-four (24) hours to their respective accrued leave account. Payback of a trade is strictly between the parties initiating the trade.

8. A Lieutenant may only trade shifts with another Lieutenant, an Acting Lieutenant or Battalion Chief. A Battalion Chief may only trade shifts with another Battalion Chief or a permanent Lieutenant. A Battalion Chief may not trade shifts with an Acting Lieutenant.

9. If an Employee is unable to pay back a trade due to termination of employment, retirement or scheduled extended leave of absence, the Employee regularly scheduled to work that day shall be placed back on the schedule and required to work their assigned shift, unless the Employee is able to make other arrangements to have the shift covered. A previously agreed upon trade cannot be canceled unless the trade is more than thirty (30) calendar days out.

ARTICLE 32 WAGES

Rates of pay for Employees shall be in accordance with the step schedule attached as Appendix A. These rates of pay are subject to the conditions set forth below:

1. Evaluations. Failure to attain a satisfactory performance evaluation will result in no incremental step increase for the following one year period, or until such time as recommended by the Fire Chief.

2. Working Out of Classification.

(a) An Employee who is required to accept responsibilities and carry out the duties of a position or rank above that which he normally holds, shall be paid a bonus of \$2.50 per hour for acting as a Lieutenant, and \$4.50 per hour for acting as a Battalion Chief, up to a maximum of twenty-four (24) hours per day.

(b) Eligibility for Working Out of Classification (Acting) Lieutenants will be determined by completion of the Acting Officer training program as listed in Department SOPs. The Acting Officer training program will be developed and agreed upon by management and the bargaining unit. This certification shall not expire; however, the Employer retains the right to remove the Employee from Acting status if evaluations show need.

3. Maintaining Certification. Any Employee who has the EMT-B, EMT-P or EMT-A must maintain these certifications. The Employer reserves the right to assign a new hire with comparable experience to an appropriate step on Appendix A above Step 1.

*The EMS Coordinator and Lieutenants shall be paid fourteen percent (14%) more than the top step Paramedic pay rate.

*Battalion Chief's shall be paid fourteen percent (14%) more than the Lieutenant pay rate.

*All bargaining unit Employees, with the exception of EMT-B's, shall receive across the board wage increases of ten and a half percent (10.5%) effective 10/1/2025, three percent (3%) effective 10/1/2026 and three percent (3%) effective 10/1/2027.

**The city agrees to an additional lump sum of \$200 per bi-weekly pay for the duration of this current contract (10/1/2025 – 9/30/2028) for the one Basic level employee who was at the top step prior to 10/1/2022.

[Wages to be reflected as modified in Appendix A.]

ARTICLE 33 PROMOTIONS

Promotions from Firefighter to Lieutenant:

All promoted positions in the bargaining unit shall be filled from Employees already employed by the City in accordance with the following guidelines. The following guidelines are to make sure that the process of promotion is fair and competitive for all candidates employed by the City of Monroe. To be qualified to take part in the promotion process, the Employee shall have completed five years of service with the City of Monroe as a full-time Firefighter, completed the Acting Officer training program, and must meet any other qualifications deemed by the City at the time of the promotional process.

Lateral entry candidates must have a minimum of five (5) years of full-time service with three (3) of those years being with the City of Monroe. Lateral entry candidates must also have completed the Acting Officer training program and meet any other qualifications deemed by the City at the time of the promotional process.

The following are the steps for the promotional process:

Step 1: Written Exam [Firefighter must receive a minimum score of seventy percent (70%) to proceed to Step 2]. If a passing score of seventy percent (70%) is achieved on the written exam, seniority points will be added to the written exam passing score after Step 1.

Step 2: Assessment Center.

Step 3 Administrative Interview Process.

Written Exam and Assessment Center must be conducted by an impartial outside agency. Firefighters will receive a score in each of the processes listed above and the following weights will be applied to each step of the process to arrive at a final score; Written Exam – thirty-four percent (34%), Assessment Center thirty-three percent (33%) and the Interview Process thirty-three percent (33%).

In addition to the base score achieved on the written examination, Firefighters shall be awarded credits for seniority. Seniority credit shall be awarded in the following manner: half (.5) of one point for each year of service in the City of Monroe Fire Department, not to exceed a total of ten (10) points.

The Interview Process shall be the same for each candidate, including all of the same individuals serving on the Interview Board for each candidate.

The Employer may select the appointee from any of the five highest scores which constitute a promotion eligibility list. After a candidate is selected from the promotion eligibility list, the candidate with the next highest score shall be added to the promotion eligibility list to maintain the list of the highest five (5) available scores. This promotional eligibility list shall remain in effect until replaced by a new list at least every four (4) years.

To the extent that there are conflicts between this Agreement and personnel Board Rules and Regulations, this Article is intended to supersede the current promotional process and rules of the City of Monroe Civil Service/Personnel Board as it relates to Lieutenant Promotions.

Battalion Chief Hiring Process:

The position of Battalion Chief shall be filled by selection of candidates, both internal candidates already employed by the City and external candidates, who meet the qualifications. The following guidelines are to make sure that the process of promotion is fair and competitive for all candidates. To be qualified to take part in the promotion process, current Employees must have completed their probationary period as a Lieutenant or higher rank and must meet any other qualifications deemed by the City at the time of the hiring process. External candidates must have five (5) years of service with another public entity as a full-time Lieutenant or higher rank and must meet any other qualifications deemed by the City at the time of the hiring process.

The following are the steps for the promotional process:

Step 1: Tactical Evaluation

*Employer has the ability to waive this step for internal candidates.

Step 2: Leadership/Behavior Evaluation

Step 3 Administrative Interview Process

The Leadership/Behavior Evaluation must be conducted by an impartial outside agency. The interview process shall be the same for each candidate, including all of the same individuals serving on the interview board for each candidate.

To the extent that there are conflicts between this Agreement and Personnel Board Rules and Regulations, this Article is intended to supersede the current promotional process and rules of the City of Monroe Civil Service/Personnel Board as it relates to the Battalion Chief Hiring process.

The Department will identify necessary trainings, certifications, skills and abilities, etc.. necessary to qualify for the position of Battalion Chief and will make these opportunities

available to any current Lieutenant who wishes to be considered for the Battalion Chief position in the future.

EMS Coordinator Hiring Process:

The position of EMS Coordinator shall be filled by selection of candidates already employed by the City of Monroe who meet the qualifications. The following guidelines are to make sure that the process of promotion is fair and competitive for all candidates. To be qualified to take part in the promotional process, the Employee shall have completed five years of service with the City of Monroe as a full-time Paramedic and must meet any other qualifications deemed by the City at the time of the hiring process. The following are the steps for the promotional process:

Step 1: Application Submission, Qualification Review, Initial Interview

Step 2: Assessment Center

Step 3 Administrative Interview Process

The Assessment Center must be conducted by an impartial outside agency. Each interview process shall be the same for each candidate, including all of the same individuals serving on the interview board for each candidate. There may be a different interview board for step 1 and step 3.

To the extent that there are conflicts between this Agreement and Personnel Board Rules and Regulations, this Article is intended to supersede the current promotional process and rules of the City of Monroe Civil Service/Personnel Board as it relates to the EMS Coordinator Hiring process.

ARTICLE 34

COMPENSATORY TIME

Bargaining unit members who work overtime hours, as defined in Article 11 of the CBA, shall have the option to be paid at the overtime rate set forth in Article 11, or to accrue compensatory time off in lieu of overtime payment(s).

Compensatory time off in lieu overtime will be accrued at a rate of one and one-half (1 and ½) hours of compensatory paid time off for each hour of overtime worked, with a maximum accrual of seventy-two (72) hours of compensatory time.

Compensatory time shall only be used in increments of no less than twelve (12) hours or the entire balance available if the Employee's balance is less than twelve (12) hours.

Use of compensatory time off shall be subject to the provisions contained in CBA Article 11, Section(1)(g) (i.e. only three unit Employees, assigned to 24-hour shifts, shall be permitted to take pre-scheduled time off work at a time).

Instant compensatory time [defined as compensatory time requests made with less than twenty-four (24) hours notice] shall be scheduled through and authorized by the on duty supervisor and Fire Chief, or designee. Any accrued compensatory time off may be cashed out once per year. Comp time shall only be requested and scheduled following vacation and EDO picks for each calendar year.

ARTICLE 35 DURATION OF AGREEMENT

This Agreement shall be effective as of midnight on the 1st day of October, 2025, and shall remain in full force and effect until midnight on the 30th day of September, 2028.

If either party desires to modify or amend this Agreement, it shall give written notice of such intent no earlier than one hundred twenty (120) calendar days prior to the expiration date of this Agreement.

The parties acknowledge that during the negotiations, which resulted in this Agreement, each had the unlimited right to make demands and proposals on any subject matter not removed by law from the area of collective bargaining, and that the entire understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The provisions of this Agreement constitute the entire Agreement between the Employer and Union and all prior agreements, practices and policies, either oral or written are hereby canceled. Therefore, both parties, for the life of this Agreement, voluntarily and unequivocally waive the right, and each agrees that the other shall not be obligated, to bargain collectively or individually with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge of either or both parties at the time they negotiated or signed this Agreement.

**FOR THE MONROE FIREFIGHTERS
IAFF LOCAL 3824:**

Aaron Forrer, Union President

William Quinn, Vice President

Dustin Helton, Secretary/Treasurer

Chris Conte, Union Member

Paul Peters, Union Member

Kevin Dinkelacker, Esq.
Lazarus Law, LLC

FOR THE CITY:

Larry Lester, City Manager

Dave Leverage, Fire Chief

Kacey Waggaman, Assistant City Manager

Jake Burton, Finance Director

Sarah Hunold, Human Resources Manager

Matt Grubbs, Assistant Fire Chief

Joe Locke, Assistant Fire Chief

Steve Sarver, Assistant Fire Chief

Jack Hemenway, Frost Brown Todd LLC

Approved as to form:

Jack Hemenway, Law Director

APPENDIX A

DESCRIPTION	# OF YEARS	EFFECTIVE 10/1/2025 – 9/30/2028
FIRE BASIC	0-1	\$55,608.13
FIRE BASIC	1-2	\$61,168.95
FIRE BASIC	2-3	\$67,285.84
FIRE BASIC	3+	\$75,070.98

DESCRIPTION	# OF YEARS	10.5%	3%	3%
		EFFECTIVE 10/1/2025	EFFECTIVE 10/1/2026	EFFECTIVE 10/1/2027
PARAMEDIC	0-1	71,688.16	73,838.80	76,053.96
PARAMEDIC	1-2	77,423.21	79,745.90	82,138.28
PARAMEDIC	2-3	83,617.06	86,125.57	88,709.34
PARAMEDIC	3+	96,808.61	99,712.87	102,704.25

LIEUTENANT	110,361.81	113,672.67	117,082.84
EMS COORDINATOR	110,361.81	113,672.67	117,082.84
BATTALION CHIEF	125,812.46	129,586.84	133,474.43

**The city agrees to an additional lump sum of \$200 per bi-weekly pay for the duration of this current contract (10/1/2025 – 9/30/2028) for the one Basic level employee who was at the top step prior to 10/1/2022.

RESOLUTION NO. 42-2025

A RESOLUTION AUTHORIZING THE CITY OF MONROE TO OPT-IN TO PARTICIPATE IN THE OPIOID SETTLEMENT AGREEMENTS WITH ALVOGEN, AMNEAL, APOTEX, HIKMA, INDIVIOR, MYLAN, SUN, AND ZYDUS, AND AUTHORIZING THE CITY MANAGER AND/OR LAW DIRECTOR TO EXECUTE ANY AND ALL DOCUMENTS RELATED TO THESE SETTLEMENT AGREEMENTS.

WHEREAS, the City of Monroe is a participant in the OneOhio Memorandum of Understanding for the distribution of opioid settlement funds; and

WHEREAS, the national opioid litigation has resulted in proposed settlement agreements with eight opioid manufacturers including Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, providing up to approximately \$720 million in payments and product distributions to participating states and subdivisions to remediate and abate the impacts of the opioid crisis; and

WHEREAS, in order to be entitled to its share of funds under the OneOhio Memorandum of Understanding, the City of Monroe must “opt-in” to the settlement agreements by October 8, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City of Monroe hereby elects to opt-in and participate in the settlement agreements with P Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus.

SECTION 2: The City Manager and/or the Law Director are authorized to execute any and all documents necessary to carry out the City’s participation in said settlement agreements.

SECTION 3: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

RESOLUTION NO. 43-2025

A RESOLUTION AUTHORIZING THE CITY OF MONROE TO OPT-IN TO PARTICIPATE IN THE OPIOID SETTLEMENT AGREEMENT WITH THE KROGER CO. AND AUTHORIZING THE CITY MANAGER AND/OR LAW DIRECTOR TO EXECUTE ANY AND ALL DOCUMENTS RELATED TO THE SETTLEMENT AGREEMENT.

WHEREAS, the City of Monroe is a participant in the OneOhio Memorandum of Understanding for the distribution of opioid settlement funds; and

WHEREAS, the national opioid litigation has resulted in a settlement agreement with the Kroger Co., requiring Kroger to pay more than one billion dollars to abate the opioid epidemic, and the City of Monroe previously opted-in to this settlement in June 2014; and

WHEREAS, although the City has received its Year 1 and Year 2 allocations in July 2025, in the amounts of \$3,453.98 and \$3,096.39 respectively, a Resolution adopted by Council was not previously completed, and additional payments will continue over an eleven year period.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City of Monroe hereby elects to opt-in and participate in the settlement agreement with the Kroger Co.

SECTION 2: The City Manager and/or the Law Director are authorized to execute any and all documents necessary to carry out the City's participation in said settlement agreement.

SECTION 3: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

New National Opioids Settlement: Kroger
Opioids Implementation Administrator
opioidsparticipation@rubris.com

Monroe city, OH
Reference Number: CL-794721

TO LOCAL POLITICAL SUBDIVISIONS:

THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOIDS SETTLEMENT. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.

Deadline: August 12, 2024

A new proposed national opioids settlement ("*New National Opioids Settlement*") has been reached with Kroger ("*Settling Defendant*"). This *Participation Package* is a follow-up communication to the *Notice of National Opioids Settlement* recently received electronically by your subdivision.

You are receiving this *Participation Package* because Ohio is participating in the Kroger settlement.

If a state does not participate in a particular Settlement, the subdivisions in that state are not eligible to participate in that Settlement.

This electronic envelope contains:

- The *Participation Form* for the Kroger settlement, including a release of any claims.

The *Participation Form* must be executed, without alteration, and submitted on or before August 12, 2024, in order for your subdivision to be considered for initial participation calculations and payment eligibility.

Based upon subdivision participation forms received on or before August 12, 2024, the subdivision participation rate will be used to determine whether participation is sufficient for the settlement to move forward and whether a state earns its maximum potential payment under the settlement. If the settlement moves forward, your release will become effective. If a settlement does not move forward, that release will not become effective.

Any subdivision that does not participate cannot directly share in the settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds. Any subdivision that does not participate may also reduce the amount of money for programs to remediate the opioid crisis in its state. Please note, a subdivision will not necessarily directly receive settlement funds by participating. Whether an Ohio subdivision receives a direct payment will be determined in accordance with the One Ohio Memorandum of Understanding.

Information and documents regarding the *New National Opioids Settlement* and how it is being implemented in your state and how funds will be allocated within your state can be found on the national settlement website at <https://nationalopioidsettlement.com/>. This website will be supplemented as additional documents are created.

How to return signed forms:

There are three methods for returning the executed *Participation Form* and any supporting documentation to the Implementation Administrator:

- (1) *Electronic Signature via DocuSign*: Executing the *Participation Form* electronically through DocuSign will return the signed form to the Implementation Administrator and associate your form with your subdivision's records. Electronic signature is the most efficient method for returning the *Participation Form*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.
- (2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning a manually signed *Participation Form* via DocuSign will associate your signed forms with your subdivision's records.
- (3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return an executed *Participation Form* using DocuSign, the signed *Participation Form* may be returned via electronic mail to opioidsparticipation@rubris.com. Please include the name, state, and reference ID of your subdivision in the body of the email and use the subject line Settlement Participation Form - [Subdivision Name, Subdivision State] - [Reference ID].

Detailed instructions on how to sign and return the *Participation Form*, including changing the authorized signer, can be found at <https://nationalopioidsettlement.com/>. You may also contact opioidsparticipation@rubris.com.

The sign-on period for subdivisions ends on August 12, 2024.

If you have any questions about executing the *Participation Form*, please contact your counsel, the Implementation Administrator at opioidsparticipation@rubris.com, or Ohio's designated opioid settlement contact, Jonathan Blanton, at Jonathan.Blanton@OhioAGO.gov.

Thank you,

New National Opioids Settlement Implementation Administrator

The Implementation Administrator is retained to provide the settlement notice required by the New National Opioids Settlement and to manage the collection of the Participation Form.

Subdivision Participation and Release Form

Governmental Entity: Monroe city	State: OH
Authorized Signatory: Larry Lester	
Address 1: 233 S Main Street	
Address 2:	
City, State, Zip: Monroe	Ohio 45050
Phone: 513-360-2200	
Email: lesterl@monroeohio.org	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated March 22, 2024 (“*Kroger Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the Kroger Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Kroger Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Kroger Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at <https://nationalopioidsettlement.com/>.
3. The Governmental Entity agrees to the terms of the Kroger Settlement pertaining to Participating Subdivisions as defined therein.
4. By agreeing to the terms of the Kroger Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Kroger Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Kroger Settlement. The Governmental Entity likewise agrees to arbitrate before the National



Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Kroger Settlement.

7. The Governmental Entity has the right to enforce the Kroger Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Kroger Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Kroger Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Kroger Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Kroger Settlement.
10. In connection with the releases provided for in the Kroger Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Kroger Settlement.



11. Nothing herein is intended to modify in any way the terms of the Kroger Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Kroger Settlement in any respect, the Kroger Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature:

DocuSigned by:

Larry Lester

25E2821FD0B5467...

Name:

Larry Lester

Title:

City Manager

Date:

6/17/2024



RESOLUTION NO. 44-2025

A RESOLUTION AUTHORIZING THE CITY OF MONROE TO OPT-IN TO PARTICIPATE IN THE OPIOID SETTLEMENT AGREEMENTS WITH PURDUE PHARMA L.P. AND THE SACKLER FAMILY AND AUTHORIZING THE CITY MANAGER AND/OR LAW DIRECTOR TO EXECUTE ANY AND ALL DOCUMENTS RELATED TO THESE SETTLEMENT AGREEMENTS.

WHEREAS, the City of Monroe is a participant in the OneOhio Memorandum of Understanding for the distribution of opioid settlement funds; and

WHEREAS, the national opioid litigation has resulted in proposed settlement agreements with Purdue Pharma L.P. and its owners, the Sackler Family, under which Ohio may receive up to \$198 million to be distributed to participating entities over sixteen annual payments; and

WHEREAS, in order to be entitled to its share of funds under the OneOhio Memorandum of Understanding, the City of Monroe must “opt-in” to the settlement agreements by September 30, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City of Monroe hereby elects to opt-in and participate in the settlement agreements with Purdue Pharma L.P. and the Sackler Family.

SECTION 2: The City Manager and/or the Law Director are authorized to execute any and all documents necessary to carry out the City’s participation in said settlement agreements.

SECTION 3: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

New National Opioids Settlement: Purdue
Opioids Implementation Administrator
opioidsparticipation@rubris.com

Monroe city, OH
Reference Number: CL-1734872

TO LOCAL POLITICAL SUBDIVISIONS:

THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOIDS SETTLEMENT. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.

Deadline: September 30, 2025

A new proposed national opioids settlement has been reached with Purdue (and certain of its affiliates) and the Sackler family. This *Participation Package* is a follow-up communication to the *Notice of New National Opioids Settlement* recently received electronically by your subdivision.

The proposed settlement is being implemented in connection with Purdue's bankruptcy proceedings, and consists of, among other things, a settlement of Purdue's claims against the Sacklers and certain other parties (referred to as the "Purdue Estate Settlement"), and settlements of direct claims against the Sacklers held by States, local governments and other creditors (collectively, the "Purdue Direct Settlement", and together with the Estate Settlement, the "Purdue Settlement"). The Purdue Direct Settlement for States and local governments is documented in the Governmental Entity and Shareholder Direct Settlement Agreement.

You are receiving this *Participation Package* because all eligible States and territories, including Ohio, are participating in the Purdue Direct Settlement.

This electronic envelope contains:

- The *Participation Form* for the Purdue Direct Settlement, including a release of any claims

The *Participation Form* must be executed, without alteration, and submitted on or before September 30, 2025, in order for your subdivision to be considered for initial participation calculations and payment eligibility under the Purdue Direct Settlement.

Based upon subdivision participation forms received on or before September 30, 2025, the subdivision participation rate will be used to determine whether participation is sufficient for the Purdue Settlement to move forward and whether a state earns its maximum potential payment under the Purdue Direct Settlement. If the Purdue Settlement moves forward and goes effective, your release will become

effective. If the Purdue Settlement does not move forward, that release will not become effective.

Any subdivision that does not participate in the Purdue Direct Settlement cannot directly share in the Purdue Direct Settlement funds, even if other subdivisions in the state are participating and sharing in those Purdue Direct Settlement funds. Any subdivision that does not participate may also reduce the amount of money for programs to remediate the opioid crisis in its state. Please note, a subdivision will not necessarily directly receive Purdue Settlement funds by participating; decisions on how Purdue Settlement funds will be allocated within a state are subject to intrastate agreements or state statutes.

You are encouraged to discuss the terms and benefits of the Purdue Settlement with your counsel, your Attorney General's Office, and other contacts within your state. Many states are implementing and allocating funds for the Purdue Settlement the same as they did for the prior opioids settlements but states may choose to treat the Purdue Settlement differently.

Information and documents regarding the Purdue Settlement, including a complete copy of the Governmental Entity and Shareholder Direct Settlement Agreement, and how it is being implemented in your state and how funds will be allocated within your state can be found on the national settlement website at <https://nationalopioidsettlement.com/purdue-sacklers-settlements/>. This website will be supplemented as additional documents are created.

How to return signed forms:

There are three methods for returning the executed *Participation Form* and any supporting documentation to the Implementation Administrator:

- (1) *Electronic Signature via DocuSign*: Executing the *Participation Form* electronically through DocuSign will return the signed form to the Implementation Administrator and associate your form with your subdivision's records. Electronic signature is the most efficient method for returning the *Participation Form*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.
- (2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning a manually signed *Participation Form* via DocuSign will associate your signed forms with your subdivision's records.
- (3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return an executed *Participation Form* using DocuSign, the signed *Participation Form* may be returned via electronic mail to opioidsparticipation@rubris.com.

Please include the name, state, and reference ID of your subdivision in the body of the email and use the subject line Settlement Participation Form – [Subdivision Name, Subdivision State] – [Reference ID].

Detailed instructions on how to sign and return the *Participation Form*, including changing the authorized signer, can be found at <https://nationalopioidsettlement.com/purdue-sacklers-settlements/>. You may also contact opioidsparticipation@rubris.com.

YOU MUST PARTICIPATE IN THE PURDUE DIRECT SETTLEMENT BY RETURNING YOUR PARTICIPATION FORM IN ORDER TO RECEIVE THE BENEFITS OF THE PURDUE SETTLEMENT.

Please note that this is NOT a solicitation or a request for subdivisions to submit votes on the Purdue bankruptcy plan. This settlement package only pertains to a decision to participate in the Purdue Direct Settlement. If you receive a package to vote on the plan you should follow the applicable instructions for voting. PLEASE NOTE THAT VOTING ON THE PLAN IS SEPARATE FROM PARTICIPATION IN THE PURDUE DIRECT SETTLEMENT.

The sign-on period for subdivisions ends on September 30, 2025.

If you have any questions about executing the *Participation Form*, please contact your counsel, the Implementation Administrator at opioidsparticipation@rubris.com, or Jonathan.Blanton@OhioAGO.gov.

Thank you,

Implementation Administrator for the Purdue Direct Settlement

The Implementation Administrator is retained to provide the settlement notice required by the Purdue Direct Settlement to manage the collection of the participation forms for it.

EXHIBIT K
Subdivision Participation and Release Form

Governmental Entity: Monroe city	State: OH
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to that certain Governmental Entity & Shareholder Direct Settlement Agreement accompanying this participation form (the “*Agreement*”)¹, and acting through the undersigned authorized official, hereby elects to participate in the Agreement, grant the releases set forth below, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Agreement, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Agreement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly after the Effective Date, and prior to the filing of the Consent Judgment, dismiss with prejudice any Shareholder Released Claims and Released Claims that it has filed. With respect to any Shareholder Released Claims and Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at <https://nationalopiodsettlement.com>.
3. The Governmental Entity agrees to the terms of the Agreement pertaining to Participating Subdivisions as defined therein.
4. By agreeing to the terms of the Agreement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning following the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Agreement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as and to the extent provided in, and for resolving disputes to the extent provided in, the

¹ Capitalized terms used in this Exhibit K but not otherwise defined in this Exhibit K have the meanings given to them in the Agreement or, if not defined in the Agreement, the Master Settlement Agreement.



Agreement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Agreement.

7. The Governmental Entity has the right to enforce the Agreement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Agreement, including without limitation all provisions of Article 10 (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Subdivision Releasor, to the maximum extent of its authority, for good and valuable consideration, the adequacy of which is hereby confirmed, the Shareholder Released Parties and Released Parties are, as of the Effective Date, hereby released and forever discharged by the Governmental Entity and its Subdivision Releasors from: any and all Causes of Action, including, without limitation, any Estate Cause of Action and any claims that the Governmental Entity or its Subdivision Releasors would have presently or in the future been legally entitled to assert in its own right (whether individually or collectively), notwithstanding section 1542 of the California Civil Code or any law of any jurisdiction that is similar, comparable or equivalent thereto (which shall conclusively be deemed waived), whether existing or hereinafter arising, in each case, (A) directly or indirectly based on, arising out of, or in any way relating to or concerning, in whole or in part, (i) the Debtors, as such Entities existed prior to or after the Petition Date, and their Affiliates, (ii) the Estates, (iii) the Chapter 11 Cases, or (iv) Covered Conduct and (B) as to which any conduct, omission or liability of any Debtor or any Estate is the legal cause or is otherwise a legally relevant factor (each such release, as it pertains to the Shareholder Released Parties, the “Shareholder Released Claims”, and as it pertains to the Released Parties other than the Shareholder Released Parties, the “Released Claims”). For the avoidance of doubt and without limiting the foregoing: the Shareholder Released Claims and Released Claims include any Cause of Action that has been or may be asserted against any Shareholder Released Party or Released Party by the Governmental Entity or its Subdivision Releasors (whether or not such party has brought such action or proceeding) in any federal, state, or local action or proceeding (whether judicial, arbitral, or administrative) (A) directly or indirectly based on, arising out of, or in any way relating to or concerning, in whole or in part, (i) the Debtors, as such Entities existed prior to or after the Petition Date, and their Affiliates, (ii) the Estates, (iii) the Chapter 11 Cases, or (iv) Covered Conduct and (B) as to which any conduct, omission or liability of any Debtor or any Estate is the legal cause or is otherwise a legally relevant factor.
9. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Shareholder Released Claims or Released Claims against any Shareholder Released Party or Released Party in any forum whatsoever, subject in all respects to Section 9.02 of the Master Settlement Agreement. The releases provided for herein (including the term “Shareholder Released



Claims” and “Released Claims”) are intended by the Governmental Entity and its Subdivision Releasors to be broad and shall be interpreted so as to give the Shareholder Released Parties and Released Parties the broadest possible release of any liability relating in any way to Shareholder Released Claims and Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Agreement shall be a complete bar to any Shareholder Released Claim and Released Claims.

10. To the maximum extent of the Governmental Entity’s power, the Shareholder Released Parties and the Released Parties are, as of the Effective Date, hereby released and discharged from any and all Shareholder Released Claims and Released Claims of the Subdivision Releasors.
11. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Agreement.
12. In connection with the releases provided for in the Agreement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Shareholder Released Claims or such other Claims released pursuant to this release, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Shareholder Released Claims or such other Claims released pursuant to this release that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities’ decision to participate in the Agreement.

13. Nothing herein is intended to modify in any way the terms of the Agreement, to which Governmental Entity hereby agrees. To the extent any portion of this Participation and Release Form not relating to the release of, or bar against, liability is interpreted differently from the Agreement in any respect, the Agreement controls.
14. Notwithstanding anything to the contrary herein or in the Agreement, (x) nothing herein shall (A) release any Excluded Claims or (B) be construed to impair in any way the rights and obligations of any Person under the Agreement; and (y) the Releases set forth herein shall be subject to being deemed void to the extent set forth in Section 9.02 of the Master Settlement Agreement.



I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____



RESOLUTION NO. 45-2025

A RESOLUTION ADOPTING THE WARREN COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION 5-YEAR PLAN UPDATE.

WHEREAS, Warren County has experienced severe damage from natural hazards on many occasions in the past century, resulting in property loss, loss of life, economic hardship, and threats to public health and safety; and

WHEREAS, the Warren County Emergency Management Agency, in compliance with the Disaster Mitigation Act of 2000 and 44 CFR Section 201.6(d)(3), has undertaken a required update of the Hazard Mitigation Plan in order to ensure that Warren County and its participating jurisdictions remain eligible for pre-disaster and post-disaster Hazard Mitigation Grant Program funding; and

WHEREAS, the Warren County Hazard Mitigation Planning Committee, through a coordinated planning process, identified local hazards and recommended mitigation activities to reduce risks and protect lives and property, and held monthly public planning meetings from January 2025 through June 2025 to review and revise the plan as required by law; and

WHEREAS, the 2025 5-Year Plan Update recommends numerous hazard mitigation actions that will protect residents and property, and establishes a framework for continued monitoring, evaluation, and annual updates by the Warren County Hazard Mitigation Committee under the oversight of the Warren County Board of Commissioners; and

WHEREAS, in order for the City of Monroe to remain eligible for federal hazard mitigation grant funding, it is necessary to adopt the Warren County Multi-Jurisdictional Hazard Mitigation 5-Year Plan Update.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: Council hereby adopts the 2025 Warren County Multi-Jurisdictional Hazard Mitigation 5-Year Plan Update as the official Hazard Mitigation Plan of Warren County, Ohio, thereby ensuring the City's continued eligibility to apply for Hazard Mitigation Grant Program funding.

SECTION 2: The respective County, City, Village, and Township officials identified in the strategy of the 5-Year Hazard Mitigation Plan Update are hereby requested to participate in addressing the recommended mitigation actions assigned to them, and to report annually on their hazard mitigation activities, accomplishments, and progress to the Warren County Hazard Mitigation Committee.

SECTION 3: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

Warren County, Ohio HAZARD MITIGATION PLAN November 2025



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RECORD OF CHANGES

[illegible]

INTRODUCTION

As outlined in the federal Disaster Mitigation Act of 2000, any local jurisdiction seeking certain federal disaster assistance and hazard mitigation funding must maintain an up-to-date disaster mitigation plan to remain eligible. Renewal of this plan must be completed every five (5) years to remain eligible and encourage the continual awareness of mitigation strategies. Additionally, for the National Flood Insurance Program (NFIP) communities within Warren County to be eligible for future mitigation funds, those communities must adopt the County's HMP.

Hazard mitigation can be defined as the sustained actions taken to reduce or eliminate long-term risks to people and their property from hazards including natural or man-made disasters. Hazard mitigation planning is a proactive process built on assessing the hazards and applying effective strategies to complete preventive measures. It involves multiple stakeholders from Warren County jurisdictions and the State along with blending the public and private sector goals, objectives, and actions.

PLAN HISTORY

In 2007, Warren County developed and adopted its Hazard Mitigation Plan, as required by the Disaster Mitigation Act of 2000. The 2007 HMP provided a high-level overview of the hazards affecting the community. This plan identified the following hazards: wildland urban interface fires, drought, extreme temperatures, dam inundation, severe storms, and flooding. The 2007 plan also included a vulnerability assessment and mitigation actions to decrease the impacts of these hazards to the community.

The update to the Hazard Mitigation Plan in 2015 contained many of the same elements of the 2007 HMP, however, through the use of new research and information methods such as GIS mapping, the planning committee created a more comprehensive plan that focused on natural hazards and the limited resources available to apply to mitigation efforts.

In 2020, the Hazard Mitigation Plan had a similar function to its ancestors, however the planning team focused more on education and collaboration with local jurisdictions, schools, businesses, and organizations to create mitigation strategies that will benefit local jurisdictions and reduce risk locally and to the county. The planning team designed a thorough approach to provide factual, evidence-based information on hazards, and to solicit comprehensive information and feedback from county stakeholders to determine mitigation priorities and strategies for action.

The 2025 Hazard Mitigation Plan will continue to have similar themes as its predecessors, and focus on education and collaboration with jurisdictions, schools, businesses, and organizations to develop, implement and encourage mitigation strategies designed to create resiliency throughout the county.

PLAN OVERVIEW

As Warren County expands and changes, challenging vulnerabilities must be addressed. Warren County will face numerous hazards in the future, both natural and man-made, and these hazards can result in disasters that impact citizens, businesses and all levels of government. Over time, factors such as global warming and weather pattern changes can influence the frequency and intensity of weather events. By identifying hazards and taking appropriate steps to mitigate future vulnerabilities, growth and change can be done in a positive manner that will lessen the impact of future hazard events.

The main overall goal of the 2025 Warren County Hazard Mitigation Plan is to significantly reduce injuries and loss of life, and to minimize damage to structures and property from disasters. Additionally, it is intended to reduce disruptions to society, better integrate hazard mitigation programs and policies, reduce the number of repetitive flood loss structures, and promote education and outreach activities to create a culture of preparedness and hazard mitigation for Warren County businesses and residents. As such, this plan is comprised of seven (7) sections, which detail the methods, analysis, and discussion surrounding the various hazards that threaten Warren County and its jurisdictions. These sections are as follows:

1. This **Introduction** provides a discussion about the general background, purpose, and goals that Warren County wishes to achieve throughout the development and implementation of this plan. This section also includes a summary of the Plan's contents.
2. Section 1, **Community Profile**, describes Warren County's history, geography, topography, climate, population, economy, housing, land use and development trends, and critical infrastructure. Additionally, it includes information regarding the demographics of Warren County and each of the jurisdictions participating in this plan.
3. The process for the development of this plan is detailed in Section 2, **Planning Process**. This section includes details about the process used to develop this plan, including a description of who participated, how the community was involved, which hazards were included in the plan and why, as well as the meetings and outreach activities undertaken to engage stakeholders.
4. Section 3 contains the **Hazard Identification and Risk Assessment**; the process in which all hazards affecting Warren County are identified and prioritized, and vulnerabilities from the identified hazards are assessed.
5. Details regarding each hazard are listed in Section 4, **Profile of Each Hazard**, including the definition of the hazard, and historical occurrences and associated damages that have taken place in Warren County.
6. The goals, strategies, and actions for the county are outlined in Section 5, **Mitigation Strategy**. Additionally, updates to projects and actions from the previous Warren County Hazard Mitigation Plan (2020) are listed.
7. The final section of this plan, **Plan Maintenance**, provides a summary of the proposed plan adoption and integration, and the process of evaluating and updating the plan.

The resulting Warren County 2025 Hazard Mitigation Plan will be submitted to the Ohio Emergency Management Agency (Ohio EMA) and subsequently the Federal Emergency Management Agency (FEMA) for their review. Following the agency review, the jurisdictions will then review the plan for adoption. This hazard mitigation plan serves as a helpful tool for citizens, policymakers, local businesses, and other local stakeholders who all share a public interest in keeping Warren County as safe and resilient as possible.

1. COMMUNITY PROFILE

The Community Profile summarizes Warren County's history and existing environmental and socioeconomic conditions. Environmental and socioeconomic factors include geography, topography, climate, population, economic, housing, and land use and development trends.

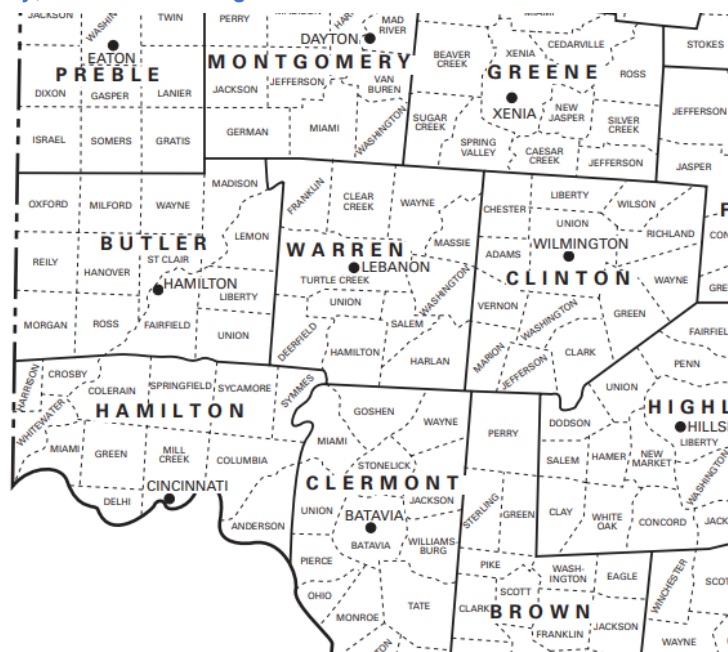
1.1. BACKGROUND

Warren County is located in southwestern Ohio, and has a total land area of approximately 400 square miles. It is bounded by Montgomery and Greene counties to the north, Butler County to the west, Clermont and Hamilton counties to the south, and Clinton County to the east.

Warren County was established March 24, 1803, by an act of the first General Assembly in Chillicothe, Ohio. This same act gave the county its name in honor of General Warren, who distinguished himself during the Revolutionary War. Warren, Butler, and Montgomery counties were formed from territory formerly included in Hamilton County. Warren County was originally made up of three (3) principal land subdivisions. The Virginia Military District comprised the eastern half, the Symmes Purchase made up the southwest corner, and the Congress Lands were in the northwest corner. Warren County was originally divided into four (4) townships: Franklin, Wayne, Deerfield, and Hamilton Townships.¹

The county seat is in the City of Lebanon. The Warren County Board of Commissioners is the legislative and executive body of the county, and is made up of a three (3) member board of elected officials that serve four (4)-year terms. The Warren County Commissioners hold title to all county properties, serve as the sole taxing authority for the county, and control county purchasing. Most importantly, the Warren County Board of Commissioners is the budget and appropriating authority for the county government, which includes all county agencies and elected officials (Sheriff, Auditor, Treasurer, Courts, Emergency Services, Telecommunications, etc.).

Figure 1: Map of Warren County, and Surrounding Counties



Source: Ohio Department of Natural Resources: County and Township Map of Ohio

https://dam.assets.ohio.gov/image/upload/ohiodnr.gov/documents/geology/OhioTownshipMap_DOGS_2014.pdf

¹ The History of Warren County, Ohio, Unknown Author, W. H. Beers Company, Chicago, Illinois, 1882

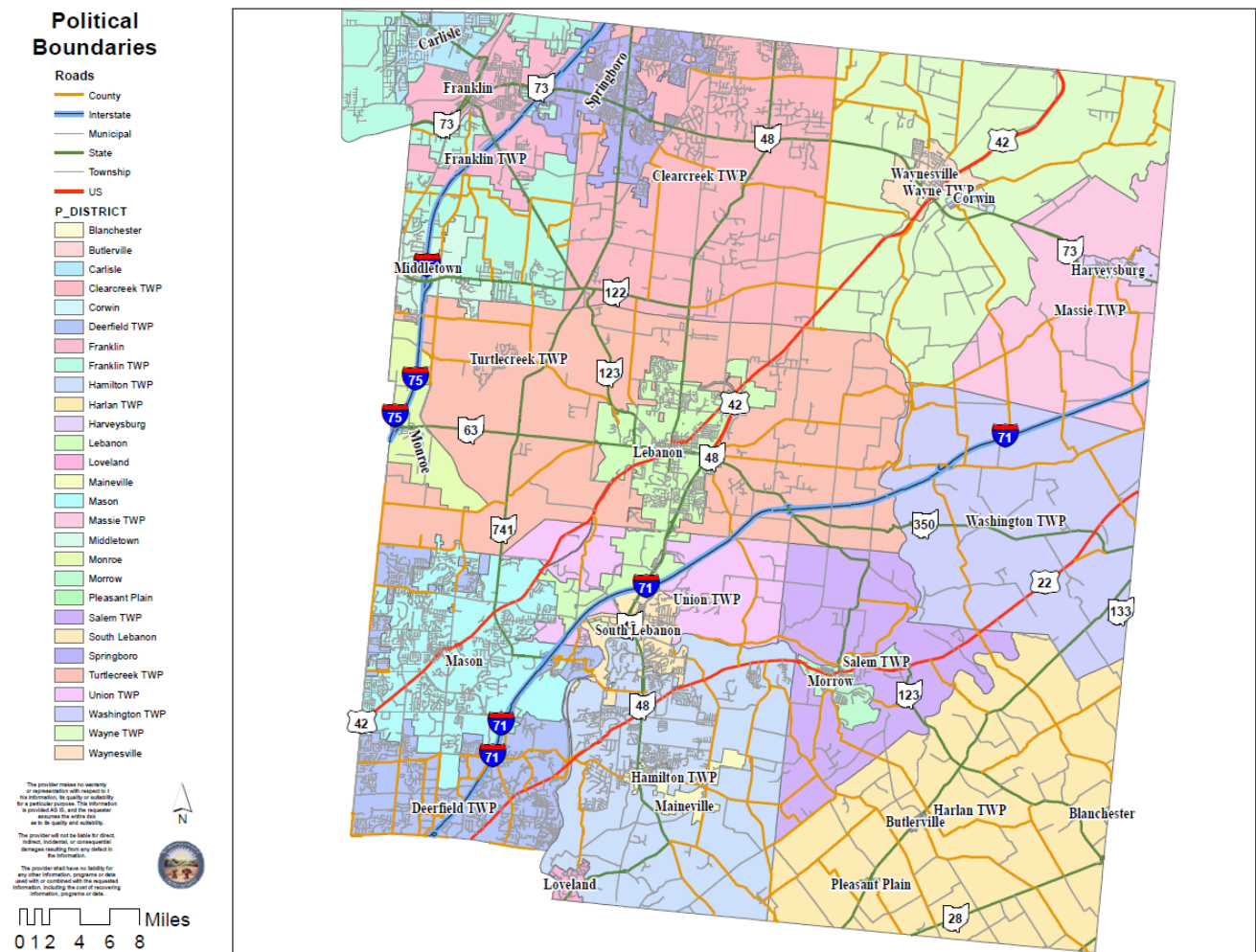
1.2. JURISDICTIONS

Warren County is split into twenty-four (24) jurisdictions, including six (6) cities, seven (7) villages and eleven (11) townships. Additionally, there are partial portions of three (3) other cities in the county.

Table 1: List of Warren County Cities, Villages and Townships

Cities	Villages	Townships
Carlisle	Butlerville	Clearcreek
Franklin	Corwin	Deerfield
Lebanon	Harveysburg	Franklin
Loveland (Partial)	Maineville	Hamilton
Mason	Morrow	Harlan
Middletown (Partial)	Pleasant Plain	Massie
Monroe (Partial)	Waynesville	Salem
Springboro		Turtlecreek
South Lebanon		Union
		Washington
		Wayne

Figure 2: Map of Warren County Jurisdictions



1.3. CLIMATE, GEOGRAPHY, RIVERS AND DAMS

CLIMATE

Warren County has a continental climate with warm and humid summers, and very cold and windy winters. Year-round it is partly cloudy. Temperatures vary over the course of the year the between 23°F and 85°F, and are rarely below 7°F or above 92°F. The average temperature for the county is 52.55°F. Source: <https://weatherspark.com/>

On average, Warren County receives approximately forty-one (41) inches of rain per year, which is more than the U.S. average at thirty-eight (38) inches per year. Average snowfall is fifteen (15) inches. The number of days with any measurable precipitation is approximately 115 days a year, and on average there are 178 sunny days per year in Warren County. The July average high temperature is around 85°F and the January average low temperature is 21°F.

Table 2: Warren County Average Climate

Climate Measurements	Warren County, Ohio	United States
Avg. Rainfall (in.)	41.3 in.	38.1 in.
Avg. Snowfall (in.)	14.7 in.	27.8 in.
Avg. Precipitation Days	115.0 days	106.2 days
Avg. Sunny Days	178 days	205 days
Avg. July High	85.1 °F	85.8 °F
Avg. Jan. Low	21.0 °F	21.7 °F
Comfort Index (higher=better)	7.2	7
UV Index	3.8	4.3
Avg. Elevation FT.	846 ft.	2,443 ft.

Source: <http://www.bestplaces.net/climate/county/ohio/warren>

CLIMATE CHANGE

According to the State of Ohio's 2024 Hazard Mitigation Plan, because of climate change, the average temperature may increase one (1) to three (3) degrees Celsius over the next several decades. Projected change in the climate models indicate a clear tendency towards increased frequency of heat waves. Further cold-air outbreaks and other extreme cold spells will still occur but with reduced likelihood. Rainfall will increase variably across the Midwest over the next several decades with potential to increase 20-30% in the spring and winter months and increase in variability of precipitation in the summer and fall months. Some other affects include the likelihood of warmer nights and possibly warmer days leading to an increased susceptibility to pests. The warming will likely cause a reduction in crop yields and the evaporation/transpiration feedback will lead to less available water resources.

Additionally, according to the National Weather Service Office in Wilmington, Ohio, the Southwest Ohio region is seeing a wetter trend and increase in occurrences of more extreme rain events. This could increase ground-level flooding, areal flooding, and flash flood events.

GEOGRAPHY

Warren County covers approximately 400 square miles, composed of rolling till plains with local end moraines. The highest elevation of 1,362 feet in Clearcreek Township, with other elevations plummeting to much lower levels with abruptness in only a few points of the county. The county contains fifty (50) different soil types, the majority of which are poorly drained clays and well-drained loams. The county is situated in the ecoregion known as the Eastern Corn Belt Plain. There are two (2) distinct types of Eastern Corn Belt Plain topography located in Warren County: Loamy High Lime

Till Plains and pre-Wisconsinan Drift Plains. The majority of the county is comprised of Loamy High Lime Till Plains.

The western, northern and northeastern portions of Warren County contain the ecoregion known as Loamy High Lime Till Plains. This ecoregion contains soils that developed from loamy, limy, glacial deposits of Wisconsinan age. These soils typically have better natural drainage than those of surrounding ecoregions. Beech forests, oak-sugar maple forests and elm-ash swamp forests once grew on the nearly level terrain. Today, corn, soybean and livestock production are widespread.

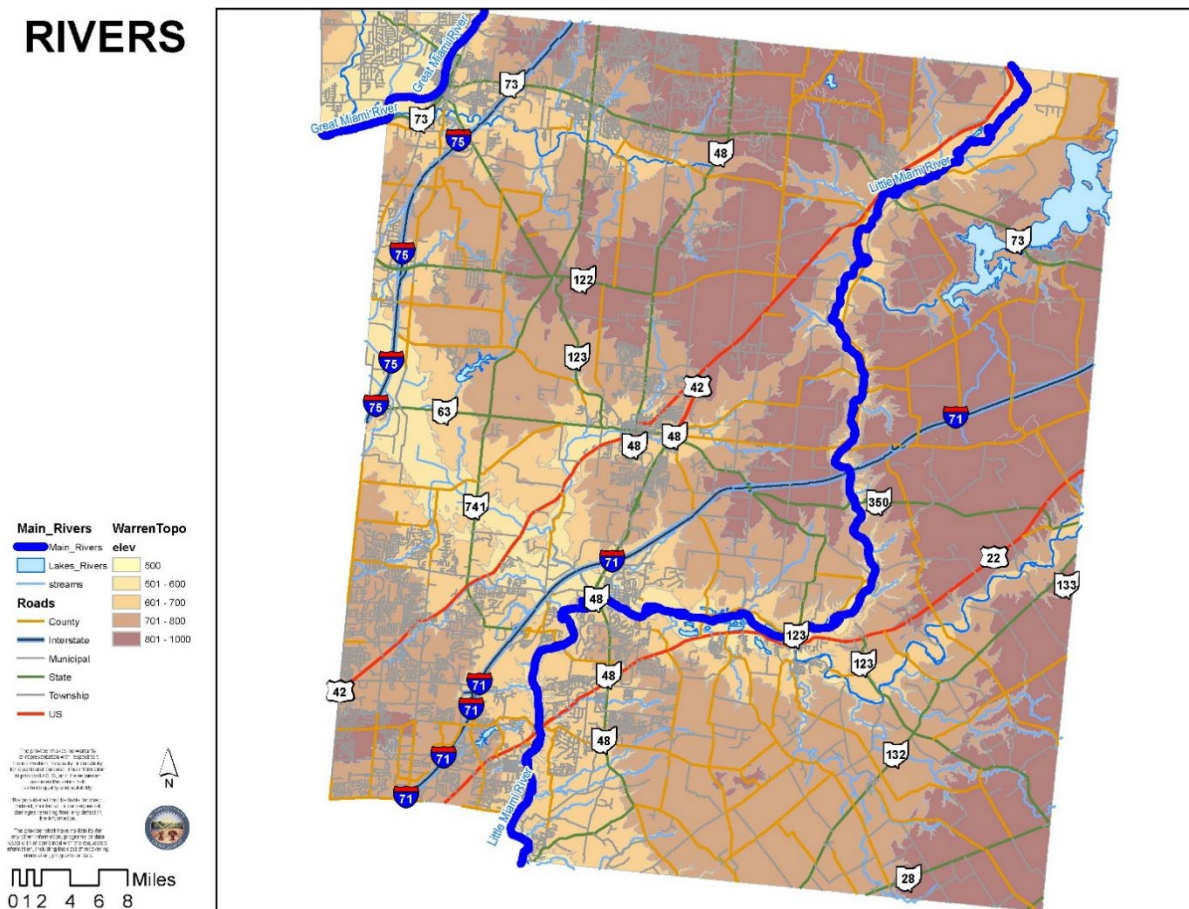
The central and southeastern portions of Warren County contain the pre-Wisconsinan Drift Plain ecoregion. This ecoregion is differentiated from the surrounding ecoregions by its deeply leached, acidic, pre-Wisconsinan till and thin loess and widespread areas of nearly flat, very poorly drained soils with fragipans. In addition, some dissected areas occur. Originally, beech forests and elm-ash swamp forests were dominant. Today, soybeans are common and are well adapted to spring soil wetness. Corn, tobacco, and livestock farming also occur.

RIVERS

Warren County has two (2) major drainage basins: the Great Miami River and the Little Miami River. There are also streams that drain into other parts of the county, these include Caesar Creek, Todd's Fork, Second Creek, Little Muddy Creek, and Clear Creek. The county contains approximately 62,800 water acres, which consists of about 3,450 acres of lakes, and approximately 320 linear miles of streams and rivers. The Little Miami River was the first river in Ohio proposed for protection under the Federal Wild and Scenic Rivers Act, with planned areas for canoeing, picnicking, and camping.

Figure 3: Depicts Warren County Rivers

RIVERS



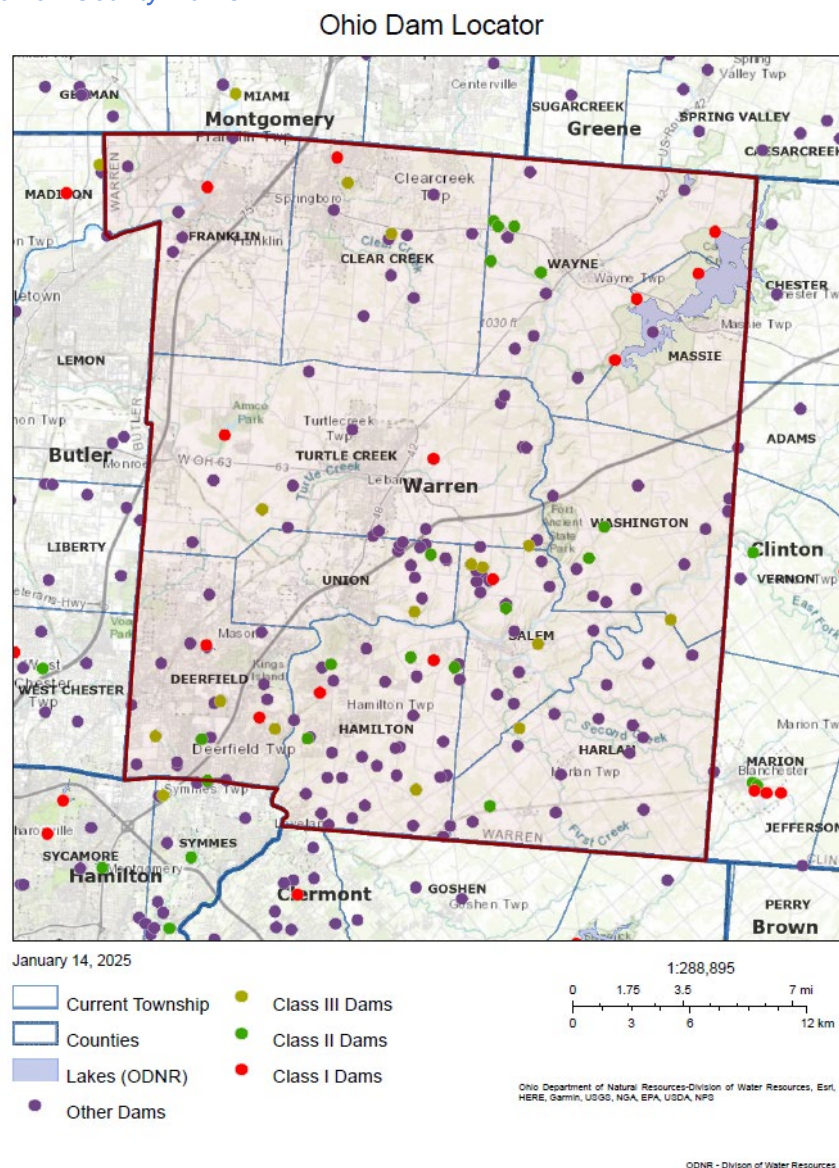
DAMS

Warren County has thirteen (13) Class I dams. Of these thirteen (13) dams, four (4) of them are situated along Caesar Creek Lake. The other nine (9) are spread out across the county. Four (4) of these dams are privately held, and two (2) of which do not have approved Emergency Action Plans. In total, Warren County is home to 167 dams, including those that are exempt, unclassified, or abandoned. Many of the 167 dams are situated along tributaries to creeks and were created for recreational purposes.

Table 3: Warren County Dam Classification

ONDR Class	Count
Class 1	13
Class 2	15
Class 3	14
Class 4	48
Other	77
Total	167

Figure 4: Map of Warren County Dams



1.4. INFRASTRUCTURE: TRANSPORTATION, RAIL, PIPELINES, AND UTILITIES

MAJOR THOROUGHFARES

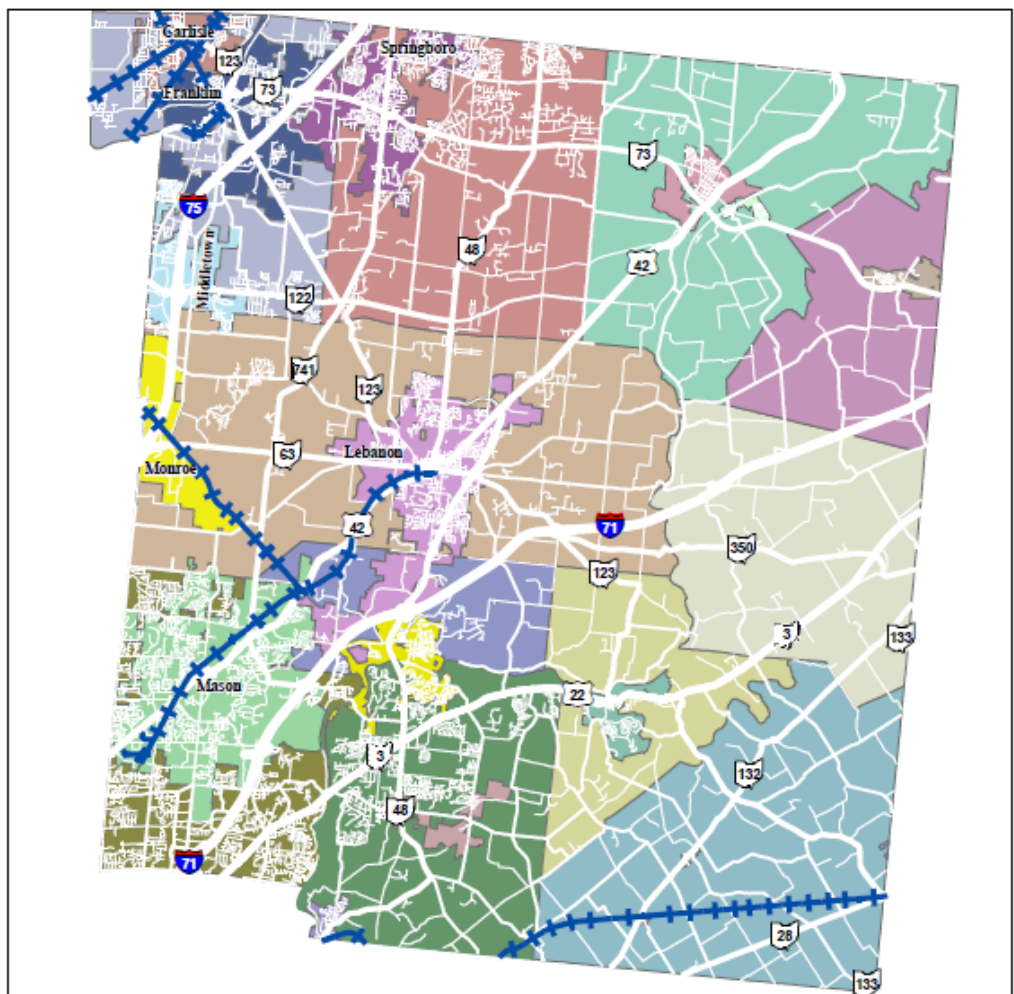
Warren County contains many major roadways including Interstates (I), U.S. Routes (US), and State Routes (SR). Notably, there are two (2) Interstate highways that run through the county, including I-75, running from the northwest corner of the county, and I-71, which runs from the southwest corner to the northeast. There are also two (2) U.S. Routes; US-22 and US-42. Additionally, ten (10) State Routes run through the Warren County, including SR-3, SR-28, SR-48, SR-63, SR-73, SR-122, SR-123, SR-132, SR-350, and SR-741. These major thoroughfares are depicted in Figure 5.

RAIL LINES

There are three (3) major freight rail lines that run through Warren County: CSX Transportation, Norfolk Southern, and Indiana and Ohio (formerly Genesis and Wyoming) Railroad. CSX and Norfolk Southern mostly converge in the northwest portion of the county, and Indiana and Ohio runs through the southeastern portion of the county. Additionally, the City of Lebanon operates a historic passenger rail line on the Lebanon Mason Monroe (LM&M) Railroad.

Figure 5: Map of Railways and Major Thoroughfares in Warren County

Rail & Major Thoroughfares

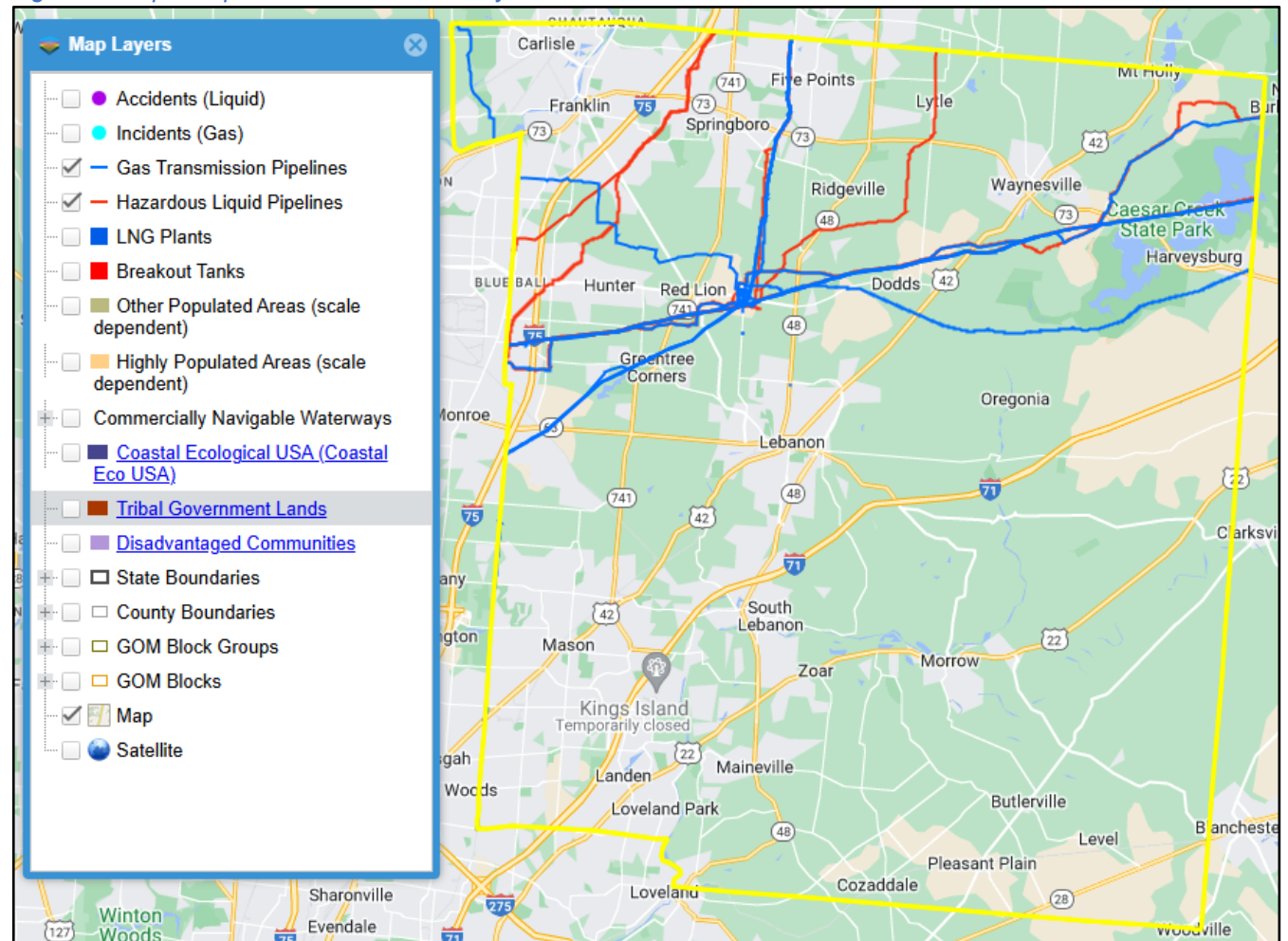


PIPELINES

The National Pipeline Mapping System Public Map Viewer shows there both hazardous liquid and gas transmission pipelines in Warren County. There are ten (10) different pipeline companies who run underground pipe through Warren County. Many of these companies have distribution points in the area of SR-122 and Hart Road. Two (2) of these companies, Enterprise Products and Enbridge Energy, have office locations in that same area. Other companies have substations or own property at that location.

**Note: Company names are accurate as of Winter 2024/2025*

Figure 6: Map of Pipelines in Warren County



Source: National Pipeline Mapping System

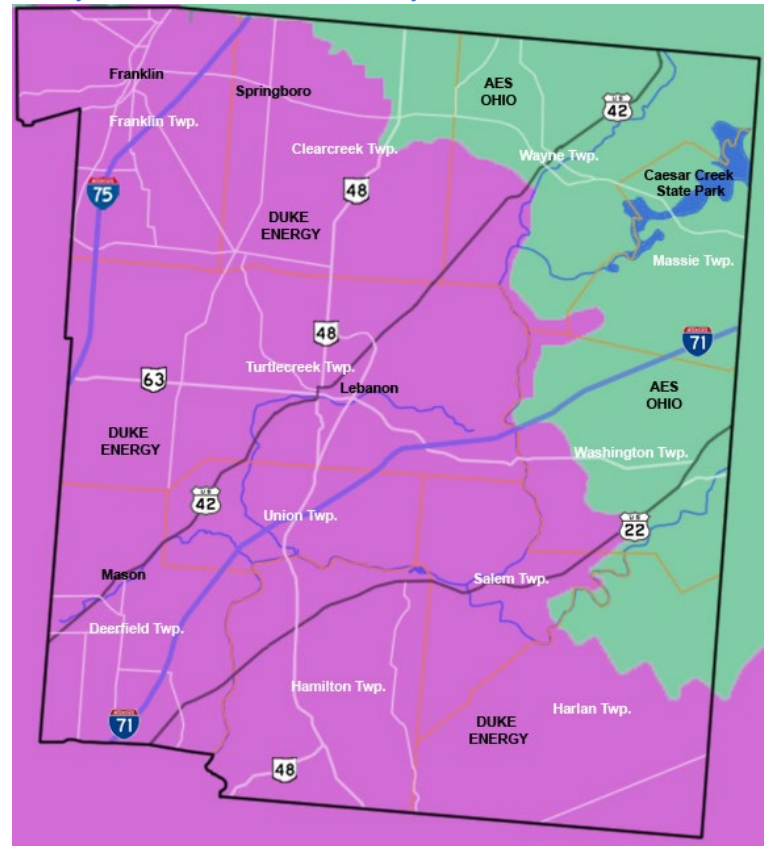
<https://pvnpm.phmsa.dot.gov/PublicViewer/>

UTILITIES

Electric & Gas

The electric power for Warren County is provided by three (3) utility companies: AES Ohio (formerly Dayton Power and Light Company), Duke Energy, and Lebanon Municipal Electric. Duke Energy provides electrical services to the majority of Warren County, while AES Ohio provides electricity to northeastern parts of the county. Additionally, Lebanon Municipal Electric serves the City of Lebanon.

Figure 7: Map of Electric Utility Providers in Warren County



**Note: Lebanon Municipal Electric not represented in graphic.*

Source: Ohio Public Utilities Commission

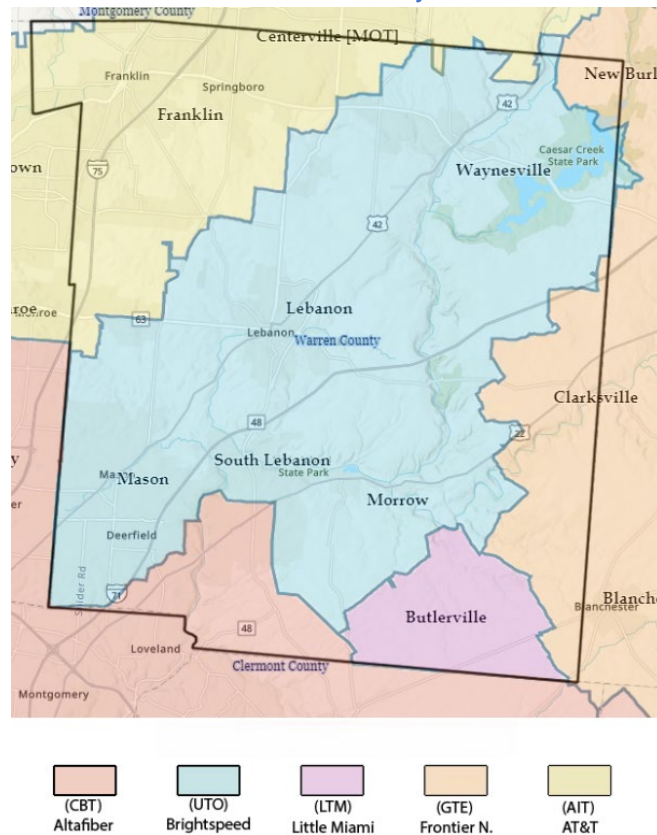
<https://puco.ohio.gov/utilities/electricity/service-area-map/electric-certified-territories-web-mapping-application>

There are three (3) companies that provide natural and bottled gas in the county. These companies include Columbia Gas of Ohio, Inc, Duke Energy, CenterPoint Energy of Ohio (formerly Vectren). Warren County is a part of the gas cooperative Knox Energy Cooperative Association, Inc., which is managed by Utility Pipeline, Ltd. Duke Energy provides gas services to the majority of the county, while Columbia Gas of Ohio provides natural gas services to some northern areas of the county and CenterPoint provides natural and bottled gas services to other areas in the county.

Telephone Service

There are five (5) landline telephone companies that service Warren County, including Altafiber, AT&T, Brightspeed (formerly Century Link), Frontier North, and Little Miami.

Figure 8: Map of Telephone Service Providers in Warren County



Source: Ohio Public Utilities Commission

<https://puco.ohio.gov/utilities/telecom/service-area-map>

There are also a number of cellular telephone service providers that cover Warren County. Cellular service is generally available in most portions of Warren County, with potential pockets of low service in the southeast and northeast corners of the county.

Water and Wastewater

The primary groundwater source in Warren County is a buried valley aquifer composed of sand and gravel. This aquifer serves as an adequate water supply for both individual and public wells for several large water users in the county, including the cities of Lebanon, Mason, and Franklin, as well as the Western Water Company and Warren County Water Company.

The Warren County Water and Sewer Department (WCWSD) is a regional water supplier that owns and operates two (2) water treatment plants with a total Ohio Environmental Protection Agency (EPA) rated capacity of 20 million gallons per day (gpd). The treatment plants treat water from wells located along the Great Miami and Little Miami aquifers. The water is distributed from four booster pump stations through 500 miles of watermains to over 29,000 water customers. Fire protection and daily storage are provided from eight (8) elevated storage tanks with a total storage volume of 13 million gallons.



WCWSD serves the Villages of Corwin, Harveysburg, and Maineville, as well as portions of Clearcreek, Deerfield, Franklin, Hamilton, Turtlecreek, Union, and Wayne Townships. In addition to the water furnished by county-operated plants, the county purchases potable water from the City of Springboro and the City of Cincinnati. Water for all residential and business customers in the City of Mason is supplied by Greater Cincinnati Water Works.

Warren County has emergency water system interconnections with neighboring cities and villages. Emergency water systems interconnections are pipeline connections that allow adjacent utilities to share water resources in the event of an emergency. These interconnections may be permanent or may be temporarily in place based on need. Permanent emergency water systems interconnections located within the county include the following jurisdictions:

- Carlisle
- Franklin
- Lebanon
- Morrow
- Springboro
- South Lebanon
- Waynesville
- Cincinnati Water Works
(City of Mason)

WCWSD also serves over 20,000 sewer customers and maintains over 389 miles of sanitary sewers and seventy (70) sewage pump stations throughout the county. The county operates two (2) major Wastewater Treatment Plants (WWTP) with a total design capacity of 12.7 million gpd, as well as two (2) smaller sewage treatment plants with a service range of 16,000 to 80,000 gpd.

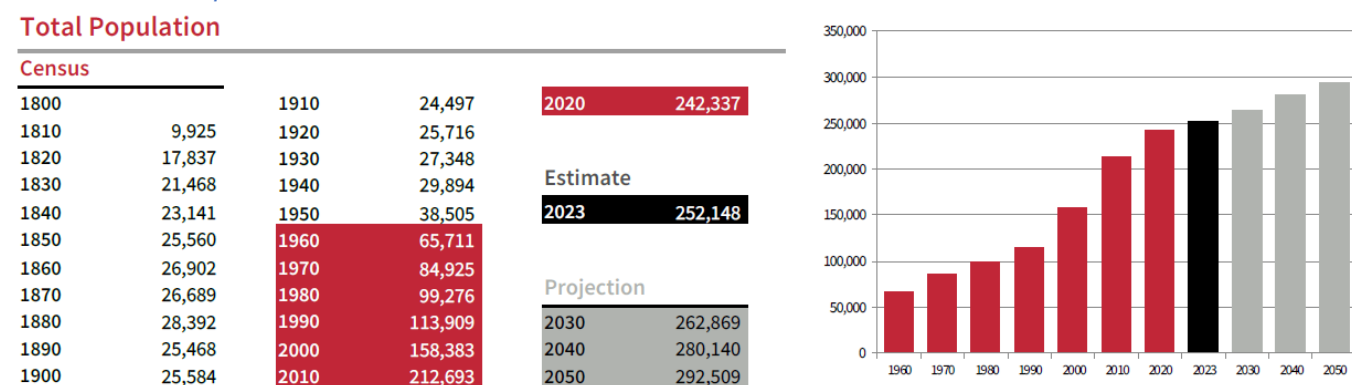
Warren County also has agreements with the Metropolitan Sewer District of Greater Cincinnati, Franklin Regional Wastewater Treatment Corporation, and Butler County to provide sewage treatment for some of the unincorporated areas of the county.

1.5. POPULATION AND DEMOGRAPHICS

As of July 1, 2023, the estimated population of Warren County was 252,148 residents. Warren County is semi-urban in character and is part of the Cincinnati-Dayton metropolitan area. It is the tenth (10th) most populous county in Ohio. The areas with the highest population density are the unincorporated areas of Deerfield Township and the City of Mason, which together had a total population of 74,075 people.

The population of Warren County experienced fluctuations between 1810 and 1950, but since 1950 it has steadily increased. The most significant percentage change occurred between 1950 and 1960, with a 71% population increase. The largest net population growth was recorded between 1990 and 2000, with an increase of 44,474 residents. Population growth is projected to continue steadily, with an estimated population of 292,509 by 2050, representing a 20.7% increase from 2020. Steady population increases are expected for Warren County through 2050, as depicted in Table 4.

Table 4: Total Population



Source: Ohio Department of Development, 2024 Edition

Population per jurisdiction in Warren County (gathered through US Census Bureau, population estimates division and through jurisdictional surveys).

Table 5: Population by Jurisdiction in Warren County

Cities	2020 Pop.	2023 Pop. Estimate	Pop. Change	Villages	2020 Pop.	2023 Pop. Estimate	Pop. Change	Townships	2020 Pop.	2023 Pop. Estimate	Pop. Change
Carlisle	5,501	5,460	-41	Butlerville	191	155	-36	Clearcreek	36,328	36,845	517
Franklin	11,670	11,690	20	Corwin	633	484	-149	Deerfield	40,525	41,486	961
Lebanon	21,216	20,841	-375	Harveysburg	767	554	-213	Franklin	31,676	32,020	344
Loveland*	13,307	13,280	-27	Maineville	2,164	1,405	-759	Hamilton	30,587	31,292	705
Mason	35,148	34,792	-356	Morrow	2,526	2,049	-477	Harlan	4,929	5,049	120
Middletown*	50,987	50,607	-380	Pleasant Plain	141	129	-12	Massie	1,195	1,204	9
Monroe*	15,412	15,024	-388	Waynesville	2,723	2,669	-54	Salem	5,215	5,329	114
Springboro	19,577	19,062	-515					Turtlecreek	17,644	17,690	46
South Lebanon	6,552	6,384	-168					Union	6,251	6,314	63
								Washington	2,752	2,816	64
								Wayne	8,658	8,854	196

Source: US Census ACS Data

*Indicates jurisdiction partially in Warren County

POPULATION ESTIMATES

Per the Ohio Department of Development (2024 Edition), the following are the population estimates for Warren County over the next twenty-five (25) years:

- In 2030, an estimated population of 262,869
- In 2040, an estimated population of 280,140
- In 2050, an estimated population of 292,509

DEMOGRAPHICS

Demographics of Warren County's population provide an insight into understanding the makeup of the county's citizens, and any possible access and functional needs that may be encountered during disaster events. The demographic breakdown for Warren County is depicted in Tables 6, 7, 8 and 9. *Source: Ohio Department of Development, 2024 Edition*

Table 6: Population by Race

Population by Race	Number	Percent
ACS Total Population	243,189	100.0%
White	207,082	85.2%
African-American	8,505	3.5%
Native American	265	0.1%
Asian	16,113	6.6%
Pacific Islander	6	0.0%
Other	2,616	1.1%
Two or More Races	8,602	3.5%
Hispanic (may be of any race)	7,597	3.1%
Total Minority	39,459	16.2%

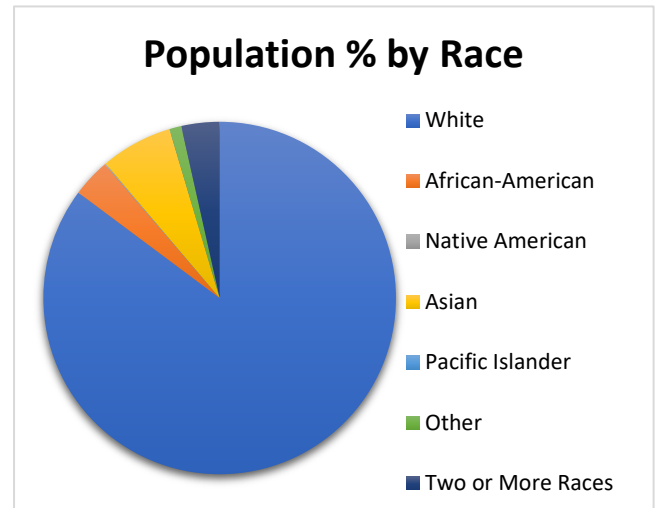


Table 7: Population by Age

Population by Age	Number	Percent
ACS Total Population	243,189	100.0%
Under 5 years	13,375	5.5%
5 to 17 years	45,080	18.5%
18 to 24 years	19,830	8.2%
25 to 44 years	61,341	25.2%
45 to 64 years	67,212	27.6%
65 years and more	36,351	14.9%
Median Age	39.5	

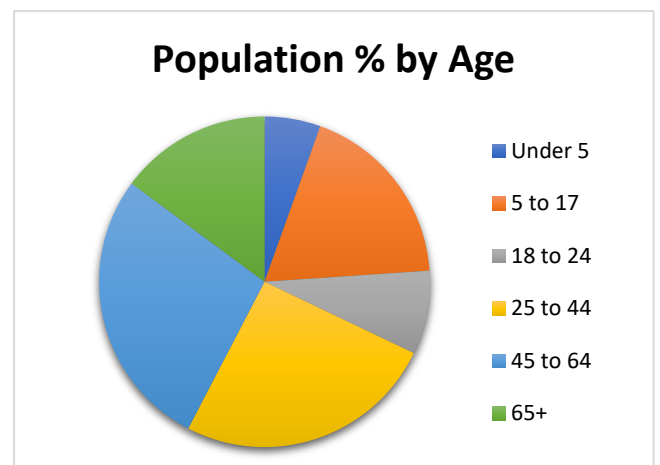


Table 8: Population by Education Attained

Educational Attainment	Number	Percent
Persons 25 years and over	164,904	100.0%
No high school diploma	8,526	5.2%
High school graduate	41,030	24.9%
Some college, no degree	28,024	17.0%
Associate degree	13,676	8.3%
Bachelor's degree	44,054	26.7%
Master's degree or higher	29,594	17.9%

Population % by Education

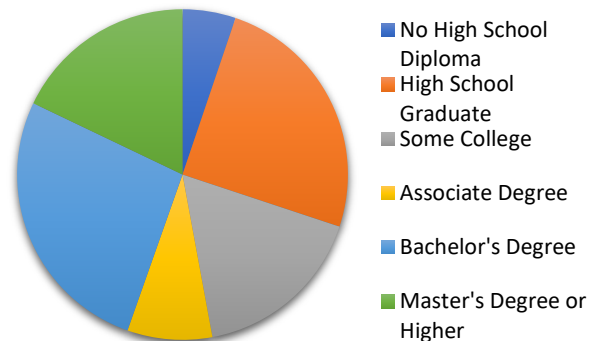
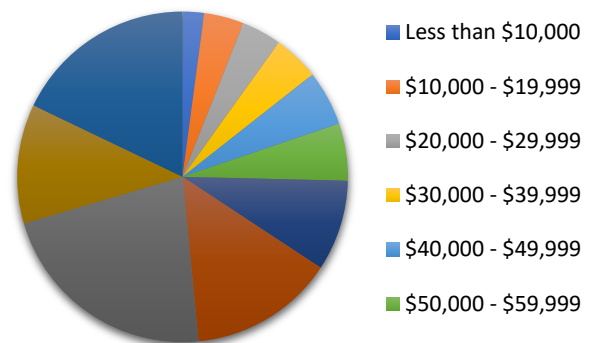


Table 9: Household Income

Household Income	Number	Percent
Total Households	88,735	100.0%
Less than \$10,000	1,865	2.1%
\$10,000 to \$19,999	3,425	3.9%
\$20,000 to \$29,999	3,488	3.9%
\$30,000 to \$39,999	3,958	4.5%
\$40,000 to \$49,999	4,759	5.4%
\$50,000 to \$59,999	4,936	5.6%
\$60,000 to \$74,999	7,902	8.9%
\$75,000 to \$99,999	12,597	14.2%
\$100,000 to \$149,999	19,511	22.0%
\$150,000 to \$199,999	10,373	11.7%
\$200,000 or more	15,921	17.9%
Median household income	\$103,128	

Household Income %



POPULATION TRENDS

As a part of the Hazard Mitigation Plan update, Warren County jurisdictions were asked to complete a Community Profile Survey. Part of this survey included having jurisdiction's evaluating the population/demographic trends over the past five (5) years as well as forecasting those changes over the next five (5) years. Trends from the jurisdictions who responded are depicted in Table 10.

Table 10: Population/Demographics Trends for Jurisdictions in Warren County

Population/Demographics Trends		
Jurisdiction	Trend Over the Last 5 Years	Forecasted Trends Over Next 5 Years
Franklin	Population and overall demographics have remained steady.	Slight increase in population as a result of housing developments.
Lebanon	Population is steadily growing (about 1% per year).	Anticipate continued growth based on the number of building permits.
Loveland	Population has increased, but at a lesser rate than in the late 1990s – early 2000s.	Continue to increase.
Mason	Slight increase.	Slight increase to continue.
Monroe	Population has increased.	Will continue to increase.
Springboro	Population has increased.	Will continue to increase.
South Lebanon	Population has increased.	Increase in the population's diversity as high rates of single and multi-family residential development continue.
Corwin	No change.	Same.
Maineville	Population has increased slightly.	Will continue to increase, and median average will become younger.
Morrow	Population has increased.	Population will continue to grow.
Pleasant Plain	Slight increase in population, with a younger demographic.	Very little change.
Waynesville	No change.	Very little growth/change.
Deerfield Twp	Population has increased.	Population will continue to increase.
Franklin Twp	Population has increased.	Population will continue to increase based on new subdivision plans.
Hamilton Twp	Have seen a 7.4% growth in population.	Growth will continue at the current rate. Several residential and commercial developments underway.
Harlan Twp	Minor growth.	Slow, minor growth in population.
Washington Twp	No change.	Minor changes expected.
Wayne Twp	Population has increased.	Population will continue to increase slightly.

1.6. RESIDENTIAL HOUSING, HOME VALUES, LAND USE & FUTURE

RESIDENTIAL HOUSING & HOME VALUES

According to the Warren County Profile from the Ohio Department of Development, there are 93,520 housing units in Warren County. Of the total housing units, 88,735 are occupied and 4,785 are vacant. Most homes in Warren County are also owner-occupied (78.9%), with the remaining 21.1% categorized as renter-occupied units. More than 56.9% of the homes in Warren County were built between 1990 and 2019. An additional 21.3% of the homes were built between 1970 and 1989. The median home value is \$290,900. This breakdown is depicted in Tables 10, 11 and 12. *Source: Ohio Department of Development, 2024 Edition*

Table 11: Residential Housing Demographics

Housing Units	Number	Percent
Total housing units	93,520	100.0%
Occupied housing units	88,735	94.9%
Owner occupied	70,031	78.9%
Renter occupied	18,704	21.1%
Vacant housing units	4,785	5.1%

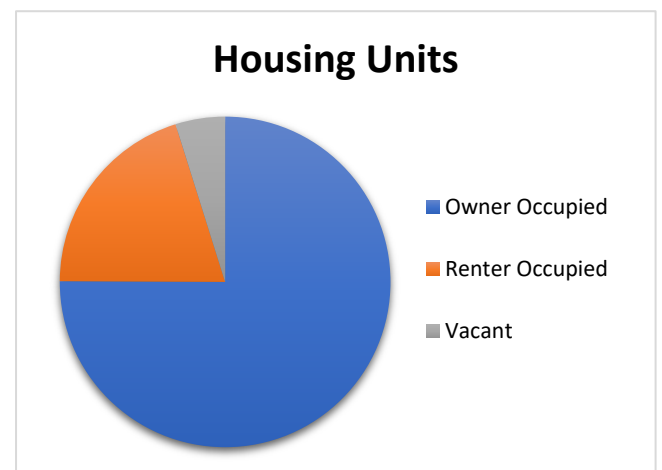


Table 12: Housing Demographics by Year of Structure

Year Structure Built	Number	Percent
Total housing units	93,520	100.0%
Built 2020 or later	828	0.9%
Built 2010 to 2019	11,451	12.2%
Built 2000 to 2009	20,968	22.4%
Built 1990 to 1999	20,705	22.1%
Built 1980 to 1989	8,997	9.6%
Built 1970 to 1979	10,987	11.7%
Built 1960 to 1969	6,059	6.5%
Built 1950 to 1959	6,309	6.7%
Built 1940 to 1949	1,691	1.8%
Built 1939 or earlier	5,525	5.9%
Median year built	1993	

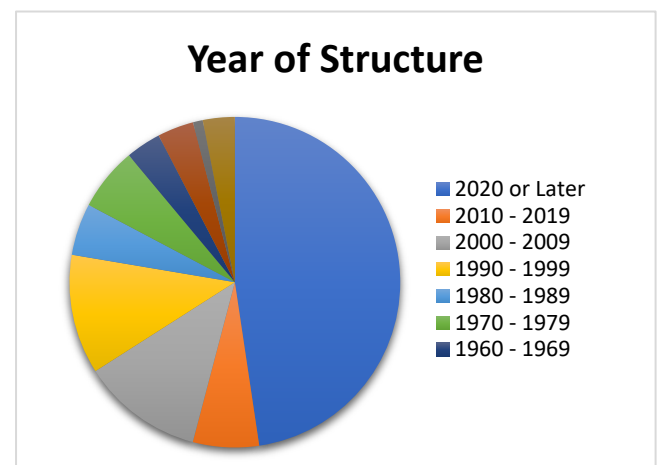
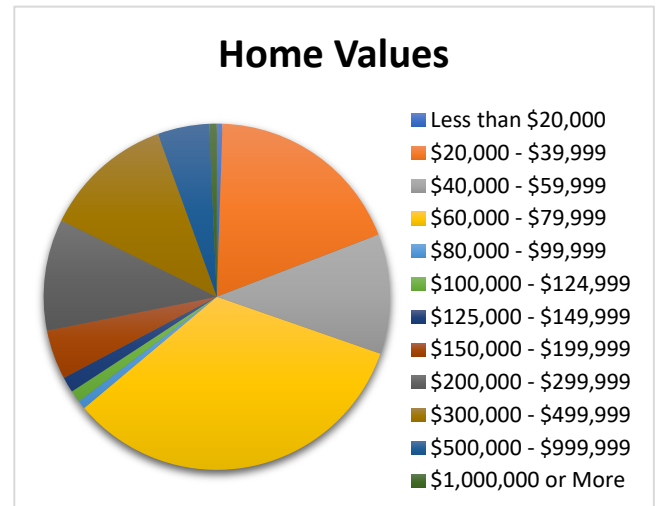


Table 13: Home Values in Warren County

Value for Specified Owner-Occupied Housing Units

	Number	Percent
Specified owner-occupied housing units	70,031	100.0%
Less than \$20,000	970	1.4%
\$20,000 to \$39,999	336	0.5%
\$40,000 to \$59,999	197	0.3%
\$60,000 to \$79,999	619	0.9%
\$80,000 to \$99,999	1,479	2.1%
\$100,000 to \$124,999	2,071	3.0%
\$125,000 to \$149,999	2,722	3.9%
\$150,000 to \$199,999	8,699	12.4%
\$200,000 to \$299,999	19,551	27.9%
\$300,000 to \$499,999	22,978	32.8%
\$500,000 to \$999,999	9,063	12.9%
\$1,000,000 or more	1,346	1.9%
Median value	\$290,900	



LAND USE

Warren County contains approximately 256,000 land acres, of which approximately 73% is rural. 39% of the land in Warren County is agricultural.

Warren County Comprehensive Plan

In 2007, the Warren County Planning Commission drafted an updated Comprehensive Plan. This plan included information on land use, transportation, capital improvements, housing, economic development, and parks and recreation. The plan was formally adopted in 2011 by the Warren County Board of Commissioners.

This plan also considers master plans already in place from other cities, villages and townships. Combining land use planning with economic development, thoroughfare planning, and housing plans will allow the county to sensibly move toward the future. The incorporation of data from this mitigation plan into future updates will only strengthen the comprehensive plan.

Table 14: Land Use in Warren County

Land Use/Land Cover	Percent
Developed, Lower Intensity	20.20%
Developed, Higher Intensity	6.53%
Barren (strip mines, gravel pits, etc.)	0.15%
Forest	27.75%
Shrub/Scrub and Grasslands	0.61%
Pasture/Hay	18.86%
Cultivated Crops	23.72%
Wetlands	0.33%
Open Water	1.85%

Source: Ohio Department of Development, 2024 Edition

Table 15: Agricultural Land Use in Warren County

Agriculture

Land in farms (acres)	101,621
Number of farms	872
Average size (acres)	117
Total cash receipts	\$76,607,000
Per farm	\$87,853
Receipts for crops	\$71,118,000
Receipts for livestock/products	\$5,489,000

Source: Ohio Department of Development, 2024 Edition

FUTURE LAND USE AND INFRASTRUCTURE IMPROVEMENTS

As previously mentioned, Warren County jurisdictions were asked to complete a Community Profile Survey as a part of the Hazard Mitigation Plan update. Part of this survey included evaluating land use trends, housing trends, economic, and business and industry improvements. The Warren County Department of Economic Development was also consulted. Trends from the participating jurisdictions are depicted in Table 16 and 17:

Table 16: Land Use/Housing Trends in Warren County

Land Use/Housing Trends		
Jurisdiction	Trend Over the Last 5 Years	Forecasted Trends Over Next 5 Years
Franklin	Land use has remained steady, with approximately 60% industrial, 39% residential and 1% open land.	Some additional residential developments.
Lebanon	Mixture of apartments to executive level estate homes being built.	Continued development and housing complexes.
Loveland	Infill development has been observed and averaging 10 homes being built per year.	Limited expansion, mostly infill development. Housing growth to stay about the same.
Mason	Growth in mixed use commercial development, and some housing.	More of the same.
Monroe	A move from agriculture to light industrial and housing.	More multi-family and single-family homes. Expansion of light industrial.
Springboro	Additional housing.	More of the same.
South Lebanon	High density of single and multi-family residential development with commercial development on the main thoroughfares.	An increase in demand for mineral extraction and processing within the city. Continuation of residential development.
Maineville	Land use has primarily remained steady, with a couple agricultural areas converting to residential/commercial developments.	Same.
Corwin	Mainly residential, and some agriculture.	New housing development.
Morrow	Some agricultural areas have been converted to housing and new development.	Continuation of agricultural areas converting into development as more houses will be built.
Pleasant Plain	Mainly agricultural/rural.	Continuation of agricultural development, and building/repairing residential areas.
Waynesville	No changes.	Continued updates and replacement of old infrastructure.

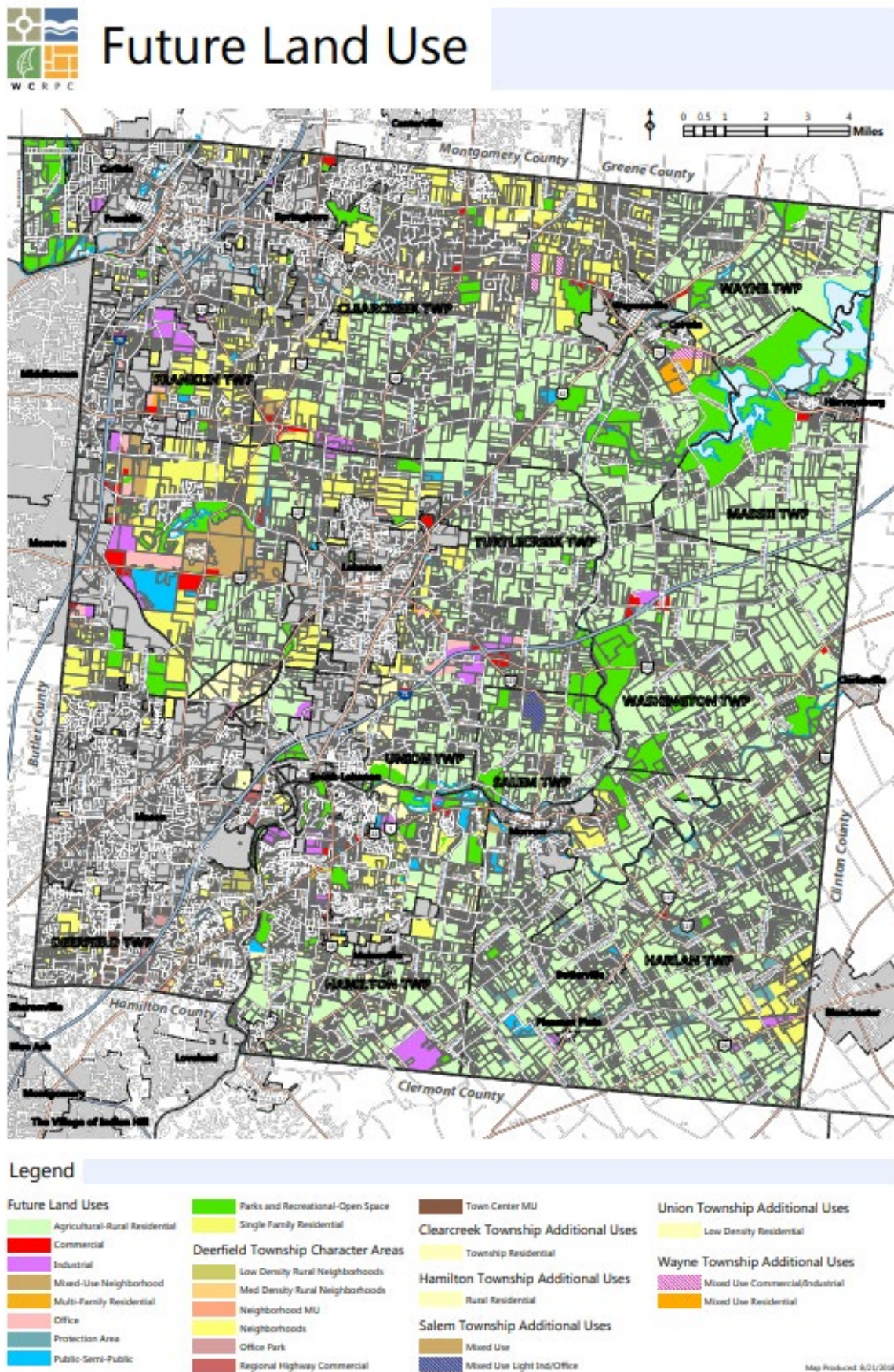
Table 16 Continued

Land Use/Housing Trends		
Jurisdiction	Trend Over the Last 5 Years	Forecasted Trends Over Next 5 Years
Clearcreek Twp	Seeing a lot of single-family homes being built.	Increase in single-family housing.
Deerfield Twp	A lot of residential development (multi family, apartments, and larger homes).	Continuation of larger homes. Becoming limited in available land.
Franklin Twp	Increase in subdivisions/single family homes.	Continuation of new homes. Limited commercial development.
Hamilton Twp	Light commercial and residential developments.	Continuing increase in commercial and residential developments.
Harlan Twp	Large, single-family homes being built.	Same.
Washington Twp	Mainly agricultural, some increase in single family homes.	Same.
Wayne Twp	No new trends.	Agricultural areas are becoming residential development.

Table 17: Infrastructure/Business Trends in Warren County

Infrastructure/Business Trends	
Jurisdiction	Forecasted Trends Over Next 5 Years
Franklin	- Water/sewer replacements and additions in downtown - Expansions are planned - New splash pad being installed
Lebanon	- Business/commercial expansion - Improvements along Broadway to facilitate downtown development moving north - Electric upgrades to the municipal owned system for a data center project
Loveland	- Replacement of aged water mains - New commercial development along Loveland Madeira Road - New elementary school building planned - Expansion/improvement of public parks
Mason	- Additional roadway development - Roadway development for research and development park - Improvements for the tennis facility to bring year-round activities
Monroe	- Roadway improvements - Utility expansion - Improvements to parks/offering
South Lebanon	- Increase in commercial development - Development of Spicer Park - Adding new commercial and residential
Morrow	- Improvements in roads and sewers to meet new housing demand - Recruitment of new businesses to Morrow - Expansion in tourism from the Phegley Park renovations
Waynesville	New library park opening
Deerfield Twp	- Upgrade/upkeep of infrastructure - Completing improvements on District at Deerfield town center with public amenities and commercial/residential
Franklin Twp	Will need to improve infrastructure to meet growing demands
Washington Twp	Possible park expansion
Wayne Twp	Road connectively as subdivisions are approved

Figure 9: Map of Future Land Use for Warren County as provided by WC Economic Development



1.7. LIBRARIES AND SCHOOLS

According to the Warren County Profile from the Ohio Department of Development, there are multiple public and private school districts, as well as libraries throughout Warren County.

Table 18: Educational Buildings in Warren County

Education	
Traditional public schools buildings	40
Students	35,973
Teachers (Full Time Equivalent)	2,403.1
Expenditures per student	\$10,968
Graduation rate	97.3
Community/charter schools buildings	0
Students	0
Teachers (Full Time Equivalent)	0.0
Expenditures per student	
Graduation rate	
Private schools	14
Students	3,516
Public universities, 4-year	0
Public universities/colleges, 2-year	0
Public learning centers, less-than 2-year	1
Private universities and colleges	0
Public libraries (Districts / Facilities)	5 / 7

Source: Ohio Department of Development, 2024 Edition

LIBRARIES

There are seven (7) libraries in Warren County. There are depicted in Table 19.

Table 19: Public Library Buildings in Warren County

Library	Jurisdiction Library is Located
Franklin Public Library	Franklin
Lebanon Public Library	Lebanon
Mary L. Cook Public Library	Waynesville
Mason Public Library	Mason
Salem Twp Public Library	Morrow
Springboro Public Library	Springboro
Warren County Law Library	Lebanon

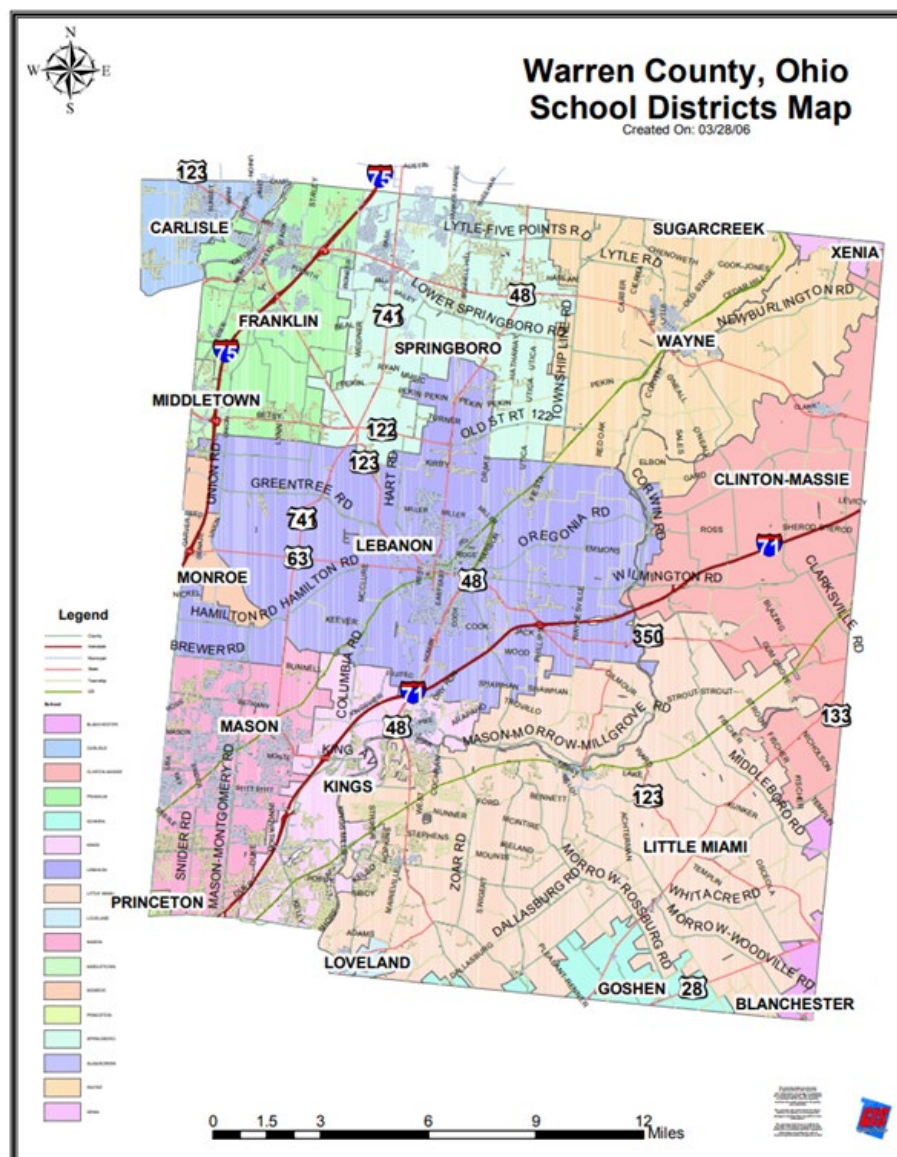
SCHOOLS

There are ten (10) main public-school districts in Warren County, along with six (6) other districts that extend into the county. There are also multiple private schools and alternative education facilities in Warren County.

Public School Districts include:

- **Carlisle Local School District**
- **Clinton-Massie Local School District**
(buildings in Clinton County)
- **Franklin City School District**
- **Goshen Local School District**
(extends into Warren County)
- **Kings Local School District**
- **Lebanon City School District**
- **Little Miami Local School District**
(extends into Clermont County)
- **Loveland City School District**
(extends into Warren County)
- **Mason City School District**
- **Middletown City School District**
(extends into Warren County)
- **Monroe Local School District**
(extends into Warren County)
- **Princeton City School District**
(extends into Warren County)
- **Springboro Community School District**
(extends into Montgomery County)
- **Wayne Local School District**
- **Warren County Vocational School District**
- **Xenia City School District**
(extends into Warren County)

Figure 10: Map of Warren County Public School Districts



Private Schools include:

- Bishop Fenwick High School – Franklin
- Lebanon Christian School – Lebanon
- Middletown Christian Schools – Franklin
- Montessori Academy of Cinti – Deerfield Twp.
- St. Margaret of York School – Loveland
- Liberty Bible Academy – Mason
- St. Susanna Parish School – Mason
- Royalmont Academy – Mason
- St. Francis de Sales – Lebanon
- Chess Christian School – Clearcreek Twp.

Alternative Schools include:

- Warren County Educational Service Center (John K. Lazares Alternative School)
- Warren County Learning Center (Laura Farrell)
- Warren County Learning Center (St. Mary)
- Transition Living Classrooms
- Mary Haven Youth Center
- Warren County Juvenile Detention Center
- Greater Ohio Virtual School

1.8. BUSINESS AND INDUSTRY, WORK FORCE STATISTICS

According to the Warren County Profile from the Ohio Department of Development, there are 184,734 people aged eighteen (18) and over, of which 124,076 are in the labor force. Out of 124,076 people in the labor force, 120,341 are employed, and 3,735 are unemployed. The median household income in Warren County is \$103,128. Additional statistics regarding the workforce in Warren County are depicted in Tables 20, 21, and 22. *Source: Ohio Department of Development, 2024 Edition*

Table 20: Civilian Labor Force Statistics, 2019 – 2023

Civilian Labor Force	2023	2022	2021	2020	2019
Civilian labor force	124,076	122,415	115,880	119,662	121,515
Employed	120,341	118,391	120,752	112,049	117,211
Unemployed	3,735	4,024	4,872	7,613	4,304
Unemployment rate	3.0	3.3	4.0	6.4	3.5

Table 21: Establishments, Employment, and Wages by Sector: 2022

Industrial Sector	Number of Establishments	Average Employment	Total Wages	Average Weekly Wage
Private Sector	5,918	89,682	\$5,705,534,634	\$1,223
Goods-Producing	732	17,504	\$1,238,812,223	\$1,361
Natural Resources and Mining	43	321	\$12,968,101	\$778
Construction	423	4,169	\$299,056,226	\$1,380
Manufacturing	267	13,015	\$926,787,896	\$1,369
Service-Providing	5,186	72,178	\$4,466,722,411	\$1,190
Trade, Transportation and Utilities	1,276	20,278	\$1,059,868,031	\$1,005
Information	161	713	\$93,251,386	\$2,516
Financial Services	619	5,457	\$412,111,965	\$1,452
Professional and Business Services	1,450	16,854	\$1,797,713,828	\$2,051
Education and Health Services	721	12,522	\$672,416,963	\$1,033
Leisure and Hospitality	508	13,624	\$289,043,235	\$408
Other Services	419	2,677	\$137,828,861	\$990
Federal Government		303	\$21,131,057	\$1,340
State Government		1,085	\$85,007,093	\$1,507
Local Government		8,349	\$470,836,507	\$1,085

Private Sector total includes Unclassified establishments not shown.

Table 22: Largest and Notable Employers in Warren County

Employer	Category
ADVICS Manufacturing Ohio	Manufacturing
Amazon	Transportation
Anthem Blue Cross/Blue Shield	Insurance
Atrium Medical Center	Service
Cedar Fair/Kinds Island	Service
Cengage learning Inc.	Service
Cintas Corp	Manufacturing
Honeywell Intelligrated Inc.	Manufacturing
L3Harris Technologies Inc	Manufacturing
Luxottica Group SpA	Manufacturing
Macy's Inc	Trade
Mason Local Schools	Government
Mitsubishi Electric Automotive	Manufacturing
Portion Pac Inc/Kraft Heinz	Manufacturing
Procter & Gamble	Research & Development

1.9. TOURISM, POINTS OF INTEREST, AND COMMUNITY FESTIVALS

Warren County is home to many attractions, points of interest, and community festivals that draw in large crowds, require pre-planning, and may alter traffic patterns. The popularity of these attractions drives tourism in the county and increases the overall population at a given time. Below are some of the highlighted attractions and events that increase tourism in Warren County:

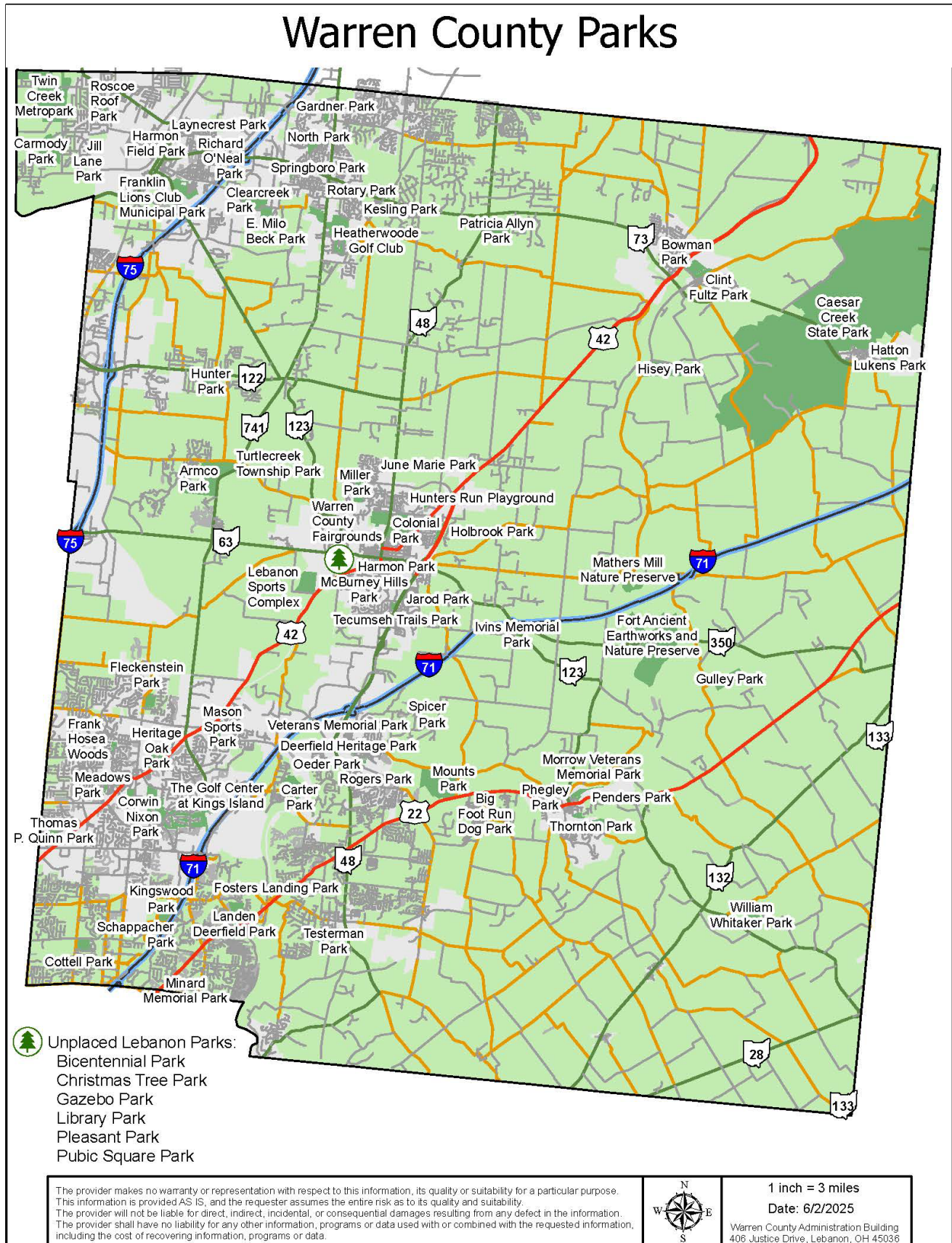
Recreation and Attractions

- Kings Island (Theme Park)
- Cincinnati Open (Professional Tennis Tournament)
- Great Wolf Lodge (Indoor Water Park Resort)
- Lebanon Mason Monroe Railroad
- Fort Ancient (American Indian Earthen Mounds)
- Ohio Renaissance Festival
- Warren County Fair
- The Golden Lamb (Ohio's Oldest Operating Inn)
- Cincinnati Premium Outlets
- Miami Valley Gaming
- Lebanon Raceway
- Warren County Sports Park
- Caesar's Creek State Park/Caesar's Creek Lake
- Armco Park
- Other Smaller Parks (Figure 10)

Community Festivals & Events

- Lebanon Horse Drawn Carriage Parade
- Lebanon Blues Festival
- Lebanon Country Music Festival
- Apple Fest
- Feast and Fall-y
- Maineville's Crossroads Festival
- Red, Rhythm and Boom
- Sauerkraut Festival
- National Night Out
- Christmas in Springboro
- Devil's Staircase
- Celtic Festival
- Oktoberfest

Figure 11: Map of Warren County Parks



1.10. CRITICAL INFRASTRUCTURE

Critical infrastructure is defined as facilities or systems that provide essential facilities, products, and services to the general public and that are necessary to preserve welfare and quality of life, or to fulfill emergency response or disaster recovery operations locally or nationally. Identified critical facilities and essential services within Warren County are depicted in Table 23.

Table 23: Critical Infrastructure in Warren County

Critical Infrastructure	
Critical Facilities	
Fire/Ems Departments	911 Communication Centers
Law Enforcement Departments	Buildings Designated as Storm/Mass Care Shelters
Hospitals	Residential Health Care and Assisted Living Facilities
National Corporations/Headquarters	State Prisons
Defense Contractors	Emergency Supply Facilities (i.e., food, fuel stations, banks, postal service, etc.)
Road Dept. Facilities and Equipment	Schools
Critical Utilities	
Power Plants/Substations	Communications Systems/Towers
Water Treatment Plants/Well Field Storage Tanks	High Pressure Gas Lines
Wastewater Treatment Plants	
Critical Services/Other	
Traffic Signals	Major Rail Lines
Government Services Buildings	Levee Systems and Components
Major Roads and Bridges	Private Airfield

1.11. AUTHORITIES AND RESPONSIBILITIES

Warren County is updating the Hazard Mitigation Plan as required by 44 Code of Federal Regulations (CFR) Section 201, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act. In order for Warren County's plan update to be compliant with the Disaster Mitigation Act of 2000, the Warren County Board of County Commissioners will adopt this plan in November of 2025 with all participating jurisdictional governing bodies adopting this plan within that same year, pending approval from the Ohio Emergency Management Agency, as well as acceptance from the Federal Emergency Management Agency.

The County and jurisdictions adopting this plan are responsible for incorporating mitigation actions into existing plans and ordinances and considering mitigation actions in budgetary or grant cycles. Commissioners, public safety officials, floodplain administrators, engineers, and other community leadership partners are expected to use the information from the plan to enhance or uphold local, state, and federal rules, regulations, codes, ordinances, policies, plans, procedures, or other administrative instruments. Examples of how the components of the plan can enhance existing authorities and responsibilities are outlined below:

- **Building/Development Codes and Zoning Ordinances:** The HMP will provide information to enable Warren County and local jurisdictions to make decisions on appropriate building/development codes and ordinances. Appropriate building codes and ordinances can increase resilience against natural disasters.
- **Comprehensive/Master Plans:** The HMP will provide information that can be incorporated into the Land Use Elements for future land planning. Specific risk and vulnerability information from the Warren County HMP will assist in identifying areas where development may be at risk to potential hazards.
- **Emergency Operations Plan (EOP):** The HMP highlights hazards that the County and its jurisdictions are vulnerable to. The priorities for hazards and strategies for mitigation can help highlight where emergency planning efforts can be concentrated.
- **Capital Improvements Plans:** The HMP will provide information to assist the county and jurisdictions with prioritizing capital projects, equipment purchases, and major studies that will sustain or improve community or county infrastructures.

2. PLANNING PROCESS

2.1. PLANNING PROCESS OVERVIEW

The Warren County Emergency Management Agency (EMA) acted as the project coordinator to complete the five (5)-year Hazard Mitigation Plan update. EMA personnel on the planning team consisted of:

- Melissa Bour, Director
- Sydney Renner, Operations Manager
- Frances Ficke, LEPC/Grants Coordinator
- Matthew Mumma, EMA Specialist

The planning process began in January of 2025 with a review of the 2020 Warren County Hazard Mitigation Plan and projects. A review of the planning process was completed to determine whether the plan update would be awarded to a contractor or be completed in-house. It was determined that the plan update would be completed by EMA staff to build collaborative relationships with the jurisdictions as well as public and private sector representatives. To accomplish the 2025 Hazard Mitigation Plan update, Warren County EMA personnel developed the mitigation strategy outlined below:

1. Review of the Initial Planning Process
 - Determined all Warren County EMA staff would be involved in the review and planning process
 - Reviewed the 2020 Warren County Hazard Mitigation Plan.
 - Reviewed relevant documents for the planning process including the State of Ohio Hazard Mitigation Plan, FEMA Hazard Mitigation Planning Handbook, and FEMA Local Mitigation Plan Review Guide.
 - Reviewed the hazards to determine if there were any changes to be made or additional hazards to be added.
 - Reviewed updated county plans including the Emergency Operations Plan, Disaster Recovery Plan, and updated countywide flood maps.
2. Review of Risk Assessment Strategy Portion
 - Reviewed contents of hazard information from the 2020 Plan.
 - Researched databases for additional hazard data for Warren County and confirmed data with appropriate parties where applicable (i.e., National Weather Service Office in Wilmington for natural hazard data).
 - Determined if other hazards should be added and created a profile for them.
 - Updated data for all hazards, to include the last five years.
 - Reviewed repetitive losses for the county.
 - Determined risk assessment strategy to rate hazards.
3. Reassessment of Hazard Vulnerability
 - Surveyed jurisdictions on current status including population, demographics, critical infrastructure, land use, trends, and points of interest.
 - Surveyed jurisdictions on capabilities including planning, resources, and response to hazards.
 - Ranked hazards according to the probability, impacts, and preparedness levels to determine jurisdictional risk.
 - Compiled scores to determine county risk.

4. Development of Goals and Objectives and Mitigation Actions
 - Developed goals and objectives for the mitigation strategy of the 2025 Hazard Mitigation Plan.
 - Reviewed mitigation projects from the 2020 Plan and updated the status for each.
 - Developed list of mitigation projects for the 2025 Plan.
 - Had jurisdictions and county departments select the most relevant mitigation projects to their jurisdiction and evaluate them against vulnerability to determine priority.
 - Reconciled mitigation projects with goals and objectives,
5. Evaluate Plan Maintenance Process
 - Strengthened process to make it a stronger countywide collaborative effort.
 - Described the process of how local government can incorporate the mitigation strategy into other planning mechanisms.
 - Review and modify the process as necessary to continue public participation in the plan.
6. Draft Revised Plan Document
 - Submitted the drafted plan for review by stakeholders.
 - Modified the plan as recommended by stakeholders.
7. Plan Adoption
 - Submitted the plan for review by Ohio Emergency Management Agency (Ohio EMA) and Federal Emergency Management Agency (FEMA).
 - Incorporated recommended revisions as necessary from state and federal review.
 - Formal adoption by the Warren County Board of County Commissioners.
 - Formal adoption by all participating communities and special districts (where applicable).

For this plan update, the Warren County EMA desired to collaborate with jurisdictions and other agencies to provide a comprehensive guide for the hazards faced in the county. Meeting materials were produced and placed in binders for the jurisdictions to personalize for their specific hazards and mitigation projects. The following describes the process for meetings and binder contents:

Table 24: Planning Meeting Materials

Meeting	Meeting Subject	Binder Section	Binder Contents
Pre-Meeting	Email surveys to jurisdictions.	1	• Community Profile Survey • Jurisdictional Capability Survey
#1	Hazard Assessment & Ranking	2	• Hazard-Specific Informational Packets (includes history, impacts, etc.) • Hazard Ranking Sheet • Compiled Hazard Rankings (added after Meeting #1)
#2	Mitigation Projects Discussion, Selection & Ranking, and Grant Discussion	3 & 4	• Overarching Mitigation Goals & Objectives • List of Proposed Mitigation Projects • Current/Ongoing Projects as Identified in the 2020 Plan (personalized per jurisdiction) • Mitigation Project Selection & Ranking Sheet • Potential Grant Opportunities Overview Sheet
#3	Finalization of Plan/Review & Adoption Process	5	• Plan Review • Adoption Template

2.2. PLANNING COMMITTEE/PUBLIC INVOLVEMENT

Warren County EMA scheduled three (3) public planning meetings from February 2025 through June 2025. Meetings were announced via postings on the EMA website, emails to all jurisdictions and county partners, announcements at public meetings and events, and flyers in newsletters. The planning meetings were held in the Warren County Commissioner's Meeting Room, located at 406 Justice Drive, Lebanon. Which is centrally located in the county.

Table 25: 2025 Planning Meetings

Meeting	Date	Purpose	Attending
#1	February 19 th , 2025	Planning Meeting 1	Public/Warren County EMA
#2	April 17 th , 2025	Planning Meeting 2	Public/Warren County EMA
#3	June 18 th , 2025	Planning Meeting 3	Public/Warren County EMA

Figure 12: Newsletter Flyers & Website Posting for Planning Meetings



In addition, individual planning meetings were held with jurisdictions that were not able to attend the above-mentioned meetings. These individual meetings covered the same material as the public meetings, and ensured all jurisdictions had an opportunity to provide input.

The public was given numerous opportunities to comment and provide input throughout the planning process. Meeting information was provided to invite public involvement at the Warren County Police and Fire Chief's Association Meetings in January, March, and May, at the Warren County Local Emergency Planning Committee (LEPC) Meeting in January, and the Southwest Ohio Emergency Management Association (SWOEMA) Meeting in March and May.

FEEDBACK AND INVOLVEMENT

At each planning meeting, attendees were asked to fill out an anonymous evaluation form to provide feedback and evaluate the effectiveness of the meeting/planning process. This included providing comments about additional hazard or mitigation information that would assist with their planning or mitigation strategy efforts.

Additionally, planning components (specifically the documents provided in Section 4: Profile of Each Hazard and Section 5: Mitigation Strategy of this plan) were presented at Planning Meeting #1 and #2 and were emailed out to all stakeholders after each meeting for review and additional context. Additionally, this information was presented at individual meetings with jurisdictions. Once the information had been presented to stakeholders and a period of review was held, the revised information was placed into this plan.

Once drafted, this plan was posted on the Warren County EMA website. All stakeholders, including county departments, jurisdictional representatives, and partner organizations were sent an email inviting them to review the plan draft, and provide any comments or suggestions for revisions. Additionally, the general public was also invited via social media to review and provide feedback on the plan.

MITIGATION PLANNING COMMITTEE

The Mitigation Planning Committee was comprised of community leaders, public safety officials, school representatives, business and industry employees, representatives of various agencies, and county residents. For a full list of stakeholders who participated in the Hazard Mitigation Planning process see Appendix 1 Planning Participation Documents (1.1 List of Participants. 1.2 Community Participation and 1.3 Community Meeting Sign-In Sheets).

Besides community meetings, Warren County EMA representatives also collaborated with the following agencies/organizations regarding hazard mitigation planning:

Table 26: 2025 Planning Partner Collaboration

Agency/Organization	Method of Collaboration	Discussion Topics
Warren County Economic Development	Email	Current and future land use trends.
Warren County GIS	Email	Assisted with map production.
Warren County Health District	Email	Assistance with the Development of the Infectious Disease section of Meeting #1 (which was adapted and incorporated into the plan).
Warren County Regional Planning Commission	Email	Updates to Mitigation Projects Identified in 2020.
Miami Valley Conservancy District	Email	Updates to Mitigation Projects Identified in 2020.
Ohio Department of Natural Resources	Email	- Dam locations and classifications - GIS Mapping - Excel document for dam inventories
Army Corps of Engineers	Email	- Dam locations and classifications - GIS Mapping
National Weather Service Office in Wilmington, OH	Email	- Collaborated on severe weather data included in the meetings/plan. - Asked for input on how climate change is affecting hazards in Southwest Ohio.
City of Springboro	In-Person Meeting	- Hazard Mitigation Planning process. - The specific impact of hazards on the community and mitigation projects to incorporate. - Potential grant funding sources.
Village of Corwin	In-Person Meeting	- Hazard Mitigation Planning process. - The specific impact of hazards on the community and mitigation projects to incorporate. - Potential grant funding sources.

Table 26 Continued

Agency/Organization	Method of Collaboration	Discussion Topics
Village of Maineville	In-Person Meeting	• Hazard Mitigation Planning process. • The specific impact of hazards on the community and mitigation projects to incorporate. • Potential grant funding sources.
Village of Pleasant Plain	In-Person Meeting	• Hazard Mitigation Planning process. • The specific impact of hazards on the community and mitigation projects to incorporate. • Potential grant funding sources.
Salem Township	In-Person Meeting	• Discussion and selection of mitigation projects to incorporate.
Turtlecreek Township	In-Person Meeting	• Hazard Mitigation Planning process. • The specific impact of hazards on the community and mitigation projects to incorporate. • Potential grant funding sources.
Union Township	In-Person Meeting	• Hazard Mitigation Planning process. • The process of identifying mitigation projects and their benefit. • Potential grant funding sources.
Washington Township	In-Person Meeting	• Hazard Mitigation Planning process. • The specific impact of hazards on the community and mitigation projects to incorporate. • Potential grant funding sources.

2.3. PLAN ADOPTION AND RESOLUTION BY COMMISSIONERS

BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

Resolution

Number _____ Adopted Date _____

IN THE MATTER OF RESOLUTION OF ADOPTING THE 2025 WARREN COUNTY HAZARD MITIGATION 5-YEAR PLAN UPDATE

WHEREAS, The Warren County Emergency Management Agency desires to be compliant with the Disaster Mitigation Act of 2000 and 44 CFR Section 201.6(d)(3). Said Act requires that a Hazard Mitigation Plan meeting program criterion be developed in order that the participating Warren County Communities and unincorporated areas of Warren County will be eligible for future pre-disaster and post-disaster mitigation program funds (i.e. Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, etc.)

FURTHER, the mitigation planning regulation at 44 CFR Section 201.6(d)(3) states:

A local jurisdiction must review and revise its Hazard Mitigation plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval within five (5) years in order to continue to be eligible for mitigation project grant funding.

WHEREAS, the Warren County Emergency Management Agency established the Warren County Hazard Mitigation Planning Team and they have, through an organized planning process, identified local problems and mitigation activities to help reduce hazards, damages, and loss of life during a natural hazard event. Public meetings were held, and a Countywide Hazard Mitigation Plan update was prepared and submitted to the Ohio Emergency Management Agency for review and comment in July 2025. Said Plan has been completed per the Ohio Emergency Management Agency recommendations. Said Plan is on file with the Department of Warren County Department of Emergency Services and is hereby formally adopted.

WHEREAS, by adopted Resolution, the Warren County Emergency Management Agency has entered into an agreement, in the manner provided by law, under the Ohio Revised Code, as amended, and has the power to coordinate and unify the comprehensive Emergency Management activities of the participants, thereof, including the various municipal corporations and unincorporated areas of Warren County, Ohio.

For the reasons stated in the preamble hereto, which is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage by the Warren County Board of Commissioners, and its adoption by the participating municipalities of Warren County.

Mr. Grossmann–
Mr. Young -
Mrs. Jones –

Resolution adopted this day of 2025.

BOARD OF COUNTY COMMISSIONERS

Clerk

cc: Emergency Services (file)
 CIA-Ohio Emergency Management Agency

2.4. PLAN ADOPTION BY JURISDICTION

Municipal Resolution No. _____

A RESOLUTION ADOPTING THE WARREN COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION 5 – YEAR PLAN UPDATE

WHEREAS, Warren County has experienced severe damage from several natural hazards on many occasions in the past century, resulting in property loss, loss of life, economic hardship, and threats to public health and safety; and

WHEREAS, the Warren County Emergency Management Agency desires to be compliant with the Disaster Mitigation Act of 2000 and 44 CFR Section 201.6(d)(3). Said Act requires that a Hazard Mitigation Planning Program criteria be developed in order for the participating Warren County communities and unincorporated areas of Warren County to be eligible for future pre-disaster and post-disaster Hazard Mitigation Grant Program (HMGP) funding.

FURTHER, the mitigation planning regulation at 44 CFR Section 201.6(d)(3) states:

A local jurisdiction must review and revise its Hazard Mitigation Plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval within five (5) years in order to continue to be eligible for mitigation project grant funding.

WHEREAS, the Warren County Emergency Management Agency has established the Warren County Hazard Mitigation Planning Committee and they have, through an organized planning process, identified local problems and mitigation activities to help reduce hazards, damages, and loss of life during a natural hazard event; and

WHEREAS, the 2025 5-Year Plan Update recommends many hazard mitigation actions that will protect the people and property affected by the natural hazards that face Warren County; and

WHEREAS, the Warren County Hazard Mitigation Committee held monthly public planning meetings from January 2025 through June 2025 to review and revise the Plan as required by law; and will hereby be implemented, monitored, evaluated, and updated annually by the Warren County Hazard Mitigation Committee. The Warren County Board of Commissioners will be the public authority to promote and oversee the continued maintenance of this Plan.

NOW, THEREFORE, BE IT RESOLVED by the Council/Board of Trustees of the Village/City/Township of _____, Warren County, Ohio, the majority of all members elected thereto concurring, that:

Section 1: The Warren County Hazard Mitigation 5-Year Plan Update is hereby adopted as the official Multi-Jurisdictional Plan of Warren County, Ohio. By participating in the Warren County Plan and county planning process this municipality will be eligible to make applications for Hazard Mitigation Grant Program funding

Section 2: The Warren County Emergency Management Agency has entered into an agreement, in the manner provided by law, under the Ohio Revised Code, as amended, and has the power to coordinate and unify the comprehensive emergency management activities of the participants, thereof, including the various municipal corporations and the unincorporated jurisdictions of Warren County, Ohio, and

Section 3: The respective County, City, Village and Township officials identified in the strategy of the 5-Year Hazard Mitigation Plan Update are hereby requested to participate in addressing the recommended mitigation actions assigned to them. These officials will report annually on their hazard mitigation activities, accomplishments, and progress to the Warren County Hazard Mitigation Committee under the direction of the Warren County Board of Commissioners.

Section 4: This resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed/Adopted: _____

Date

President of Council

Attest: _____

Clerk of Council

Mayor

3. HAZARD IDENTIFICATION AND RISK ASSESSMENT

3.1. OVERVIEW

Warren County is prone to many natural and man-made hazards, which can be noticed through the county's history of considerable hazard events resulting in millions of dollars of damage. As such, Warren County has assembled a Hazard Mitigation Plan as an overall effort to reduce future risks, impacts, and exposure to damages. Additionally, this plan was written in compliance with, and to meet the planning requirements of the Disaster Mitigation Act of 2000 as outlined in 44 CFR Section 201.

3.2. IDENTIFYING HAZARDS

44 CFR Section 201.6(c)(2)(i) requires a risk assessment to include a description of the type of hazards that can affect Warren County. Table 27, within this plan, presents a list of potential hazards that may likely impact Warren County. To determine the hazards that pose the greatest threat to the county, the Warren County Mitigation Committee updated the list of potential hazards by conducting a review of several key resources which include:

- Review of historical data on events that have occurred since the 2020 Plan update
- Review of 2020 Warren County Plan data
- Review of the State Hazard Mitigation Plan data
- Collaboration with community experts and agencies
- Review of past events and state and federally declared disasters
- Internet research

3.3. PROFILING HAZARDS

Section 201.6(c)(2)(i) requires that the risk assessment shall include a description of the location and extent of hazards that can affect Warren County including information on previous occurrences of hazard events, as well as the probability of future hazard events. The risk assessment relies upon information about past hazard events from published sources such as the National Oceanic and Atmospheric Administration (NOAA), the United States Geological Survey (USGS), United States Army Corp of Engineers (USACE), Ohio Emergency Management Agency (OEMA), Ohio Department of Natural Resources (ODNR), and Warren County records, as well as other agencies.

3.4. ASSESSING VULNERABILITY BY IDENTIFYING ASSETS AND CRITICAL INFRASTRUCTURE

Section 201.6(c)(2)(ii) requires a description of each jurisdiction's vulnerability to the hazards described and the description shall include an overall summary of each hazard and its impact on the community.

As a part of the planning process, each member of the Mitigation Planning Committee was asked to review each hazard and its associated impacts on the community. With information, committee members were then asked to complete a Hazard Ranking Sheet (see Figure 13), in which score was to be given to each hazard across multiple categories. These categories included the probability, the associated warning time of the hazard, the impact, and readiness for the hazard to occur. An explanation of these categories and their associated scoring was provided in the Risk Factor Criteria Sheet (see Figure 14).

A score was then compiled for each hazard. The score was determined by adding all the categories (warning time, impact, and preparedness) then multiplying that total by the probability score. This was done to show the realistic weight of how the hazard affects the jurisdiction.

At the end of this process, each participating jurisdiction had a Hazard Ranking Sheet specific to their jurisdiction. A compiled rankings list was then created to represent the county. This was done by taking the score for a hazard from all of the individual ranking sheets and computing the average. This process was repeated for all hazards. The final hazard ranking list includes sixteen (16) hazards and is listed, by ranking, in Table 27.

Table 27: 2025 Hazard Ranking

Ranking	Hazard	Risk Score
1	Wind/Severe Storm	16.82
2	Cyber Incident	15.94
3	Tornado	15.80
4	Utility Failure	15.17
5	Hazardous Materials Incident	15.09
6	Flood	13.19
7	Infectious Diseases	12.05
8	Man-Made/Terrorism	11.81
9	Winter Storm	11.69
10	Extreme Temperatures	10.91
11	Earthquake	10.21
12	Drought	10.19
13	Landslide, Erosion and Subsidence	9.42
14	Invasive Species	9.23
15	Dam/Levee Failure	7.19
16	Wildfire	6.91

Figure 13: Example of Hazard Ranking Sheet from Planning Meeting #1

WARREN COUNTY HAZARD RANKING SHEET

Jurisdiction: _____

	Severity = (Magnitude/Impact - Mitigation/Preparedness)							
	<i>Probability</i>	<i>Warning Time</i>	<i>Impact</i>				<i>Preparedness</i>	
	Likelihood of Occurance	Preparation/Lead Time	Property Impact	Spatial Extent	Population Impact	Economic Impact	Jurisdictional Response, Capabilities & Assets	Mitigation Efforts in Place
	Based on Relative Data/Current Threats	Lead Time/Preparation Time Associated with the Hazard	Physical Losses & Damages <i>(include 5 yr future land development impacts)</i>	% of Jurisdiction Impacted by the Hazard <i>(Are impacts localized or regional?)</i>	Effect Hazard Would Have on Population <i>(Including injuries, deaths & disruptions to quality of life)</i>	Impact Hazard Will Have on the Local Economy	Plans, Trainings, Exercises & Equipment to Respond to Hazard <i>(Includes readiness of responders to specific hazards)</i>	Plans, Trainings, Exercises & Equipment to Reduce Risk, Severity or Impact of Hazard
	1 = Unlikely 2 = Possible 3 = Likely 4 = Highly Likely	1 = Public has DAYS of Warning Time Before Event 2 = Public has HOURS of Warning Time Before Event 3 = Public has MINUTES of Warning Time Before Event 4 = Public has LITTLE TO NO Warning Time Before Event	1 = Affected 2 = Minor 3 = Major 4 = Destroyed	1 = Negligible <i>(Less than 1% affected)</i> 2 = Small <i>(1% - 10% affected)</i> 3 = Moderate <i>(10% - 50% affected)</i> 4 = Large <i>(50% - 100% affected)</i>	1 = Minor 2 = Limited 3 = Critical 4 = Catastrophic	1 = Minor 2 = Limited 3 = Critical 4 = Catastrophic	1 = Fully Prepared/Have Capable Resources 2 = Moderately Prepared/Have Adequate Resources 3 = Somewhat Prepared/Have Limited Resources 4 = Not Prepared/No Resources	1= Not Need 2 = Adequate Mitigation Measures 3 = Some Mitigation Measures 4 = Very Limited/No Mitigation Measures
Hazard List								
Cyber Incident								
Dam/Levee Failure								
Drought								
Earthquake								
Extreme Temperatures								
Flood								
Hazardous Materials Incident								
Infectious Diseases								
Invasive Species								
Landslide, Erosion and Subsidence								
Man-Made/Terrorism								
Tornado								
Utility Failure								
Wind/Severe Storm								
Winter Storm								
Wildfire								

Copies of Hazard Ranking Sheets completed by jurisdictions were filed with WCDES and a copy was included in the HMP participant mitigation binders.

Figure 14: Risk Factor Criteria Explanation for the Hazard Ranking Sheet



RISK FACTOR CRITERIA EXPLANATION

Assessment Category	Explanation	Level	Degree of Risk Level	Index
PROBABILITY	Likelihood of hazard occurring based on past data & current threats.	UNLIKELY	Less Than 1% Annual Probability	1
		POSSIBLE	Between 1 & 10% Annual Probability	2
		LIKELY	Between 10 & 100% Annual Probability	3
		HIGHLY LIKELY	100% Annual Probability	4
WARNING TIME	Amount of time a community has to prepare for a specific hazard.	DAYS	Days of warning time before the event occurs.	1
		HOURS	Hours of warning time before the event occurs.	2
		MINUTES	Minutes of warning time before the event occurs.	3
		NO WARNING	No to Little advanced warning before event occurs.	4
PROPERTY IMPACT	Degree of physical losses & damage that would occur to properties for a specific hazard, including 5yr projections.	AFFECTED	Properties may be affected by the event. Buildings may receive minimal damage to structure/contents and homes are habitable or business are operational without repairs.	1
		MINOR	Properties may be minimally affected by the event. Encompasses a wide range of damage that does not affect the structural integrity of the buildings.	2
		MAJOR	Building has sustained structural/significant damage, homes are uninhabitable, businesses aren't operational and damages require extensive repairs.	3
		DESTROYED	Home/business is a total loss or damaged to an extent that repairs are not economically feasible.	4
SPATIAL EXTENT	Size of an area impacted by a hazard.	NEGLIGIBLE	Less than 1% of Area Affected	1
		SMALL	Between 1 & 10% of Area Affected	2
		MODERATE	Between 10 & 50% of Area Affected	3
		LARGE	Between 50 & 100% of Area Affected	4
POPULATION IMPACT	Effect the hazard would have on the population. This includes injuries, deaths, and disruptions to quality of life	MINOR	Very few injuries, if any. Minimal disruption of quality of life. Temporary shutdown of critical facilities.	1
		LIMITED	Minor injuries only. Some disruption to quality of life. Complete shutdown of critical facilities for 1+ day.	2
		CRITICAL	Multiple deaths/injuries. Moderate disruption to quality of life. Complete shutdown of critical facilities for more than one week.	3
		CATASTROPHIC	High number of deaths/injuries possible. Complete shutdown of critical facilities for 30 days or more.	4
ECONOMIC IMPACT	The impact the hazard will have on the local economy.	MINOR	Minor impact on economy. Minor impact to infrastructure that could delay access to the community for a short period of time. Schools, businesses, and tourism remain open.	1
		LIMITED	Limited impact on the economy. Retained access to a most of infrastructure, most schools & businesses are still open.	2
		CRITICAL	Major impact on the local economy. Large portion of local infrastructure is moderately affected. Schools and a large number of businesses are closed for one week or longer. Tourism or other tax base affected.	3
		CATASTROPHIC	Catastrophic impact on the local economy. Majority of infrastructure is damaged or destroyed. Schools and a large number of businesses are closed for longer than one week. Tourism or other tax bases are highly affected.	4
JURISDICTIONAL RESPONSE, CAPABILITIES & ASSESTS	Jurisdiction has plans and training that cover incident response, continuity of government, and recovery operations for the hazard. Also, it includes the readiness of responders for the hazard.	FULLY PREPARED & CAPABLE RESOURCES	Jurisdiction has prepared for hazard through planning, training, education, and exercises. Jurisdiction has enough resources on hand to respond to the event.	1
		MODERATELY PREPARED & ACCESS TO ADEQUATE RESOURCES	Jurisdiction has prepared for hazard through training and planning. Jurisdiction has some resources available to respond and can utilize nearby mutual aid to supplement.	2
		SOMEWHAT PREPARED & LIMITED ACCESS TO RESOURCES	Jurisdiction has planned for hazard but has no special training, education, or exercises. Jurisdiction can utilize mutual aid from other counties or through the state to supplement but wait times and availability may be limited.	3
		NOT PREPARED/NO ACCESS TO RESOURCES	Jurisdiction has no specific plans, training, exercises or education on the hazard. Jurisdiction may not have access to adequate resources within the first 48 -72 hours of event.	4
MITIGATION EFFORTS IN PLACE	Plans, trainings, exercises and equipment for mitigating risks or effects hazard.	NOT NEEDED	No mitigation measures are needed to lessen the risk, severity or impact of the specific hazard.	1
		ADEQUATE MITIGATION MEASURES	Adequate mitigation measures in place to lessen the risk, severity or impact of the specific hazard.	2
		SOME MITIGATION MEASURES	Some mitigation measures in place to lessen the risk, severity or impact of the specific hazard. More measures are needed due to the risk or severity/impact on jurisdiction.	3
		VERY LIMITED OR NO MITIGATION MEASURES	Very limited or no mitigation measures in place to lessen the risk, severity or impact of the specific hazard. More measures are needed.	4

4. PROFILE OF EACH HAZARD

For each hazard listed within the plan, a hazard profile was developed. Each profile captures hazard descriptions, historical occurrences, the probability of occurring, the potential impacts and other details specific to Warren County for each hazard. These profiles were compiled through extensive research from jurisdiction representatives, industry experts and internet searches. The resulting profiles were published and presented at Planning Meeting #1. Additionally, copies were published in the jurisdictional/participant binders as well as sent out via email.

4.1. CYBER INCIDENT

Definition:

A cyber incident is an event or action that comprises the confidentiality, integrity, or availability of an organization's information systems or the information they contain. This includes unintentional errors as well as malicious attacks.

Primary Sources of Information:

- Federal Emergency Management Agency (FEMA) – <https://community.fema.gov/>
- Cybersecurity & Infrastructure Security Agency (CISA) – <https://www.cisa.gov/>
- Warren County Telecommunications

Historical Occurrences in Warren County:

In July 2024, a widespread IT outage affecting Microsoft Windows known as the “CrowdStrike Incident” occurred. Relatively minor impacts occurred in Warren County.

In terms of cyber-attacks, there has not been a reported cyber-attack in Warren County. There have been several documented cyber-attacks throughout Ohio, including:

- | | | |
|-----------------------------------|--------------------------------|------------------------------------|
| • Kettering Health Network (2025) | • Butler County (2024) | • Cincinnati Public Schools (2020) |
| • Washington Courthouse (2025) | • City of Columbus (2024) | • Columbus Public Schools (2020) |
| • Wood County (2024) | • City of Huber Heights (2023) | • City of Akron (2019) |

Probability of Occurrence:

There is no historical precedence in Warren County to determine frequency. Although, according to the 2024 Verizon Data Breach Investigations Report (DBIR), the Public Sector experienced 12,217 incidents that resulted in 1,085 confirmed data breaches.

Description and Damage Extent/Impact:

While there are many types of cyber incidents, including attacks, a few of the common ones are:

- Negligence – A valid user exposes an organization through carelessness, i.e., forgetting to secure a laptop, clicking on a malicious link, or failing to update software.
- Accidental - When a user mistakenly causes an unintended risk to the organization. Can include sending sensitive data to the wrong email address or accidentally sharing confidential data.
- Malware – Uses software to gain unauthorized access to IT systems in order to steal data, disrupt system services or damage IT networks in anyway.
- Ransomware – Type of malware identified by specified data or systems being held captive by attackers until a form of payment or ransom is provided.
- Phishing – Online scams enticing users to share private information by using deceitful or misleading tactics.

Table 28: Cyber Incident Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Cyber Incident	County-wide	Localized or Widespread. Unintentional cyber incidents and cyber-attacks can disrupt the intended flow of information and cause business interruption, lead to data breaches, damage reputations, or physically manipulate items connected to the network. In major cyberattacks, information can be stolen from millions of people, and/or critical infrastructure (i.e., utility systems, electric grid) can be taken offline.	The extent is dependent on the nature and scale of the cyber incident, and whether or not it was an intentional attack.
Cyber-Attack			

Causes that May Exacerbate a Cyber Incident:

- Lack of cybersecurity measures in place and enforcement of those measures.
- User mistakes, carelessness, or lack of understanding of security protocols.
- Type of data accessed during a cyber-attack.
- Cyber-attack occurring over a weekend or break when staffing is low.
- How essential the service that has been affected is (i.e., water station systems).

Warnings:

There is no national or state level alert system for cyber incidents or cyber-attacks. Individual organizations with certain systems in place, such as endpoint detection and response (EDR) or firewalls, may receive advanced notice of a cyber-attack occurring.

4.2. DAM/LEVEE FAILURE

Definition:

A dam is defined as a barrier constructed across a watercourse for the purpose of storage, control, or diversion of water. Dams typically are constructed of earth, rock, concrete, or mine tailings. A dam failure is the collapse, breach, or other failure, often resulting in down-stream flooding.

A levee is any artificial barrier that will divert or restrain the flow of a stream or other body of water for the purpose of protecting an area from inundation by flood waters. A levee breach results when a portion of the levee breaks away, providing an opening for water to flood the landward side of the structure.

Primary Sources of Information:

- National Inventory of Dams (USACE) – <https://nid.sec.usace.army.mil/#/>
- National Inventory of Levees – <https://levees.sec.usace.army.mil/>
- Ohio Department of Natural Resources – <https://ohiodnr.gov/>

Historical Occurrences in Warren County:

Table 29: History of Recorded Dam Failures in Warren County

NID No.	Structure Name	Incident Date	Incident	Dam Failure
	Water's Edge Dam (Type II)	1993	Dam was Rebuilt After Failure	Yes
OH00547	Lilley Lake Dam (Type IV)	February 8, 2001	Inadequate Spillway Capacity	No
	Pine Hill Lake Dam (Type I)	2001	Emergency Spillway Flowed	Yes
	Remick Lake Dam (Type I)	August 2019	Inadequate Safety Measures	No

Probability of Occurrence:

There have been two (2) recorded dam failures in Warren County out of the recorded 167 dams. The probability of future occurrences for regulated dams is reduced due to proactive preventive actions in compliance with Ohio Department of Natural Resources Dam Safety Program, therefore, the probability of dam failure in Warren County is low.

Description and Damage Extent/Impact:

In the State of Ohio, the **Ohio Department of Natural Resources** (ODNR) has combined the description and potential damages of Dam Failures into one (1) classification system. The potential downstream hazard is broken into four (4) classes.

- **Class I** – Total storage volume greater than 5,000-acre ft. or a height of greater than sixty (60) ft. Sudden failure would result in probable loss of life, serious hazard to health, structural collapse of at least one (1) residence or one commercial or industrial business.
- **Class II** – Total storage volume greater than 500-acre ft. or a height of greater than forty (40) ft. Sudden failure would result in disruption of public water supply or wastewater treatment facility, release of health hazard industrial or commercial waste or other health hazards, floodwater damage to homes, businesses, and industrial structures. Flooding of high-value property, damage to major roads and critical access points, damage to railroads or other public utilities, probable damage to downstream dams or levees of high value. (No probable loss of human life).
- **Class III** – Total storage volume of greater than fifty (50)-acre ft. or a height of greater than twenty-five (25) ft. Sudden failure would result in damage to low value non-residential structures, local roads, agricultural crops and livestock.
- **Class IV** – Total storage volume of fifty (50)-acre ft. or less and height of twenty-five (25) ft. or less. Sudden failure would result in losses to the dam and immediate surrounding property.

In Warren County, **ODNR** has Classified 167 Dams:

30: Number of Classified Dams in Warren County (also see Table 3)

Class I	Class II	Class III	Class IV
13	15	14	48

*There are also six (6) abandoned dams, five (5) unclassified dams, and fifty-nine (59) exempt dams per ODNR.

The **National Inventory of Dams** also classifies dams by level of hazard they present:

- **High Hazard Potential Classification** – Loss of human life is likely if the dam fails.
- **Significant Risk Hazard Potential Classification** – No probable loss of human life but can cause economic loss, environmental damage, disruption of lifeline facilities, or impact other concerns.

Table 31: High Hazard Potential Dams

High Hazard Potential Dams (10 in Warren County)								
Dam Name	River/Lake	City	Owner	Storage/Class	Year	Last Inspection	EAP	Potential Impacts
Caesar Creek Lake Dam	Caesar Creek	Oregonia	Federal	242,200 Acre Ft Class I	1976	8/6/2024	Yes	Structures within Oregonia, Morrow, and South Lebanon flooded within 2 hours. Water will flow through Warren, Hamilton and Clermont counties, reaching Lunken Field in Cincinnati.
Caesar Creek Lake Dam (Saddle Dike #2)	Caesar Creek	Oregonia	Federal	242,200 Acre Ft Class I	1976	9/23/2020	Yes	
Caesar Creek Lake Dam (Saddle Dike #3)	Caesar Creek	Oregonia	Federal	242,200 Acre Ft Class I	1976	9/23/2020	Yes	
Pine Hill Lake Dam	Tributary to Muddy Creek	Mason	Local Govt.	194 Acre Ft Class I	1952	5/2/2019	Yes	5 structures along Kings Mills Rd and US Rt 42 have a couple of feet of water.
Landen Farm Lake Dam	Simpson Creek	Foster	Private	1,400 Acre Ft Class I	1975	4/11/2019	Yes	Kings Mills Rd and nearby residential area inundated. Socialville Foster Rd overtopped.
Shaker Run Dam	Shaker Creek	Armco Park	Private	6,124 Acre Ft Class I	1973	5/6/2021	Yes	Several commercial bldgs. and homes along Shaker and Garver Rds. are inundated. Railroad levee overtopped near RS22400. Corrections Facility & Monroe treatment plant and bldgs. affected.
Remick Lake Dam	Tributary to Clear Creek	Springboro	Private	44 Acre Ft Class I	1966	5/6/2021	Yes	Multiple residential and commercial structures inundated. State Route 741 overtopped.
Classic Farm Lake Dam	Tributary to Little Miami River	South Lebanon	Private	73 Acre Ft Class II	1965	4/18/2019	No	Mostly farmland, some residences, and Ford St. affected.
Lilley Lake Dam	Tributary to Halls Creek	Oregonia	Private	210 Acre Ft Class I	1954	4/25/2019	No	Map search shows mostly farmland and some residences affected.
Sunrise Lake Dam	Tributary to Bear Run	Foster	Private	257 Acre Ft Class I	1931	4/18/2029	Yes	Multiple businesses and residential bldgs. could incur a few feet of water.

Table 32: Significant Risk Potential Dams

Significant Risk Potential Dams (15 in Warren County)								
Dam Name	River/Lake	City	Owner	Storage/Class	Year	Last Inspection	EAP	Potential Impacts
Goodrich Lake Dam	Tributary to Dry Run	South Lebanon	Private	44.2 Acre Ft Class II	1994	4/25/2019	Yes	Multiple structures in South Lebanon impacted.
Fenwick Home Company Lake Dam	Tributary to Stony Run	Senior	Private	21.5 Acre Ft Class II	1969	4/4/2019	No	Knights of Columbus Campground, homes along St Rt 350 & Arabian Dr affected.
Burnap Lake Dam	Tributary to Stony Run	Senior	Private	50.7 Acre Ft Class II	1969	4/4/2019	No	A few buildings may be affected.
Stoneybrook Farm Lake Dam	Tributary to Newman Run	Oregonia	Private	76.4 Acre Ft Class II	1968	7/2/2019	No	E. Lower Springboro Rd and nearby businesses affected.
Rippe Pond No. 2 Dam	Tributary to Little Miami River	Loveland	Private	35.2 Acre Ft Class II	1968	4/11/2019	No	Some residential homes and Kelso Dr may be affected.
Arnett Lake No. 1 Dam	Tributary to North Fork	South Lebanon	Private	57.1 Acre Ft Class II	1967	7/2/2019	No	St Rt 73, nearby businesses and 1 home affected.
Arnett Lake No. 2 Dam	Tributary to North Fork	South Lebanon	Private	30 Acre Ft Class II	1967	7/2/2019	No	
Mid-Western Children's Home	Stoney Run	Cozadale	Private	74.6 Acre Ft Class II	1967	4/4/2019	Yes	Some residential homes, the Children's Home & a school may be affected.
Bel-Wood Country Club Lake No. 2 Dam	Tributary to Bigfoot Run	South Lebanon	Private	44.6 Acre Ft Class II	1965	4/18/2019	No	Golf course affected. Western Water and nearby residences may be affected.
Roemer Lake Dam	Tributary to Newman Run	South Lebanon	Private	144 Acre Ft Class II	1960	7/2/2019	Yes	Some residential homes and Township Line Rd may be affected.
Votel Lake Dam	Tributary to Turtle Creek	Lebanon	Private	97.3 Acre Ft Class II	1954	4/25/2019	Yes	Flooding of businesses, residential access and walking bridge, rural building, and local road.
Oeder Lake No. 3 Dam	Tributary to Bigfoot Run	South Lebanon	Private	199 Acre Ft Class II	1953	4/18/2019	Yes	St Rt 22&3 residences may incur flooding.
Walnut Hills Lake Dam	Tributary to North Fork	Oregonia	Private	28.1 Acre Ft Class II		7/2/2019	No	St Rt 73 and nearby homes and businesses affected.
Anderson Lakes Farm Dam No. 1	Tributary to Little Miami River	Morrow	Private	33.6 Acre Ft Class II		4/4/2019	Yes	Water overtops Waynesville Rd and St Rt 123.
Cin. Semiconductor Lake Dam	Tributary to Little Miami River	Morrow	Private	82.4 Acre Ft Class II		4/18/2019	No	Grandin Rd and local businesses affected. Water may stretch to homes on Grandin Ridge Dr.

In the State of Ohio, the **Ohio Department of Natural Resources (ODNR)** has combined the description and potential damages of **Levee** Failures into one classification system. The potential downstream hazard is broken into three (3) classes.

- **Class I** – Probable loss of human life, structural collapse of at least one (1) residence or one (1) commercial or industrial business.
- **Class II** – Disruption of public water supply or wastewater treatment facility, or other health hazards; flooding of residential, commercial, industrial, or publicly owned structures; flooding of high-value property; damage or disruption to major roads including but not limited to interstate and state highways, and the only access to residential or other critical areas such as hospitals, nursing homes, or correctional facilities as determined by the chief; damage or disruption to railroads or public utilities.
- **Class III** – Property losses including but not limited to rural buildings not otherwise described in this rule; damage or disruption to local roads including but not limited to roads not otherwise listed as major roads in this rule.

In Warren County, the **National Levee Database** has Identified three (3) Levees:

Table 33: Levees in Warren County

Levee Name	River/Lake	City	Total Miles	Owner	Population	Structures	Property Value
Franklin LFP – FRAL1	Great Miami River	Franklin	.98 miles	Miami Conservancy District	553	207	\$74.4M
Franklin LFP – FRAL 2	Great Miami River	Franklin	1.47 miles	Miami Conservancy District	714	308	\$162M
Franklin LFP – FRAR1	Great Miami River	Franklin	.87 miles	Miami Conservancy District	434	156	\$50M

Table 34: Dam/Levee Failure Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Dam Failure	Inundation Area	Localized or Wide-Spread, depending on classification of dam and level of breach. Potentially all critical infrastructure located in the inundation zone from a dam would be impacted by a breach/failure. Figures 16 – 20 show the impact of dam breaches from dam breaches from Class I or Class II dams on critical infrastructure.	There are 13 Class I Dams in Warren County.
	Harveysburg, Morrow, Waynesville, Massie Township, Salem Township, Wayne Township, others downstream from Caesar Creek Dam/Little Miami River	Caesar Creek Dam is one of Warren County's highest profile dams. Should a failure/breach occur it would greatly impact the immediate area and downstream communities.	
Levee Failure	City of Franklin	Localized or Wide-Spread, depending on classification of levee and level of breach. Potentially all critical infrastructure located in downtown Franklin and residential areas of Carlisle would be impacted by a breach/failure. Figure 21 depicts the areas of Franklin affected by the 1913 flood prior to the levees being built.	3 Class I Levees in Warren County.

Causes of a Dam/Levee Failure:

Per ODNR, causes of **dam** failure include:

- **Overtopping** – Is often a precursor of dam failure. National Statistics show that overtopping due to inadequate spillway design, debris blockage of spillways, or settlement of the dam crest account for 34% of all U.S. dam failures.
- **Foundation Defects and Slope Instability** – This includes settlement and slope instability which cause about 30% of all dam failures.
- **Piping** – Is internal erosion by seepage which often occurs around hydraulic structures, such as pipes and spillways, through animal burrows, around roots of woody vegetation, and through cracks in dams, dam accessories, and dam foundations.

Per U.S. Army Corps of Engineers, causes of **levee** failure include:

- **Overtopping** – The level of floodwater is higher than the height of the levee. Overtopping can cause significant damage if the land side of the levee is not armored or reinforced, the water can undercut the levee and cause it to collapse or breach.
- **Erosion** – the force of water on a levee can cause the levee to fail by eroding the water side of the levee through wave action or scouring. In cases of extreme pressure, the water can push the levee from its original position.
- **Breach** – A section of the levee collapses, breaks, or is washed away allowing water to flow through the levee. A breach can be caused by an object hitting the levee or an object on the levee, such as a tree or building falling and pulls part of the levee out with it. Unexpected breaches can cause rapid flooding.
- **Drainage System Failure** – The bulk of the water remains on the water side of the levee, but damages can occur to nearby properties.

Causes that May Exacerbate Dam/Levee Failure:

- Debris Blockage of Spillways Can Lead to Overtopping of Dams
- Settlement Of Dam Crest
- Foundation Defects (Including Settlement and Slope Instability)
- Internal Erosion Caused by Seepage

Gaps remain in some qualitative and quantitative data for levees and dams, which will affect a community's ability to gauge risk and implement successful risk communication. Such data gaps exacerbate existing state and community- specific safety issues, such as estimating maintenance costs, which affect future funding priorities; and completing accurate risk assessments among the various counties containing such structures in their jurisdictions.

Warnings:

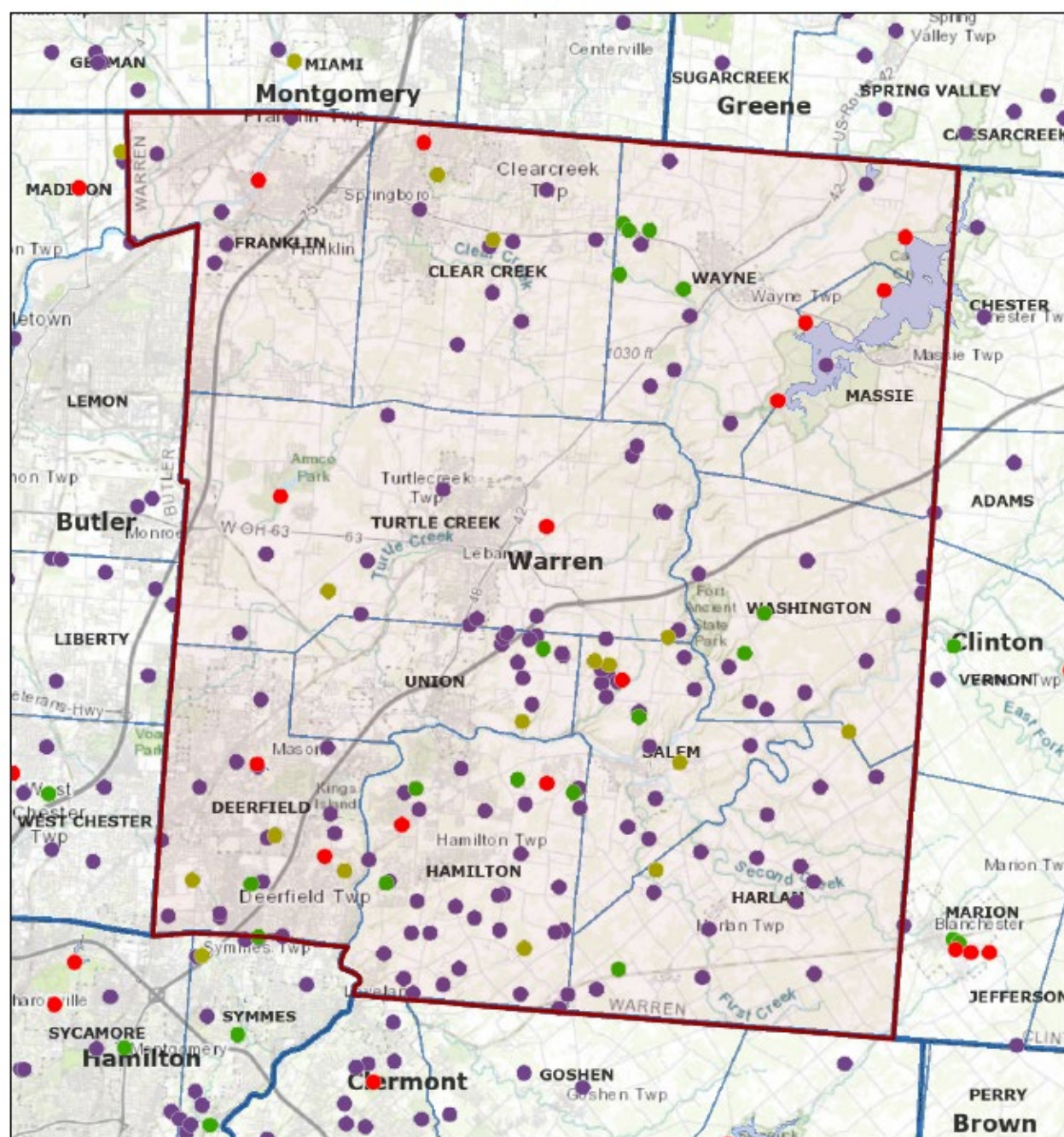
There are three (3) classifications of dam alert status that should be listed in all Class I Dam Emergency Action Plans. The dam owner is responsible for activating the dam alert status and notifying the appropriate authorities.

- **Monitor** – A hazardous condition exists, requiring investigation and corrective action; potential for failure is being assessed; corrective measures are underway.
- **Watch** – Potential failure situation is developing.
- **Warning** – Dam failure is occurring or is imminent.

For levees in Warren County, the City of Franklin or the Miami Conservancy District will identify any breaches or failures, and make the appropriate notifications.

Figure 15: Map of Dams in Warren County (also see Figure 4)

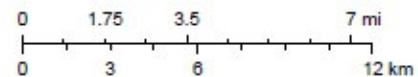
Ohio Dam Locator



January 14, 2025

1:288,895

-  Current Township
 Counties
 Lakes (ODNR)
 Other Dams
-  Class III Dams
 Class II Dams
 Class I Dams



Ohio Department of Natural Resources-Division of Water Resources, Esri,
HERE, Garmin, USGS, NGA, EPA, USDA, NPS

Figure 16: Map of Damages to Critical Infrastructure from Dam Breach (North Central Warren County)

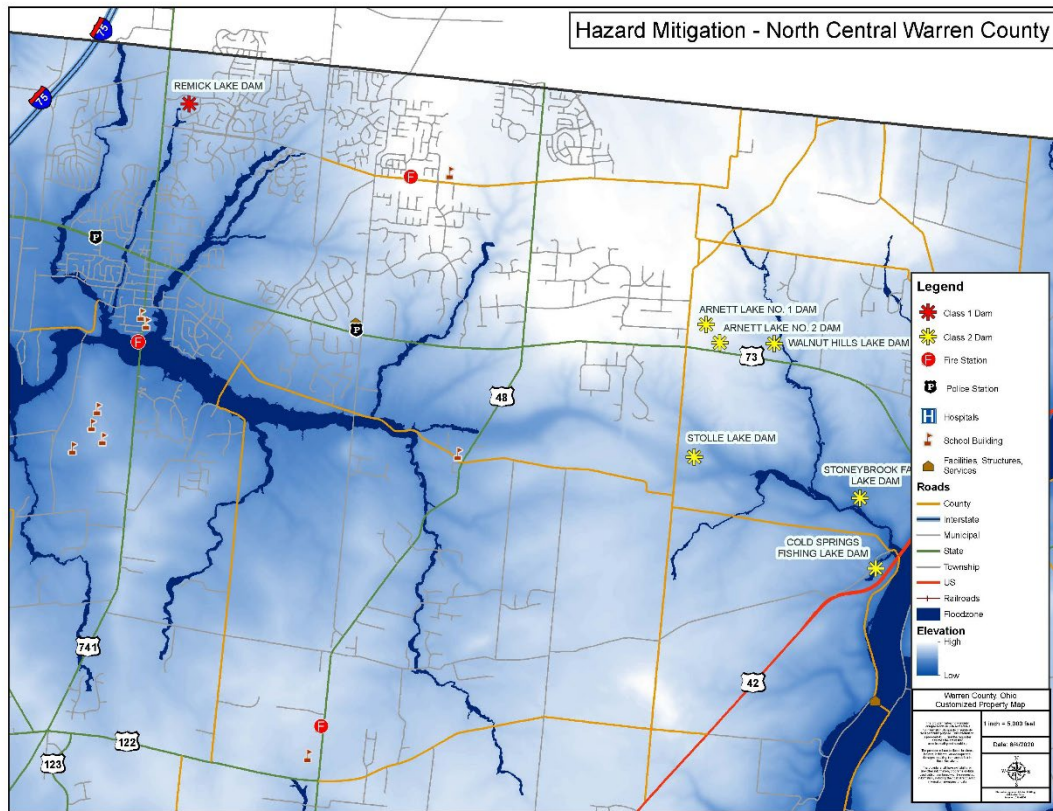


Figure 17: Map of Damages to Critical Infrastructure from Dam Breach (Northeast Warren County)

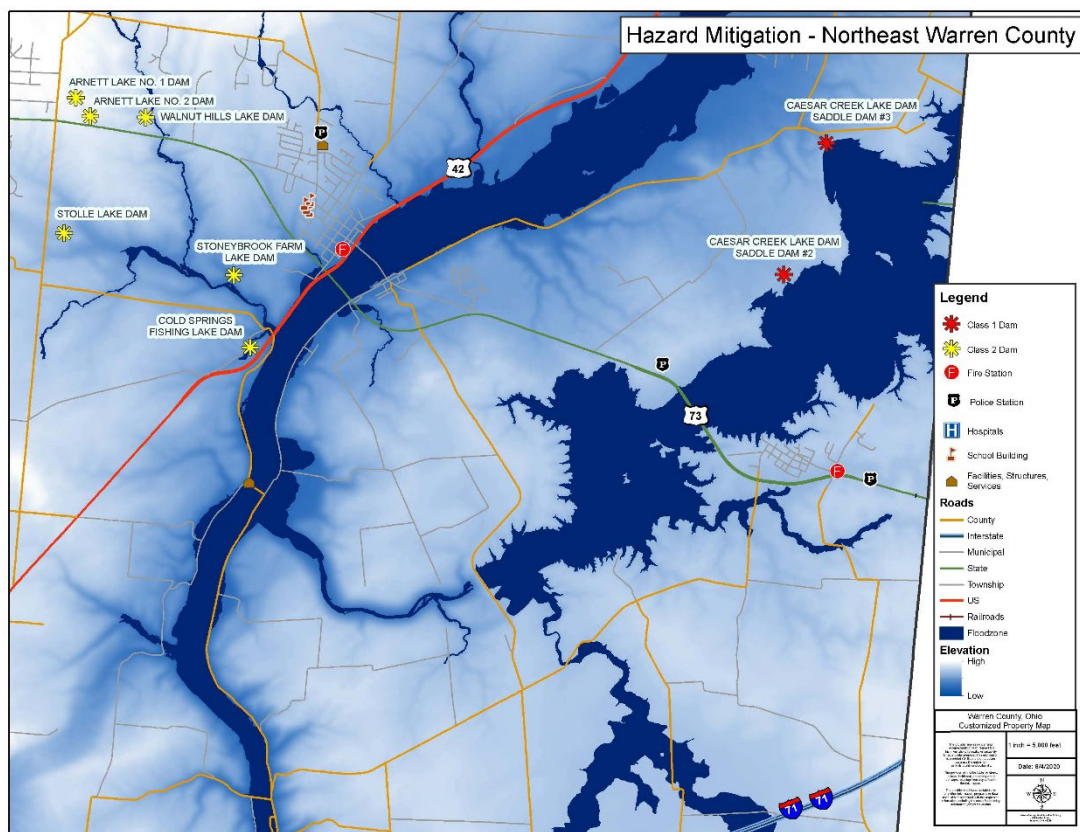


Figure 18: Map of Damages to Critical Infrastructure from Dam Breach (West Central Warren County)

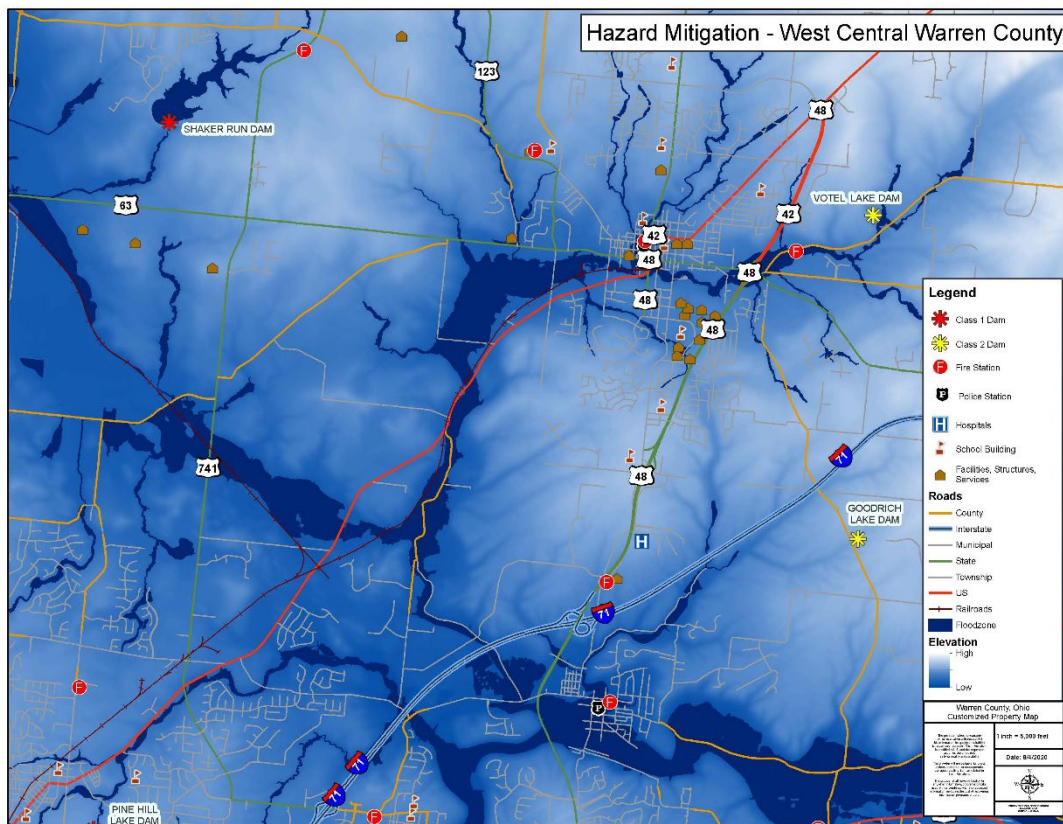


Figure 19: Map of Damages to Critical Infrastructure from Dam Breach (Southeast Warren County)

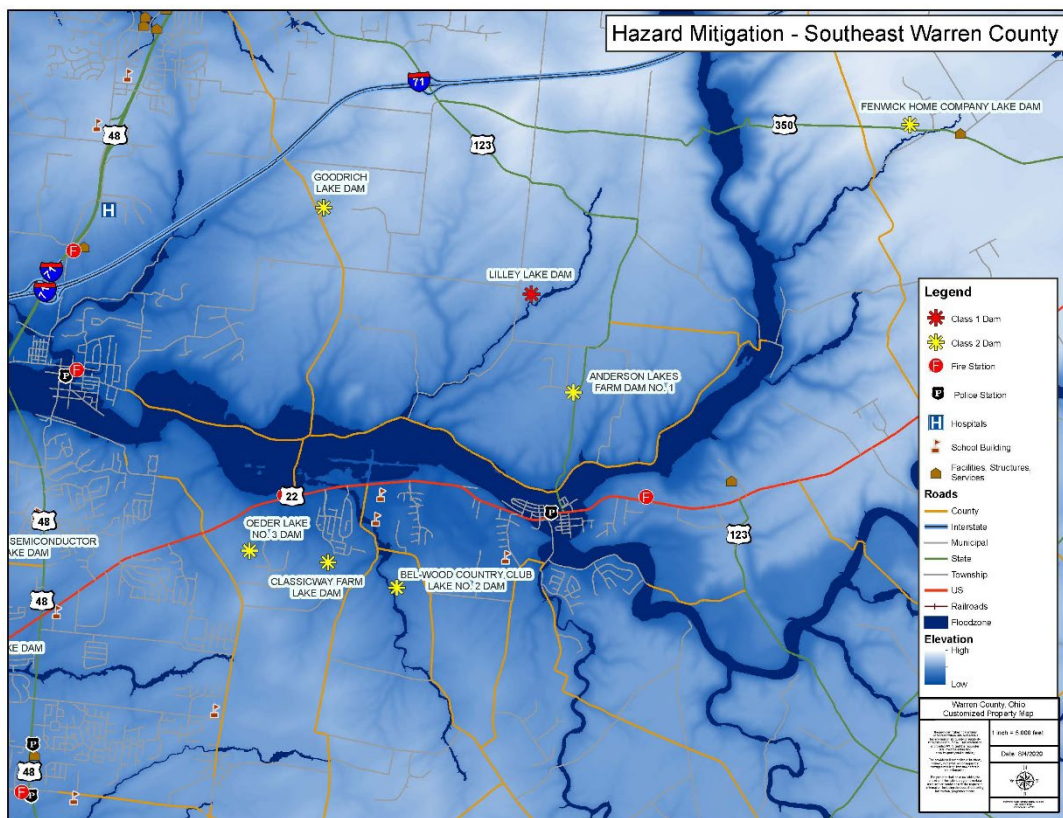


Figure 20: Map of Damages to Critical Infrastructure from Dam Breach (Southwest Warren County)

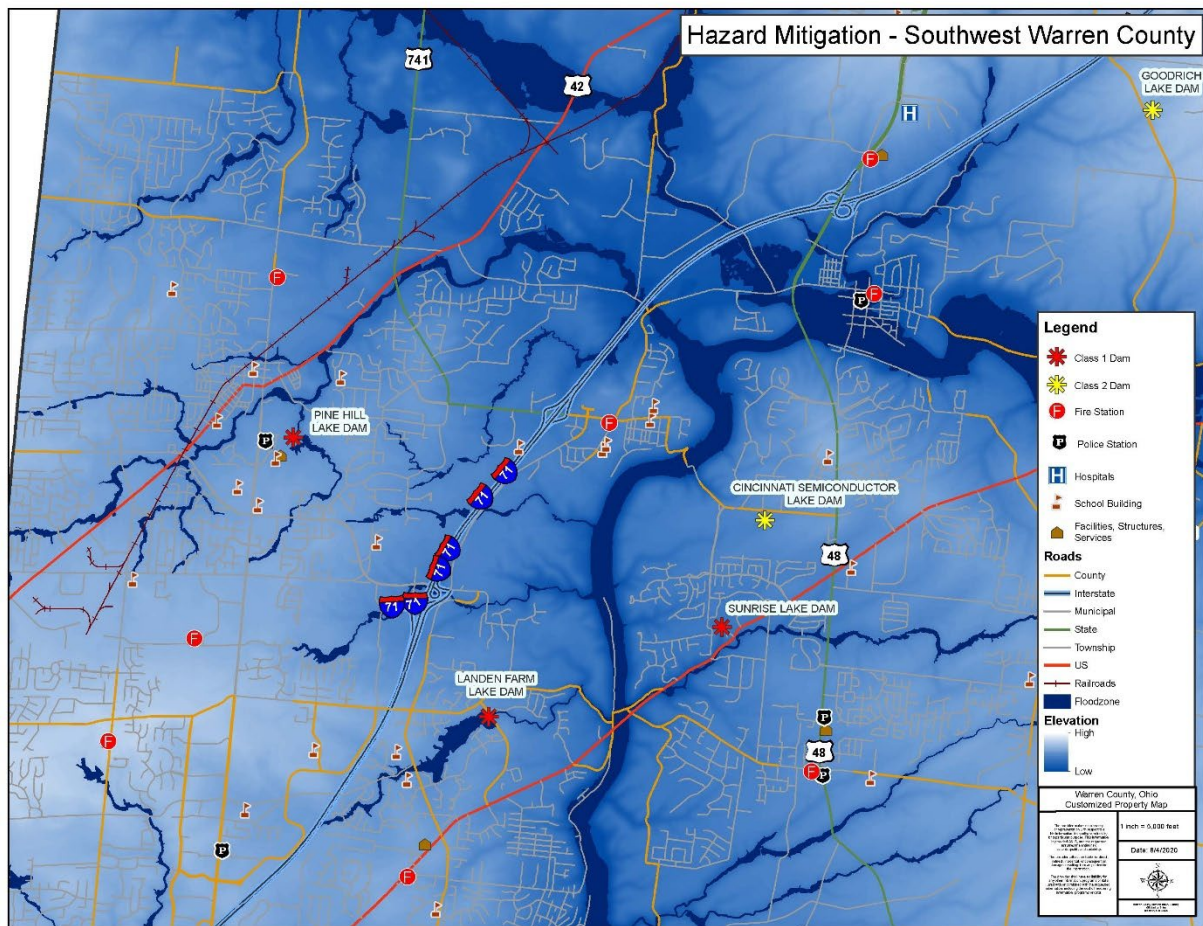


Figure 21: Map of City of Franklin 1913 Flood Areas



4.3. DROUGHT

Definition:

A drought is the deficiency of moisture that results in adverse impacts on people, animals, or vegetation over a sizeable area.

There are different types of drought:

- **Meteorological** – When dry weather patterns dominate an area.
- **Hydrological** – When low water supply becomes evident in the water system.
- **Agricultural** – When crops become affected by drought.
- **Socioeconomical** – When the supply and demand of various commodities is affected by drought.
- **Ecological** – When natural ecosystems are affected by drought.

Primary Sources of Information:

- National Integrated Drought Information System (NIDIS): [Drought.gov](https://drought.gov)
- National Center for Environmental Information (NCEI): [NCEI.noaa.gov](https://ncei.noaa.gov)

Historical Occurrences in Warren County:

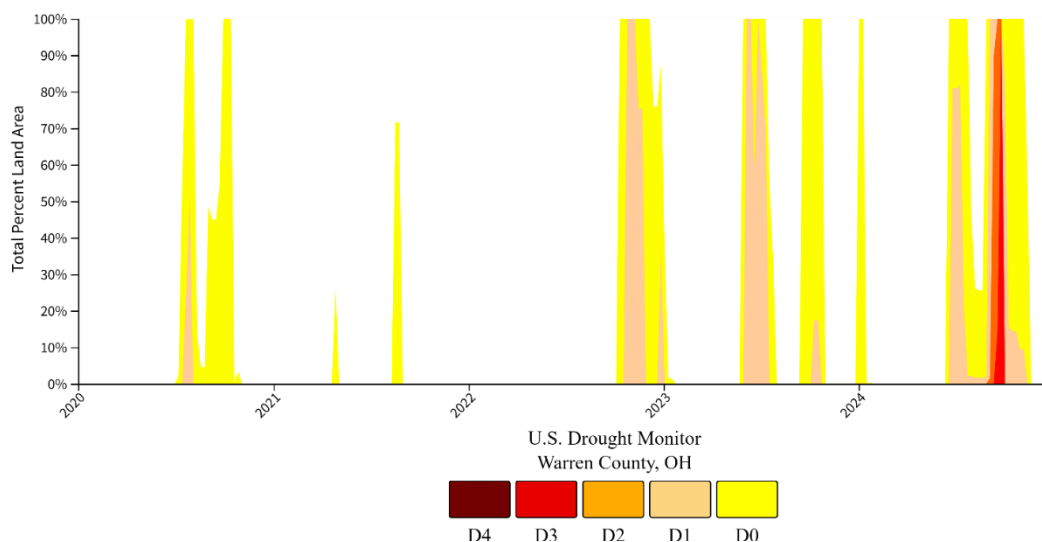
Table 35: History of Recorded Drought Events in Warren County

Start Date	End Date	Drought Category Percentage					
		None	D0	D1	D2	D3	D4
11/12/2024	11/18/2024	46.13	53.87	0	0	0	0
11/5/2024	11/11/2024	0	100	9.48	0	0	0
10/29/2024	11/4/2024	0	100	9.39	0	0	0
10/22/2024	10/28/2024	0	100	14.33	0	0	0
10/15/2024	10/21/2024	0	100	14.33	0	0	0
10/8/2024	10/14/2024	0	100	15.36	0	0	0
10/1/2024	10/7/2024	0	100	82.12	0	0	0
9/24/2024	9/30/2024	0	100	100	100	100	0
9/17/2024	9/23/2024	0	100	100	100	14.35	0
9/10/2024	9/16/2024	0	100	100	89.85	0	0
9/3/2024	9/9/2024	0	100	100	1.64	0	0
8/27/2024	9/2/2024	0	100	1.69	0	0	0
8/20/2024	8/26/2024	74.43	25.57	1.69	0	0	0
8/13/2024	8/19/2024	74.43	25.57	1.69	0	0	0
8/6/2024	8/12/2024	73.93	26.07	1.69	0	0	0
7/30/2024	8/5/2024	53.5	46.5	2.08	0	0	0
7/23/2024	7/29/2024	0	100	2.08	0	0	0
7/16/2024	7/22/2024	0	100	21.03	0	0	0
7/9/2024	7/15/2024	0	100	81.98	0	0	0
7/2/2024	7/8/2024	0	100	80.84	0	0	0
6/25/2024	7/1/2024	0	100	80.84	0	0	0
6/18/2024	6/24/2024	0	100	0	0	0	0
1/23/2024	1/29/2024	99.77	0.23	0	0	0	0
1/16/2024	1/22/2024	99.87	0.13	0	0	0	0
1/9/2024	1/15/2024	0	100	0.13	0	0	0
1/2/2024	1/8/2024	0	100	0.13	0	0	0
12/26/2023	1/1/2024	99.9	0.1	0	0	0	0
12/19/2023	12/25/2023	99.93	0.07	0	0	0	0
12/12/2023	12/18/2023	99.93	0.07	0	0	0	0
12/5/2023	12/11/2023	99.93	0.07	0	0	0	0
11/28/2023	12/4/2023	99.93	0.07	0	0	0	0

Table 35 Continued

Start Date	End Date	Drought Category Percentage					
		None	D0	D1	D2	D3	D4
11/21/2023	11/27/2023	99.93	0.07	0	0	0	0
11/14/2023	11/20/2023	99.93	0.07	0	0	0	0
10/24/2023	10/30/2023	0	100	0	0	0	0
10/17/2023	10/23/2023	0	100	17.41	0	0	0
10/10/2023	10/16/2023	0	100	17.41	0	0	0
10/3/2023	10/9/2023	0	100	0	0	0	0
9/26/2023	10/2/2023	0	100	0	0	0	0
9/19/2023	9/25/2023	0	100	0	0	0	0
7/25/2023	7/31/2023	66.04	33.96	0	0	0	0
7/18/2023	7/24/2023	45.04	54.96	0	0	0	0
7/11/2023	7/17/2023	0	100	69.73	0	0	0
7/4/2023	7/10/2023	0	100	85.76	0	0	0
6/27/2023	7/3/2023	0	100	99.48	0	0	0
6/20/2023	6/26/2023	0	100	59.42	0	0	0
6/13/2023	6/19/2023	0	100	100	0	0	0
6/6/2023	6/12/2023	0	100	100	0	0	0
5/30/2023	6/5/2023	0	100	0	0	0	0
1/17/2023	1/23/2023	98.72	1.28	0	0	0	0
1/10/2023	1/16/2023	98.45	1.55	0	0	0	0
1/3/2023	1/9/2023	64.06	35.94	0.04	0	0	0
12/27/2022	1/2/2023	12.27	87.73	35.94	0	0	0
12/20/2022	12/26/2022	23.9	76.1	0	0	0	0
12/13/2022	12/19/2022	24.12	75.88	0	0	0	0
12/6/2022	12/12/2022	0	100	0	0	0	0
11/29/2022	12/5/2022	0	100	0	0	0	0
11/22/2022	11/28/2022	0	100	75.37	0	0	0
11/15/2022	11/21/2022	0	100	75.37	0	0	0
11/8/2022	11/14/2022	0	100	100	0	0	0
11/1/2022	11/7/2022	0	100	100	0	0	0
10/25/2022	10/31/2022	0	100	100	0	0	0
10/18/2022	10/24/2022	0	100	0	0	0	0
10/11/2022	10/17/2022	0	100	0	0	0	0
10/4/2022	10/10/2022	99.93	0.07	0	0	0	0
8/24/2021	8/30/2021	28.45	71.55	0	0	0	0
8/17/2021	8/23/2021	28.45	71.55	0	0	0	0
4/27/2021	5/3/2021	73.29	26.71	0	0	0	0
10/27/2020	11/2/2020	96.8	3.2	0	0	0	0
10/20/2020	10/26/2020	99.35	0.65	0	0	0	0
10/13/2020	10/19/2020	0	100	0	0	0	0
10/6/2020	10/12/2020	0	100	0	0	0	0
9/29/2020	10/5/2020	0	100	0	0	0	0
9/22/2020	9/28/2020	45.88	54.12	0	0	0	0
9/15/2020	9/21/2020	55.01	44.99	0	0	0	0
9/8/2020	9/14/2020	55.01	44.99	0	0	0	0
9/1/2020	9/7/2020	51.38	48.62	0	0	0	0
8/25/2020	8/31/2020	95.52	4.48	0	0	0	0
8/18/2020	8/24/2020	95.52	4.48	0	0	0	0
8/11/2020	8/17/2020	86.3	13.7	0	0	0	0
8/4/2020	8/10/2020	0.12	99.88	0	0	0	0
7/28/2020	8/3/2020	0.12	99.88	50.58	0	0	0
7/21/2020	7/27/2020	0.12	99.88	22.81	0	0	0
7/14/2020	7/20/2020	44.88	55.12	0	0	0	0
7/7/2020	7/13/2020	97.87	2.13	0	0	0	0

Figure 22: Percent Land Area of Drought Categories



Probability of Occurrence:

Due to the nature of drought, it is hard to predict the probability of occurrence per event. Reviewing the data from the history of droughts in Warren County, the following can be assumed:

[current year (2025)] subtracted by [historical year where tracking began (2020)] = 5 Years on Record

[{number of historical events (84)}] divided by [Years on Record (5)] = 16.8

It can be reasonably assumed that this type of event occurs nearly 16.8 times per year in the county.

Description and Damage Extent/Impact:

There are a few different methods for measuring drought, but no standard measurement is recognized by all agencies:

- **The Standard Precipitation Index (SPI)** shows actual precipitation compared to the probability of precipitation for various timeframes. The SPI is used for short-term agricultural and long-term hydrological applications. A drought occurs any time the SPI is continuously negative and reaches an intensity of d-1.0 or less. The event ends when the SPI becomes positive.
- **The Palmer Drought Severity Index (PDSI)** uses temperature and precipitation data to estimate dryness. It is a standardized index that spans -10 (dry) to +10 (wet) and is the most effective method in determining long-term drought. Many U.S. government agencies and states rely on the PDSI to trigger drought relief programs and responses.
- **The National Drought Mitigation Center** established a US Drought Monitor which classifies droughts on a numeric system similar to the Fujita Scale for tornadoes. The scale measures from abnormally dry conditions (D0) through exceptional wide-spread drought (D4). The USDM's weekly report uses this classification scale in combination with a color-coded map to provide a tool for decision making and drought planning.

Figure 23: National Drought Mitigation Center – Palmer Drought Severity Index

DROUGHT SEVERITY	RETURN PERIOD (YEARS)	DESCRIPTION OF POSSIBLE IMPACTS	DROUGHT MONITORING INDICES		
			Standardized Precipitation Index (SPI)	NDMC* Drought Category	Palmer Drought Index
Minor Drought	3 to 4	Going into drought; short-term dryness slowing growth of crops or pastures; fire risk above average. Coming out of drought; some lingering water deficits; pastures or crops not fully recovered.	-0.5 to -0.7	D0	-1.0 to -1.9
Moderate Drought	5 to 9	Some damage to crops or pastures; fire risk high; streams, reservoirs, or wells low, some water shortages developing or imminent, voluntary water use restrictions requested.	-0.8 to -1.2	D1	-2.0 to -2.9
Severe Drought	10 to 17	Crop or pasture losses likely; fire risk very high; water shortages common; water restrictions imposed	-1.3 to -1.5	D2	-3.0 to -3.9
Extreme Drought	18 to 43	Major crop and pasture losses; extreme fire danger; widespread water shortages or restrictions	-1.6 to -1.9	D3	-4.0 to -4.9
Exceptional Drought	44 +	Exceptional and widespread crop and pasture losses; exceptional fire risk; shortages of water in reservoirs, streams, and wells creating water emergencies	Less than -2	D4	-5.0 or less

Source: National Drought Mitigation Center

Table 36: Drought Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Drought	County-wide	Drought conditions, if reaching Exceptional Drought (D4) status, could be detrimental to agricultural operations with loss of crop, or could impact critical utilities (either directly or indirectly through overuse). Drought condition may more heavily impact rural/agriculturally based areas.	The extent is dependent on the nature and scale of the drought.
	Butler, Corwin, Harveysburg, Maineville, Morrow, Pleasant Plain, Massie Township, Harlan Township, Salem Township, Washington Township, Wayne Township, other rural/agricultural-based jurisdictions		

Table 37: FEMA National Risk Index (Drought) – Based on Census Tract

Jurisdiction	Risk Index (Score)	Census Tract
Carlisle	Very Low (72.86)	39165030102
Franklin	Very Low (69.49)	39165032501
Lebanon	Very Low (72.22)	39165031500
Mason	Very Low (70.48)	39165031908
Springboro	Very Low (70.92)	39165030504
South Lebanon	Very Low (79.98)	39165032100
Butler	Relatively Low (87.12)	39165032400
Corwin	Relatively Low (81.52)	39165031002
Harveysburg	Relatively Low (85.84)	39165031100
Maineville	Very Low (74.17)	39165032205
Morrow	Relatively Low (82.47)	39165032300
Pleasant Plain	Relatively Low (87.12)	39165032400
Waynesville	Relatively Low (81.86)	39165031001
Clearcreek	Relatively Low (81.45)	39165030800
Deerfield	Very Low (67.96)	39165032008
Franklin	Very Low (74.2)	39165030600
Hamilton	Very Low (74.17)	39165032205
Harlan	Relatively Low (87.12)	39165032400
Massie	Very Low (85.84)	39165031100
Salem	Relatively Low (82.47)	39165032300
Turtlecreek	Very Low (78.26)	39165030700
Union	Very Low (85.84)	39165032100
Washington	Relatively Low (85.84)	39165031100
Wayne	Relatively Low (81.52)	39165031002

**Partial jurisdictions (Middletown, Monroe, & Loveland) not captured in Census Tract for Warren County*

The FEMA National Risk Index for each natural hazard is calculated using an equation that combines scores for Expected Annual Loss, Social Vulnerability, and Community Resilience.

Conditions that May Exacerbate Drought:

Although climate is a primary contributor to hydrological drought, other factors such as changes in land use, land degradation, and the construction of dams all affect the hydrological characteristics of a particular region. Since geographic regions are interconnected by natural systems, the impact of drought may extend well beyond the borders of the precipitation-deficit areas.

Changing weather patterns can also affect drought. El Niño patterns, caused by seasonably warmer ocean temperatures, can contribute to warmer, drier conditions in the Ohio Valley

Warnings:

The National Integrated Drought Information System (NIDIS) reports current drought conditions in different regions of the United States. The Midwest Drought Early Warning System (DEWS) depicts current drought conditions in the Midwest, including the Ohio Valley.

The US Drought Monitor is a weekly product that provides a general summary of seasonal drought conditions. The US Seasonal Drought Outlook shows predicted trends for areas currently in drought, as well as areas where new droughts may develop.

Drought events develop over time and can be classified according to multiple different scales. By the time a drought has been classified, its effects may already be felt by the people and environment

4.4. EARTHQUAKE

Definition:

An earthquake is a sudden, rapid shaking of the earth caused by the breaking and shifting of rock beneath the earth’s surface. For hundreds of millions of years, the forces of plate tectonics have shaped Earth as the huge plates that form the Earth’s surface move slowly over, under, and past each other. Sometimes the movement is gradual. At other times, the plates are locked together, unable to release the accumulating energy. When the accumulated energy grows strong enough, the plates break free, causing the ground to shake.

Primary Sources of Information:

- ODNR – <https://ohiodnr.gov/discover-and-learn/safety-conservation/about-ODNR/geologic-survey/earthquakes>
- ODNR – https://earthjay.com/earthquakes/20190610_ohio/hansen_handout_el09.pdf
- ODNR – <https://ohiodnr.gov/business-and-industry/services-to-business-industry/gis-mapping-services/earthquake-gis-mapping-service?=undefined>

Historical Occurrences in Warren County:

There have been over 200 earthquakes with epicenters in Ohio, that have been felt since 1776. In addition, several earthquakes with origins outside Ohio have also been felt in the state. Most of these earthquakes have been felt only locally and have caused no damage or injuries.

There have been two (2) recorded earthquakes with the epicenters occurring on the border of Warren and an adjacent county (earliest seismic recording data as of 1776).

Table 38: History of Recorded Earthquake Events in Warren County

Magnitude	Intensity	Location	Year
3.5	IV	Border of Warren & Montgomery Counties (Chautauqua Area)	1834
3.3	II	Border of Warren, Butler, & Hamilton Counties (West Chester/Mason Area)	1936

**Source: Ohio Geological Survey, 2014 Earthquake Epicenters Ohio and Adjacent Areas*

Additionally, multiple surrounding counties have experienced earthquakes with epicenters in their county. This includes Clermont County in 2024 (0.9 magnitude) and 2018 (1.5 magnitude), and Hamilton County in 1983 (2 magnitude), along with several others more historically. *Source: ODNR Earthquake Epicenters Locator*

Probability of Occurrence:

A great difficulty in determining the probability of large earthquakes in the eastern United States is that the recurrence interval (the time between large earthquakes) is commonly very long, on the order of hundreds or even thousands of years. As the historic record in most areas, including Ohio, is only on the order of about 200 years it is nearly impossible to estimate either the maximum magnitude or the frequency of earthquakes at any particular site.

Ohio is on the periphery of the New Madrid Seismic Zone. Effects from earthquakes on this fault line in the past have been felt in Ohio and some, which were estimated at 8.0 on the Richter scale, were of sufficient intensity to topple chimneys in Cincinnati.

Figure 24: USGS Earthquake Hazard Zones

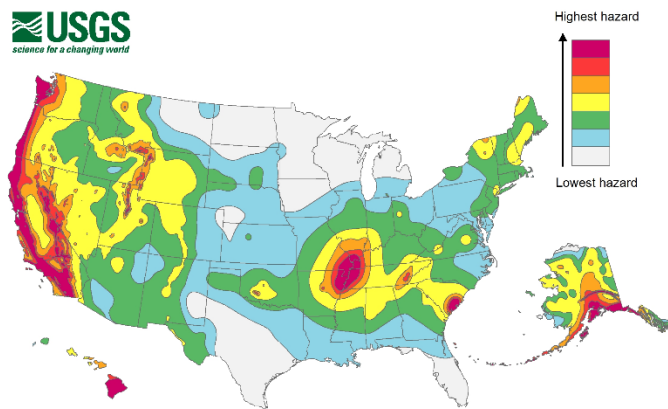
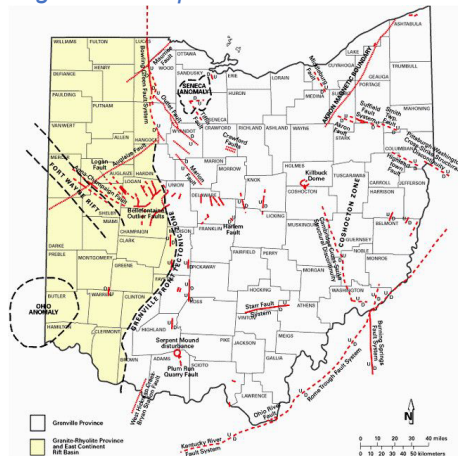


Figure 25: Map of Fault Lines in Ohio



Description and Damage Extent/Impact:

Table 39: Earthquake Description and Damages

EARTHQUAKE MAGNITUDE AND INTENSITY				
Magnitude (M _w)	Intensity (Modified Mercalli Scale)	Description	Perceived Shaking	Potential Damage
1.0 – 3.0	I	I. Not felt except by very few people under especially favorable conditions.	Not felt	None
3.0 – 3.9	II – III	II. Felt by a few people, especially those on upper floors of buildings. Suspended objects may swing.	Weak	None
		III. Felt quite noticeably indoors. Many do not recognize it as an earthquake. Standing motorcars may rock slightly.	Weak	None
4.0 – 4.9	IV – V	IV. Felt by many who are indoors; felt by a few outdoors. At night, some awakened. Dishes, windows, and doors rattle.	Light	None
4.0-4.9	IV-V	V. Felt by nearly everyone; many awakened. Some dishes and windows broken; some cracked plaster; unstable objects overturned.	Moderate	Very Light
5.0 – 5.9	VI – VII	VI. Felt by everyone; many frightened and run outdoors. Some heavy furniture moved, some fallen plaster or damaged chimneys. Damage negligible in well-constructed buildings; considerable damage in poorly constructed buildings.	Strong	Light
		VII. Most people are alarmed and run outside. Damage negligible in well-constructed buildings; considerable damage in poorly constructed buildings.	Very Strong	Moderate
6.0 – 6.9	VII – IX	VIII. Damage slight in special designed structures; considerable in ordinary buildings; great in poorly built structures. Heavy furniture overturned. Chimneys, monuments, etc. may topple.	Severe	Moderate to Heavy
		IX. Damage can be considerable in specially designed structures. Buildings shift from foundations and collapse. The ground cracked. Underground pipes broken.	Violent	Heavy
7.0 and Higher	VIII and Higher	X. Some well-built wooden structures can be destroyed. Most masonry structures can be destroyed. The ground badly cracked. Landslides on steep slopes.	Extreme	Very Heavy
		XI. Few, if any, masonry structures remain standing. Railroad rails bent; bridges destroyed. Broad fissure in ground.	Extreme	Very Heavy
		XII. Virtually total destruction. Waves seen on ground. Objects thrown into the air.	Extreme	Very Heavy

The most important variables affecting earthquake damage are the intensity of the ground shaking caused by the quake coupled with the quality of the engineering of structures in the region. Buildings most susceptible to shaking damage:

- Soft-story apartments and condos that have large openings on the first floor for garage doors and windows to accommodate parking or commercial space, and housing on upper floors (built prior to recent codes).
- Older, pre-WWII homes and homes built before the 1980's are more susceptible to damage due to their lack of bolting mechanisms to the foundation.
- Mobile homes
- Unreinforced masonry buildings – with no steel reinforcing within a masonry wall. Most buildings before 1933 are not reinforced (depending on local code enforcement).
- Infrastructure susceptible to damage from earthquakes (Source: Congressional Research Service)
- Bridges built before 1992 (that were most likely not built to seismic standards nor have they been retrofitted)

Table 40: Earthquake Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Earthquake	County-wide	May be localized to older structures and some infrastructure if shaking is minimal, or it could be widespread if the magnitude is severe. Buildings and critical infrastructure could fall/damaged by other debris or sink into the ground. Dams/levees may also fail or landslides could happen as a result.	There is one Ohio Seismic Network monitoring station in Spring Valley near the northern Warren County border.

Table 41: FEMA National Risk Index (Earthquake) – Based on Census Tract

Jurisdiction	Risk Index (Score)	Census Tract
Carlisle	Relatively Low (61.79)	39165030102
Franklin	Very Low (47.55)	39165032501
Lebanon	Relatively Low (65)	39165031500
Mason	Relatively Low (69.57)	39165031908
Springboro	Very Low (47.4)	39165030504
South Lebanon	Relatively Low (73.13)	39165032100
Butler	Relatively Low (67.89)	39165032400
Corwin	Very Low (29.14)	39165031002
Harveysburg	Relatively Low (59.21)	39165031100
Maineville	Relatively Low (61.55)	39165032205
Morrow	Relatively Low (57.99)	39165032300
Pleasant Plain	Relatively Low (67.89)	39165032400
Waynesville	Relatively Low (67.14)	39165031001
Clearcreek	Relatively Low (66.43)	39165030800
Deerfield	Relatively Low (71.98)	39165032008
Franklin	Relatively Low (62.52)	39165030600
Hamilton	Relatively Low (61.55)	39165032205
Harlan	Relatively Low (67.89)	39165032400
Massie	Relatively Low (59.21)	39165031100
Salem	Relatively Low (57.99)	39165032300
Turtlecreek	Relatively Low (66.01)	39165030700

Table 41 Continued

Jurisdiction	Risk Index (Score)	Census Tract
Union	Relatively Low (73.13)	39165032100
Washington	Relatively Low (59.21)	39165031100
Wayne	Very Low (29.14)	39165031002

**Partial jurisdictions (Middletown, Monroe, & Loveland) not captured in Census Tract for Warren County*

The FEMA National Risk Index for each natural hazard is calculated using an equation that combines scores for Expected Annual Loss, Social Vulnerability, and Community Resilience.

Causes of Earthquakes in Ohio:

The origins of Ohio earthquakes appear to be associated with ancient zones of weakness in the earth's crust that formed during rifting and continental collision events about a billion years ago. These zones are characterized by deeply buried and poorly known faults, some of which serve as the sites for periodic release of strain that is constantly building up in the North American continental plate due to continuous movement of the tectonic plates that make up the earth's crust.

Conditions that May Exacerbate an Earthquake:

The nature of earthquakes is that they strike randomly with no notice and varying intensities. There is one unnamed fault line in the Northwest Portion of Warren County.

Warnings:

There are early warning systems for earthquakes that can provide up to tens of seconds of warning prior to shaking arriving. The time required to detect and issue an earthquake warning is dependent on distance between the earthquake source and the closest seismic network station, the transfer of information to the regional network, the detection and characterization of an earthquake, and the shaking intensity threshold used to issue an alert (Source: USGS.gov). Typically, those who don't live in active seismic zones will receive little-to-no warning before the shaking of an earthquake arrives.

4.5. EXTREME TEMPERATURES

Definition:

Extreme Temperatures are those that are outside the norm for a particular region and that last for an extended period. According to the National Weather Service, temperature alerts are issued when there is a threat to life or the environment. The following describes how the weather service identifies extreme temperatures:

Heat

A heat wave is a period of unusually hot weather that typically lasts more than two (2) days. Heat waves are generally the result of trapped air. To be considered a heat wave, the temperatures must be outside the historical averages for a given area.

The Heat Index is a measure of how hot it really feels when relative humidity is factored in with the actual air temperature. The National Weather Service Office will initiate alert procedures when the heat index is expected to reach or exceed 105° for a sustained period.

Cold

The magnitude of extremely cold temperatures is generally measured through the Wind Chill Index. Wind Chill is a term used to describe what the air temperature feels like to the human skin due to the combination of cold temperatures and winds blowing on exposed skin. In simple terms, the colder the air temperature and the higher the wind speeds the colder it will feel on your skin if you're outside. So even if it remains the same temperature, but due to wind speed increase, it will actually feel colder. The National Weather Service Office in Wilmington will initiate alert procedures for extreme cold when dangerously cold air temperatures or excessive wind chill values are expected or are occurring.

Figure 26: National Weather Service Heat Index Chart

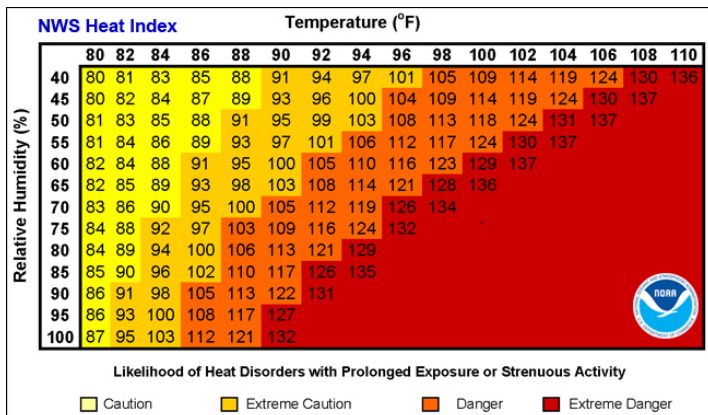
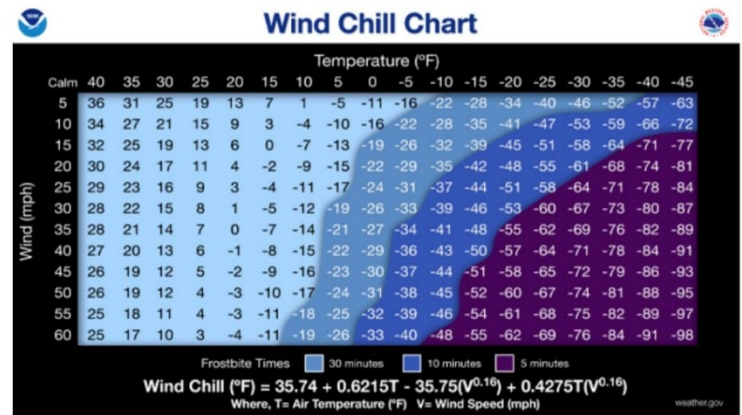


Figure 27: National Weather Service Wind Chill Chart



Primary Sources of Information:

- National Weather Service – <https://www.weather.gov/safety/cold>, <https://www.weather.gov/safety/heat>
- National Risk Index – <https://hazards.fema.gov/nri/map>

Historical Occurrences in Warren County:

According to the National Weather Service office in Wilmington, the following is the probability for extreme temperature events in Warren County:

Excessive Heat

- Advisory – On average three (3) to four (4) days per summer.
- Watch/Warning – On average one (1) to two (2) days per summer.

Extreme Cold:

- Advisory – On average, four (4) to five (5) days per winter.
- Watch/Warning – On average one (1) to two (2) days per winter.

Probability of Occurrence:

It is important to note that there is tremendous variability in the frequencies listed above. Some years there is no data reaching criteria, some years there are seven (7)-ten (10) days (depending on weather pattern and its longevity).

Description and Damage Extent/Impact:

Extreme temperatures can cause problems with critical infrastructure and services, such as transportation, electric grid, water sanitation systems, communication services, etc. Frozen pipes, water main breaks, power outages, and damages to other critical infrastructure should be considered probable to occur in lengthy events. The cost of damages may exceed jurisdictional means. If the weather event is prolonged and widespread it may disrupt public safety services.

Table 42: Extreme Temperatures Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Extreme Cold	County-wide	Widespread effects on people and the environment, with potential localized impacts on critical infrastructure/utilities. At-risk populations - including elderly, infants, homeless, those with pre-existing health conditions – may be significantly impacted.	Record low of -25°F in January 1963
Extreme Heat	County-wide		Record high of 104°F in July 2002

Table 43: FEMA National Risk Index (Extreme Temperatures) – Based on Census Tract

Jurisdiction	Cold Wave Risk Index (Score)	Heat Wave Risk Index (Score)	Census Tract
Carlisle	Relatively Low (47.4)	Relatively Low (34.07)	39165030102
Franklin	Very Low (44.19)	Relatively Low (27.76)	39165032501
Lebanon	Relatively Low (53.98)	Relatively Low (35.15)	39165031500
Mason	Relatively Low (45.2)	Relatively Low (29.97)	39165031908
Springboro	Relatively Low (44.26)	Relatively Low (26.3)	39165030504
South Lebanon	Relatively Low (53.98)	Relatively Low (42.25)	39165032100
Butler	Relatively Low (61.76)	Relatively Low (29.43)	39165032400
Corwin	Relatively Low (53.55)	Relatively Low (22.11)	39165031002
Harveysburg	Relatively Low (62.2)	Relatively Low (26.45)	39165031100
Maine	Relatively Low (47.55)	Relatively Low (36.93)	39165032205
Morrow	Relatively Low (52.77)	Relatively Low (33.55)	39165032300
Pleasant Plain	Relatively Low (61.76)	Relatively Low (29.43)	39165032400
Waynesville	Relatively Low (58.78)	Relatively Low (36.97)	39165031001
Clearcreek	Relatively Low (55.63)	Relatively Low (31.92)	39165030800
Deerfield	Very Low (43.78)	Relatively Low (23.42)	39165032008

Table 43 Continued

Jurisdiction	Cold Wave Risk Index (Score)	Heat Wave Risk Index (Score)	Census Tract
Franklin	Relatively Low (45.35)	Relatively Low (24.48)	39165030600
Hamilton	Relatively Low (47.55)	Relatively Low (36.93)	39165032205
Harlan	Relatively Low (61.76)	Relatively Low (29.43)	39165032400
Massie	Relatively Low (62.2)	Relatively Low (26.45)	39165031100
Salem	Relatively Low (52.77)	Relatively Low (33.55)	39165032300
Turtlecreek	Relatively Low (51.78)	Relatively Low (37.47)	39165030700
Union	Relatively Low (53.98)	Relatively Low (42.25)	39165032100
Washington	Relatively Low (62.2)	Relatively Low (26.45)	39165031100
Wayne	Relatively Low (53.55)	Relatively Low (22.11)	39165031002

**Partial jurisdictions (Middletown, Monroe, & Loveland) not captured in Census Tract for Warren County*

The FEMA National Risk Index for each natural hazard is calculated using an equation that combines scores for Expected Annual Loss, Social Vulnerability and Community Resilience.

Causes that May Exacerbate Effects of Extreme Temperatures:

Winter storm conditions can exacerbate cold temperatures. El Niño and La Niña patterns, can also exacerbate temperatures. El Niño and La Niña are weather patterns that occur every few years. The water temperatures associated with these weather patterns can push warmer or colder air through the jet streams toward different parts of the country. La Niña, caused by cooler than normal ocean temperatures, can cause cooler winter temperatures. Extended La Niña patterns can exacerbate wind chills into extreme temperatures. Conversely, El Niño patterns, caused by warmer than normal ocean temperatures, can contribute to extreme heat in the Ohio Valley.

Warnings:

The National Weather Service issues the following warnings for Heat:

- **Excessive Heat Outlooks** – Issued when the potential exists for an excessive heat event in the next three (3) – seven (7) days.
- **Heat Advisory** – Is issued for dangerous heat conditions that are not expected to reach warning criteria and when the maximum heat index values are forecast to reach 100°F with higher confidence in such occurrence.
- **Excessive Heat Watch** – Is issued when conditions are favorable for excessive heat, but its occurrence, location and timing are somewhat uncertain.
- **Excessive Heat Warning** – Issued when the maximum heat index values are forecast to reach or exceed 105°F with higher confidence in such occurrence.

The National Weather Service issues the following warning for Cold:

- **Cold Advisory** – issued when temperatures or wind chills are expected to fall below 25°F.
- **Extreme Cold Watch/Warning** – issued when temperatures or wind chills are expected to fall below 15°F.

4.6. FLOOD

Definition:

An overflow of water onto normally dry land. The inundation of a normally dry area caused by rising water in an existing waterway, such as a river, stream, or drainage ditch.

There are multiple categories for floods:

- **Flash floods** – Generally develop within six (6) hours of the immediate cause (which could include heavy rain, slow-moving thunderstorms, ice or debris jams, and levee or dam failure). These floods exhibit a rapid rise of water over low-lying areas or a large amount of water that cannot be absorbed in urban areas. Flash flooding can cause small streams to become rapid, violent rivers, and can produce rapid runoff over mountainous terrain.
- **River Flooding** – Occurs when river levels rise and overflow their banks or edges of their main channel and inundate areas that are normally dry. River flooding can be caused by heavy rainfall, dam failures, rapid snowmelt and ice jams.
- **Burn Scars/Debris Flows** – In areas where wildfires have occurred, vegetation may have been burned away and soil properties may have been altered, leaving behind bare ground that tends to repel water (which is called a burn scar). When rain falls over a burn scar the ground is unable to absorb the moisture, leaving the water to collect or run across the surface of the ground towards the lowest point.
- **Urban Flooding** – Is the result of development and the ground's decreased ability to absorb excess water without adequate drainage systems in place. Typically, this type of flooding occurs when land uses change from fields or woodlands to roads and parking lots. Urbanization can increase runoff two (2) to (6) six times more than natural terrain. The flooding of developed areas may occur when the amount of water generated from rainfall and runoff exceeds a storm water system's capability to remove it.
- **Ice/Debris Jams** – Are stationary accumulations of ice or debris that restrict flow. As ice or debris moves downstream, it may get caught on any sort of obstruction to the water flow. When this occurs, water can be held back, causing upstream flooding. When the jam finally breaks, flash flooding can occur downstream.

Primary Sources of Information:

- National Weather Service: [Weather.gov](https://www.weather.gov)
- National Center for Environmental Information (NCEI): [NCEI.noaa.gov](https://www.ncmi.noaa.gov)
- National Water Prediction Service (NWPS): [water.noaa.gov/](https://www.water.noaa.gov/)

Historical Occurrences in Warren County:

Table 44: History of Recorded Flooding Occurrences in Warren County

Event ID	Location	Date	Type	Death	Injury	Damage
1117018	ROACHESTER	7/27/2023	Flash Flood	0	0	0
1117019	STUBBS MILLS	7/27/2023	Flood	0	0	0
1074896	CROSSWICK	3/3/2023	Flood	1	0	0
1051764	FRANKLIN	9/5/2022	Flood	0	0	\$5,000
1051768	HARVEYSBURG	9/5/2022	Flood	0	0	0
1017104	SOCIALVILLE	5/20/2022	Flood	0	0	\$100,000
1017105	COMARGO	5/20/2022	Flash Flood	0	0	\$10,000
1014809	LEBANON	5/6/2022	Flood	0	0	0
998461	S. LEBANON	2/18/2022	Flood	0	0	0

Table 44 Continued

Event ID	Location	Date	Type	Death	Injury	Damage
998462	WAYNESVILLE	2/18/2022	Flood	0	0	0
998428	STUBBS MILLS	2/17/2022	Flood	0	0	0
998429	RED LION	2/17/2022	Flood	0	0	0
998430	LEBANON	2/17/2022	Flood	0	0	0
998431	ROACHESTER	2/17/2022	Flood	0	0	0
998432	MORROW	2/17/2022	Flood	0	0	0
955712	MORROW	6/19/2021	Flash Flood	0	0	0
891025	LEBANON	6/30/2020	Flash Flood	0	0	\$3,000
891026	OTTERBEIN	6/30/2020	Flash Flood	0	0	0
882772	UNION VLG	5/19/2020	Flash Flood	0	0	0
882758	MORROW	5/19/2020	Flood	0	0	0
882759	UNION VLG	5/19/2020	Flood	0	0	0
882760	FRANKLIN	5/19/2020	Flood	0	0	0
882761	CARLISLE	5/19/2020	Flood	0	0	0
882263	MASON	5/18/2020	Flood	0	0	0
882265	CARLISLE	5/18/2020	Flood	0	0	0
882263	MASON	5/18/2020	Flood	0	0	0
		TOTALS:	26	1	0	\$218,000.00

Repetitive Loss Properties:

A Repetitive Loss property (RL) is any insurable building for which two (2) or more claims of more than \$1,000 were paid by the National Flood Insurance Program within a rolling ten (10)-year period, since 1978. A Severe Repetitive Loss (SRL) property is one (1) which the program has made at least four (4) payments for building/contents of more than \$5,000 or at least two (2) building-only payments that exceed the value of the property.

Table 45: Repetitive Flood Loss Properties

Community	Community Number	Occupancy Types	Zone	Total Paid	Total Losses	RL Structures	SRL Structures	Total RL/SRL Structures
City of Lebanon	390557	1,11,4	AE, X	\$43,025.14	6	3	0	3
City of Loveland	390068	1	AE, X	\$12,640.13	4	2	0	2
City of Mason	390559	18	C	\$34,572.18	3	1	0	1
City of Monroe	390042	18	AE	\$243,366.16	5	0	1	1
City of South Lebanon	390563	1,11	AE	\$392,326.76	20	4	2	6
City of Springboro	390564	4	-	\$12,579.05	2	1	0	1
Village of Morrow	390561	1,11	A11, AE	\$42,246.27	6	3	0	3
Warren County (Unincorp.)	390757	1,11	-	\$176,569.68	9	4	0	4
Totals:				\$957,325.37	55	18	3	21

Sources: State of Ohio Hazard Mitigation Plan 2024, & OpenFEMA Dataset: NFIP Multiple Loss Properties -v1.

The occupancy types per the OpenFEMA Dataset are as follows:

- 1 = Single family residence
- 2 = two (2) to four (4) Unit residential building
- 3 = Residential building with more than four (4) units
- 4 = Non-residential building
- 6 = Non-Residential Business
- 11 = Single-family residential building with the exception of a mobile home or a single residential unit within a multi-unit building
- 12 = A residential non-condo building with two (2)-, three (3)-, or four (4)-units seeking insurance on all units
- 13 = A residential non-condo building with five (5) or more units seeking insurance on all units
- 14 = Residential mobile/manufactured home
- 15 = Residential condo association seeking coverage on a building with one (1) or more units
- 16 = Single residential unit within a multi-unit building
- 17 = Non-residential mobile/manufactured home
- 18 = A non-residential building
- 19 = A non-residential unit within a multi-unit building

Probability of Occurrence:

The probability of the county and its municipalities experiencing a flood event can be difficult to quantify but based on historical records there have been twenty-six (26) flood events since 2020, meaning:

$$\begin{aligned} &[(\text{Current Year}) 2025] \text{ subtract } [(\text{Historical Year}) 2020] = 5 \text{ Years on Record} \\ &[(\text{Number of Historical Events}) 26] \text{ divided by } [(\text{Years on Record}) 5] = 5.2 \end{aligned}$$

It can be reasonably assumed that this type of event occurs nearly 5.2 times per year in the county.

Figure 28: Base Flood Elevation Illustration

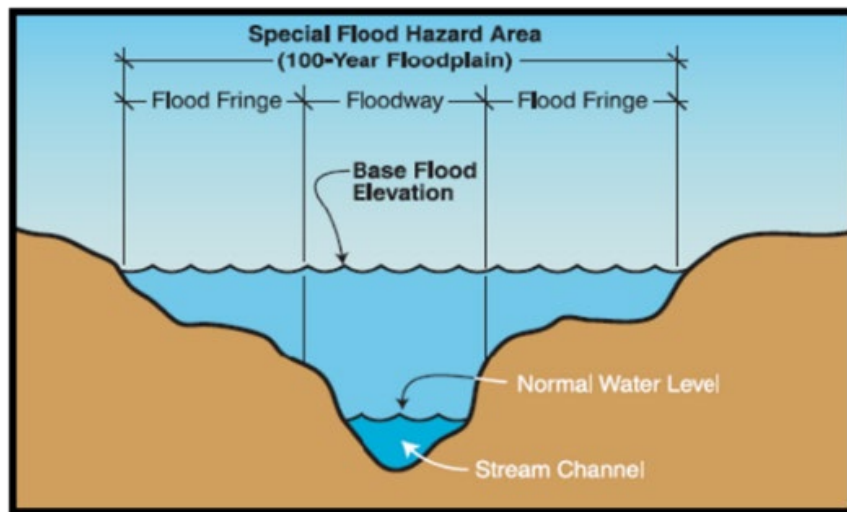


Diagram identifying Special Flood Hazard Area, 1% annual chance (100-Year) floodplain, floodway and flood fringe, FEMA

Flood Risk by Location:

Most known floodplains in the United States have been mapped by FEMA, which administers the National Flood Insurance Program (NFIP). When a flood study is completed for the NFIP, the information and maps are assembled into a Flood Insurance Study (FIS). A FIS is a compilation and presentation of flood risk data for specific water courses, lakes, and coastal flood hazard areas within a community and includes causes of flooding.

The NFIP, for which Flood Insurance Rate Maps (FIRM) are published, identifies the 1% annual chance flood. This 1% annual chance flood event is used to delineate the Special Flood Hazard Area (SFHA) and identify Base Flood Elevations. The SFHA serves as the primary regulatory boundary used by FEMA and Warren County.

Warren County has several building codes and development regulations in place to reduce flood risk for new construction, substantial improvements, or other man-made changes. The Warren County Building Department, as the floodplain administrator for the County, determines if new construction must meet certain flood zone construction criteria.

The Building Department has authority to perform Flood Zone Determinations per Flood Damage Prevention Resolution, Sections 307.37 and 307.85. Upon application for a development permit, the application and plans are reviewed to determine whether the site of the proposed structure is within any Special Flood Hazard Area (SFHA) designated by FEMA on regulatory Flood Insurance Rate Maps (FIRMs).

Table 46: NFIP Participation by Jurisdiction

Jurisdiction	NFIP Participation	Community ID #
City of Carlisle	Yes	390606C
City of Franklin	Yes	390556C
City of Lebanon	Yes	390557C
City of Mason	Yes	390559C
City of Monroe	Yes	390042B
City of South Lebanon	Yes	390563C
City of Springboro	Yes	390564C
Village of Butlerville	No (no structures in flood hazard area)	390719#
Village of Corwin	No (no structures in flood hazard area)	390555C
Village of Harveysburg	No (no structures in flood hazard area)	390833C
Village of Maineville	No (no structures in flood hazard area)	390934C
Village of Pleasant Plain	Yes	Not Listed
Village of Waynesville	Yes	390565C
Warren County (Unincorp.)	Yes	390757

Description and Damage Impact/Extent:

Flood categories are terms defined for each gage location that describe or categorize the observed or expected severity of flood impacts in the corresponding stream segment or nearby stream. The severity of flooding at a given stage is not necessarily the same at all locations along a stream due to varying channel/bank characteristics on portions of the stream. The flood categories used in the NWS are minor, moderate, and major flooding, but all three of the flood categories do not necessarily exist for each gage location. Record flooding is flooding that equals or exceeds the highest stage or discharge at a given site during the period of record keeping.

- **Action Stage** – The stage which, when reached by a rising stream, represents the level where the NWS or a partner/user needs to take some type of mitigation action in preparation for possible significant hydrologic activity. The type of action taken varies for each gage location. Gage data should be closely monitored by any affected people.
- **Flood Stage** – An established gage height for a given location, above which a rise in water surface level begins to create a hazard to lives, property, or commerce. The issuance of flood advisories or warnings is linked to flood stage. Not necessarily the same as bankfull stage.
- **Moderate Flood Stage** – Defined to have some inundation of structures and roads near the stream. Some evacuations of people and/or transfer of property to higher elevations may be necessary.
- **Major Flood Stage**- Defined to have extensive inundation of structures and roads. Significant evacuations of people and/or transfer of property to higher elevations are necessary.

NWS records of flood stages at the **Great Miami River Gauge at Franklin**, has the following data:

Figure 29: Historic Crests of the Great Miami River at Franklin

Historic Crests		Categories	Feet	# of Instances	Probability per Event
• 17.60 ft	01/22/1959	Major Flood Stage	22	0	N/A
• 16.70 ft	01/22/1937				
• 16.60 ft	03/06/1963	Moderate Flood Stage	17	1	5%
• 16.50 ft	01/07/2005				
• 15.59 ft	12/22/2013	Flood Stage	14	16	84%
• 14.86 ft	03/20/2020				
• 14.50 ft	04/05/2018	Action Stage	11	1	5%
• 14.33 ft	02/25/2018				
• 10.07 ft	04/12/2013				

Flood Impacts per Height/Stage

- 22 Feet** Miami Conservancy flood protective levees would be overtopped, resulting in flooding of protected areas of Franklin. Many homes and businesses of Carlisle between the railroad tracks and the river are flooded. Areas most impacted would be west of the river, though areas of Franklin between Main Street and the river along the east bank.
- 18 Feet** This is roughly equal to the FEMA one (1) percent flood. Flood waters extend into yards of numerous homes in areas of Carlisle between the railway tracks and the river on the west bank...with water into the lowest lying homes of this area. Areas of Franklin protected by Miami Conservancy District Levees do not flood until stages at and above twenty-two (22) feet.
- 17 Feet** Portions of Dayton-Oxford Road flood, with flood water nearing homes near Carlisle along Dayton-Oxford Road. Areas of Franklin protected by Miami Conservancy District Levees do not flood until stages at and above twenty-two (22) feet.
- 16 Feet** In addition to flooding onto low areas of Oxford Road near the railway bridge, water floods basements of riverside apartments along Dayton-Oxford Road. Water extends nearly to Dayton-Oxford Road itself in Carlisle. Areas of Franklin protected by Miami Conservancy District Levees do not flood until stages at and above twenty-two (22) feet.
- 15 Feet** In addition to flooding along low areas of Oxford Road near the railway bridge, water approaches riverside apartments along Dayton-Oxford Road, and flooding of basement apartments may occur. Areas of Franklin protected by Miami Conservancy District Levees do not flood until stages at and above twenty-two (22) feet.
- 14 Feet** Flooding occurs along Oxford Road at the railway underpass.

NWS records of flood stages at the **Little Miami River Gauge at Spring Valley**, has the following data:

Figure 30: Historic Crests of the Little Miami River at Spring Valley

Historic Crests				Categories	Feet	# of Instances	Probability per Event
• 19.20 ft 01/21/1959	• 13.55 ft 09/03/1935	• 19.14 ft 03/05/1963	• 13.21 ft 02/24/1975	Major Flood Stage	17	2	2%
• 16.80 ft 02/06/1929	• 12.98 ft 06/19/2021	• 16.75 ft 01/27/1952	• 12.88 ft 02/25/2018				
• 16.47 ft 02/14/1948	• 12.87 ft 04/04/2018	• 16.12 ft 01/05/1949	• 12.69 ft 03/25/2023	Moderate Flood Stage	14	13	14%
• 15.79 ft 03/10/1964	• 12.60 ft 01/19/1927	• 15.50 ft 03/20/1943	• 12.41 ft 02/08/2019				
• 15.34 ft 12/03/1950	• 12.34 ft 12/06/2011	• 14.71 ft 06/02/1947	• 12.27 ft 11/07/2017	Flood Stage	11	26	35%
• 14.53 ft 06/06/1981	• 12.09 ft 05/02/1983	• 14.51 ft 06/29/1980	• 11.81 ft 05/20/2020				
• 14.47 ft 01/05/2004	• 11.80 ft 03/04/2023	• 14.08 ft 03/19/1933	• 11.66 ft 05/22/2014	Action Stage	9	-	-
• 14.00 ft 01/31/1982	• 11.24 ft 02/18/2022	• 13.97 ft 04/20/1920	• 11.15 ft 02/21/2014				
• 13.91 ft 03/20/2008	• 11.14 ft 06/21/2015	• 13.88 ft 01/06/1950	• 11.12 ft 12/22/2013				
• 13.76 ft 03/21/2020	• 11.09 ft 02/18/2022	• 13.72 ft 01/06/2005	• 11.03 ft 12/29/2015				
• 13.71 ft 06/05/2008							

Flood Impacts per Height/Stage

- 17 Feet** Flooding impacts numerous homes and businesses along the river, as well as backwater flooding along Sugar Creek. Structures near Corwin Road from Spring Valley to Corwin are impacted, as well as areas of Beavercreek township close to the river.
- 15 Feet** Some homes and businesses near Spring Valley, Roxanna, Oregonia and Corwin are impacted by flooding, possibly first floor level flooding. High water covers long stretches of Corwin Road near the river, as well as Waynesville, New Burlington, and Middletown Roads.
- 14 Feet** Flood waters approach businesses and some homes near Spring Valley, Roxanna, Oregonia, Corwin and east of Waynesville. Flooding continues along portions of Corwin Road near the river, as well as Waynesville, New Burlington, and Middletown Roads. Much of Wayne Township in Warren County is flooded along the river.
- 13 Feet** High water impacts low areas near Spring Valley, Roxanna, Corwin and east of Waynesville. Flood waters approach homes very close to the river, and widespread bottom land flooding occurs. Water floods Corwin Road, Waynesville Road, and Middletown Road near the river.
- 12 Feet** Water rises into low-lying areas close to the river near Spring Valley, Roxanna and east of Waynesville. Water floods Corwin Road, as well as Waynesville, and Middletown Roads.
- 11 Feet** Flooding impacts short areas of Middletown and Waynesville Roads, in addition to Corwin Road and Corwin Park. Backwater flooding may impact State Route 725 in Sugarcreek township.
- 10 Feet** Corwin Road and Corwin Park are flooded.

NWS records of flood stages at the **Little Miami River Gauge near South Lebanon**, has the following data:

Figure 31: Historic Crests of the Little Miami River near South Lebanon

Last 5 Years <i>*No Historic Data</i>		Categories	Feet	# of Instances	Probability per Event
• 20.11 ft	03/25/2023	Major Flood Stage	32	0	N/A
• 20.52 ft	03/04/2023				
• 18.00 ft	07/07/2022	Moderate Flood Stage	25	1	5%
• 23.20 ft	02/18/2022	Flood Stage	19	16	84%
• 21.51 ft	06/19/2021	Action Stage	15	1	5%

Flood Impacts per Height/Stage

- 33 Feet** Major flooding in South Lebanon covers about one third of the town, with water several feet deep into homes and businesses between Broadway Street and the river. The Village of Morrow also experiences moderate flooding along streets close to the river and along Todd Fork Creek. Kings Mills Road near Foster is also severely flooded.
- 31 Feet** Major flooding occurs in South Lebanon, especially buildings between McKinley Street and the river. Water is several feet deep into many homes. Flood waters are several feet deep along Mason-Morrow-Millgrove Road, as well as on Front Street in Morrow.
- 30 Feet** This is roughly equal to the FEMA one (1) percent flood. Much of South Lebanon between East Pike Street and the river is flooded, including backwater flooding along Turtle Creek and Dry Run. Long stretches of Mason Morrow Millgrove Road are also flooded, as well as much of the village of Morrow.
- 26 Feet** South Lebanon incurs the worst of the flooding, with homes inundated along South Main Street and King Avenue in South Lebanon. Long stretches of Mason-Morrow-Millgrove Road is flooded, as well as Front Street in Morrow. Water spills onto Kings Mills Road near Foster.
- 25 Feet** Flooding along portions of South Main Street, South High Street & King Avenue in South Lebanon is a foot deep or more. Basement flooding of several feet occurs in riverfront homes of South Lebanon. Flooding also occurs along Front and Miami Streets in Morrow and becomes worse along portions of Mason-Morrow-Millgrove Rd. Todd Fork Creek in Morrow experiences backwater flooding resulting in flooding along Front Street and other low-lying roads in Morrow.
- 22 Feet** Low-lying roads are affected in South Lebanon including South Main and McKinley Streets and King Avenue. Some homes near the river incur basement flooding in South Lebanon. Lowland flooding can be expected elsewhere in Warren County near the Little Miami River including Mason-Morrow-Millgrove Road.
- 19.5 Feet** Flooding can be expected near Turtle Creek in South Lebanon. Roads affected by the flooding include Broadway, McKinley, and Pike Streets.
- 19 Feet** Flood waters begin to approach low-lying roads in Foster and South Lebanon, in addition to flooding along Front Street in Morrow, Stubbs Mills Road, and stretches of Mason Morrow Millgrove Road.
- 18 Feet** Several areas along Mason Morrow Millgrove Road are flooded, as well as Front Street in Morrow and Stubbs Mills Road. Portions of Rogers Park in South Lebanon is flooded.
- 17 Feet** Flooding of lowland areas occurs from South Lebanon to Foster. Portions of Mason-Morrow Millgrove Road also flood, as well as Stubbs Mills Road near the river. Front Street in Morrow floods.

Table 47: Flood Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Flood	County-wide	Localized or Wide-Spread. Low-lying areas or areas around bodies of water are more at-risk for flooding. Additionally, areas with lots of paved or finished surfaces may be prone to flooding due to impermeable surfaces. Businesses, homes (especially those with basements) and other critical infrastructure may be greatly impacted/services disrupted.	The extent is dependent on the nature and scale of the flood.
Flash Flood	County-wide	Localized or Wide-Spread. Flash flood incidents can occur anywhere, but areas along bodies of water have a higher risk to be impacted by a flash flood. Businesses, homes (especially those with basements) and other critical infrastructure may be greatly impacted/services disrupted.	The extent is dependent on the nature and scale of the flash flood.
	Corwin, Harveysburg, Maineville, Morrow, Waynesville, Franklin, South Lebanon, Hamilton Township, Harlan Township, Salem Township, Wayne Township, other jurisdictions along rivers/bodies of water		

Table 48: FEMA National Risk Index (Riverine Flooding) – Based on Census Tract

Jurisdiction	Risk Index (Score)	Census Tract
Carlisle	Relatively High (91.48)	39165030102
Franklin	Relatively Low (55.5)	39165032501
Lebanon	Relatively Low (60.99)	39165031500
Mason	Relatively Low (49.34)	39165031908
Springboro	Relatively Low (54.85)	39165030504
South Lebanon	Relatively Moderate (87.78)	39165032100
Butler	Relatively Low (42.92)	39165032400
Corwin	Relatively Moderate (70.56)	39165031002
Harveysburg	Relatively Low (66.58)	39165031100
Maineville	Very Low (27.11)	39165032205
Morrow	Relatively Moderate (84.8)	39165032300
Pleasant Plain	Relatively Low (42.92)	39165032400
Waynesville	Relatively Low (50.1)	39165031001
Clearcreek	Relatively Low (40.19)	39165030800
Deerfield	Relatively Low (35.92)	39165032008
Franklin	Relatively Low (34.75)	39165030600
Hamilton	Very Low (27.11)	39165032205
Harlan	Relatively Low (42.92)	39165032400
Massie	Relatively Low (66.55)	39165031100
Salem	Relatively Moderate (84.8)	39165032300
Turtlecreek	Relatively Low (41.4)	39165030700
Union	Relatively Moderate (87.78)	39165032100
Washington	Relatively Low (66.58)	39165031100
Wayne	Relatively Moderate (70.56)	39165031002

*Partial jurisdictions (Middletown, Monroe, & Loveland) not captured in Census Tract for Warren County

The FEMA National Risk Index for each natural hazard is calculated using an equation that combines scores for Expected Annual Loss, Social Vulnerability and Community Resilience.

Conditions that May Exacerbate Flooding:

The following factors will affect the severity of a flood:

- **Impermeable Surfaces:** Excessive amounts of paved areas or other surfaces upstream or in the community can increase the amount and rate of water runoff. Development affects the runoff of stormwater and snowmelt when buildings and parking lots replace natural vegetation, which would normally absorb water.
- **Steeply Sloped Watersheds:** In hilly and mountainous areas, a flood may occur after heavy rain.
- **Constrictions:** Re-grading or filling within or on the edge of floodplains obstructs flood flows, backing up floodwater onto upstream and adjacent properties.
- **Obstructions:** Bridges, culverts, and other obstructions can block flood flow and trap debris, causing increased flooding upstream and increased velocity downstream.
- **Debris:** Debris from the watershed, such as trees, rocks, and parts of damaged buildings increases the hazard possessed by moving water.
- **Contamination:** Water will pick up whatever was on the ground within the floodplain, such as soil, road oil, farm and lawn chemicals, and animal waste. It can also be caused by inundated wastewater treatment plants, and the presence of hazardous material storage in the flood plain.
- **Soil Saturation:** Rainfall in areas already saturated with water will increase runoff.
- **Velocity:** High velocity flooding (with the speed of moving water greater than five (5) feet per second) can erode stream banks, lift buildings off their foundations, and scour away soils around bridge supports and buildings.

Warnings:

The National Weather Service has multiple levels of warning the public for possible floods:

- **Flood Watch** – Issued to indicate current or developing conditions that are favorable for flooding. The occurrence is neither certain nor imminent. A watch is typically issued within several hours to days ahead of the onset of possible flooding. In situations where a river or stream is expected to be the main source of the flooding, forecast confidence may allow for a Flood Watch to be issued several days in advance.
- **Flash Flood Watch** – Issued to indicate current or developing conditions that are favorable for flash flooding. The occurrence is neither certain nor imminent. A watch is typically issued within several hours to days ahead of the onset of possible flash flooding.
- **Flood Advisory** – Issued when a flood event warrants notification but is less urgent than a warning. Advisories are issued for conditions that could cause a significant inconvenience, and if caution is not exercised, could lead to situations that may threaten life and/or property.
- **Flood Warning** – Issued to inform the public of flooding that poses a serious threat to life and/or property. A Flood Warning may be issued hours to days in advance of the onset of flooding based on forecast conditions. Floods occurring along a river usually contain river stage (level) forecasts.
- **Flash Flood Warning** – Issued to inform the public, emergency management, and other cooperating agencies that flash flooding is in progress, imminent, or highly likely. Flash Flood Warnings are urgent messages as dangerous flooding can develop very rapidly, with a serious threat to life and/or property. Flash Flood Warnings are usually issued minutes to hours in advance of the onset of flooding.

Figure 32: Residences in 100 Year Floodplain

Residences in 100 Year Floodplain

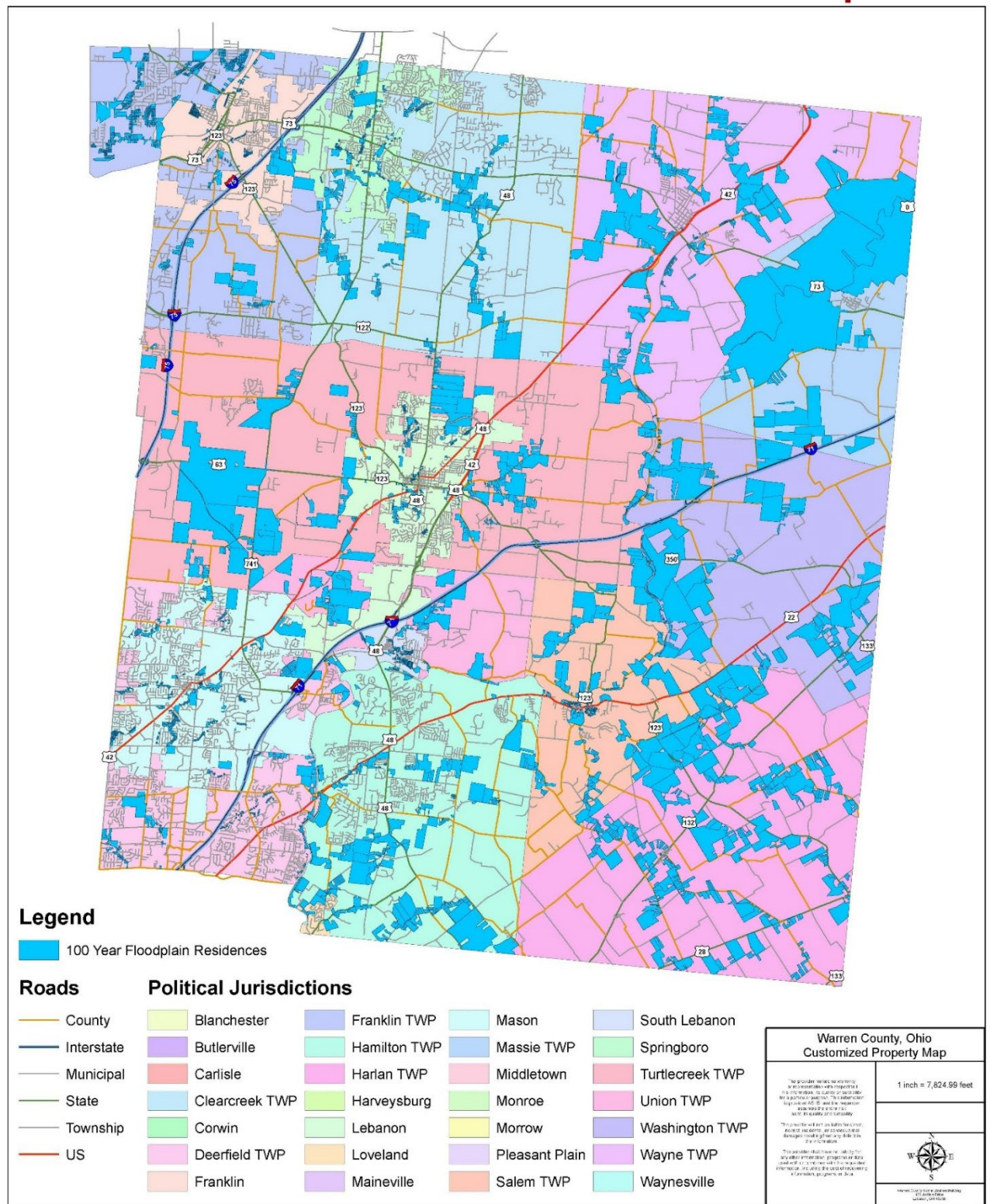
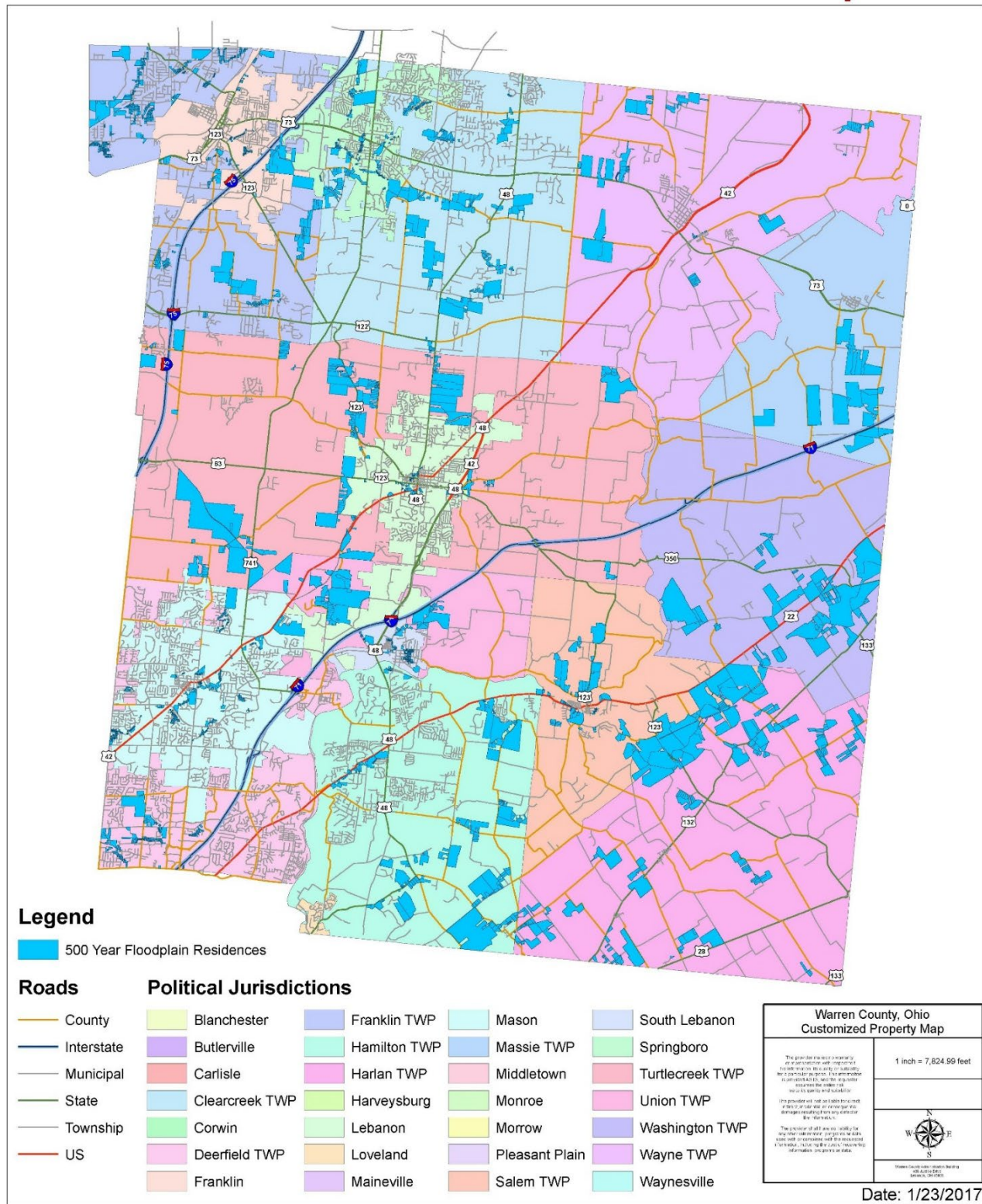


Figure 33: Residences in 500 Year Floodplain

Residences in 500 Year Floodplain



4.7. HAZARDOUS MATERIALS

Definition:

According to the Ohio Environmental Protection Agency, hazardous materials can be defined in different ways depending upon the law or regulation administered by the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), the Department of Transportation (DOT), and the U.S. Nuclear Regulatory Commission (NRC).

- The Institute for Hazardous Materials Management defines hazardous materials as “any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.”
- OSHA’s definition includes any substance or chemical which is a health hazard or a physical hazard, including carcinogens, toxic agents, irritants, corrosives, and sensitizers, as well as agents that interact to be harmful to the human body, explosive, or flammable.
- The EPA’s definition includes the OSHA definition. It adds any item or chemical which can cause harm to people, plants, or animals when released into the environment.
- The DOT defines hazardous materials as any item or chemical which, when being transported or moved in commerce, is a risk to public safety or the environment.

Primary Sources of Information:

- Occupational Safety and Health Administration – <https://www.osha.gov/laws-regs/standardinterpretations/1996-11-07>
- Environmental Protection Agency – https://www.epa.gov/sites/production/files/2014-09/documents/cleannrt10_12_distiller_complete.pdf
- Ohio Department of Transportation (ODOT) – <https://www.fmcsa.dot.gov/regulations/hazardous-materials/how-comply-federal-hazardous-materials-regulations>

Historical Occurrences in Warren County:

Table 49: History of Recorded Hazardous Materials Incidents in Warren County

OEPA No.	Location	Incident Date	Incident
2001EPA0000068	MONROE	1/16/2020	ACID NOT SPECIFIED/ SODIUM HYDROXIDE (NaOH)/CAUSTIC SODA/LYE UNK. QUANTITY
2001EPA0000149	MONROE	1/30/2020	DIESEL FUEL APPROX. 150 GALLONS
2004EPA0000455	BUTLERVILLE	4/2/2020	BURNING TIRES UNK. QUANTITY
2005EPA0000742	WASHINGTON TWP	5/26/2020	DIESEL FUEL APPROX. 600 GALLONS
2006EPA0000920	DEERFIELD TWP	6/21/2020	REFRIGERANT OTHER OR UNK TYPE APPROX. 340 LBS
2008EPA0001245	DEERFIELD TWP	8/24/2020	REFRIGERANT/OTHER APPROX. 115 LBS
2009EPA0001377	MASON	9/21/2020	WASTEWATER/OTHER APPROX. 3000 GALLONS
2010EPA0001550	TURTLECREEK TWP	10/28/2020	DIESEL FUEL APPROX. 60 GALLONS
2101EPA0000041	TURTLECREEK TWP	1/13/2021	DIESEL FUEL APPROX. 300 GALLONS
2106EPA0000798	HARLAN TWP	6/6/2021	MATERIAL WHITE UNK. QUANTITY LITTLE MIAMI RIVER INVOLVED
2106EPA0000897	TURTLECREEK TWP	6/20/2021	OIL TRANSFORMER NON-PCB APPROX. 89 GALLONS

Table 49

OEPA No.	Location	Incident Date	Incident
2106EPA0000937	TURTLECREEK TWP	6/27/2021	DIESEL FUEL APPROX. 50 GALLONS
2107EPA0001065	MASON	7/17/2021	DIESEL FUEL APPROX. 90 GALLONS
2107EPA0001111	TURTLECREEK TWP	7/22/2021	DIESEL FUEL APPROX. 10 GALLONS TURTLECREEK WATERWAY INVOLVED
2109EPA0001483	WASHINGTON TWP	9/19/2021	DIESEL FUEL APPROX. 100 GALLONS
2111EPA0001743	TURTLECREEK TWP	11/15/2021	AIR FIRE OPEN BURNING UNK. QUANTITY
2201EPA0000010	TURTLECREEK TWP	1/4/2022	DIESEL FUEL APPROX. 150 GALLONS
2202EPA0000107	MASON	2/2/2022	DIESEL FUEL APPROX. 50 GALLONS
2202EPA0000156	WASHINGTON TWP	2/9/2022	DIESEL FUEL APPROX. 200 GALLONS
2202EPA0000191	TURTLECREEK TWP	2/17/2022	DIESEL FUEL APPROX. 50 GALLONS
2203EPA0000348	FRANKLIN TWP	3/16/2022	OIL PETROLEUM NOT OTHERWISE SPECIFIED APPROX. 275 GALLONS
2203EPA0000358	SPRINGBORO	3/18/2022	OIL CUTTING /CUTTING OIL/COOLANT/LUBRICANT APPROX. 100 GALLONS
2203EPA0000436	HARLAN TWP	3/31/2022	DIESEL FUEL APPROX. 100 GALLONS SECOND CREEK INVOLVED
2205EPA0000681	LEBANON	5/12/2022	SOLVENT(S) APPROX. 4000 LBS
2208EPA0001214	FRANKLIN	8/10/2022	DIESEL FUEL APPROX. 120 GALLONS
2208EPA0001257	HAMILTON TWP	8/18/2022	DIESEL FUEL APPROX. 75 GALLONS
2212EPA0001900	FRANKLIN TWP	12/23/2022	DIESEL FUEL APPROX. 150 GALLONS
2304EPA0000657	SPRINGBORO	4/24/2023	DIESEL FUEL APPROX. 50 GALLONS
2310EPA0001747	FRANKLIN TWP	10/10/2023	DIESEL FUEL APPROX 100 GALLONS
2406EPA0001035	MASON	1/4/2024	DRUM(S) APPROX. 10 BBL (310 GALLONS)
2401EPA0000137	FRANKLIN	1/26/2024	DIESEL FUEL APPROX. 100 GALLONS
2404EPA0000602	WASHINGTON TWP	4/12/2024	DIESEL FUEL APPROX. 150 GALLONS
2409EPA0001645	TURTLECREEK TWP	9/25/2024	OIL PETROLEUM NOT OTHERWISE SPECIFIED APPROX. 60 BBL (1890 GALLONS)
2410EPA0001701	WASHINGTON TWP	10/5/2024	DIESEL FUEL APPROX. 300 GALLONS
2410EPA0001707	WASHINGTON TWP	10/7/2024	DIESEL FUEL APPROX. 75 GALLONS
2412EPA0001992	TURTLECREEK TWP	12/10/2024	DIESEL FUEL APPROX. 110 GALLONS

*Additional data is available at: https://data-oepra.opendata.arcgis.com/datasets/467432b6916d4abdb56c91fff022b9f1_0/explore?filters=eyJDT1VOVFkiOlsiV2FycmVull19&location=40.111974%2C-82.601150%2C7.69&showTable=true

Probability of Occurrence:

Incidents involving releases/spills of hazardous materials are not assigned a probability of recurrence as are natural hazards. However, past data can be used to characterize the likelihood of future incidents. Based on data, Warren County has a high likelihood of having a release/spill of hazardous materials. Sources of these incidents could be transportation routes, fixed facilities, pipelines, illegal dumping, chemical misapplication, illegal drug labs, and incidents caused by natural occurrences.

Description and Damage Extent/Impact:

The hazardous material hazards are countywide and primarily are associated with the transport of materials by highway and/or rail. As found in the 2024 Warren County Hazardous Materials Annex of the Emergency Operation Base Plan, there are 178 sites within the county that store/utilize hazardous materials. A hazardous materials incident regarding one of these sites, intentional release or a transportation accident, could result in injuries, death, environmental damages, and financial losses.

Table 50: Hazardous Materials Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Hazardous Materials	County-wide	Localized to the jurisdiction(s) which the hazardous materials incident occurs. Minor spills/releases may temporarily close transportation routes and have minor disruptions in services. Larger releases (i.e., rail car/tanker truck explosion or fixed facility explosion) may have long term closures on transportation (including roads & rail) routes due to repairs needed, critical infrastructure and services may be disrupted. The health of responders and people in the areas may be greatly impacted. Long-term environmental monitoring may be required.	The maximum extent represents a hypothetical, but realistic, scenario.
	Carlisle, Franklin, Lebanon, Middletown, Mason, South Lebanon, Deerfield Township, Hamilton Township, other jurisdictions with major transportation routes or heavy congregation of facilities with hazardous materials		

Conditions that May Exacerbate Hazardous Materials Incident:

Based on the Warren County Hazardous Materials plan the following will affect the severity of a hazardous material incident:

- **Time of Day** – Affects the population and number of commuters within Warren County. During normal business hours there may be a higher number of individuals affected by a hazardous materials release.
- **Weather** – Can positively or negatively affect a hazardous materials release based on type of chemical and type and severity of weather.
- **Geography** – Terrain and waterways can affect how contaminants or spills move through the affected area. Warren County also has rural, suburban and urban areas, which can affect the movement of hazardous materials releases and/or the affected population.

Warnings:

Based on Warren County Hazardous Materials plan there are 3 levels of hazardous material response. Based upon the level of response, the public will be given warning via the following methods:

- Emergency Alert System (EAS)
- Integrated Public Alert & Warning System (IPAWS)
- Local Media

4.8. INFECTIOUS DISEASE OUTBREAK

Definition:

An infectious disease outbreak is an outbreak as one that is caused by micro-organisms, such as bacteria, viruses and parasites. A vector-borne disease is an infectious disease that is transmitted to humans by blood-feeding arthropods, including ticks, mosquitoes and fleas, or in some cases by mammals (e.g. rabies).

Infectious disease dynamics depend on a range of factors, including: land use, human behavior, climate, efficacy of healthcare services, population dynamics of vectors, population dynamics of intermediate hosts and the evolution of the pathogens themselves

Many of these diseases require continuous monitoring, as they present seasonal threats to the general population. An epidemic emerges when an infectious disease occurs suddenly in numbers that are in excess of normal expectancy. Infectious disease outbreaks put a strain on the healthcare system and may cause continuity issues for local businesses. These outbreak incidents are a danger to emergency responders, healthcare providers, schools, and the public. This can include influenza (e.g. H1N1), pertussis, West Nile virus, COVID-19, and many other diseases.

Primary Sources of Information:

- Ohio Department of Health – <https://odh.ohio.gov/know-our-programs/infectious-diseases>
- U.S. Centers for Disease Control and Prevention (CDC) – <https://www.cdc.gov/comec/resources/infectious-diseases.html>

Historical Occurrences in Warren County:

Pandemic Influenza, considered to be a global outbreak, spread quickly around the world and was observed in 1918, 1957, 1968 and in 2009 with the novel H1N1 strain. The 2009 H1N1 outbreak affected Warren County and the rest of Ohio. The Great Influenza Epidemic of 1918 killed millions worldwide and would likely cause hundreds to thousands of deaths in Ohio should a similar outbreak occur today. COVID-19 was the modern-day global pandemic that officially lasted from March of 2020 to May 2023.

Table 51: History of Recorded History of Recorded Infectious Disease Outbreaks in Warren County

Year	Number of _____ Outbreaks					
	Community	Foodborne	Healthcare-Associated	Institutional	Waterborne	Zoonotic
2024	0	0	6	2	0	0
2023	2	0	9	3	0	0
2022	0	0	7	8	0	0
2021	1	0	5	22	0	0
2020	4	0	29	50	0	0
2019	2	0	5	2	0	0
2018	0	2	6	2	0	0
2017	0	1	6	0	0	0
2016	0	0	1	4	1	0
2015	0	0	0	0	0	0
2014	0	0	0	6	0	0
2013	0	0	0	0	0	0
2012	1	0	0	1	0	0
2011	0	0	0	0	0	0
2010	0	0	0	0	0	0

Data Received from Warren County Health District

Probability of Occurrence:

Due to the nature of infectious disease outbreaks, it is difficult to predict when they may occur. There are some infectious diseases, such as influenza and norovirus, that have a predictable and known seasonality where there are an increased number of occurrences.

Damage Extent/Impact:

Table 52: Infectious Disease Outbreak Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Infectious Disease Outbreak	County-wide	Localized clusters to widespread epidemics/pandemics. Potential for regional or statewide spread depending on transmission mode and response measures. Infectious diseases may overwhelm healthcare systems, place a strain on critical infrastructure, and significantly impact vulnerable populations (exacerbate underlying conditions or even death). Areas with a more congregated population may be at a higher risk due to proximity and ease of spreading.	The extent is dependent on the type and scale of the infectious disease.

Causes that May Exacerbate an Infectious Disease Outbreak:

There are multiple factors that may exacerbate the spread of infectious disease. Water, sanitation, food and air quality, and climate and environmental conditions all play a vital role in the transmission of diseases. Additionally, low population vaccination rates can encourage the spread.

4.9. INVASIVE/HARMFUL SPECIES

Definition:

Harmful Species are species that have potential negative impacts on the environment and economy. Harmful species are both native and invasive and can cause significant ecological, public health, or economic harm. The National Oceanic and Atmospheric Administration (NOAA) defines an invasive species as “an organism that causes ecological or economic harm in a new environment and is not native.” Their growth is often encouraged through human activity.

There are multiple types of invasive species:

- **Land-Dwelling (Terrestrial) Invasive Plants** are non-native plants that grow in non-aquatic habitats, including agricultural fields, rangelands, forests, urban landscapes, wildlands, and along waterways.
- **Land-Dwelling (Terrestrial) Invasive Vertebrates** are non-native members of three (3) subphylum vertebrata (animals with a backbone) who spend most of their lives on land.
- **Land-Dwelling (Terrestrial) Invasive Invertebrates** are animals that lack a vertebral column (backbone). Insects are the most common invasive terrestrial invertebrate, but it also includes other arthropods, mollusks (such as snails and slugs), and nematodes (roundworms).
- **Water-Dwelling (Aquatic) Invasive Species** are non-native plants, animals, and other organisms that have evolved to live primarily in water (aquatic habitats) rather than on land (terrestrial habitats).

Primary Sources of Information:

- Warren County Health District:
- <http://warrenchd.com/lyme-disease-cases-continue-to-increase-in-ohio>
- Center for Disease Control (CDC) – [West Nile Data](#)
- Ohio Department of Natural Resources – <http://ohiodnr.gov/invasivespecies>
- Ohio Department of Agriculture – https://agri.ohio.gov/search/?search_query=invasive+species
- Ohio State University – <https://senr.osu.edu/extensionoutreach/invasive-species>

Historical Occurrences & Probability in Warren County:

There is no history/data of invasive/harmful species causing a significant impact to Warren County; thus, the probability of occurrence is very low.

List of invasive species found, or have the potential to be found, in Warren County:

Table 53: Invasive Species Found/Possibly Found in Warren County

Harmful Species	Plants	Invasive Land-Dwelling:			Invasive Water-Dwelling Species
		Vertebrates	Invertebrates		
Ticks*	Honeysuckle (Amur*, Morrow, and Tartarian)	Feral Swine*	Emerald Ash Borer*	Spotted Lantern Fly	Zebra Mussel
Mosquitoes*	Poison Hemlock		Asian Long-horned Beetle*	Hemlock Woolly Adelgid	
			Gypsy Moth*	Thousand Cankers Disease/Walnut Twig Beetles	

**Description of Invasive/Harmful species impact included on the following pages
Red Text indicates species IS in Warren County*

Description and Damage Extent/Impact:

Below are examples of potential hazards, their descriptions and associated damages:

- **Emerald Ash Borer (EAB)** – Invasive species that targets natural occurring and landscaped North American ash trees. The EAB is capable of eliminating an entire tree species from forest or urban environments. Native ash borers typically target weakened ash trees, but the EAB can impact healthy trees of any age. Because the pest has established itself throughout all of Ohio, in July 2011, ODA lifted the quarantine regulations in place for emerald ash borer within the state. Ohio is still inside the Federal quarantine boundary, and the movement of EAB regulated articles cannot exit the quarantine boundaries without Federal permits.

The Emerald Ash Borer can be found in all parts of Warren County. They can be transported by affected logs or firewood being carried into an area. Ash borers usually attack a tree first in the upper parts of the canopy. The first signs of EAB attacks are vertical cracks in the bark, usually accompanied by woodpecker damage and canopy (leaves at the top of the tree) thinning. Under the loose bark there may be S- shaped tunnels.

Figure 34: Emerald Ash Borer & Damages



- **Gypsy Moth** – Invasive species that defoliates trees, and can impact oak, spruce, hemlock, and other trees, with oak trees being the preferred hosts. The gypsy moth is one (1) of the most destructive insect pests threatening the forests and ornamental plants of Ohio. The impact includes forest ecosystem degradation, economic losses to businesses, loss of recreational opportunities in areas severely defoliated, reduced private property values, and nuisance from gypsy moth caterpillars. Since 1990, the Ohio Department of Agriculture has been conducting gypsy moth suppression projects in the generally infested areas of the state, combined with pheromone trapping and eradication projects in areas not considered generally infested.

The gypsy moth caterpillars can be identified by five pairs of blue dots followed by six pairs of red dots lining their backs. They can be dispersed naturally with newly hatched caterpillars hanging from silken threads blowing in the wind to other trees, or they can be transported when an infested area of a car, recreational vehicle, lawn furniture, logs, nursery stock or other outdoor items are brought into the area.

Gypsy moth infestation could be determined by the number of insects on trees or the level of defoliation (missing leaves). The Gypsy moth has not yet been identified in Warren County, however multiple counties in eastern Ohio have reported infestations and the spread is moving western.

Figure 35: Gypsy Moth & Damages



- **Asian Longhorned Beetle** – Also known as the Asian cerambycid beetle. In June 2011, the first Ohio infestation in trees was discovered near the village of Bethel in Clermont County. The insect was previously found associated with solid wood packing and crating materials in warehouses located in Cincinnati, Columbus, and Loudonville. However, an infestation of living host trees has never been detected in these cities. ALB is a serious pest of hardwood trees in its native environment where it has few natural enemies. In the U.S., where no natural enemies exist, the insect is extremely destructive to our trees and forests. Beetles will attack both stressed and healthy trees, which makes them an even greater threat.

Asian Longhorned Beetles can be identified by their bullet shaped bodies, shiny black and white spots, and long striped antennae. Infestation of this pest can be identified by chewed round depressions in the bark of a tree, pencil-sized round tree holes, excessive sawdust buildup near tree bases, and unseasonable yellowed or drooping leaves. Tunneling will also be present in fallen branches or cut wood after the beetle has chewed and laid its eggs in its tunnel channels. The Asian Longhorned Beetle can be transported to an area through transportation of firewood or logs, solid wood packing material, wood debris and trimmings, and other lumbers materials (even if beetles are not visible).

Figure 36: Asian Longhorned Beetle & Damages



- **Amur Honeysuckle** – Invasive species that stands about six (6)-fifteen (15) ft at maturity, stems have a hollow pith (center), pair of tubular flowers less than an inch long are borne along the stem in leaf axils. Amur Honeysuckle is a noxious woody shrub, introduced in southern Ohio in the late 1950s but is now rampant across the state and throughout much of the Eastern United States. Amur Honeysuckle has no significant disease or pest problem, however, it will take over an area within a few years of initial seeding, by a combination of its rapid growth rate, arching growth habit, and ability to prolifically reseed itself nearby. The only positive in terms of control is that its root system is shallow during the first several years of its life, so plants can literally be pulled up or dug out with relative ease, if caught early enough.

Figure 37: Amur Honeysuckle & Damages



- **Feral Swine** – Refers to the Eurasian Wild Boar and neglected domestic swine. While feral swine have not been reported in Warren County, they have been reported nearby and may find their way into the county. Potential impacts include the destruction of soybean and corn crops, damage to soil quality, and root strength through rooting, degradation to water quality through wallowing which leads to silt and bacterial contamination of downstream waterways, predation on smaller, native animals, erosion of soil which can lead to the growth of invasive plant species and outcompeting native animals.

Figure 38: Feral Swine & Damages



- **Mosquitoes** – West Nile virus is a type of virus that is spread by mosquitoes. The infection it causes may be so mild that people don't even know they have it. But in rare cases, West Nile leads to severe illness that affects the brain or spinal cord. People older than fifty (50) are at the highest risk for serious problems from West Nile. Most people fully recover from West Nile. But some people who get a severe infection have permanent problems such as seizures, memory loss, and brain damage. A few people die from it.

Most often, mosquitoes spread the virus by biting birds infected with the virus and then biting people. Mosquitoes can also spread the virus to other animals, such as horses. About eighty (80) out of 100 people who have West Nile have no symptoms. When symptoms do appear, they start two (2) -fifteen (15) days after the mosquito bite. Between 2019 - 2023 there were 0.01 to 0.16 cases per 100,000 residents in Warren County.

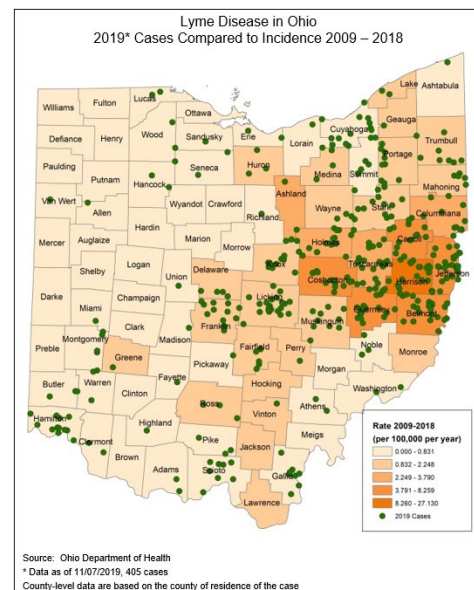
Source: Center for Disease Control

Warren County Health District traps and tests pools of mosquitos around the county annually. In 2018, there were seventy-eight (78) confirmed pools of West Nile Virus in pools of mosquitos. In 2019, there was one (1) reported positive case of West Nile Virus (in Waynesville) from tested pools of mosquitos. This change can be attributed to hotter, dryer weather conditions that mitigated mosquito breeding grounds.

- **Ticks** – Small spiderlike animals (arachnids) that bite to fasten themselves onto the skin and feed on blood. Ticks live in the fur and feathers of many birds and animals. Tick bites often occur during early spring to late summer and in areas where there are many wild animals/birds. Most ticks don't carry diseases, and most tick bites don't cause serious health problems, but it is important to remove a tick as soon as you find it. Removing the tick's body helps you avoid diseases the tick may pass on during feeding. Removing the tick's head helps prevent an infection in the skin where it bites you. Many of the disease's ticks carry cause flu-like symptoms, such as fever, headache, nausea, vomiting, and muscle aches. Symptoms may begin from one (1) day to three (3) weeks after the tick bite. Sometimes a rash or sore appears along with the flu-like symptoms. Ticks are found worldwide and can carry many diseases, such as Lyme disease.

The rate of person(s) with Lyme Disease in 2023 was 7.30 (rate is the number of cases per 100,000 residents in Warren County).

Figure 39: Map of Lyme Disease Reports



- **Zebra Mussels** – Small shellfish named for the striped pattern on its shell. However, color patterns can vary to the point of having only dark or light-colored shells with no stripes. This mussel is typically found attached to objects, surfaces, or other mussels by threads extending from underneath the shells. Although similar in appearance to the quagga mussel (*Dreissena bugensis*), the two species can be distinguished by their shell morphology. When placed on a surface, zebra mussels are stable on their flattened underside while quagga mussels, lacking a flat underside, will fall over.

Zebra Mussels are harmful bioengineers that spread quickly by way of attaching to watercraft that moves from place to place and by water currents. They are filter feeders, straining water for the food they need. Unwanted food is rejected and bound into pellets that, in heavily colonized areas, provide food for native as well as other aquatic invasive species. Large concentrations of Zebra mussels can also deprive water bodies of oxygen and nutrients needed to sustain certain ecosystems and species. Human impacts from zebra mussels can clog water intakes for municipalities and industries, foul boat hulls, motors, and water-related equipment. Damages can decrease property values. Sharp shells can litter beaches, cut feet, and affect recreation and tourism.

The Zebra mussel can be found in the Little Miami River watershed near the Warren/Hamilton County line and in Caesar Creek Lake. They have been partly implicated as a source of decline to Caesar Creek's native mussel population due to resource competition with the invasive species.

Figure 40: Zebra Mussels & Damages



Table 54: Invasive/Harmful Species Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Invasive/Harmful Species	County-wide	Localized or Wide-spread, depending if left uncontrolled. Once established, invasive species destroy ecosystems by overpowering/pushing out local species. Can be harmful to agriculture and outdoor recreational areas. If water-borne species were introduced, could negatively impact the water supply/treatment areas.	The extent is dependent on the nature and scale of the invasive/harmful species.

Conditions that May Exacerbate Invasive/Harmful Species:

Warmer weather will increase the number of insects during the annual cycle. Most invasive species outbreaks are caused by accidental or intentional human activity. For mosquitos, warmer temperatures combined with increased rainy seasons increase water pools which are breeding grounds for mosquitos.

Warnings:

There are no warnings for harmful species. Lists of invasive species are available on the ODNR website <http://ohiodnr.gov/invasivespecies>. Members of the community that observe or have questions about an occurrence report your sightings to the ODA website <https://www.eddmaps.org/>.

4.10. LANDSLIDE/EROSION

Definition:

A landslide is defined as any downward and outward movement of soil and rock material on slopes that significantly impacts infrastructure or personal property. Erosion is defined as the gradual wearing away of land masses along rivers and streams.

Primary Sources of Information:

- Ohio Department of Natural Resources (ODNR): OhioDNR.gov
- Ohio Department of Transportation (ODOT): Transportation.ohio.gov

Historical Occurrences in Warren County:

At any time, there are multiple landslides along Warren County roads that are monitored and remediated by local, county, and state maintenance departments. Current landslide (LS) observation list from Ohio Department of Transportation (ODOT):

Table 55: Number of Landslide Tier Sites in Ohio

LS Tier 1 Sites	LS Tier 2 Sites	LS Tier 4 Sites	LS Tier 4 Sites
51	14	3	0

Table 56: Landslide Tier Site Rating

Rating	Inspection Frequency
Non-Rated (Tier 1)	5 Years
Moderate Risk (Tier 2)	3 Years
High Risk (Tier 3)	2 Years
Very High Risk (Tier 4)	Annually

Probability of Occurrence:

The probability of a landslide occurring in Warren County is very low. Erosion is an on-going, but isolated occurrence. According to the State of Ohio Hazard Mitigation Plan, if a landslide were to occur in Warren County, it would most likely occur in the Central Eastern portion (which is hillier in nature).

Figure 41: Map of Landslide Incidence and Susceptibility in Ohio

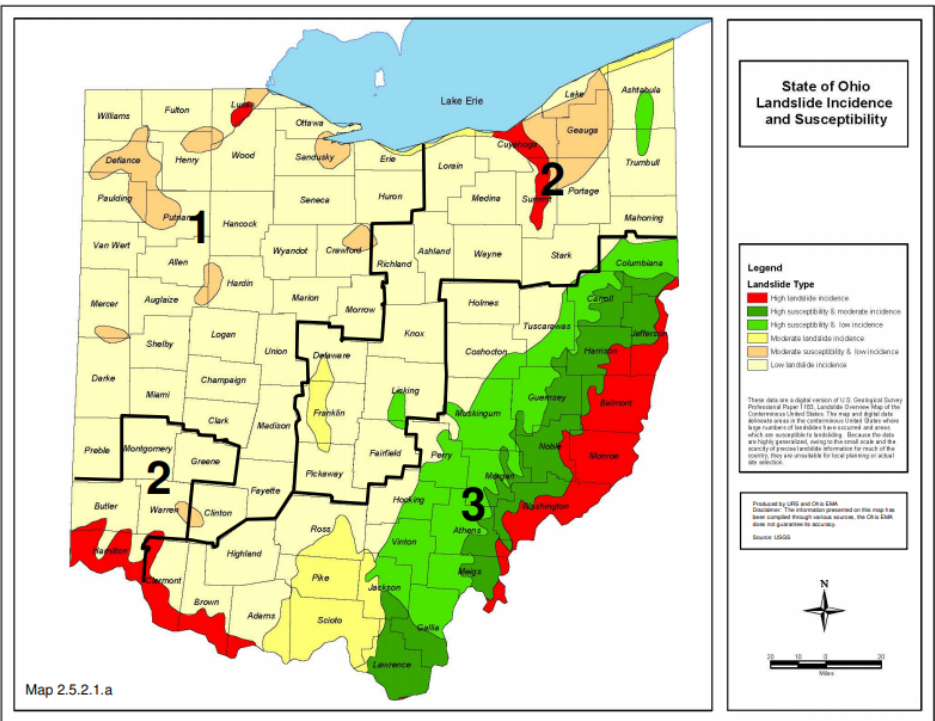
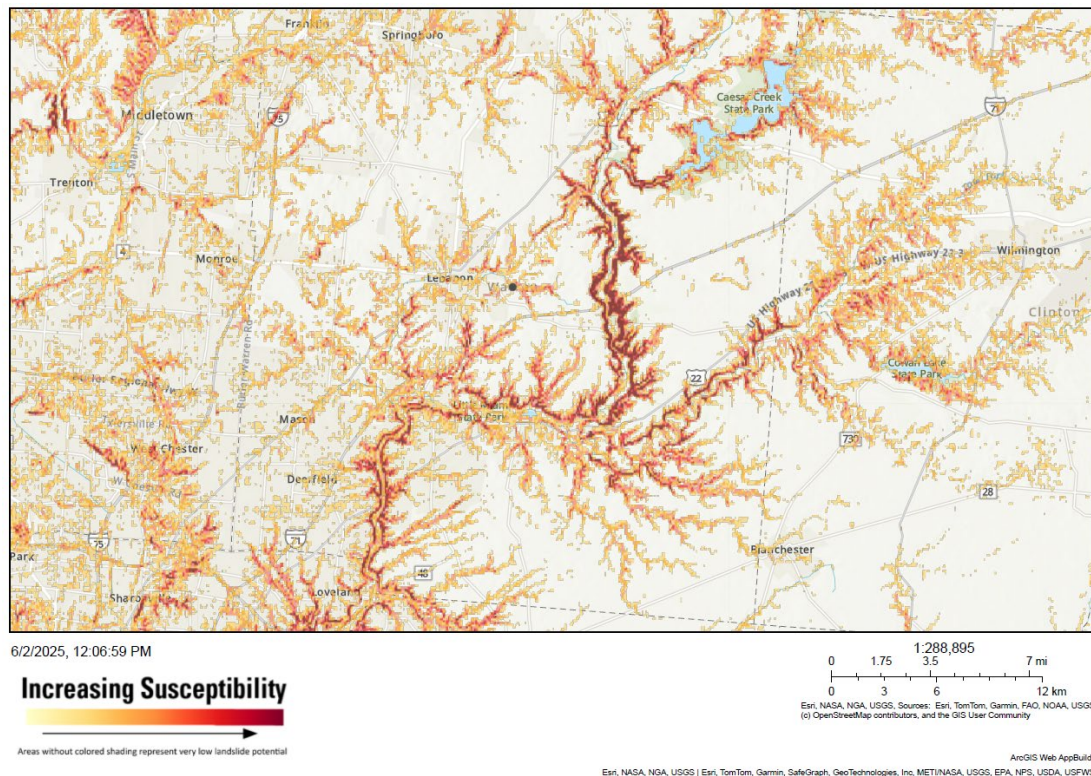


Figure 42: USGS Map of Landslide Inventory and Susceptibility in Warren County



Types of Landslides in Ohio:

- **Rotational Slump:** The movement of a mass of weak rock or sediment as a block unit along a curved slip plane. In Ohio, these types of slides commonly involve hundreds of thousands of cubic yards of material and extend for hundreds of feet. The crown or head, located in the upper section of the ground surface, consists of one or more rupture zones (scarps) that form a stair-step pattern of displaced blocks. The surfaces of these blocks are commonly rotated backward (reverse slope) and form depressions where water may accumulate, creating small ponds or swampy areas. Trees on these blocks may be inclined upslope, toward the top of the hill. The lower, downslope end (toe) of a rotational slump is a fan shaped, bulging mass of material characterized by radial ridges and cracks. Trees on this portion of the landslide may be inclined at strange angles, giving rise to the descriptive terms “drunken” or “staggering” forest. Rotational slumps may develop comparatively slowly and commonly require several months or even years to reach stability; however, on occasion, they may move rapidly, achieving stability in only a few hours.
- **Earthflow:** Involves rock, sediment, or weathered surface materials moving downslope in a mass. The most common form of earth movement in Ohio, earthflow involves a smaller area than a rotational slump and forms a hummocky topography of ridges and swales. Trees may be inclined at odd angles throughout the length of an earthflow. Earthflows are most common in weathered surface materials, do not necessarily indicate weak rock, and are also common in unconsolidated glacial sediments. The rate of movement of an earthflow is generally quite slow.
- **Rockfall:** An extremely rapid, potentially dangerous downslope movement of earth materials. Large blocks of massive bedrock suddenly become detached from a cliff or steep hillside and free fall in a rolling, bounding, or sliding manner downslope. Most rockfalls in Ohio involve massive beds of sandstone or limestone. Surface water seeps into joints or cracks in the rock, increasing its weight and causing expansion of joints in freezing temperatures, thus prying blocks of rock away from the main cliff. Weak and easily eroded clay or shale beneath the massive bed is an important contributing factor to rockfall.

Description and Damage Extent/Impact:

According to the State of Ohio Hazard Mitigation Plan, Warren County's potential damages resulting from landslides could equal \$122,400 for jurisdictions affected.

- **Landslide** damage can affect lifelines and access routes of the immediate area or other surrounding locations.
 - **Slow-moving Landslides** can affect manmade structures and infrastructure whether they are directly on or near the landslide.
 - **Fast-moving Landslides** such as debris flows are the most destructive type of landslide to structures as they often occur without precursors or warnings and move too quickly for mitigation measures to be enacted.
- **Erosion** can cause a loss of land space and may impact any structure built too close to a river or stream.

Table 57: Landslide/Erosion Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Landslide	County-wide	Localized, primarily in hilly or sloped areas of the county, especially near rivers, streams, road embankments, and areas with loose or saturated soils. Small landslides temporarily closing small portions of roadways occur often. Large-scale landslides may greatly damage critical infrastructure and homes.	The extent is dependent on the scale and location of the landslide/erosion.
Erosion	Village of Morrow	Localized. Homes or critical infrastructure near rivers/bodies of water may be impacted by water eroding away the bank, leading to structural issues and possible damage to utilities.	Residential property in Morrow is sinking in size due to erosion on the bank of the Little Miami River.

Table 58: FEMA National Risk Index (Landslide) – Based on Census Tract

Jurisdiction	Risk Index (Score)	Census Tract
Carlisle	Relatively Moderate (76.94)	39165030102
Franklin	Relatively Moderate (79.22)	39165032501
Lebanon	Relatively Low (49.31)	39165031500
Mason	No Rating	39165031908
Springboro	Relatively Low (46.88)	39165030504
South Lebanon	Relatively High (97.07)	39165032100
Butler	Relatively Moderate (83.44)	39165032400
Corwin	Relatively Moderate (84.5)	39165031002
Harveysburg	Relatively Moderate (83.11)	39165031100
Maineville	Relatively Low (63.09)	39165032205
Morrow	Relatively High (95.04)	39165032300
Pleasant Plain	Relatively Moderate (83.44)	39165032400
Waynesville	Relatively Moderate (82.69)	39165031001
Clearcreek	Relatively Moderate (72.58)	39165030800
Deerfield	No Rating	39165032008
Franklin	Relatively Low (64.01)	39165030600
Hamilton	Relatively Low (63.09)	39165032205
Harlan	Relatively Moderate (83.44)	39165032400
Massie	Relatively Moderate (83.11)	39165031100
Salem	Relatively High (95.04)	39165032300
Turtlecreek	Relatively Low (60.59)	39165030700

Table 58 Continued

Jurisdiction	Risk Index (Score)	Census Tract
Union	Relatively High (97.07)	39165032100
Washington	Relatively Moderate (83.11)	39165031100
Wayne	Relatively Moderate (84.5)	39165031002

**Partial jurisdictions (Middletown, Monroe, & Loveland) not captured in Census Tract for Warren County*

The FEMA National Risk Index for each natural hazard is calculated using an equation that combines scores for Expected Annual Loss, Social Vulnerability, and Community Resilience.

Conditions that May Exacerbate Landslides/Erosion:

Precipitation, thawing, wildfires, and flooding can exacerbate landslide conditions. Additionally, the following conditions contribute to the occurrence of landslide events:

- **Steep Slope** with one (1) or more of the conditions listed below. All landslides move downslope under the influence of gravity. Therefore, steep slopes, cliffs, or bluffs are a required element leading to a landslide, especially in conjunction
- **Jointed Rocks** have caused multiple landslides along Warren County roads that are monitored and remediated by local, county, and state maintenance departments.
- **Weak Geologic Materials** such as fine-grained, permeable rock or sediment, clay or shale units subject to groundwater penetration, or natural zones of weakness such as bedding planes, and fault planes.
- **Climatic Conditions** where periods of heavy rainfall, excess snowmelt, or other events where water is accumulated, saturate the zone above the normal water table and cause a landslide.

In addition to the conditions noted above, a landslide requires a triggering mechanism to initiate downslope movement. Several events or circumstances, many of them human-caused, can trigger landslides, including:

- **Vibrations** such as those from human-caused like blasting or the passing of a heavy truck or from natural events like earthquakes, although no such occurrence has been documented in Ohio.
- **Oversteepened Slope** caused by undercutting by stream or wave erosion, by human construction activities, or by the addition of fill material to the upper portion of a slope. This disturbs the equilibrium of a stable slope and causes the angle of stability to be exceeded.
- **Increased Weight on a Slope** caused by the addition of large amounts of fill, the construction of a building or other structure, or an unusual increase in precipitation, either from heavy rains or from artificial alteration of drainage patterns.
- **Removal of Vegetation and Trees** can lead to the loss of roots which tend to hold the rock or sediment in place and soak up excess moisture.

Warnings:

There are very little warnings of landslides/erosion but previous landslides/erosion at a location is the best indication of future landslides.

4.11. MAN-MADE/TERRORISM

Definition:

- **Domestic Terrorism** – Violent, criminal acts committed by individuals and/or groups to further ideological goals stemming from domestic influences, such as those of a political, religious, social, racial, or environmental nature.
 - **Cyberterrorism**: is an electric attack using one computer system against another, and attack can be directed towards computers, networks, or entire systems. A cyber-attack may last minutes to days. Homeland Security, the FBI, the FCC, and the DOGJ are often involved in developing countermeasures that focus on reducing the threat, vulnerability, and the likelihood of attack.
 - **Agroterrorism**: is a direct, generally covert contamination of food supplies or the introduction of pests and/or disease agents to crops and livestock. An agricultural-based terror attack can last days to months. (U.S. Department of Homeland Security)
 - **Biological Attack**: is the intentional release of a pathogen (disease causing agent) or biotoxin (poisonous substance produced by a living organism) against humans, plants, or animals.
 - **Chemical Terrorism**: includes the use of nerve agents, choking agents, blood agents, or blister agents, to attack normal bodily functions of the nervous, respiratory, circulatory, and skin, respectively. Usually, an act of chemical-based terror lasts only minutes.
 - **Active Aggressor**: is an armed individual or group of individuals that is intending to cause harm or inflict terror on a civilian population. An active aggressor (or group) may be armed with guns, knives, bombs, or any other weapon/implement that may be used to inflict harm.
- **Civil Unrest** – Spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest.

Primary Sources of Information:

- Federal Bureau of Investigation – <https://www.fbi.gov/investigate/terrorism>
- U.S. Department of Homeland Security – https://www.dhs.gov/xlibrary/assets/prep_biological_fact_sheet.pdf

Historical Occurrences in Warren County:

On June 9th, 2016, an active shooter shot their father and a Sheriff Deputy before fleeing the scene.

Increase occurrences of swatting calls to schools, businesses, etc. in the county over the past year.

Probability of Occurrence:

Because there have been no recorded terrorism events in Warren County, the probability of occurrence is low, however with societal issues on the rise the probability of a lone individual causing harm to the public is moderate.

Description and Damage Extent/Impact:

Terrorism or civil unrest events have generally been localized within a single jurisdiction. Coordinated events have occurred historically, greatly expanding the number of affected jurisdictions. Based on the nature of the event, several jurisdictions may respond to an incident.

Table 59: Man-Made/Terrorism Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Man-Made/ Terrorism	County-wide	May include active shooter events, bombings, cyberattacks, hazardous material releases, or coordinated acts of terrorism. Consequences can range from localized disruption to mass casualties and long-term infrastructure outages. Any critical infrastructure may be a target of a man-made incident. Areas with high tourism (i.e., Kings Island, ATP Tournament) may present an increased risk of being targeted due to large crowds and heightened visibility.	Critical infrastructure, public gatherings, government buildings, and transportation systems are considered high-risk targets.
	Mason, Deerfield, other jurisdictions with high tourism		

Warnings:

U.S. Department of Homeland Security will utilize the National Terrorism Advisory System (NTAS) alert to provide timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

- NTAS Bulletins describe current developments or general trends regarding threats of terrorism.
- NTAS Elevated Alerts warn of a credible threat against the United States.
- NTAS Imminent Alerts warn of credible, specific and impending terrorism threats against the United States.

Conditions that May Exacerbate Man-Made/Terrorist Events:

Intelligence/information sharing via the Cincinnati Fusion Center can help mitigate a man-made incident by providing information gathering and recognition of indicators and warnings; intelligence analysis and production and intelligence and information sharing and dissemination.

Figure 43: Ohio Homeland Security Fusion Centers Map



4.12. TORNADO

Definition:

A tornado is a violently rotating column of air extending from a thunderstorm to the ground. Thunderstorms and hurricanes spawn tornadoes when cold air overrides a layer of warm air, causing the warm air to rise rapidly. The winds produced from hurricanes, earthquake induced fires, and wildfires have also been known to produce tornadoes. Tornadoes develop very rapidly and may dissipate just as quickly. Most tornadoes are on the ground for less than fifteen (15) minutes.

Tornado season generally runs from March through August; however, tornadoes can strike at any time of the year if the essential conditions are present.

Primary Sources of Information:

- National Weather Service (NWS) – [NCDC.noaa.gov](https://www.ncdc.noaa.gov)
- Federal Emergency Management Agency (FEMA) – hazards.fema.gov

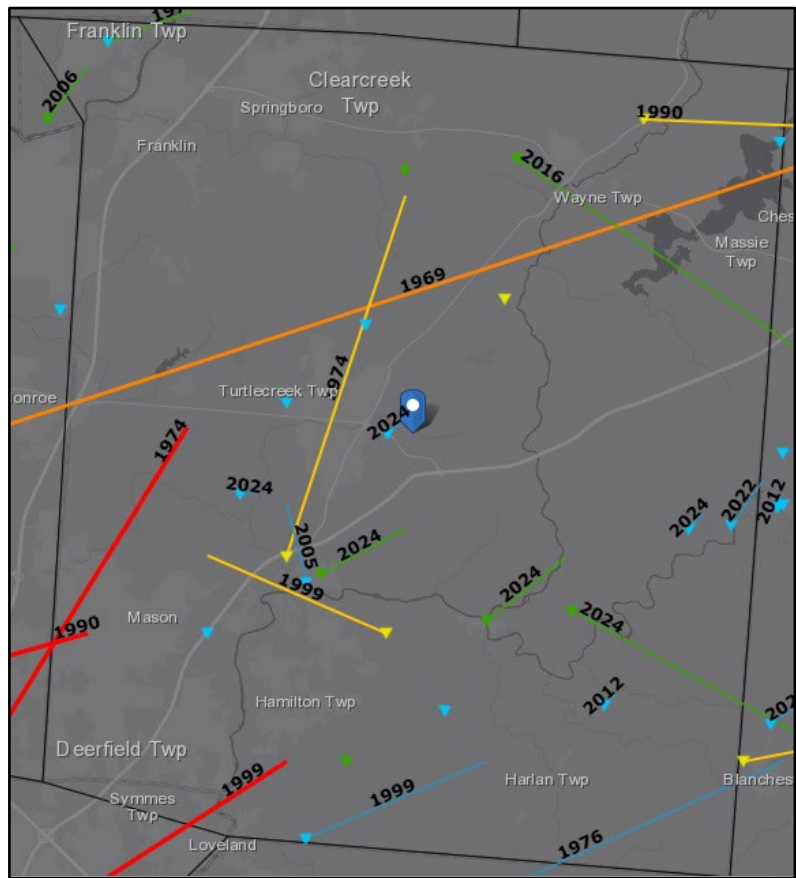
Historical Occurrences in Warren County:

Table 60: History of Recorded Tornado Events in Warren County

LOCATION	DATE	MAGNITUDE	DEATH	INJURY	DAMAGE
Warren Co.	6/26/1956	F1*	0	0	\$2,500
Warren Co.	5/22/1959	F0*	0	0	\$2,500
Warren Co.	5/10/1969	F3*	0	10	\$250,000
Warren Co.	4/3/1974	F4*	0	0	\$250,000
Warren Co.	4/3/1974	F2*	0	9	\$2,500,000
Warren Co.	5/18/1974	F1*	0	0	\$25,000
Warren Co.	4/2/1975	F2*	0	3	\$2,500,000
Warren Co.	6/24/1976	F0*	0	0	\$250,000
Warren Co.	10/1/1977	F0*	0	0	\$250,000
Warren Co.	6/2/1990	F4*	0	0	\$25,000,000
Warren Co.	9/14/1990	F2*	0	4	\$2,500,000
Warren Co.	8/20/1991	F0*	0	0	\$25,000
Warren Co.	7/12/1992	F1*	0	0	\$250,000
Loveland Park	4/9/1999	F1*	0	0	\$3,000,000
Maineville	4/9/1999	F2*	0	0	\$2,500,000
Cozzadale	8/24/1999	F0*	0	0	\$25,000
Morrow	8/30/2005	F0*	0	0	\$25,000
Carlisle	7/11/2006	F1*	0	0	\$200,000
Maineville	7/11/2006	F0*	0	0	\$10,000
Blackhawk	3/23/2012	EF0	0	0	\$20,000
Lebanon	5/1/2012	EF0	0	0	\$5,000
Genntown	5/1/2012	EF0	0	0	\$10,000
Harlan Twp	5/23/2012	EF0	0	0	\$0
Clarksville	5/23/2012	EF0	0	0	\$0
Harveysburg	5/24/2017	EF0	0	0	\$0
Waynesville	5/24/2017	EF1	0	0	\$0
Middleboro	3/23/2022	EF0	0	0	\$10,000
Morrow	5/27/2024	EF0	0	0	\$15,000
South Lebanon	5/7/2024	EF1	0	0	\$200,000
Lebanon	5/7/2024	EF0	0	0	\$20,000
Roachester	5/7/2024	EF1	0	0	\$500,000
Middleboro	5/7/2024	EF0	0	0	\$50,000
Hammel	7/30/2024	EF1	0	0	\$40,000
Totals:			0	26	\$37,935,002.500

*denotes ratings prior to the Enhanced Fujita Scale

Figure 44: Tornado Tracks from 1950-2024



Source: Purdue University

Probability of Occurrence:

The National Weather Service tracks tornado events on their Storm Events Database.

[current year (2025)] subtracted by [historical year where tracking began (1956)] = 69 Years on Record
[number of historical events (33)] divided by [Years on Record (69)] = 0.47

It can be reasonably assumed that this type of event has a probability of 47% of occurring each year. Additionally, based on historical data, it can be assumed that a tornado event has occurred 6x every year from 1956 through 2025.

In Warren County, the NWS has reports for the following wind speed events:
Table 61: National Weather Service Wind Speed (EF Rating) Reports in Warren County

EF0 (65-85 mph)	EF1 (86-110 mph)	EF2 (111-135 mph)	EF3 (136-165 mph)	EF4 (166-200 mph)	EF5 (>200 mph)
51.5%	27.3%	12.1	3.0%	6%	<1%

Description and Damage Extent/Impact:

Table 62: Tornado Damages Based on EF Rating

EF Scale	Wind Speed	Path Width	Path Length	Description of Damages
EF0	65-85 mph	6-17 yards	0.3-0.9 miles	Light damage, shingles blown off or parts of a roof peeled off, damage to gutters/siding, branches broken off trees, shallow rooted trees toppled.
EF1	86-110 mph	18-55 yards	1.0-3.1 miles	Moderate damage, more significant roof damage, windows broken, exterior doors damaged or lost, mobile homes overturned or badly damaged.
EF2	111-135 mph	56-175 yards	3.2-9.9 miles	Considerable damage, roofs torn off well-constructed homes, homes shifted off their foundation, mobile homes completely destroyed, large trees snapped or uprooted, cars can be tossed.
EF3	136-165 mph	176-566 yards	10-31 miles	Severe damage, walls torn from well-constructed houses, significant damage done to large buildings, trees begin to lose their bark.
EF4	166-200 mph	0.3-0.9 miles	32-99 miles	Devastating damage, well-constructed homes are leveled, cars are thrown significant distances, exterior walls of masonry buildings would likely collapse.
EF5	> 200 mph	1.0-3.1 miles	100-315 miles	Incredible damage, well-constructed homes are swept away, steel-reinforced concrete structures are critically damaged, trees are completely debarked and stripped of branches/snapped.

Table 63: Tornado Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Tornado	County-wide	Localized to tornado path, but impacts may be widespread due to effects on critical infrastructure. Any homes, businesses, critical infrastructure in the path may receive minor to incredible damage, including complete destruction of structures, uprooting trees, and significant debris hazards Rural and suburban areas with limited shelter infrastructure may be more vulnerable. Whereas, in heavily congregated areas, may do more damage due to close proximity of infrastructure and people.	The extent is dependent on the scale, duration, and path of the tornado. Ohio had a record number of 72 tornadoes in 2024.

Figure 45: FEMA National Risk Index – Tornado Risk Map

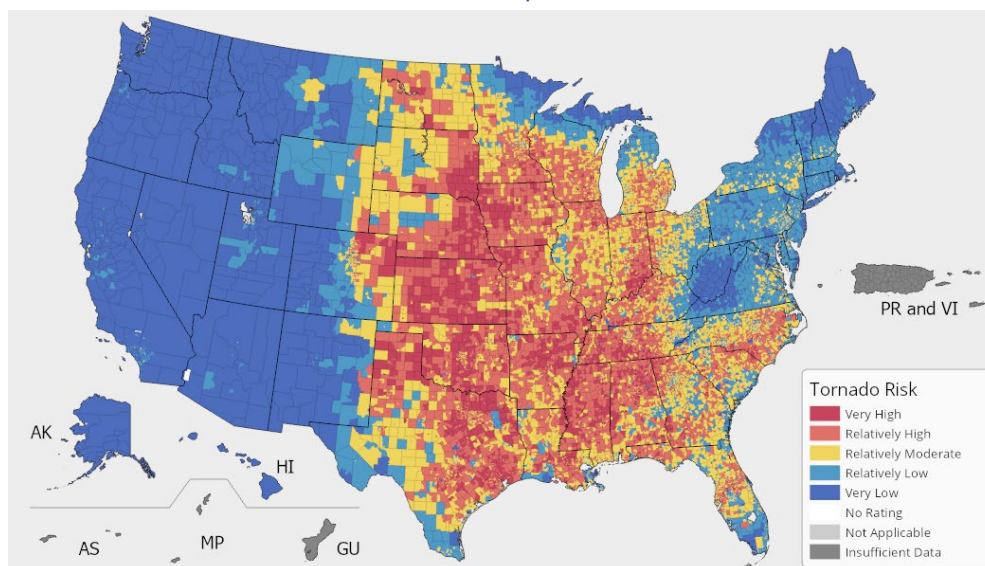


Table 64: FEMA National Risk Index (Tornado) – Based on Census Tract

Jurisdiction	Risk Index (Score)	Census Tract
Carlisle	Relatively Moderate (68.1)	39165030102
Franklin	Relatively Low (54.08)	39165032501
Lebanon	Relatively Moderate (68.25)	39165031500
Mason	Relatively Moderate (65.43)	39165031908
Springboro	Relatively Moderate (57.7)	39165030504
South Lebanon	Relatively High (87.07)	39165032100
Butler	Relatively Moderate (58.72)	39165032400
Corwin	Relatively Low (42.07)	39165031002
Harveysburg	Relatively Moderate (54.59)	39165031100
Maineville	Relatively Moderate (70.19)	39165032205
Morrow	Relatively Moderate (66.34)	39165032300
Pleasant Plain	Relatively Moderate (58.72)	39165032400
Waynesville	Relatively Moderate (73.11)	39165031001
Clearcreek	Relatively Moderate (67.17)	39165030800
Deerfield	Relatively Moderate (61.75)	39165032008
Franklin	Relatively Moderate (55.69)	39165030600
Hamilton	Relatively Moderate (70.19)	39165032205
Harlan	Relatively Moderate (58.75)	39165032400
Massie	Relatively Moderate (54.59)	39165031100
Salem	Relatively Moderate (66.34)	39165032300
Turtlecreek	Relatively High (77.73)	39165030700
Union	Relatively High (87.07)	39165032100
Washington	Relatively Moderate (54.59)	39165031100
Wayne	Relatively Low (42.07)	39165031002

**Partial jurisdictions (Middletown, Monroe, & Loveland) not captured in Census Tract for Warren County*

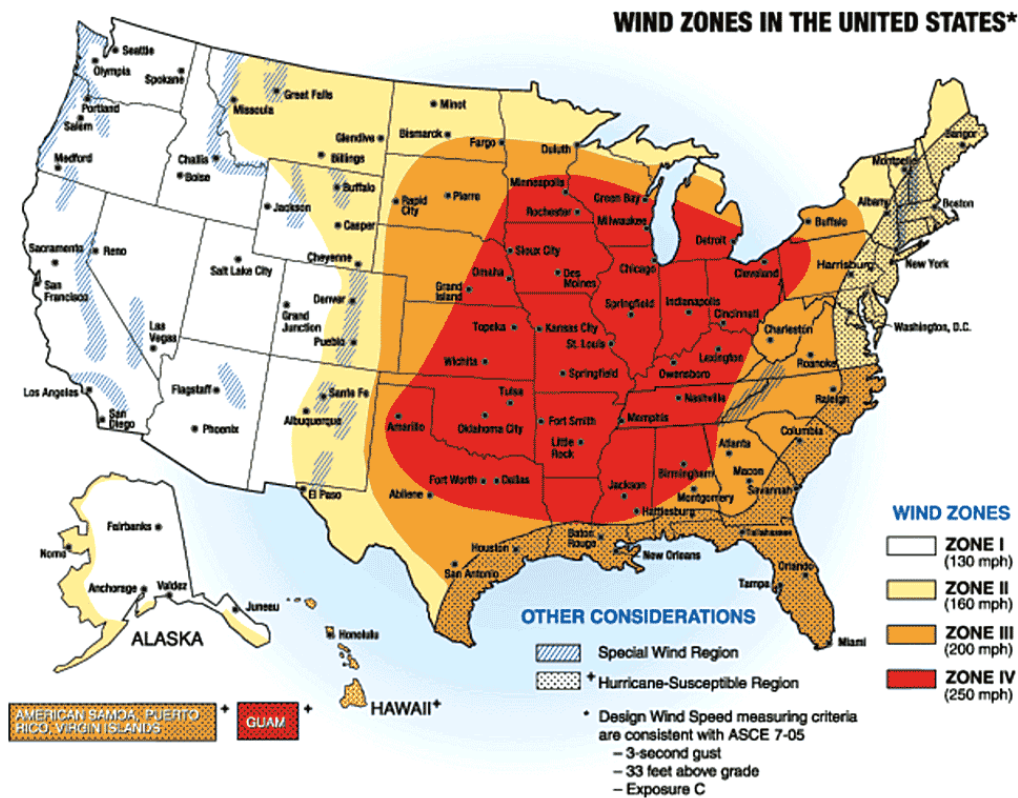
The FEMA National Risk Index for each natural hazard is calculated using an equation that combines scores for Expected Annual Loss, Social Vulnerability and Community Resilience.

Causes that May Exacerbate Tornado Conditions:

The nature of tornadoes is that they strike at random. While it is known that some areas of the country experience tornadoes more than others, predicting exactly what parts of the community have a greater chance of being struck by a tornado is difficult. Homes and businesses may be built in accordance with local building codes that take into account the effects of minimum design wind speeds for the local area. In most inland tornado-prone regions, the building-code design wind speed is 115mph.

Ohio has been determined to be prone to high wind speed hazards as depicted by the American Society for Engineers (ASCE) wind zones map in Figure 46.

Figure 46: ASCE - Wind Zones Map



Warnings:

The National Weather Service has two (2) levels of warning the public for possible tornadoes:

- **Tornado Watch** - Tornadoes are possible in and near the watch area. Watches are issued by the Storm Prediction Center for counties where tornadoes may occur. The watch area is typically large, covering numerous counties or even states.
- **Tornado Warning** - A tornado has been sighted or indicated by weather radar, thus implying imminent danger to life and property. Warnings are issued by the local forecast office (for Warren County that is the National Weather Service Office in Wilmington, Ohio). Warnings typically encompass a much smaller area around the size of a town or small county.

4.13. UTILITY FAILURE

Definition:

A utility failure is any disruption or loss of essential services necessary for the safe and proper operation of a building or area, including electricity, heating, ventilation, air conditioning, water, and communication utilities.

Primary Sources of Information:

- Duke Energy - <https://www.duke-energy.com/home>
- AES Ohio - <https://www.aes-ohio.com/>
- Warren County Water & Sewer Department - <https://www.co.warren.oh.us/water/>
- Warren County Health District - <https://warrenchd.com/environmental/private-water-systems>
- Climate Central - <https://www.climatecentral.org/>

Historical Occurrences in Warren County:

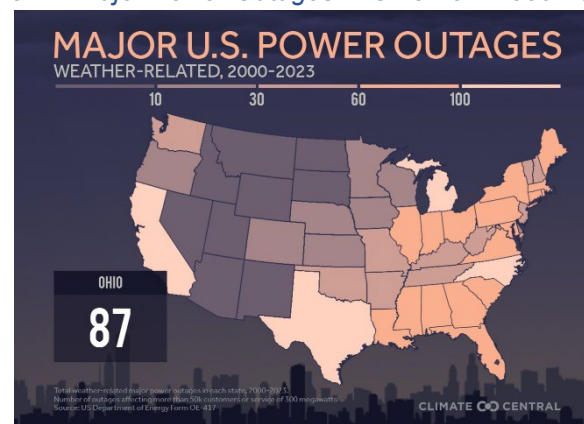
Utility failures can be caused by a variety of things, such as: severe weather events, prolonged periods of extreme heat/cold, equipment failure, and human error. Power outages and water main breaks happen frequently, but they are not typically prolonged and widespread. Many areas in Warren County rely on private water systems for their water, these jurisdictions are further affected due to not having access to water during a power failure.

- September 2008 Hurricane Ike – Hurricane-force winds caused a widespread power failure for over one (1) week in some areas of Ohio, including portions of Warren County.
- June 2012 Derecho – Damaging winds reaching fifty-eight (58) mph+ over 240 miles throughout Illinois, Indiana, Ohio and West Virginia; with Ohio at the apex. The event led to more than a million homes and businesses to be without power in Ohio, some areas up to eight (8) days.
- June 2022 Derecho – Multiple rounds of severe thunderstorms producing widespread and damaging straight-line winds impacted many utilities in Warren County, and throughout Ohio. Power outages lasted multiple days during an extreme heat event. Some pockets of Warren County were without power for three (3) days+.
- December 2022 Winter Storm Elliott – Strong winds, heavy snow, and ice lead to widespread power outages for a couple days throughout Ohio/Midwest, including a majority of Warren County. Depending on location, outages lasted one (1) - three (3) days.
- September 2024 Hurricane Helene – Hurricane force winds and rainfall (leading to flooding) caused widespread utility failures throughout the country. Areas of Warren County were without power for multiple days, and some other utilities (i.e., gas services) were impacted due to the storm.

Figure 47: Major Power Outages in Ohio from 2000-2003

Per a study done by Climate Central, from 2000 to 2023, 80% of major (affecting 50,000+ customers or interrupt service of 300 megawatts or more) power outages were due to weather. In that timeframe, Ohio had eighty-seven (87) major power outages.

Ohio eighty-seven (87) was in the top five (5) states with the most reported weather-related power outage; following Texas (210), Michigan (157), California (145) and North Carolina (111).



Probability of Occurrence:

There are no previous indications that a widespread utility failure, without weather causing the event, has occurred in Warren County, thus there is no historical precedence to determine a frequency. However, it is likely that utility failures in the form of power outages will occur throughout any given year due to severe storms, ice storms, and other natural hazards. Probability of these natural hazards can be found in their respective sections.

Damage Extent/Impact:

- May cause problems with critical infrastructure and services, such as transportation, electric grid, water sanitation systems, communication services, etc.
- The cost of damages may exceed jurisdictional means.
- May disrupt public safety services if the utility failure is prolonged and widespread.

Table 65: Utility Failure Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Utility Failure	County-wide	Localized or Wide-Spread. Failures/outages may last from a few hours to several days and may impact individual areas or be wide-spread. Loss of electricity or gas can affect household temperatures, which can lead to severe dehydration or possibility of loss of life if outdoor temperatures are extreme. Additionally, utility failure affecting the water service has the potential to lead to contamination of the water supply. Can also negatively impact remote working, leading to negative economic impacts.	The extent is dependent on the nature and scale of the utility failure.

Causes that May Exacerbate Utility Failures:

- Lack of maintenance on essential equipment.
- Inability to upgrade outdated equipment.
- Critical infrastructure does not have continuity of operations plans (COOP) in place prior to an event.

Warnings:

There is no national or state level alert system for utility failures. Impending severe weather or extreme temperatures for an extended period of time may be an indicator of potential complications.

4.14. WILDFIRE

Definition:

Wildfire events are unwanted wildland fires, including unauthorized human-caused fires, escaped debris burns, and other ignition sources that lead to fire over wildland areas. Throughout Ohio, communities are increasingly concerned about wildfire safety as increased development and subsequent fire control practices have affected the natural cycle of the ecosystem. Wildland fires affect grass, forest, and brush lands, as well as any structures located within them. Human access to wildland areas, such as urban development in forested areas, increases the risk of fire due to a greater chance of human carelessness.

Primary Sources of Information:

- Ohio Department of Forestry (within ODNR) - <https://nid.sec.usace.army.mil/#/>
- State of Ohio Wildfire Hazard Assessment-
<https://dam.assets.ohio.gov/image/upload/ema.ohio.gov/mip/links/2023/ema-sohmp-Section-2.7.pdf>

Historical Occurrences in Warren County:

Per ODNR, there has not been a documented wildfire in Warren County. Although, according to Warren County Communications Center records, there have been twenty-six (26) calls with the problem nature of “Wildland Fire - Large” or “Brush/Grass Fire – Large” between 2021 – 2024. These problem natures include large, uncontrolled fires impacting vegetation including field fires, forest fires/fires in tree lines, grass fires, etc. The largest incident impacted an estimated 1.5 – 2 acres of agricultural land. No deaths or injuries occurred, nor were any structures impacted in these events.

Additionally, there have been several wildfires throughout Ohio, but the region near Warren County has not yet sustained any substantial damage attributed to these events since records have been maintained. The majority of wildfire risk in Ohio is located in the southern southeastern and eastern parts of the state. Warren County lies within Region 2 of the State of Ohio Wildfire Hazard Assessment, which is outside of the ONDR Wildfire protection area boundary.

Between January 1, 2018, and December 31, 2022, Ohio has experienced 4,885 wildfires that have burned 11,057 acres. (Source: *State of Ohio Hazard Mitigation Plan 2024*)

Probability of Occurrence:

According to the 2024 State of Ohio Hazard Mitigation Plan, there is a 100% probability that a wildfire will occur in any county in any given year. Based on the 26 “Wildland” or “Brush/Grass” fire-related calls in Warren County, an average of 6.5 wildfires occur each year.

In addition, according to the U.S. EPA, the average total area burned by wildfires has increased since the 1980s, and the record-breaking fires tend to occur during record-breaking warm years

Additionally, the average total area burned by wildfires has increased since the 1980s, per the U.S. EPA. As climate change impacts increase in the region, and warmer, drier, more windy conditions are possible, the probability of wildfires is likely to increase.

Figure 48: FEMA National Risk Index – Wildfire Risk Map

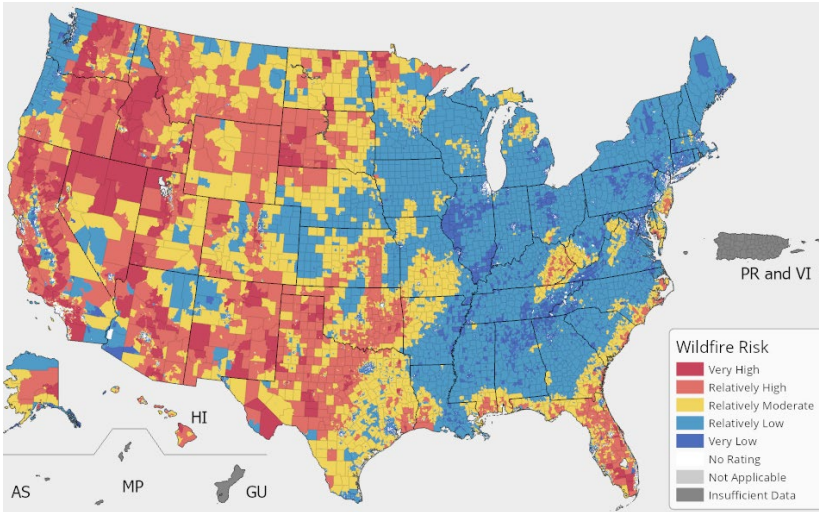
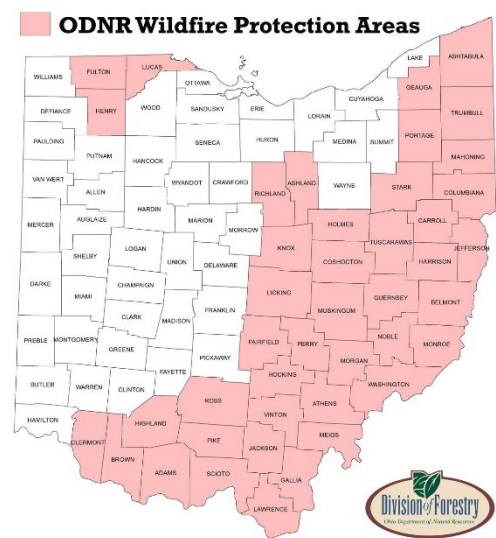


Figure 49: ODNR Wildfire Protection Areas Map



Description and Damage Extent/Impact:

The magnitude and severity of a wildfire event is measured by calculating the number of acres burned in a specific wildfire event and the severity of the burn classifications. The burn severity classifications have been adapted from USDA Natural Resources Conservation Service.

- **Low Fire Severity (Type III)** – Primarily occurs on rangeland and is indicated by decaying leaves and branches with debris partially burned. Soil may be an abnormal color and standing trees may have some brown needles. Natural recovery with root crowns and no significant erosion are likely.
- **Medium Fire Severity (Type II)** – Primarily occurs on steep, lightly timbered slopes with grass and there is some sediment delivery. A medium severity fire is indicated by burned needles, dark-colored ash, brown or reddish-brown soil up to two (2) inches deep, charring on small stumps and blackened lower halves of trees. Most roots and perennial grasses will re-sprout after a Type II Wildfire and some vegetation will recover within one (1) - five (5) years. Soil erosion is more likely to occur with a Type II (Or above) wildfire due to lack of ground cover.
- **High Fire Severity (Type I)** – Primarily occurs in unprotected drainages on steep, timbered, north or east slopes with dense forest canopy. A high severity wildfire is indicated by gray or white ash, absence of stumps or small fuel items, reddish-orange or dark soils up to two (2) inches deep with the soil being physically affected (such as crystallization, crusting, or clustered), burned roots on vegetation, and standing trees are reduced to charcoal up to one (1) inch deep. Natural vegetation will have a hard time recovering from Type I wildfires with only some deep roots re-sprouting which could take up to five (5) or ten (10) years. Soil erosion may be significant.

Table 66: Wildfire Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Wildfire	County-wide, impacts may be more heavily felt Primarily rural and undeveloped areas of the county; however, all jurisdictions with wildland-urban interface (WUI) zones are at risk in more rural/agricultural-based jurisdictions.	Wildfires can range from small brush fires to large, fast-moving incidents affecting thousands of acres. High winds, dry vegetation, and low humidity can significantly increase spread rates and fire intensity.	The extent is dependent on the weather conditions, fuel load, and location.

Table 67: FEMA National Risk Index (Wildfire) – Based on Census Tract

Jurisdiction	Risk Index (Score)	Census Tract
Carlisle	Relatively Low (72.96)	39165030102
Franklin	Relatively Low (55.93)	39165032501
Lebanon	Relatively Low (67.62)	39165031500
Mason	Relatively Low (67.13)	39165031908
Springboro	Relatively Low (63.02)	39165030504
South Lebanon	Relatively Low (81.26)	39165032100
Butler	Relatively Low (68.49)	39165032400
Corwin	Relatively Low (63.89)	39165031002
Harveysburg	Relatively Low (70.29)	39165031100
Maineville	Relatively Low (76.27)	39165032205
Morrow	Relatively Low (76.84)	39165032300
Pleasant Plain	Relatively Low (68.49)	39165032400
Waynesville	Relatively Low (79.20)	39165031001
Clearcreek	Relatively Low (78.40)	39165030800
Deerfield	Relatively Low (59.65)	39165032008
Franklin	Relatively Low (71.01)	39165030600
Hamilton	Relatively Low (76.84)	39165032205
Harlan	Relatively Low (68.49)	39165032400
Massie	Relatively Low (70.29)	39165031100
Salem	Relatively Low (76.84)	39165032300
Turtlecreek	Relatively Low (78.61)	39165030700
Union	Relatively Low (81.26)	39165032100
Washington	Relatively Low (70.29)	39165031100
Wayne	Relatively Low (63.89)	39165031002

*Partial jurisdictions (Middletown, Monroe, Loveland) not captured in Census Tract for Warren County

The FEMA National Risk Index for each natural hazard is calculated using an equation that combines scores for Expected Annual Loss, Social Vulnerability and Community Resilience.

Causes that May Exacerbate Wildfire Conditions:

Ohio's wildfire seasons occur primarily in the spring (March, April, and May) before vegetation has "greened-up" and the fall (October and November) when leaf drop occurs. During these times and especially when weather conditions are warm, windy and with low humidity, cured vegetation is particularly susceptible to burning. Fuel (vegetation, woody debris), weather (wind, temperature, humidity) and topography (hills and valleys) can combine to present an extreme danger to unwary civilians and firefighters in the path of a wildfire.

The majority of wildfires in Ohio are caused by human action or accident. Public education about wildfire risks could assist with mitigating certain wildfire incidents.

Warnings:

There are a few different warning types for wildfires:

- **Fire Weather Watch** – Means critical fire weather conditions are possible but not imminent or occurring. A fire weather watch alerts land managers and the public that upcoming weather conditions could result in extensive wildland fire occurrence or extreme fire behavior.
- **Red Flag Warning** – Is issued when fire conditions are ongoing or expected to occur shortly. NWS issues Red Flag Warnings in conjunction with land management agencies to alert land managers to an ongoing or imminent critical fire weather pattern.
- **Extreme Fire Behavior** – Implies a wildfire is likely to rage out of control. It is often hard to predict these fires because they behave erratically, sometimes dangerously. In order to receive the extreme fire behavior alert, one (1) of the following criteria must be met:
 - Fire Must Be Fast-Moving
 - Prolific Crowning or Spotting
 - Presence of Fire Whirls
 - Strong Convection Column

4.15. WIND/SEVERE STORM

Definition:

Severe thunderstorms are officially defined as storms capable of producing hail that is one (1) inch or larger, wind gusts over fifty-eight (58) mph, or that could form a possible tornado. Severe storms can also be defined as any destructive summer weather event with the potential to damage property or cause loss of life.

Primary Sources of Information:

- National Weather Service - <https://www.weather.gov/safety/thunderstorm-ww>
- National Centers for Environmental Information - <https://www.ncdc.noaa.gov/stormevents>

Historical Occurrences in Warren County:

Per the NCEIS, there have been over 360 severe wind events in Warren County since 1964. There have also been seventy-six (76) instances of hail reported Warren County during the same timeframe.

Probability of Occurrence:

The National Weather Service tracks wind events on their Storm Events Database.

[current year (2024)] subtracted by [historical year where tracking began (1964)] = 60 Years on Record
[number of historical events (360)] divided by [Years on Record (60)] = 6

It can be assumed that this type of event has occurred 6x every year from 1964 through 2024.

In Warren County, the NWS has reports for the following wind speed events:

Table 68: National Weather Service Wind Speed Reports in Warren County

0-49 mph	50-59 mph	60-69 mph	70+ mph
18%	72%	7%	3%

Figure 50: FEMA National Risk Index – Strong Wind Risk Map

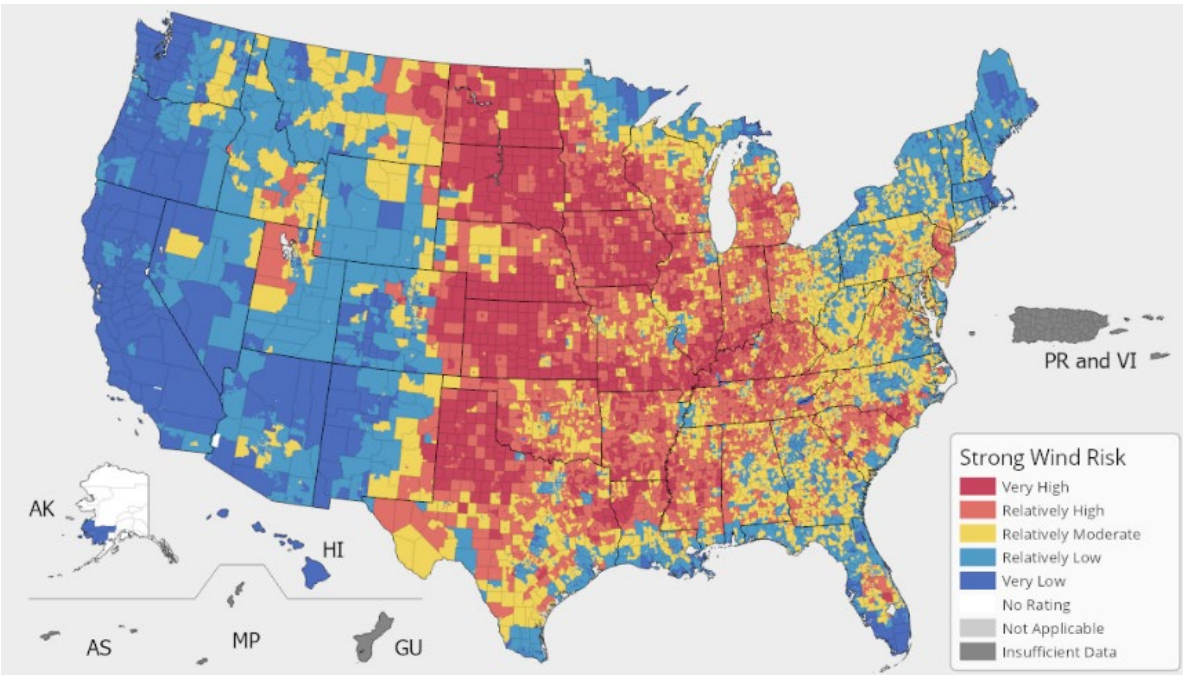
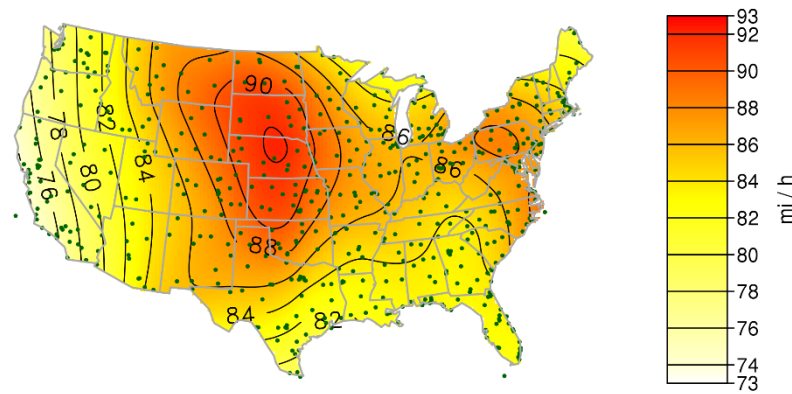


Figure 51: NIST Non-Hurricane, Non-Tornadic Extreme Wind Speeds Map



Description and Damage Extent/Impact:

There are multiple classifications of damaging winds:

- **Straight-Line Wind** – Any thunderstorm wind that is not associated with rotation and is used mainly to differentiate from tornadic winds.
- **Macroburst** – An outward burst of strong winds at or near the surface with horizontal dimensions larger than 2.5 miles and occurs when a strong downdraft reaches the surface. Macroburst winds may begin over a smaller area and then spread over a wider area, sometimes producing damage similar to a tornado.
- **Microburst** – Small, concentrated downdraft that produces an outward burst of strong winds at or near the surface. Microbursts are small (less than 2.5 miles across) and short-lived, lasting only five (5) to ten (10) minutes, with maximum windspeeds sometimes exceeding 100 mph.
- **Downburst** – All localized strong wind events that are caused by a strong downdraft within a thunderstorm, while microburst simply refers to an especially small downburst that is less than 2.5 miles across.
- **Gust Front** – The leading edge of rain-cooled air that clashes with warmer thunderstorm inflow. Gust fronts are characterized by a wind shift, temperature drop, and gusty winds out ahead of a thunderstorm.
- **Derecho** – A widespread, long-lived windstorm that is associated with a band of rapidly moving showers or thunderstorms. A typical derecho consists of numerous microbursts, downbursts, and downburst clusters. By definition, if the wind damage swath extends more than 240 miles and includes wind gusts of at least fifty-eight (58) mph+ along most of its length, then the event may be classified as a derecho.

Per the National Weather Service, wind can cause the following damages depending on wind speeds:

Table 69: Wind Speed Damages

Wind Speed	Description of Damage
39-46 mph	Twigs are broken from trees and cars veer on roads.
47-54 mph	Light structural damage occurs.
55-63 mph	Trees are uprooted, and considerable structural damage occurs.
64-75 mph	Widespread structural damage occurs.

There are multiple classifications of thunderstorms:

- **Single-Cell Storms** – Small, brief, weak storms that grow and die within an hour or so and may produce brief heavy rain and lightning. They are typically driven by the heating of the atmosphere on a summer afternoon.

- **Multi-Cell Storms** – Storm where updrafts form along the leading edge of rain-colored air that may produce hail, strong winds, brief tornadoes, and/or flooding. Individual cells usually last thirty (30) - sixty (60) minutes while the system may last for hours.
- **Squall Line** – Group of storms arranged in a line often accompanied by squalls of high winds and heavy rain. Squalls tend to pass quickly and are less prone to produce tornadoes than supercells.
- **Supercell** – Long-duration and highly organized storm feeding off an updraft. Squall lines can be present as much as twenty (20) - sixty (60) minutes before a tornado forms.
- **Mesoscale Convective System (MCS)** – A collection of thunderstorms that act as a system. An MCS can spread across an entire state and last more than twelve (12) hours.
- **Mesoscale Convective Complex** – A large, circular, long-lived cluster of showers and thunderstorms that emerge out of other storm types during late-night and early-morning hours.

Per the National Weather Service, thunderstorms can cause other hazards, such as:

- **Hail** – Form of precipitation consisting of solid ice that forms inside thunderstorm updrafts.
- **Lightning** – A large spark of electricity in the atmosphere between clouds, the air, or the ground.
- **Flash Flooding** – A result of rapid rise of water over low-lying areas which can result from a large thunderstorm.

Table 70: Wind/Severe Storm Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Wind/Severe Storm	County-wide, though localized damage may be more severe in open or unprotected areas	Severe storms may bring straight-line winds exceeding 58 mph, large hail (1 inch or more in diameter), frequent lightning, and potential tornadoes. Wind gusts over 70 mph can result in widespread tree and structural damage.	The extent is dependent on the nature and scale of the wind/severe storm.

Table 71: FEMA National Risk Index (Strong Wind) – Based on Census Tract

Jurisdiction	Risk Index (Score)	Census Tract
Carlisle	Relatively Moderate (70.65)	39165030102
Franklin	Relatively Low (52.93)	39165032501
Lebanon	Relatively Moderate (69.97)	39165031500
Mason	Relatively Moderate (69.50)	39165031908
Springboro	Relatively Moderate (60.36)	39165030504
South Lebanon	Relatively High (87.08)	39165032100
Butler	Relatively Moderate (61.22)	39165032400
Corwin	Relatively Low (42.20)	39165031002
Harveysburg	Relatively Moderate (57.47)	39165031100
Maineville	Relatively Moderate (71.20)	39165032205
Morrow	Relatively Moderate (68.73)	39165032300
Pleasant Plain	Relatively Moderate (61.22)	39165032400
Waynesville	Relatively Moderate (75.65)	39165031001
Clearcreek	Relatively Moderate (71.28)	39165030800
Deerfield	Relatively Moderate (68.17)	39165032008
Franklin	Relatively Moderate (59.65)	39165030600
Hamilton	Relatively Moderate (71.20)	39165032205
Harlan	Relatively Moderate (61.22)	39165032400
Massie	Relatively Moderate (57.47)	39165031100
Salem	Relatively Moderate (68.73)	39165032300
Turtlecreek	Relatively Moderate (80.20)	39165030700
Union	Relatively High (87.08)	39165032100

Table 72 Continued

Jurisdiction	Risk Index (Score)	Census Tract
Washington	Relatively Moderate (57.47)	39165031100
Wayne	Relatively Low (42.20)	39165031002

**Partial jurisdictions (Middletown, Monroe, & Loveland) not captured in Census Tract for Warren County*

The FEMA National Risk Index for each natural hazard is calculated using an equation that combines scores for Expected Annual Loss, Social Vulnerability, and Community Resilience.

Causes that May Exacerbate Wind/Severe Storms:

Thunderstorms require three (3) ingredients to form: moisture, unstable air, and a source of lift. After a thunderstorm develops, there is a maturation stage consisting of updrafts and downdrafts. The warm air becomes unstable at this stage which is where severe weather occurs.

El Niño and La Niña patterns can affect the intensity of storms and their effects through their alterations of the jet streams which lift warm, moist air into the atmosphere.

Warnings:

The National Weather Service has the following alerts for winter storms:

Advisory (Be Aware)

- **Wind Advisory** – Indicates that strong wind gusts between forty-six (46) - fifty-seven (57) mph, or sustained winds of thirty-one (31) - thirty-nine (39) mph for an hour+ are occurring. Wind advisories are issued during non-convective weather patterns.

Watch (Be Prepared)

- **High Wind Watch** – Issued when wind gusts of fifty-eight (58) mph or greater are expected, or sustained winds of forty (40) mph or greater for an hour+ are occurring.
- **Severe Thunderstorm Watch** – Issued when severe thunderstorms are possible in and near the watch area. Winds fifty-eight (58) mph or higher and/or hail one (1) inch or larger are possible in a severe thunderstorm.

Warning (Take Action)

- **High Wind Warning** – Issued when sustained winds of forty (40) mph or higher for one (1) hour+, or wind gusts of fifty-eight (58) mph or higher for any duration.
- **Severe Thunderstorm Warning** – Issued when severe thunderstorms are occurring or imminent in or near the warning area. Winds of fifty-eight (58) mph or higher, and/or hail one (1) inch in diameter or larger are possible.
- **Extreme Wind Warning** – Issued for surface winds of 115 mph or greater associated with non-convective downslope, derecho, or sustained hurricane winds are expected to occur within one (1) hour.

4.16. WINTER STORM

Definition:

A winter storm is a combination of heavy snow, blowing snow, and/or dangerous wind chills. Winter storms can be life-threatening.

There are a few types of winter storms:

- **Blizzards** – Dangerous winter storms that are a combination of blowing snow and wind resulting in very low visibilities. While heavy snowfalls and severe cold often accompany blizzards, they are not required. Sometimes strong winds pick up snow that has already fallen, creating a ground blizzard.
- **Ice Storm** – Results in an accumulation of at least .25 inches of ice on exposed surfaces.
- **Snow Squalls** – Brief, intense snow showers accompanied by strong, gusty winds. Usually last for short duration and cause whiteout visibility and rapidly deteriorating road conditions.
- **Freezing Rain** – Occurs when the layer of freezing air is so thin that the raindrops do not have enough time to freeze before reaching the ground. Instead, the water freezes on contact with the surface, creating a coating of ice on whatever the raindrops contact.

Primary Sources of Information:

- National Weather Service - <https://www.weather.gov/safety/winter>
- NOAA Storm Events Database - <https://www.ncdc.noaa.gov/stormevents/>
- National Centers for Environmental Information - <https://www.ncei.noaa.gov/access/monitoring/>

Historical Occurrences in Warren County:

There have been numerous occurrences of winter storms in Warren County, including one (1) Federal Disaster Declaration. The following chart includes other significant winter storm events between 2009 and 2024 for Warren County.

Table 72: History of Recorded Winter Storm Events in Warren County

Date	Event Type	Event Narrative
2/16/2024	Winter Storm	A report from Waynesville indicated that 5.4 inches of snow had fallen. Another from Carlisle had 4 inches. Three inches of snow was reported from Lebanon, Mason, and Loveland.
1/22/2023	Winter Storm	In Mason, 6.3 inches of snow was measured. Six inches was measured 4 miles south-southwest of Mason by a spotter and 2 miles south-southeast of Genntown from a public report.
12/22/2022	Winter Storm	A combination of snow, blowing snow, and bitter wind chills created dangerous conditions for persons traveling and those without sufficient shelter.
2/2/2022	Winter Storm	A report from Springboro had 5.3 inches of snow, while a NWS employee northeast of Maineville had a snow and sleet mix accumulate to 4.3 inches. A public report from Carlisle indicated 0.2 inches of ice accumulation due to freezing rain.
2/15/2021	Winter Storm	The observer in Kings Mills measured 5.6 inches of snow.
2/8/2021	Winter Storm	A spotter in Waynesville reported 8.5 to 9 inches of snow. Other reports across the county were generally in the 6-to-7-inch range.
1/19/2019	Winter Storm	A NWS employee near Maineville reported 3.7 inches of snow. Most reports around the county were around 3 inches, due to being cut down by periods of freezing rain and some sleet.
1/12/2019	Winter Storm	A report from Carlisle showed that 8 inches of snow fell, as did a social media post in South Lebanon. A NWS employee west of Clarksville and two social media posts from Waynesville and Maineville all came in with 7.8 inches of accumulation.

Table 72 Continued

Date	Event Type	Event Narrative
11/16/2014	Winter Storm	The county garage southwest of the Lebanon airport measured 4.5 inches of snow, as did a public report out of Landen. The cooperative observer in Kings Mills measured 4.2 inches of snow.
3/2/2014	Winter Storm	The observer at Kings mills, along with the highway department in Lebanon and NWS employees in Genntown and Mason all measured 3.5 inches of snow. Combined with icy accumulations, numerous car wrecks were reported and travel across the region was severely impacted.
2/14/2014	Winter Storm	Employees located west of Clarksville and south of Genntown both measured 4.5 inches of snow. Another employee in Lebanon and the cooperative observer in Kings Mills measured 4.1 inches of snow.
2/4/2014	Winter Storm	The county garage in Lebanon measured 5 inches of snow. Numerous reports between 3.5 and 4.5 inches came in across the county.
1/2/2014	Winter Storm	Five and a half inches fell in Mason, with 4.5 inches falling in Lebanon. In Maineville, 4.3 inches fell, and 3.5 inches was reported in Pleasant Plain.
12/6/2013	Winter Storm	Snow across the county was generally 5 to 6 inches deep according to numerous reports. A spotter in Harveysburg measured 7 inches of snow.
3/24/2013	Winter Storm	An employee 1 mile west-northwest of Lytle measured 4 inches of snow.
3/5/2013	Winter Storm	A news report out of Franklin showed 8.5 inches of snow. Eight inches was measured in Springboro, while 7.5 inches fell near Lebanon and near Genntown.
12/28/2012	Winter Storm	A spotter in Mason measured 4 inches of snow. Northwest portions of the county were generally 2-3 inches while the southeast had 3-4 inches.
12/26/2012	Winter Storm	A spotter east of Lebanon measured 4 inches of snow and had a half inch of sleet mixed in. Snow depths across the county ranged greatly, with around two inches of accumulation found in the far southeast.
1/20/2012	Winter Storm	An employee northwest of Clarksville reported .15 ice accrual with .6 snow on top. An employee in Maineville measured a tenth of an inch of ice and a half inch of snow. Another employee southeast of Lebanon measured a tenth of an inch of ice and .4 snowfall.
2/1/2011	Ice Storm	A half inch of ice was measured 3 miles south of Springboro. In and around Lebanon, NWS employees measured a quarter and three tenths of an inch of ice.
1/20/2011	Heavy Snow	An employee in Maineville measured 5.5 inches of snowfall. Five inches fell at the ODOT garage in Lebanon, while spotters in Lebanon and Mason measured 4.5 and 4.4 inches of snow, respectively.
1/11/2011	Heavy Snow	An employee located 2 west of Clarksville measured 6.1 inches of snowfall. Law enforcement in Lebanon measured 5 inches. A spotter located 2 miles east northeast of Springboro measured 3.5 inches of snowfall.
12/16/2010	Winter Storm	Two miles south of Lebanon, ODOT measured 5.5 inches of snowfall. A NWS employee east of Lebanon measured 5 inches, while another west of Clarksville measured 4.7 inches. A spotter in Maineville measured 3.8 inches.
2/15/2010	Heavy Snow	The county garage in Lebanon measured 8 inches of snowfall. A spotter measured 5.8 inches in Landen.
2/9/2010	Heavy Snow	The county garage in Lebanon measured 7.5 inches of snow. A NWS employee in Maineville measured 7 inches, and 6.4 inches fell in Kings Mills.
2/5/2010	Heavy Snow	Snow ranged from 3.8 inches in the south at Landen and Kings Mills, to 4 inches in Mason, up to 6 inches at the county garage in Lebanon and 8.5 inches to the north in Springboro.
2/3/2009	Heavy Snow	Seven and a half inches of snow fell in Mason, while only an inch and a half was measured in Lebanon.
1/27/2009	Heavy Snow	Mason measured 9.6 inches of snow. Icing accumulations across the county ranged from .4 to .8 inches.

*Additional data can be found at:

<https://www.ncdc.noaa.gov/stormevents/choosedates.jsp?statefips=39%2COHIO#>

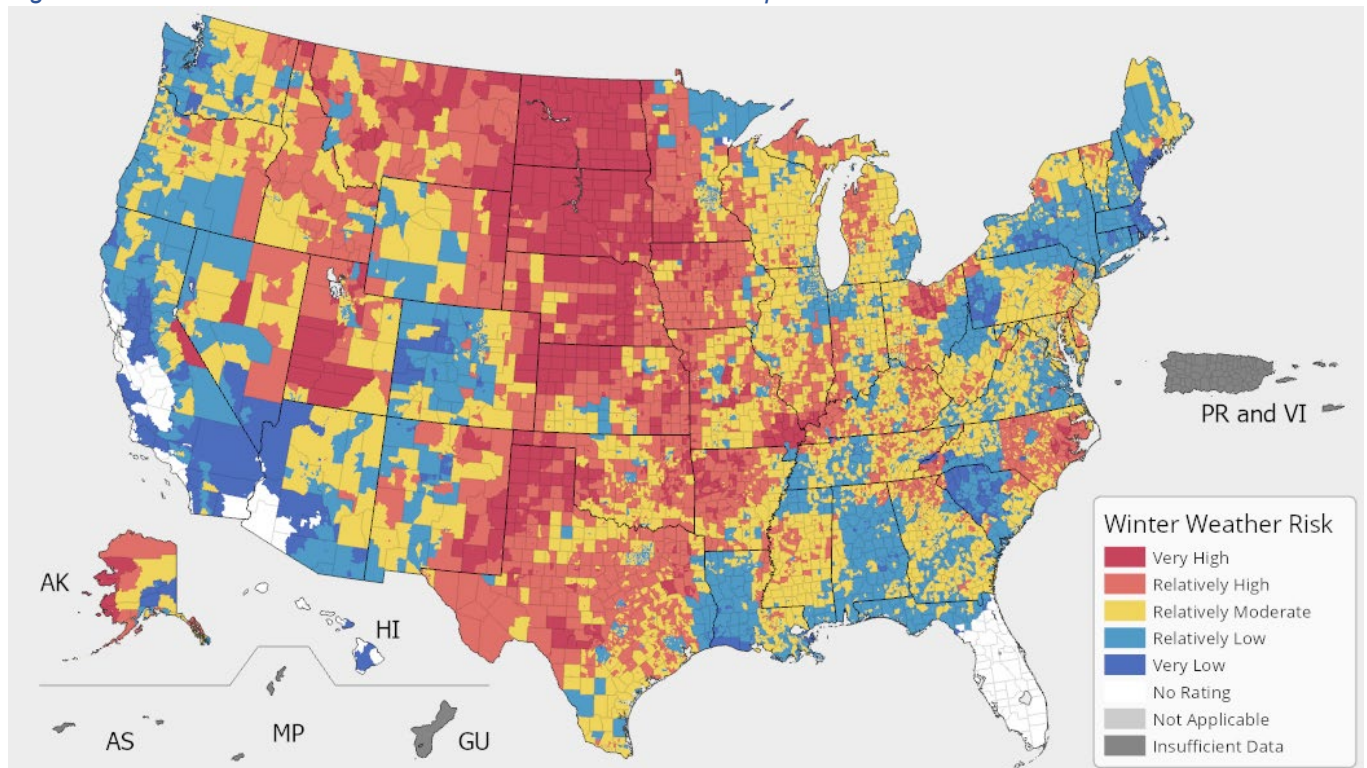
Probability of Occurrence:

The National Weather Service tracks winter storms events on their Storm Events Database. Per their records, there have been thirty-four (34) winter storms events over the last fifteen (15) years (2009-2024) in Warren County.

[current year (2024)] subtracted by [historical year where tracking began (2009)] = 15 Years on Record
[number of historical events (15)] divided by [Years on Record (34)] = 0.44

It can be reasonably assumed that this type of event has a 44% chance of occurring each year.

Figure 52: FEMA National Risk Index – Winter Weather Risk Map



Description and Damage Extent/Impact:

Winter Storms can affect roadways, utilities, business activities, and can cause loss of life, frostbite, and freezing conditions. Winter storms can also cause loss of power, impassible roads, and employee unavailability which could affect operations of critical facilities.

While cold temperatures and power losses can render a structure uninhabitable for a time, they are unlikely to cause structural damages. Snow and ice accumulation, however, can impact structures and infrastructure. Older structures, specifically those constructed before 1970, are more susceptible to the impacts from winter weather due to older construction and insulation methods.

Cascading effects from winter storms could also include flooding (following significant snow melts) and ice jams (that occur when a rapid melt follows an ice event).

Table 73: Winter Storm Hazard Extent

Hazard Type	Affected Jurisdictions	Extent	Comments
Winter Storm	County-wide, impacts may be more heavily felt in more rural jurisdictions	Severe winter storms can result in significant snow and ice accumulation, with ice thickness reaching over 0.25 inches and snow accumulation exceeding 6 inches in a 24-hour period. Wind chills may drop below -15°F.	The extent is dependent on the nature and scale of the winter storm.

Table 74: FEMA National Risk Index (Winter Weather) – Based on Census Tract

Jurisdiction	Risk Index (Score)	Census Tract
Carlisle	Relatively High (88.23)	39165030102
Franklin	Relatively Moderate (79.74)	39165032501
Lebanon	Relatively High (88.90)	39165031500
Mason	Relatively Moderate (85.21)	39165031908
Springboro	Relatively Moderate (79.53)	39165030504
South Lebanon	Relatively High (94.27)	39165032100
Butler	Relatively Moderate (80.89)	39165032400
Corwin	Relatively Moderate (65.23)	39165031002
Harveysburg	Relatively Moderate (75.32)	39165031100
Maineville	Relatively High (90.07)	39165032205
Morrow	Relatively High (87.24)	39165032300
Pleasant Plain	Relatively Moderate (80.89)	39165032400
Waynesville	Relatively High (90.13)	39165031001
Clearcreek	Relatively High (86.31)	39165030800
Deerfield	Relatively Moderate (78.61)	39165032008
Franklin	Relatively Moderate (76.63)	39165030600
Hamilton	Relatively High (90.07)	39165032205
Harlan	Relatively Moderate (80.89)	39165032400
Massie	Relatively Moderate (75.32)	39165031100
Salem	Relatively High (87.24)	39165032300
Turtlecreek	Relatively High (91.38)	39165030700
Union	Relatively High (94.27)	39165032100
Washington	Relatively Moderate (75.32)	39165031100
Wayne	Relatively Moderate (65.23)	39165031002

*Partial jurisdictions (Middletown, Monroe, & Loveland) not captured in Census Tract for Warren County

The FEMA National Risk Index for each natural hazard is calculated using an equation that combines scores for Expected Annual Loss, Social Vulnerability, and Community Resilience.

Causes that May Exacerbate Winter Storm Conditions:

El Niño and La Niña are weather patterns that occur every few years. The water temperatures associated with these weather patterns can push warmer or colder air through the jet streams toward different parts of the country. This can affect winter conditions in the Ohio Valley. Because of its geographic location, Warren County can be susceptible to warmer, drier conditions in El Niño years, and wetter, warmer winters in La Niña patterns.

Warnings:

The National Weather Service has the following alerts for winter storms:

Advisory (Be Aware)

- **Winter Weather Advisory** – Issued when snow, blowing snow, ice, sleet, or a combination of these wintry elements is expected but conditions should not be hazardous enough to meet warning criteria.
- **Cold Weather Advisory** – Issued when seasonably cold air temperatures or wind chill values, but not extremely cold values, are expected or occurring.

Watch (Be Prepared)

- **Winter Storm Watch** – Issued when conditions are favorable for a significant winter storm event (heavy sleet, heavy snow, ice storm and blowing snow or a combination of events.)

Warning (Take Action)

- **Winter Storm Warning** – Issued for a significant winter weather event including snow, ice, sleet or blowing snow or a combination of these hazards. Travel will become difficult or impossible in some situations.
- **Ice Storm Warning** – Issued for ice accumulation of around 1/4 inch or more. This amount of ice accumulation will make travel dangerous or impossible and likely lead to snapped power lines and falling tree branches. Travel is strongly discouraged.
- **Blizzard Warning** – Issued when there is a potential for falling and/or blowing snow with strong winds and extremely poor visibilities. This can lead to whiteout conditions and make travel very dangerous.

5. MITIGATION STRATEGY

The purpose of the mitigation strategy is to provide Warren County and its municipalities with the goals that will serve as the guiding principles for future mitigation policy and project administration, along with a list of proposed actions to meet those goals and reduce the impact of natural and man-made hazards. In this section, mitigation goals and objectives were assigned, and mitigation actions/projects were updated/amended, identified, evaluated, and prioritized.

5.1. MITIGATION GOALS AND OBJECTIVES

Through the planning process, Warren County jurisdictions and stakeholders determined the county is prone to sixteen (16) hazards. After reviewing and prioritizing those hazards, the planning team identified goals representing Warren County's long-term mission to achieve successful mitigation efforts, and reduce the overall risk to life, property, and the environment from the impacts of the aforementioned hazards. The associated objectives are specific to this mitigation plan and contain strategies and steps to assist communities attain the goals that are listed in this plan.

Table 75: 2025 Mitigation Goals & Objectives

Goal 1: Promote Public Awareness of Hazard Risks and Available Mitigation Options	
Obj. 1	Improve public outreach and access to hazard information, data, and maps to enhance understanding of natural hazards and the risks they pose.
Obj. 2	Improve public knowledge of natural and man-made hazards and protective measures so individuals appropriately prepare for and respond to such hazards.
Goal 2: Avoid/reduce the potential for life loss, injury and health issues to Warren County residents from hazard events.	
Obj. 1	Identify and reduce the health and safety impacts of hazards on vulnerable populations.
Obj. 2	Promote enforcement of state and local building codes and support other structural interventions to reduce vulnerability.
Obj. 3	Improve/promote systems that provide early warning communications during and prior to an emergency.
Obj. 4	Adopt and enforce public policies to promote resilient development and enhance safe construction in high hazard areas.
Obj. 5	Increase ability to shelter population before and after disaster events
Obj. 6	Incorporate effective mitigation strategies into capital improvement projects.
Goal 3: Protect all forms of infrastructure including transportation, utilities, and waterways from being compromised by hazard events.	
Obj. 1	Implement mitigation programs that protect and sustain the reliability of lifelines systems to minimize impacts from hazards and expedite recovery in an emergency.
Obj. 2	Improve/create redundancies for critical networks such as water, transportation, energy, sewer, digital, data and power, and communications.
Obj. 3	Promote greater collaboration and communication between infrastructure partners regarding known or possible issues that could affect Warren County infrastructure.
Goal 4: Encourage mitigation activities to increase the disaster resilience of institutions, private companies, and systems essential to the functions of Warren County.	
Obj. 1	Encourage Continuity of Operations planning to assist Warren County jurisdictions, businesses, and private companies sustain operations and recover more quickly following hazard events.
Obj. 2	Form partnerships to leverage and share resources prior to and following hazard events. c. Improve understanding of available funding sources for mitigation efforts.
Obj. 3	Improve understanding of available funding sources for mitigation efforts
Obj. 4	Partner with private sector to promote structural and non-structural hazard mitigation as a part of standard business practices.
Goal 5: Increase the ability of local government to serve the community during and after hazard events.	
Obj. 1	Increase knowledge for jurisdictional leaders and departments relative to disaster planning and mitigation activities.
Obj. 2	Consider the impacts of hazards on future land use decisions in jurisdictions by coordinating with other planning mechanisms.

5.2. CAPABILITY ASSESSMENT

The mitigation strategy includes a capability assessment of Warren County to identify current activities used to mitigate hazards. The capability assessment identifies the policies, regulations, procedures, programs, and projects that contribute to the reduction of damages from a hazardous event.

To gather this information, each jurisdiction within Warren County was provided with an opportunity to complete the Capability Assessment Survey. The survey was provided digitally via email and Google Forms, as well as hard copies at Planning Meeting #1 and/or at individual jurisdictional meetings. Tables forty-nine (49) - fifty-two (52) captures each jurisdiction's current resources, plans and mitigation capabilities that were identified during the plan's development.

PLANNING ASSESSMENT

The table below summarizes each jurisdiction's planning capabilities. These are plans that jurisdictions have in place that can help further mitigation.

Table 76: Planning Assessment Responses

	Master Plan	Capital Improvement Plan	Economic Development Plan	Local EOP	COOP	Transportation Plan	Stormwater Mgmt. Plan
Carlisle	-	-	-	-	-	-	-
Franklin	Yes	Yes	Yes	Yes	Yes	No	Yes
Lebanon	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Loveland	-	-	-	-	-	-	-
Mason	Yes	Yes	Yes	-	No	Yes	Yes
Middletown	-	-	-	-	-	-	-
Monroe	-	-	-	-	-	-	-
Springboro	Yes	Yes	Yes	Yes	Yes	No	Yes
South Lebanon	Yes	Yes	No	No	No	Yes	Yes
Butler	-	-	-	-	-	-	-
Corwin	No	Yes	No	No	No	No	Yes
Harveysburg	-	-	-	-	-	-	-
Maineville	-	-	-	-	-	-	-
Morrow	Yes	Yes	Yes	Yes	Yes	No	Yes
Pleasant Plain	No	No	No	No	No	No	No
Waynesville	Yes	Yes	No	Yes	Yes	No	Yes
Clearcreek Twp	-	-	-	-	-	-	-
Deerfield Twp	Yes	Yes	Yes	-	-	-	Yes
Franklin Twp	No	No	No	No	No	No	No
Hamilton Twp	Yes	No	Yes	No	No	No	Yes
Harlan Twp	-	-	-	-	-	-	-
Massie Twp	-	-	-	-	-	-	-
Salem Twp	-	-	-	-	-	-	-
Turtlecreek Twp	-	-	-	-	-	-	-
Union Twp	-	-	-	-	-	-	-
Washington Twp	-	-	-	-	-	-	-
Wayne Twp	Yes	Yes	No	No	No	Yes	-

“ - ” indicates no response (did not assess/provide an answer)

ORDINANCE ASSESSMENT

The table below summarizes each jurisdiction's regulatory capabilities. These are policies and ordinances that jurisdictions have in place that can help further mitigation.

Table 77: Ordinance Assessment Responses

	Zoning Ordinance	Subdivision Ordinance	Floodplain Ordinance	Natural Hazard Specific Ordinance	Flood Insurance Rate Maps	Acquisition of Land for Open Space
Carlisle	-	-	-	-	-	-
Franklin	Yes	Yes	Yes	Yes	Yes	Yes
Lebanon	Yes	Yes	Yes	Yes	Yes	Yes
Loveland	Yes	Yes	Yes	Yes	Yes	Yes
Mason	Yes	Yes	Yes	No	Yes	Yes
Middletown	-	-	-	-	-	-
Monroe	-	-	-	-	-	-
Springboro	Yes	Yes	Yes	Yes	Yes	Yes
South Lebanon	Yes	Yes	Yes	No	Yes	No
Butlerville	-	-	-	-	-	-
Corwin	Yes	Yes	No	Yes	Yes	Yes
Harveysburg	Yes	-	-	-	-	-
Maineville	-	-	-	-	-	-
Morrow	Yes	Yes	Yes	Yes	Yes	-
Pleasant Plain	No	No	No	No	No	No
Waynesville	Yes	Yes	Yes	Yes	Yes	Yes
Clearcreek Twp	-	-	-	-	-	-
Deerfield Twp	Yes	Yes	-	-	-	Yes
Franklin Twp	Yes	Yes	Yes	No	No	No
Hamilton Twp	Yes	Yes	Yes	No	Yes	Yes
Harlan Twp	-	-	-	-	-	-
Massie Twp	-	-	-	-	-	-
Salem Twp	-	-	-	-	-	-
Turtlecreek Twp	-	-	-	-	-	-
Union Twp	-	-	-	-	-	-
Washington Twp	-	-	-	-	-	-
Wayne Twp	Yes	Yes	Yes	No	No	No

“ - ” indicates no response (did not assess/provide an answer)

FINANCIAL ASSESSMENT

This section identified the financial tools or resources that each jurisdiction could potentially use to help fund mitigation activities. Responses that included “have access/eligible for”, “funding used in the past”, or “could utilize funding source” are marked with an “X” in the table below.

Table 78: Financial Assessment Responses

	Capital Improvement	Authority to Levy Taxes	Utilities Fees	New Development Impact Fees	Stormwater Utility Fee	General Obligation or Tax Bonds	Private Funding	Community Development Block Grant	Other Federal Funding
Carlisle	-	-	-	-	-	-	-	-	-
Franklin	X	X	X	X	X	X	X	X	X
Lebanon	X	X	X	X	X	X	X	X	X
Loveland	X	X	X	X	X	X	X	X	X
Mason	X	X	X	X	X	X	X	X	X
Middletown	-	-	-	-	-	-	-	-	-
Monroe	-	-	-	-	-	-	-	-	-
Springboro	X	X	X	X	X	X	-	-	X
South Lebanon	X	-	X	-	X	X	-	X	X
Butler	-	-	-	-	-	-	-	-	-
Corwin	X	X	-	-	-	-	-	X	-
Harveysburg	-	X	-	-	-	X	-	X	-
Maineville	-	-	-	-	-	-	-	-	-
Morrow	X	X	X	X	-	-	-	X	X
Pleasant Plain	-	-	X	-	X	-	-	X	X
Waynesville	X	X	X	X	X	X	X	X	-
Clearcreek Twp	-	-	-	-	-	-	-	-	-
Deerfield Twp	X	X	X	-	-	-	-	-	-
Franklin Twp	X	X	-	-	-	X	X	X	X
Hamilton Twp	X	X	-	X	-	X	X	X	X
Harlan Twp	-	-	-	-	-	-	-	-	-
Massie Twp	-	-	-	-	-	-	-	-	-
Salem Twp	-	-	-	-	-	-	-	-	-
Turtlecreek Twp	-	-	-	-	-	-	-	-	-
Union Twp	-	-	-	-	-	-	-	-	-
Washington Twp	-	-	-	-	-	-	-	-	-
Wayne Twp	-	-	-	-	-	-	-	X	-

“ - ” indicates no response (did not assess/provide an answer)

ADMINISTRATIVE AND TECHNICAL ASSESSMENT

This section summarizes each jurisdiction's administrative and technical capabilities that can be utilized for mitigation planning, and the implementation of mitigation actions.

Table 79: Administrative and Technical Assessment Responses

	Planning Commission	Mitigation Planning Committee	Maintenance Programs	Mutual Aid Agreements
Carlisle	-	-	-	-
Franklin	Yes	-	Yes	Yes
Lebanon	Yes	No	Yes	Yes
Loveland	Yes	Yes	Yes	Yes
Mason	Yes	No	Yes	Yes
Middletown	-	-	-	-
Monroe	-	-	-	-
Springboro	Yes	-	Yes	Yes
South Lebanon	Yes	No	Yes	Yes
Butler	-	-	-	-
Corwin	No	No	Yes	Yes
Harveysburg	Yes	-	-	Yes
Maineville	-	-	-	-
Morrow	Yes	-	Yes	Yes
Pleasant Plain	Yes	Yes	Yes	-
Waynesville	Yes	No	Yes	Yes
Clearcreek Twp	-	-	-	-
Deerfield Twp	Yes	-	Yes	Yes
Franklin Twp	Yes	Yes	-	Yes
Hamilton Twp	No	No	Yes	Yes
Harlan Twp	-	-	-	-
Massie Twp	-	-	-	-
Salem Twp	-	-	-	-
Turtlecreek Twp	-	-	-	-
Union Twp	-	-	-	-
Washington Twp	-	-	-	-
Wayne Twp	Yes	No	Yes	Yes

“ - ” indicates no response (did not assess/provide an answer)

In addition to capturing the current capabilities, participants were also asked how capabilities could be improved to aid in mitigation. A summary of the responses is below:

Jurisdictions have identified the need for additional funding sources/grants, training opportunities, and expanding plans to improve mitigation efforts. This includes needing funding for infrastructure resiliency improvements, like adding generators to city buildings and addressing erosion/landslides around transportation routes. Additionally, incorporating more trainings and exercises in an effort to have more people involved and trained, as well as placing a focus on current best practices, and updated information on local hazards. Jurisdictions also mentioned increasing planning efforts through further developing interoperability plans with inter-county agencies as well as surrounding counties, and developing special ad hoc committees with a focus on key mitigation projects.

5.3. MITIGATION STRATEGIES, ACTIONS, PROJECTS AND PRIORITIZATION

The mitigation goals and objectives listed in section 5.1 as well as the hazards assessed, influenced the development of actions the county and participating jurisdictions can take to mitigate the impacts of the identified hazards and their effects. Plan participants assessed over 100 hazard mitigation strategies and actions/projects compiled from FEMA documents, neighboring county mitigation plans, the 2020 Warren County Hazard Mitigation Plan, and suggestions from participating communities and stakeholders during Planning Meeting #2. The final list of these mitigation strategies can be found in Appendix 2. Participating jurisdictions and departments selected mitigation projects from this list; these results are included in this section of the plan.

MITIGATION PROJECT PRIORITIZATION STRATEGY

During Planning Meeting #2, on April 17th, 2025, a mitigation strategy workshop was conducted. During this workshop, jurisdictions reviewed the mitigation strategy goals and objectives and chose the mitigation projects, from the compiled list depicted in Appendix, that would reduce risks to the hazards identified. This included reviewing ongoing projects from the 2020 Plan as well. For any jurisdiction not in attendance, selection of mitigation projects was completed at individual jurisdictional meetings.

For each project a jurisdiction selected, they were asked to evaluate and rank each one (1). Each project was ranked on the percentage of the population benefited, cost of the project, cost benefit of the initiative, feasibility of implementation, environmental impact, probability of community acceptance, and the time to complete the project.

To determine jurisdictional priority for each project, the rankings were added together, and the sum was multiplied by the corresponding hazard priority number (see paragraph below). The total combined score per project was divided by 100 to determine its priority score per jurisdiction. An example of the mitigation project ranking sheet with scoring is included in Figure 53. The selected mitigation projects by jurisdictional priority are depicted in Table 82. The same process was done for any county departments or organizations participating, those projects by departmental priority are depicted in Table 83.

The hazard priority number came from the 2025 Hazard Rankings: the top hazard was given a priority score of sixteen (16) since there were sixteen (16) hazards, and the lowest ranked hazard was given a priority score of one (1). For any projects that addressed “all” or “multiple” (three (3) or more) hazards, a priority score of seventeen (17) was given. If a project addressed two hazards, the priority score came from the higher ranked hazard.

Figure 53: Example Hazard Mitigation Project Scoring/Priority Sheet

WARREN COUNTY MITIGATION PROJECT RANKING SHEET

Jurisdiction: _____

REFERENCE SHEET

Project#	Project	Project Assigned To (List Name & Position)	New (N) in 2025 or Continuous (C) from 2020	Percentage of Population Benefited	Cost of Initiative	Cost/Benefit of Initiative	Feasibility of Implementation	Environmental Impact	Probability of Community Acceptance	Time to Complete Projects	Interest			
				1=0% to 25% 2=26% to 50% 3=51% to 75% 4=76% to 100%	1=Additional Funding Sources Needed (Grants) 2= Funding is Possible via Re-allocation or Over Multiple Years 3= Project Could be Funded with Existing Budget	1= Project Impact May Have Long-Term Benefits (Difficult to Quantify) 2= Project Impact will be Visible Over a Long-Term Period 3= Project Impact will be Immediate	1= Very Difficult to Implement 2= Somewhat Difficult to Implement 3= Relatively Easy to Implement 4= No Difficulty Anticipated to Implement	1= Major Changes Affect Environment 2= Minor Changes Affect Environment 3= Changes Only Affect Specific Terrain or Territories 4= No Environmental Impact	1= Likelihood Community will be For the Project. (Note: Projects May Require Surveying Community, Analyzing Demographics, and/or Deferring Project based on Specific Area)	1= Estimated Time to Complete Project (Include time needed to receive funding through project completion)	1= Interest in Moving Forward with Project			
				Enter N for a new project or C if the project is continuous from the 2020 update. For tracking purposes.	Enter percentage of how many people in your jurisdiction will benefit by this mitigation project.	Rate how this project will benefit the community/organization. Will it have short term benefits for a few months or long term, on-going benefits?	Enter how easy would this project be to implement. Will it take a lot of staff, money, time, need engineering studies, permits, etc.?	Rate how the physical environment will be impacted by this project. Will there be significant land disturbances, emit pollution, change to landscape, etc.?	Enter the percentage of how likely the overall community will accept the project.	Enter the length of time it will take to implement the project.	Enter how likely your jurisdiction will move forward with this project. Is it project that sounds good but isn't feasible, or is it something that could most likely be implemented?			
Instructions				Enter the project number from the list.	Enter the chosen project for easy reference.	Identify who will be responsible for ensuring the projects completion.								
Example				47	Conduct a commodity flow study to determine the amount of hazardous materials that travel through communities/county.	Sydney Renner EMA Operations Manager	N	4	1	2	3	4	3	2

UPDATES ON PREVIOUS PROJECTS

Prior to identifying projects for the 2025 plan, participants were asked, via email and at in-person meetings, to indicate the status of mitigation actions included in the previous plan, listing whether each project was complete, deleted, deferred, or ongoing. Those that were listed as ongoing or deferred were given an explanation of whether they should be included in the current plan update. The status update of the mitigation projects from the 2020 Plan are depicted in Table 80 and 81.

In addition to the mitigation strategies listed in the 2020 Plan, the following activities were completed to support mitigation in the Warren County. Note: this list is not an exhaustive list as other projects may have been completed but not reported to be included in this plan.

Jurisdictional Mitigation Projects

- Franklin Township installed a new outdoor warning siren.
- City of Carlisle/JEMS, Lebanon and Clearcreek Township have built new fire departments.
- Clearcreek Township has built a new police station.
- City of Carlisle built a new K-12 school building, and the City of Franklin built a new high school.

County Mitigation Projects

- Warren County Sheriff's Office built a new jail.
- Warren County EMA acquired a virtual EOC platform (D4H) and damage assessment tool (ArcGIS) to make operations more effective.
- Warren County EMA developed and entered into memorandums of understanding (MOUs) with ASPCA and Team Rubicon to provide aid with disaster response efforts.

- Little Miami School District and Mason City Schools performed multiple reunification and active assailant exercises with fire and police.
- City of Lebanon secured authorization to use IPAWS for emergency notifications to the public.
- City of Mason and Kings Island Amusement Park performed a Mass Causality Incident exercise.
- Wayne Township Fire, Massie Township Fire, ODNR and Warren County EMA participated in an exercise focused on response to a Caesar Creek dam breach.
- The Warren County LEPC conducted site visits at Tier II facilities.
- Facilitated exercises for multiple school districts with a focus on reunification.
- Warren County school districts have conducted quarterly fire drills in conjunction with local fire authorities and annual emergency drills.
- The Warren County Engineer's Department continued maintenance and improvements on county roadways and bridges.
- Warren County government departments have implemented and strengthen cybersecurity efforts.

Table 80: Updates on the 2020 Mitigation Projects

Hazard Applied To	Action	Status	Comments
City of Carlisle			
All	Increase the use of social media to educate and warn residents and visitors of extreme weather, cyber security, and man-made events.	Ongoing	Incorporated into 2025 projects.
All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Ongoing	Incorporated into 2025 projects.
All	Encourage on-going education for seasoned and newly-elected officials to familiarize them with the disaster cycle of prevention, preparedness, mitigation, response and recovery.	Ongoing	Incorporated into 2025 projects. New project number (10).
Multiple	Build/establish shelters with generators that can serve displaced citizens.	Ongoing	Incorporated into 2025 projects. New project number (25).
Multiple	Support and increase participation in the SkyWarn Program (NWS Weather Spotters).	Ongoing	Incorporated into 2025 projects. New project number (27).
HazMat	Create public education campaign about illicit discharge and how to report spills.	Ongoing	Incorporated into 2025 projects. New project number (43).
HazMat	Conduct jurisdictional fire inspections of facilities that contain hazardous materials.	Ongoing	Incorporated into 2025 projects. New project number (45).
HazMat	Conduct a commodity flow study to determine the amount of hazardous materials that travel through communities/county.	Ongoing	Incorporated into 2025 projects. New project number (47).
Flood	Adopt or amend zoning ordinance for better floodplain regulations.	Ongoing	Incorporated into 2025 projects. New project number (53).
Dam Failure, Flood	Relocate structures or systems in flood prone or hazard areas - especially those properties identified as historically or culturally significant to the community.	Ongoing	Incorporated into 2025 projects. New project number (55).
Dam Failure, Flood	Conduct regular maintenance for flood control structures such as dams/levees.	Ongoing	Incorporated into 2025 projects. New project number (61).

Table 80 Continued

Hazard Applied To	Action	Status	Comments
City of Carlisle Continued			
Dam Failure, Flood	Conduct analysis and flood studies to identify risks, evaluate removal of existing structures in flood zone, and/or identify other potential solutions to mitigate flooding.	Ongoing	Incorporated into 2025 projects. New project number (63).
Man-Made	Install physical protective measures for critical infrastructures. (i.e. fences, lighting, bollards, etc.)	Ongoing	Incorporated into 2025 projects. New project number (65).
Winter Storm	Enhance existing snow removal equipment and supplies.	Ongoing	Incorporated into 2025 projects. New project number (71).
Winter Storm	Install or plant snow fences or "living snow fences" (rows of trees or vegetation) to limit blowing and drifting of snow over critical roadway segments.	Ongoing	Incorporated into 2025 projects. New project number (75).
Infectious Diseases	Promote seasonal influenza vaccination and facilitate on-campus vaccination clinics.	Ongoing	Incorporated into 2025 projects. New project number (81).
Earthquake	Safeguard and harden critical infrastructure systems to meet seismic design standards for "lifelines".	Ongoing	Incorporated into 2025 projects. New project number (86).
Earthquake	Conduct a public building seismic study to determine which buildings are more at risk for damages from an earthquake.	Ongoing	Incorporated into 2025 projects. New project number (87).
Extreme Temperatures	Establish and implement water conservation programs.	Ongoing	Incorporated into 2025 projects. New project number (89).
Landslide	Establish natural means (such as tree planting and conservation) that protects steep slopes from landslides.	Ongoing	Incorporated into 2025 projects. New project number (92).
Invasive Species	Develop jurisdictional educational programs for public works to better identify and report possible invasive species.	Ongoing	Incorporated into 2025 projects. New project number (96).
Invasive Species	Remove infected vegetation or organisms to eradicate invasive species.	Ongoing	Incorporated into 2025 projects. New project number (97).
Wildfire	Clear fuel loads created by downed trees and dry brush.	Ongoing	Incorporated into 2025 projects. New project number (99).
City of Franklin			
All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Ongoing	Incorporated into 2025 projects. New project number (3).
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Ongoing	Incorporated into 2025 projects. New project number (9).
Multiple	Educate the public on what "shelter-in-place" means and how this action is performed.	Ongoing	Incorporated into 2025 projects. New project number (21).
Man-Made, Terrorism	Install physical protective measures for critical infrastructures. (i.e. fences, lighting, bollards, etc.)	Ongoing	Incorporated into 2025 projects. New project number (65).

Table 80 Continued

Hazard Applied To	Action	Status	Comments
City of Lebanon			
All	Increase the use of social media to warn residents and visitors of extreme weather and man-made events.	Ongoing	Incorporated into 2025 projects. (2).
All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Ongoing	Incorporated into 2025 projects. (3).
All	Develop education programs for residents, tourists, businesses, etc. for hazard-specific threats.	Ongoing	Incorporated into 2025 projects. New project number (5).
Multiple	Educate the public on what “shelter in place” means and how this action is performed.	Ongoing	Incorporated into 2025 projects. New project number (21).
HazMat, Utility Failure	Require public permitting process to include calling 811 and providing a copy of their dig ticket.	Ongoing	Incorporated into 2025 projects. New project number (35).
Dam Failure, Flood	Provide information to property owners in flood-prone areas on the need for NFIP coverage.	Ongoing	Incorporated into 2025 projects. New project number (57).
Dam Failure, Flood	Install and support additional river gauges, especially in communities with repetitive flood events or repetitive (flood) loss structures.	Ongoing	Incorporated into 2025 projects. New project number (58).
HazMat, Utility Failure	Require public permitting process to include calling 811 and providing a copy of their dig ticket.	Ongoing	Incorporated into 2025 projects. New project number (35).
City of Mason			
All	Identify and install hazard notification systems (consider device-neutral systems as well as conventional notification systems)	Completed	
All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Ongoing	Generators installed and regularly maintained. Incorporated into 2025 projects. Project number (3).
All	Protect propane tanks or other external fuel sources.	Completed	
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Ongoing	Regularly assessed by the Service Director. Incorporated into 2025 projects. New project number (9).
Multiple	Adopt a debris management plan that allows the jurisdiction to recover quicker from hazard events.	Completed	Plan completed and managed by public works.
Severe Storm, Tornado	Install safe rooms to shelter the population during tornado events.	Completed	Safe rooms installed where available and building EOPs updated to include tornado safety procedures.
Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Ongoing	Incorporated into 2025 projects. New project number (33).

Table 80 Continued

Hazard Applied To	Action	Status	Comments
City of Mason Continued			
HazMat	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Ongoing	Incorporated into 2025 projects. New project number (46).
Winter Storm	Develop a resource manual that can be used to inventory emergency resources that can be deployed to aid in the event of a severe winter storm.	Completed	Completed and last updated in 2020.
City of Monroe			
All	Increase the use of social media to warn residents and visitors of extreme weather and man-made events.	Ongoing	Incorporated into 2025 projects. Project number (2).
All	Procure generators and transfer switches for critical facilities such as admin and public safety buildings, schools, etc.	Ongoing	Incorporated into 2025 projects. Project number (3).
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Ongoing	Incorporated into 2025 projects. New project number (9).
Multiple	Educate the public on what "shelter in place" means and how this action is performed.	Ongoing	Incorporated into 2025 projects. New project number (21).
Multiple	Build/establish shelters with generators that can serve displaced citizens. Include how animals (domestic and rural) will be addressed in sheltering.	Ongoing	Incorporated into 2025 projects. New project number (25).
Multiple	Adopt a debris management plan that allows the jurisdiction to recover quicker from hazard events.	Ongoing	Incorporated into 2025 projects. New project number (26).
Severe Storm, Tornado	Adopt and enforce building codes for residential and commercial construction that prevents wind damage.	Deleted	
HazMat, Utility Failure	Promote use of 811 to residents and businesses that sell products that require digging.	Ongoing	Incorporated into 2025 projects. New project number (36).
HazMat	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Ongoing	Incorporated into 2025 projects. New project number (46).
Dam Failure, Flood	Conduct engineering/impact studies for flood mitigation.	Deferred	Waiting on funds.
Man-Made	Develop a training and education program for active aggressor incidents in facilities.	Deleted	
Winter Storm	Enhance existing snow removal equipment and supplies.	Deleted	
City of Springboro			
All	Protect propane tanks or other external fuel sources.	Completed	
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Completed	

Table 80 Continued

Hazard Applied To	Action	Status	Comments
City of Springboro Continued			
Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Completed	
HazMat	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Ongoing	Incorporated into 2025 projects. New project number (46).
Village of Butlerville			
All	Procure generators and transfer switches for critical facilities such as admin and public safety buildings, schools, etc.	No Update Provided	
All	Protect propane tanks or other external fuel sources.	No Update Provided	
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	No Update Provided	
Severe Storm, Tornado	Install safe rooms to shelter the population during tornado events.	No Update Provided	
Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	No Update Provided	
HazMat	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	No Update Provided	
Flood	Adopt or amend zoning ordinance for better floodplain regulations.	No Update Provided	
Winter Storm	Evaluate and retrofit older buildings, especially large span buildings that may have inadequate snow load tolerances.	No Update Provided	
Village of Harveysburg			
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Deleted	
Severe Storm, Tornado	Install safe rooms to shelter the population during tornado events.	Deleted	
Village of Morrow			
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Ongoing	Incorporated into 2025 projects; grade changes and installing new catch basins. New project number (9).
Severe Storm, Tornado	Adopt and enforce building codes for residential and commercial construction that prevents wind damage.	Ongoing	Incorporated into 2025 projects; zoning is currently being revised. New project number (30).
Flood	Place depth markers on frequently flooded roads to advise travelers of flooding depths.	Ongoing	Incorporated into 2025 projects; installing depth markers on Front Street. New project number (52).
Winter Storm	Enhance existing snow removal equipment and supplies.	Completed.	A new dump truck with a snow blade and salt spreaders was purchased.

Table 80 Continued

Hazard Applied To	Action	Status	Comments
Village of Pleasant Plain			
All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Ongoing	Incorporated into 2025 projects. New project number (3).
All	Protect propane tanks or other external fuel sources.	Ongoing	Incorporated into 2025 projects. New project number (4).
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Ongoing	Incorporated into 2025 projects. New project number (16).
Severe Storm, Tornado	Install safe rooms/tornado shelters for the population during tornado events.	Ongoing	Incorporated into 2025 projects. New project number (29).
Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Ongoing	Incorporated into 2025 projects. New project number (33).
HazMat	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Ongoing	Incorporated into 2025 projects. New project number (46).
Winter Storm	Evaluate and retrofit older buildings, especially large span buildings that may have inadequate snow load tolerances.	Ongoing	Incorporated into 2025 projects. New project number (72).
Village of Waynesville			
Severe Storm, Tornado	Adopt and enforce building codes for residential and commercial construction that prevents wind damage.	Ongoing	Incorporated into 2025 projects. New project number (30).
Dam Failure, Flood	Relocate structures or systems in flood prone or hazard areas - especially those properties identified as historically or culturally significant to the community.	Ongoing	Incorporated into 2025 projects. New project number (55).
Dam Failure, Flood	Purchase properties susceptible to repeated flooding, remove structures, and enforce permanent restrictions on development.	Ongoing	Incorporated into 2025 projects. New project number (56).
Dam Failure, Flood	Provide information to property owners in flood-prone areas on the need for NFIP coverage.	Ongoing	Incorporated into 2025 projects. New project number (57).
Dam Failure, Flood	Conduct analyses and flood studies to identify risks, evaluate removal of existing structures in flood zone, and/or identify other potential structural or nature-based solutions to mitigate flooding.	Ongoing	Incorporated into 2025 projects. New project number (63).
Clearcreek Township			
Severe Storm, Tornado	Assist jurisdictional plan for debris management, mass sheltering, and animal sheltering operations.	Ongoing	Incorporated into 2025 projects. New project number (32).

Table 80 Continued

Hazard Applied To	Action	Status	Comments
Deerfield Township			
All	Protect propane tanks or other external fuel sources.	Completed	Businesses are inspected annually by the fire depart. for compliance, and any new businesses must go through the inspection/compliance process.
All	Require event planners to incorporate emergency and disaster planning into their event plans and to submit a copy of this plan to local elected/public safety officials.	Completed	Event staff work with the inspection team to develop a plan, then the fire department reviews it and adds additional info as needed. IAP is implemented based on this process.
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Ongoing	Incorporated into 2025 projects. New project number (9).
Multiple	Develop a plan for evacuating populations at any given time. **To also include consideration for people with access & functional needs. **	Complete	Continuous training and technology improvements occurring to assist.
Multiple	Educate the public on what "shelter in place" means and how this action is performed.	Ongoing	Incorporated into 2025 projects; currently utilize TV, email and social media, but would like to find an independent platform for power outages. New project number (21).
Flood	Adopt or amend zoning ordinance for better floodplain regulations.	Ongoing	Incorporated into 2025 projects. New project number (26).
Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Ongoing	Incorporated into 2025 projects. New project number (33).
HazMat	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Ongoing	Incorporated into 2025 projects. New project number (46).
Dam Failure, Flood	Provide information to property owners in flood-prone areas on the need for NFIP coverage.	Ongoing	Incorporated into 2025 projects. New project number (57).
Franklin Township			
All	Procure generators and transfer switches for critical facilities such as admin and public safety buildings, schools, etc.	Ongoing	Incorporated into 2025 projects. New project number (3).
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Ongoing	Incorporated into 2025 projects. New project number (9).
All	Establish MOU's to provide potable and non-potable water to meet the public's needs.	Ongoing	Incorporated into 2025 projects. New project number (14).
Multiple	Adopt a debris management plan that allows the jurisdiction to recover quicker from hazard events.	Ongoing	Incorporated into 2025 projects. New project number (26).

Table 80 Continued

Hazard Applied To	Action	Status	Comments
Franklin Township Continued			
Winter Storm	Enhance existing snow removal equipment and supplies.	Completed	
Landslide	Install stream bank erosion prevention methods.	Ongoing	Incorporated into 2025 projects. New project number (95).
Hamilton Township			
All	Develop education programs for residents, tourists, businesses, etc. for hazard-specific threats.	Deleted	
Multiple	Educate the public on what “shelter-in-place” means and how this action is performed.	Ongoing	Incorporated into 2025 projects. New project number (21).
Harlan Township			
All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Ongoing	Incorporated into 2025 projects. New project number (3).
All	Protect propane tanks or other external fuel sources.	Ongoing	Incorporated into 2025 projects. New project number (4).
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Ongoing	Incorporated into 2025 projects. New project number (9).
Severe Storm, Tornado	Install safe rooms/tornado shelters for the population during tornado events.	Ongoing	Incorporated into 2025 projects. New project number (29).
Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Ongoing	Incorporated into 2025 projects. New project number (33).
HazMat	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Ongoing	Incorporated into 2025 projects. New project number (46).
Flood	Adopt or amend zoning ordinance for better floodplain regulations.	Ongoing	Incorporated into 2025 projects. New project number (53).
Winter Storm	Evaluate and retrofit older buildings, especially large span buildings that may have inadequate snow load tolerances.	Deleted	
Turtlecreek Township			
All	Increase the use of social media to warn residents and visitors of extreme weather and man-made events.	Ongoing	Incorporated into 2025 projects. New project number (2).
All	Procure generators and transfer switches for critical facilities such as admin and public safety buildings, schools, etc.	Ongoing	Incorporated into 2025 projects; generator procure and waiting on installation. New project number (3).
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Deferred	
Multiple	Adopt a debris management plan that allows the jurisdiction to recover quicker from hazard events.	Ongoing	Incorporated into 2025 projects. New project number (26).

Table 80 Continued

Hazard Applied To	Action	Status	Comments
Turtlecreek Township Continued			
Severe Storm, Tornado	Install safe rooms to shelter the population during tornado events.	Deleted	
Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Ongoing	Incorporated into 2025 projects. New project number (33).
HazMat	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Completed	
Flood	Adopt or amend zoning ordinance for better floodplain regulations.	Deleted	
Dam Failure, Flood	Provide information to property owners in flood-prone areas on the need for NFIP coverage.	Deleted	
Wayne Township			
All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Ongoing	Incorporated into 2025 projects. New project number (3).
All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Ongoing	Incorporated into 2025 projects. New project number (9).
Multiple	Educate the public on what "shelter-in-place" means and how this action is performed	Ongoing	Incorporated into 2025 projects. New project number (21).
Severe Storm, Tornado	Install safe rooms/tornado shelters for the population during tornado events.	Ongoing	Incorporated into 2025 projects. New project number (29).
Severe Storm, Tornado	Promote Ohio's Safe Room application program to residents for installation of tornado safe rooms in their homes.	Ongoing	Incorporated into 2025 projects. New project number (31).
HazMat, Utility Failure	Promote use of 811 to residents and businesses that sell products that require digging.	Ongoing	Incorporated into 2025 projects. New project number (36).
HazMat	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Ongoing	Incorporated into 2025 projects. New project number (46).
HazMat	Conduct a commodity flow study to determine the amount of hazardous materials that travel through communities/county.	Ongoing	Incorporated into 2025 projects. New project number (47).

Table 81: Updates on the 2020 Mitigation Projects by County Department/Regional Organization

Hazard Applied To	Action	Status	Comments
Miami Conservancy District			
Dam Failure, Flood	Conduct analyses and flood studies to identify risks, evaluate removal of existing structures in flood zone, and/or identify other potential structural or nature-based solutions to mitigate flooding in Franklin.	No Update Provided	
Dam Failure, Flood	Conduct Stream Restoration and Floodplain enhancement via Re-establish/remove fill to enhance floodplain, natural channel design.	No Update Provided	
Dam Failure, Flood	Conduct Buyout/Demolition of Carlisle and/or Franklin properties susceptible to flood losses.	No Update Provided	
Dam Failure, Flood	Conduct Buyout/Acquisition - Relocation of the Franklin & Carlisle Great Miami River Overflow.	No Update Provided	
Warren County Career Center			
All	Procure generators and transfer switches for critical facilities such as admin and public safety buildings, schools, etc.	No Update Provided	
Warren County Department of Emergency Services			
All	Conduct hazard vulnerability assessments on critical infrastructures.	Ongoing	Incorporated into 2025 projects. New project number (12).
Multiple	Develop a plan for evacuating populations at any given time.	Ongoing	Incorporated into 2025 projects; transportation MOUs in the works. New project number (20).
Man-Made	Designate an Intelligence Liaison Officer (ILO) to help facilitate intelligence and information sharing regarding man-made events/threats.	Deleted	
HazMat Incident	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Complete	
Severe Storm, Tornado	Assist jurisdictional plan for debris management, mass sheltering, and animal sheltering operations.	Ongoing	Incorporated into 2025 projects; sheltering MOUs in progress. New project number (32).
All	Develop and maintain an intelligence and information sharing platform with private and public agencies to identify and reduce threats/hazards.	Complete	
Multiple	Educate the public on what "shelter in place" means and how this action is performed.	Complete	
HazMat Incident	Conduct a commodity flow study to determine the amount of hazardous materials that travel through communities/county.	Ongoing	Incorporated into 2025 projects; applied for grant funding to complete. New project number (43).

Table 81 Continued

Hazard Applied To	Action	Status	Comments
Warren County Health District			
Severe Storm, Tornado	Assist jurisdictional plan for debris management, mass sheltering, and animal sheltering operations.	Ongoing	Incorporated into 2025 projects. New project number (32).
HazMat Incident	Create public education campaign about illicit discharge/reporting spills.	Completed	Completed social media campaign, and information on website.
Dam Failure, Flood	Develop inspection and regular maintenance programs on dams in coordination with dam owners.	Deleted	Does not align with current Health District services.
Man-Made	Designate an Intelligence Liaison Officer (ILO) to help facilitate intelligence and information sharing regarding man-made events/threats.	Ongoing	Incorporated into 2025 projects. New project number (67).
Invasive Species	Increase Public Health prevention and awareness programs for disease caused by invasive species for county residents.	Completed	Completed social media campaign, and information on website.
Warren County Regional Planning Commission			
All	Increase the use of social media to warn residents/visitors of severe weather & man-made events.	Deleted	Does not fit within the Commission's responsibilities.
Multiple	Develop a plan for evacuating populations at any given time.	Deleted	Does not fit within the Commission's responsibilities.
Sever Storm, Tornado	Assist jurisdictional plan for debris management, mass sheltering, and animal sheltering operations.	Deleted	Does not fit within the Commission's responsibilities.
Flood	Adopt or amend zoning ordinance for better floodplain regulations.	Deleted	Does not fit within the Commission's responsibilities.
HazMat Incident	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Deleted	Does not fit within the Commission's responsibilities.
All	Encourage on-going education for seasoned and newly elected officials to familiarize them with the disaster cycle of prevention, preparedness, mitigation, response, and recovery.	Deleted	Does not fit within the Commission's responsibilities.
Dam Failure, Flood	Provide information to property owners in flood-prone areas on the need for NFIP coverage.	Deleted	Does not fit within the Commission's responsibilities.
HazMat Incident	Create public education campaign about illicit discharge and how to report spills.	Deleted	Does not fit within the Commission's responsibilities.
Man-Made	Develop a training and education program for active aggressor incidents in facilities.	Deleted	Does not fit within the Commission's responsibilities.
Winter Storm	Install or plant snow fences or "living snow fences" (rows of trees or vegetation) to limit blowing and drifting of snow over critical roadway segments.	Deleted	Does not fit within the Commission's responsibilities.
Invasive Species	Increase Public Health prevention and awareness programs for disease caused by invasive species for county residents.	Deleted	Does not fit within the Commission's responsibilities.

Table 81 Continued

Hazard Applied To	Action	Status	Comments
Warren County Regional Planning Commission Continued			
Infectious Diseases	Develop plans to respond to infectious diseases, including but not limited to reporting illnesses, social distancing, telecommuting, and facility closures.	Deleted	Does not fit within the Commission's responsibilities.
Wildfire	Promote conservation of open space or wildland-urban boundary zones to separate developed areas from high-hazard areas.	Deleted	Does not fit within the Commission's responsibilities.
Wildfire	Construct defensible zones around power lines, oil and gas lines, and other infrastructure systems.	Deleted	Does not fit within the Commission's responsibilities.
Wildfire	Establish wildfire mitigation planning requirements for large scale developments or planned unit developments.	Deleted	Does not fit within the Commission's responsibilities.
Warren County Sheriff's Office			
All	Develop a plan for evacuating populations at any given time. **To also include consideration for people with access and functional needs.**	Ongoing	Incorporated into 2025 projects. New project number (12).
Multiple	Educate the public on what "shelter-in-place" means and how this action is performed.	Ongoing	Incorporated into 2025 projects. New project number (20).
Multiple	Conduct all-hazard vulnerability assessments at critical infrastructures.	Ongoing	Incorporated into 2025 projects. New project number (21).
Severe Storm, Tornado	Assist jurisdictional plan for debris management, mass sheltering, and animal sheltering operations.	Ongoing	Incorporated into 2025 projects. New project number (32).
HazMat Incident	Conduct a commodity flow study to determine the amount of hazardous materials that travel through communities/county.	Ongoing	Incorporated into 2025 projects. New project number (46).
HazMat Incident	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Ongoing	Incorporated into 2025 projects. New project number (47).
Man-Made	Develop an active public reporting system for suspicious activity.	Ongoing	Incorporated into 2025 projects. New project number (69).

IDENTIFIED MITIGATION PROJECTS FOR 2025

Mitigation projects that were selected as a part of the 2025 Hazard Mitigation Plan are depicted in the tables below. Projects are in order of priority per jurisdiction/organization ranking.

Table 82: 2025 Mitigation Projects by Jurisdiction

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
City of Carlisle						
10	All	Encourage on-going education for seasoned and newly-elected officials to familiarize them with the disaster cycle of prevention, preparedness, mitigation, response and recovery.	Village Manager	Continuous Project	Existing Funds	4.08
27	Multiple	Support and increase participation in the SkyWarn Program (NWS Weather Spotters).	Village Manager	Continuous Project	Existing Funds	4.08
2	All	Increase the use of social media to educate and warn residents and visitors of extreme weather, cyber security, and man-made events.	Village Manager	Continuous Project	Existing Funds	3.74
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Village Manager	1 to 3 Years	Grants	3.23
45	HazMat Incident	Conduct jurisdictional fire inspections of facilities that contain hazardous materials.	Fire Chief	Continuous Project	Existing Funds	2.52
25	Multiple	Build/establish shelters with generators that can serve displaced citizens.	Village Manager	Greater than 3 Years	Grants	2.38
53	Flood	Adopt or amend zoning ordinance for better floodplain regulations.	Zoning Official	Greater than 3 Years	Existing Funds	2.31
81	Infectious Diseases	Promote seasonal influenza vaccination and facilitate on-campus vaccination clinics.	Fire Chief/Village Manager	Less than 1 Year	Grants	2.3
43	HazMat Incident	Create public education campaigns about illicit discharge and how to report spills.	Fire Chief/Village Manager	Continuous Project	Existing Funds	2.28
47	HazMat Incident	Conduct a commodity flow study to determine the amount of hazardous materials that travel through communities/county.	Service Dept	Continuous Project	Existing Funds	2.28
63	Dam Failure, Flood	Conduct analysis and flood studies to identify risks, evaluate removal of existing structures in flood zone, and/or identify other potential solutions to mitigate flooding.	Floodplain Manager/Village Manager	Greater than 3 Years	Existing Funds	1.98

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
City of Carlisle Continued						
55	Dam Failure, Flood	Relocate structures or systems in flood prone or hazard areas - especially those properties identified as historically or culturally significant to the community.	Floodplain Manager/Village Manager	Greater than 3 Years	Grants	1.87
61	Dam Failure, Flood	Conduct regular maintenance for flood control structures such as dams/levees.	Floodplain Manager/Village Manager	Continuous Project	Grants	1.87
78	Extreme Temperatures, Winter Storm	Acquire warming and/or cooling equipment for facilities with inadequate systems or for response to power outages.	Village Manager	Less than 1 Year	Existing Funds	1.6
65	Man-Made	Install physical protective measures for critical infrastructures. (i.e. fences, lighting, bollards, etc.).	Service Dept	1 to 3 Years	Grants	1.53
71	Winter Storm	Enhance existing snow removal equipment and supplies.	Service Dept	1 to 3 Years	Grants	1.36
75	Winter Storm	Install or plant snow fences or "living snow fences" (rows of trees or vegetation) to limit blowing and drifting of snow over critical roadway segments.	Service Dept	1 to 3 Years	Grants	1.36
86	Earthquake	Safeguard and harden critical infrastructure systems to meet seismic design standards for "lifelines".	Village Manager	1 to 3 Years	Grants	1.26
89	Extreme Temperatures	Establish and implement water conservation programs.	Village Manager	Greater than 3 Years	Existing Funds	1.12
87	Earthquake	Conduct a public building seismic study to determine which buildings are more at risk for damages from an earthquake.	Village Manager	Greater than 3 Years	Grants	0.96
96	Invasive Species	Develop jurisdictional educational programs for public works to better identify and report possible invasive species.	Village Manager	1 to 3 Years	Existing Funds	0.66
92	Landslide	Establish natural means (such as tree planting and conservation) that protects steep slopes from landslides.	Service Dept	1 to 3 Years	Grants	0.64
97	Invasive Species	Remove infected vegetation or organisms to eradicate invasive species.	Service Dept	1 to 3 Years	Existing Funds	0.48
99	Wildfire	Clear fuel loads created by downed trees and dry brush.	Fire Chief	1 to 3 Years	Existing Funds	0.18

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
City of Franklin						
21	Multiple	Educate the public on what “shelter-in-place” means and how this action is performed.	Police/Fire	Less than 1 Year	Existing	4.59
15	All	Perform regular exercises and drills related to the county's different hazards.	Public Works/PD/FD/Schools	Less than 1 Year	Existing	4.59
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Public Works	1 to 3 Years	Existing	4.25
19	All	Coordinate with utility providers to develop a plan to decrease the risk of outages.	Public Works/FD	Continuous Project	Grants	3.57
22	Multiple	Bury power lines to reduce the likelihood of interrupted services.	Public Works/FD	Continuous Project	Grants	3.57
35	HazMat Incident, Utility Failure	Require public permitting process to include calling 811 and providing a copy of their dig ticket.	Public Works/FD	Continuous Project	Existing	3.3
9	All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Public Works	Continuous Project	Grants	3.23
65	Man-Made	Install physical protective measures for critical infrastructures. (i.e. fences, lighting, bollards, etc.).	Public Works/Police Chief	Less than 1 Year	Grants	2.4
City of Lebanon						
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Fire Chief	Less than 1 Year	Existing	4.08
5	All	Develop education programs for residents, tourists, businesses, etc. for hazard-specific threats.	City Manager/Fire Chief	Less than 1 Year	Existing	4.08
2	All	Increase the use of social media to educate and warn residents and visitors of extreme weather, cyber security, and man-made events.	City Manager	Less than 1 Year	Existing	3.74
21	Multiple	Educate the public on what “shelter-in-place” means and how this action is performed.	City Manager/Fire Chief	Less than 1 Year	Existing	3.68

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
City of Lebanon Continued						
33	Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Fire Chief	1 to 3 Years	Grants	3.36
38	Cyber Incident	Increase cyber security protocols to reduce risk of intrusion and subsequent interruption of service.	City Manager/IT	1 to 3 Years	Grants	2.52
39	Cyber Incident, Man-Made	Enhance security at critical public safety technology infrastructure site(s).	City Manager/IT	1 to 3 Years	Grants	2.52
40	Cyber Incident	Enhance firewalls and backup/replicator servers.	City Manager/IT	1 to 3 Years	Grants	2.52
41	Cyber Incident	Implement cyber security training/programs.	City Manager/IT	1 to 3 Years	Grants	2.52
9	All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Engineer/Public Works	Continuous	Grants	2.38
35	HazMat Incident, Utility Failure	Require public permitting process to include calling 811 and providing a copy of their dig ticket.	City Manager	Less than 1 Year	Existing	2.34
57	Dam Failure, Flood	Provide information to property owners in flood-prone areas on the need for NFIP coverage.	City Manager/Floodplain Admin	Less than 1 Year	Existing	2.2
58	Dam Failure, Flood	Install and support additional river gauges, especially in communities with repetitive flood events or repetitive (flood) loss structures.	City Manager/Floodplain Admin	Less than 1 Year	Existing	2.2
46	HazMat Incident	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Engineer/Public Works	Less than 1 Year	Existing	2.16
51	Flood	Complete a stormwater drainage/engineering impact study for known problem areas to identify further mitigation actions.	Public Works Dept.	1 to 3 Years	Grants	2.09

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
City of Mason						
2	All	Increase the use of social media to educate and warn residents and visitors of extreme weather, cyber security, and man-made events.	City PIO/Public Safety	1 to 3 Years	Existing	4.42
16	All	Promote the acquisition of NOAA weather radios for all businesses, critical facilities, and public use.	Public Safety	1 to 3 Years	Existing	4.08
5	All	Develop education programs for residents, tourists, businesses, etc. for hazard-specific threats.	City PIO/Public Safety	1 to 3 Years	Existing	3.91
33	Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	City PIO/Public Safety	Continuous	Existing	3.68
46	HazMat Incident	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Safety Director/Fire Chief	Continuous	Existing	3.5
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Safety Director/Fire Chief	Greater than 3 Years	Existing	3.4
9	All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Service Dept.	Greater than 3 Years	Existing	3.4
18	All	Develop/update emergency operations plans and standard operating procedures.	Public Safety	Continuous	Existing	3.23
12	All	Conduct all hazard vulnerability assessments at critical infrastructures	Public Safety	Continuous	Existing	3.06
City of Monroe						
2	All	Increase the use of social media to educate and warn residents and visitors of extreme weather, cyber security, and man-made events.	City Manager	Less than 1 Year	Existing	4.76
21	Multiple	Educate the public on what "shelter-in-place" means and how this action is performed.	Fire	1 to 3 Years	Existing	4.59
26	Multiple	Adopt a debris management plan that allows the jurisdiction to recover quicker from hazard events.	Public Works	Less than 1 Year	Existing	4.42

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
City of Monroe Continued						
14	All	Establish MOUs to provide potable and non-potable water to meet the public's needs.	Public Works	1 to 3 Years	Existing	4.42
33	Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Fire	1 to 3 Years	Existing	4.16
36	HazMat Incident, Utility Failure	Promote use of 811 to residents and businesses that sell products that require digging.	Public Works	Less than 1 Year	Existing	3.9
46	HazMat Incident	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Fire	Less than 1 Year	Existing	3.78
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Public Works	Greater than 3 Years	Grants	3.57
25	Multiple	Build/establish shelters with generators that can serve displaced citizens.	Fire	Continuous	Grants	3.4
9	All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Public Works	1 to 3 Years	Grants	3.23
41	Cyber Incident	Implement cyber security training/programs.	IT	1 to 3 Years	Existing	2.88
68	Man-Made	Acquire personal protective equipment for public safety personnel to respond to active aggressor events.	Fire	1 to 3 Years	Existing	2.4
59	Dam Failure, Flood	Replace/upgrade deteriorated/restricted culverts, waterlines, and water infrastructure.	Public Works	Greater than 3 Years	Existing	2.31
40	Cyber Incident	Enhance firewalls and backup/replicator servers.	IT	Greater than 3 Years	Grants	2.28
51	Flood	Complete a stormwater drainage/engineering impact study for known problem areas to identify further mitigation actions.	Public Works	1 to 3 Years	Grants	2.09
56	Dam Failure, Flood	Purchase properties susceptible to repeated flooding, remove structures, and enforce permanent restrictions on development.	Public Works	Continuous	Grants	1.54

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
City of Springboro						
38	Cyber Incident	Increase cyber security protocols to reduce risk of intrusion and subsequent interruption of service.	IT Director	Continuous	Existing	3.3
46	HazMat Incident	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	City Engineer	1 to 3 Years	Grants	2.28
97	Invasive Species	Remove infected vegetation or organisms to eradicate invasive species.	Public Works Director	Continuous	Existing	0.45
Village of Corwin						
33	Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Village Staff	1 to 3 Years	Grants	3.68
19	All	Coordinate with utility providers to develop a plan to decrease the risk of outages.	Village Staff	1 to 3 Years	Grants	3.57
9	All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Village Staff	1 to 3 Years	Grants	3.23
22	Multiple	Bury power lines to reduce the likelihood of interrupted services.	Village Staff	1 to 3 Years	Grants	2.88
31	Severe Storm, Tornado	Promote Ohio's Safe Room application program to residents for installation of tornado safe rooms in their homes.	Village Staff	1 to 3 Years	Grants	2.88
52	Flood	Place depth markers on frequently flooded roads to advise travelers of flooding depths.	Village Staff	1 to 3 Years	Grants	1.76
Village of Harveysburg						
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Mayor	Continuous	Grants	3.91
4	All	Develop education programs for residents, tourists, businesses, etc. for hazard-specific threats.	Mayor	Continuous	Grants	3.91
33	Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Mayor	Continuous	Grants	3.84

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
Village of Harveysburg Continued						
49	Flood	Require a drainage study with new development within jurisdictional boundaries.	Mayor	Continuous	Grants	2.53
51	Flood	Complete a stormwater drainage/engineering impact study for known problem areas to identify further mitigation actions.	Mayor	Continuous	Grants	2.53
71	Winter Storm	Enhance existing snow removal equipment and supplies.	Mayor	Continuous	Grants	2.25
Village of Morrow						
19	All	Coordinate with utility providers to develop a plan to decrease the risk of power outages.	Mayor/Administration	Continuous	Existing	3.4
30	Severe Storm, Tornado	Adopt and enforce building codes for residential and commercial construction that prevents wind damage.	Zoning Inspector	Continuous	Existing	3.2
9	All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Public Works	Continuous	Existing	3.06
26	Multiple	Develop a debris management plan that allows the jurisdiction to recover quicker from hazard incidents.	Public Works	Continuous	Existing	2.89
52	Flood	Place depth markers on frequently flooded roads to advise travelers of flooding depths.	Public Works	Less than 1 Year	Existing	2.86
59	Dam Failure, Flood	Replace/upgrade deteriorated/restricted culverts, waterlines, and water infrastructure.	Public Works	Continuous	Existing	2.2
Village of Pleasant Plain						
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Village Council	Less than 1 Year	Grants	4.25
9	All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Village Council	Continuous	Existing	4.08
12	All	Conduct all-hazard vulnerability assessments at critical infrastructures.	Village Council	Continuous	Existing	3.57
18	All	Develop/update emergency operations plans and standard operating procedures.	Village Council	Continuous	Existing	3.4

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
Village of Pleasant Plain Continued						
33	Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Village Council	Continuous	Grants	3.36
4	All	Protect propane tanks or other external fuel sources.	Village Council	Greater than 3 Years	Grants	3.23
29	Severe Storm, Tornado	Install safe rooms/tornado shelters for the population during tornado events.	Village Council	1 to 3 Years	Grants	2.56
53	Flood	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Village Council	Greater than 3 Years	Existing	2.42
46	HazMat	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Village Council	Continuous	Existing	2.4
72	Winter Storm	Evaluate and retrofit older buildings, especially large span buildings that may have inadequate snow load tolerances.	Village Council	1 to 3 Years	Grants	1.68
Village of Waynesville						
30	Severe Storm, Tornado	Adopt and enforce building codes for residential and commercial construction that prevents wind damage.	Village Administrator	Less than 1 Year	Existing	4.5
56	Dam Failure, Flood	Purchase properties susceptible to repeated flooding, remove structures, and enforce permanent restrictions on development.	Public Works	1 to 3 Years	Existing	2.8
57	Dam Failure, Flood	Provide information to property owners in flood-prone areas on the need for NFIP coverage.	Village Council	Continuous	Existing	2.8
55	Dam Failure, Flood	Relocate structures or systems in flood prone or hazard areas - especially those properties identified as historically or culturally significant to the community.	Village Council	Continuous	Existing	2.3
63	Dam Failure, Flood	Conduct analyses and flood studies to identify risks, evaluate removal of existing structures in flood zone, and/or identify other potential structural or nature-based solutions to mitigate flooding.	Public Works	1 to 3 Years	Existing	2.1

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
Clearcreek Township						
19	All	Coordinate with utility providers to develop a plan to decrease the risk of outages.	Administrator	Less than 1 Year	Existing	4.59
32	Severe Storm, Tornado	Assist jurisdictional plan for debris management, mass sheltering, and animal sheltering operations.	Fire Chief	Continuous	Existing	3.36
50	Flood	Remove debris in rivers and streams that does or could contribute to flooding. *To also include storm related debris and trees down*	Road Superintendent	Continuous	Existing	2.31
56	Dam Failure, Flood	Purchase properties susceptible to repeated flooding, remove structures, and enforce permanent restrictions on development.	Administrator	Continuous	Grants	1.1
95	Landslide	Install stream bank erosion prevention methods.	Road Superintendent	Continuous	Grants	0.56
Deerfield Township						
2	All	Increase the use of social media to educate and warn residents and visitors of extreme weather, cyber security, and man-made events.	Fire Department/PIO	Continuous	Existing	4.08
21	All	Educate the public on what "shelter-in-place" means and how this action is performed.	Fire Department	Continuous	Existing	3.74
26	All	Adopt a debris management plan that allows the jurisdiction to recover quicker from hazard events.	Township/Public Works	1 to 3 Years	Grants	3.57
33	Wind/Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Fire Department	Continuous	Grants	2.94
1	All	Identify and install hazard notification systems. **To also include consideration for people with access and functional needs.**	Fire Department	Continuous	Existing	2.89
57	Dam Failure, Flood	Provide information to property owners in flood-prone areas on the need for NFIP coverage.	Fire Department/Zoning	Continuous	Existing	2.53
46	HazMat Incident	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Fire Department/Property Owner	Continuous	Existing	2.4

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
Deerfield Township Continued						
9	All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Zoning	Continuous	Grants	2.21
78	Extreme Temps, Winter Storm	Acquire warming and/or cooling equipment for facilities with inadequate systems or for response to power outages.	Fire Department	1 to 3 Years	Grants	1.84
Franklin Township						
6	All	Conduct an annual review of emergency response policies.	Administration	1 to 3 Years	Existing	4.08
17	All	Develop a continuity of operations plan.	Administration	1 to 3 Years	Existing	4.08
18	All	Develop/update emergency operations plans and standard operating procedures.	Administration	1 to 3 Years	Existing	4.08
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Township Admin	1 to 3 Years	Grants	3.74
37	Man-Made, Utility Failure	Install surge protectors and battery-backups on critical or sensitive electronic equipment.	Administration	Less than 1 year	Existing	3.6
14	All	Establish MOUs to provide potable and non-potable water to meet the public's needs.	Township Admin	Continuous	Grants	3.4
9	All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Service Department	Greater than 3 Years	Grants	3.06
26	Multiple	Adopt a debris management plan that allows the jurisdiction to recover quicker from hazard events.	Township Admin	Greater than 3 Years	Grants	3.06
47	HazMat Incident	Conduct a commodity flow study to determine the amount of hazardous materials that travel through communities/county.	EMA	Greater than 3 Years	Grants	2.52
76	Winter Storm	Develop a resource manual that can be used to inventory emergency resources that can be deployed to ad in the event of severe winter storms.	EMA	Continuous	Existing	1.89

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
Franklin Township Continued						
50	Flood	Remove debris in rivers and streams that does or could contribute to flooding. *To also include storm related debris and trees down*	Conservancy Dist.	Continuous	Grants	1.54
95	Landslide	Install stream bank erosion prevention methods.	Township Administrator	Greater than 3 Years	Grants	0.56
Hamilton Township						
46	Multiple	Develop and conduct training between first responders and chemical facilities for a response to a chemical incident.	Div. Chief of Training	Continuous	Existing	3.74
33	Severe Storm, Tornado	reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Fire Chief	1 to 3 Years	Grants	3.04
21	Multiple	Educate the public on what "shelter-in-place" means and how this action is performed.	Fire Chief	Greater than 3 Years	Grants	2.55
66	Man-Made	Develop a training and education program for active aggressor incidents in facilities.	Fire Chief	Continuous	Existing	2.4
51	All	Complete a stormwater drainage/engineering impact study for known problem areas to identify further mitigation actions.	Township Administrator	Greater than 3 Years	Grants	2.38
68	Man-Made	Acquire personal protective equipment or public safety personnel to respond to active aggressor events.	Fire Chief	1 to 3 Years	Grants	2.3
2	All	Increase the use of social media to educate and warn residents and visitors of extreme weather, cyber security, and man-made events.	Fire Chief	Less than 1 Year	Existing	1.68

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
Harlan Township						
2	All	Increase the use of social media to educate and warn residents and visitors of extreme weather, cyber security, and man-made events.	Administrator	Less than 1 Year	Existing	4.25
16	All	Promote the acquisition of NOAA weather radios for all businesses, critical facilities, and public use.	Fire chief	Less than 1 Year	Grants	3.91
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Administrator	1 to 3 Years	Grants	3.74
46	HazMat Incident	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Assistant Fire Chief	Less than 1 Year	Grants	3.36
9	All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	Administrator	1 to 3 Years	Grants	3.06
33	Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Assistant Fire Chief	1 to 3 Years	Grants	3.04
29	Severe Storm, Tornado	Install safe rooms/tornado shelters for the population during tornado events.	Administrator	1 to 3 Years	Grants	2.88
4	All	Protect propane tanks or other external fuel sources.	Fire Chief	1 to 3 Years	Grants	2.72
38	Cyber Incident	Increase cyber security protocols to reduce risk of intrusion and subsequent interruption of service.	Administrator	Less than 1 Year	Existing	2.4
53	Flood	Adopt or amend zoning ordinance for better floodplain regulations.	Administrator	1 to 3 Years	Grants	2.31
Salem Township						
20	Multiple	Develop a plan for evacuating populations at any given time. **To also include consideration for people with access and functional needs.**	Fire Chief	1 to 3 Years	Existing	3.91
38	Cyber Incident	Increase cyber security protocols to reduce risk of intrusion and subsequent interruption of service.	Township Administrator	Less than 1 Year	Grants	3.6

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
Salem Township Continued						
39	Cyber Incident	Enhance security at critical public safety technology infrastructure site(s).	Township Administrator	Less than 1 Year	Grants	3.6
40	Cyber Incident	Enhance firewalls and backup/replicator servers.	Township Administrator	Less than 1 Year	Grants	3.6
41	Cyber Incident	Implement cyber security training/programs.	Township Administrator	Less than 1 Year	Grants	3.6
68	Man-Made	Acquire personal protective equipment for public safety personnel to respond to active aggressor events.	Fire Chief	Less than 1 Year	Grants	2.16
Turtlecreek Township						
2	All	Increase the use of social media to educate and warn residents and visitors of extreme weather, cyber security, and man-made events.	Township Administrator	1 to 3 Years	Existing	4.42
33	Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Township Administrator	Continuous	Existing	3.68
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Township Administrator	Greater than 3 Years	Existing	3.57
26	Multiple	Adopt a debris management plan that allows the jurisdiction to recover quicker from hazard events.	Road Supervisor	1 to 3 Years	Grants	3.57
1	All	Identify and install hazard notification systems. **To also include consideration for people with access and functional needs.**	Fire Chief		Grants	1.36
16	All	Promote the acquisition of NOAA weather radios for all businesses, critical facilities, and public use.	Fire Chief		Grants	1.36
51	Flood	Complete a stormwater drainage/engineering impact study for known problem areas to identify further mitigation actions.	Road Supervisor		Grants	0.99
71	Winter Storm	Enhance existing snow removal equipment and supplies.	Road Supervisor		Grants	0.81

Table 82 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
Wayne Township						
21	Multiple	Educate the public on what “shelter-in-place” means and how this action is performed	Fire Chief	1 to 3 Years	Existing	3.91
36	HazMat Incident, Utility Failure	Promote use of 811 to residents and businesses that sell products that require digging.	Administrator	Continuous	Grants	3.3
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Administrator	1 to 3 Years	Grants	2.89
33	Severe Storm, Tornado	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm	Fire Chief	Greater than 3 Years	Grants	2.88
29	Severe Storm, Tornado	Install safe rooms/tornado shelters for the population during tornado events.	Administrator	Continuous	Grants	2.72
47	HazMat Incident	Conduct a commodity flow study to determine the amount of hazardous materials that travel through communities/county.	Administrator	Less than 1 Year	Grants	2.66
31	Severe Storm, Tornado	Promote Ohio's Safe Room application program to residents for installation of tornado safe rooms in their homes.	Administrator/Fire Chief	Continuous	Existing	2.56
9	All	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	County Engineer	Continuous	Grants	2.55
46	HazMat Incident	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Fire Chief	Less than 1 Year	Existing	2.38
52	Flood	Place depth markers on frequently flooded roads to advise travelers of flooding depths	Road Supervisor	1 to 3 Years	Existing	2.31

Table 83: 2025 Mitigation Projects by County Departments

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
Warren County Board of Developmental Disabilities						
19	Multiple	Coordinate with utility providers to develop a plan to decrease the risk of outages.	Operations Director	1 to 3 Years	Existing	4.42
28	Multiple	Establish standards regarding tree pruning and vegetation removal around utilities in an effort to reduce outages.	Operations Director	1 to 3 Years	Existing	4.42
3	All	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	Operations Director	1 to 3 Years	Existing	3.91
38	Cyber Incident	Increase cyber security protocols to reduce risk of intrusion and subsequent interruption of service.	Operations Director	1 to 3 Years	Existing	3.75
71	Winter Storm	Enhance existing snow removal equipment and supplies.	Operations Director	1 to 3 Years	Grants	1.76
76	Winter Storm	Develop a resource manual that can be used to inventory emergency resources that can be deployed to aid in the event of severe winter storms.	Operations Director	1 to 3 Years	Grants	1.6
Warren County Department of Emergency Services						
16	All	Promote the acquisition of NOAA weather radios for all businesses, critical facilities, and public use.	Operations Manager	Continuous	Existing	4.08
20	Multiple	Develop a plan for evacuating populations at any given time. **To also include consideration for people with access and functional needs.**	Emergency Services Director	Continuous	Existing	3.57
12	All	Conduct all-hazard vulnerability assessments at critical infrastructures.	Emergency Services Director	1 to 3 Years	Existing	3.4
15	All	Perform regular exercises and drills related to the county's different hazards.	Operations Manager	Continuous	Existing	3.4
25	Multiple	Build/establish shelters with generators that can serve displaced citizens.	Emergency Services Director	1 to 3 Years	Existing	3.23
47	HazMat Incident	Conduct a commodity flow study to determine the amount of hazardous materials that travel through communities/county.	Operations Manager	1 to 3 Years	Grants	3.22

Table 83 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
Warren County Department of Emergency Services Continued						
32	Severe Storm, Tornado	Assist jurisdictional plan for debris management, mass sheltering, and animal sheltering operations.	Emergency Services Director	Continuous	Existing	3.04
0	All	Develop and construct a secondary/backup county 911 dispatch and emergency operations center.	Emergency Services Director	Greater than 3 Years	Grants	2.72
Warren County Health District						
5	All	Develop education programs for residents, tourists, businesses, etc. for hazard-specific threats.	PIO	1 to 3 Years	Grants	3.91
18	All	Develop/update emergency operations plans and standard operating procedures.	Emergency Response Coordinator	Continuous	Grants	3.74
32	Severe Storm, Tornado	Assist jurisdictional plan for debris management, mass sheltering, and animal sheltering operations.	Emergency Response Coordinator/Assist. Health Commissioner	1 to 3 Years	Grants	3.68
38	Cyber Incident	Increase cyber security protocols to reduce risk of intrusion and subsequent interruption of service.	IT Manager	1 to 3 Years	Existing	3
67	Man-Made	Designate an Intelligence Liaison Officer (ILO) to help facilitate intelligence and information sharing regarding man-made events/threats.	Emergency Response Coordinator	1 to 3 Years	Existing	2.5
84	Infectious Diseases	Complete a public health plan to identify risk factors in the County, including epidemics, pandemics, drug abuse, and other public health issues.	Emergency Response Coordinator/Assist. Health Commissioner	1 to 3 Years	Grants	1.76
Warren County Sheriff's Office						
20	Multiple	Develop a plan for evacuating populations at any given time. **To also include consideration for people with access and functional needs.**	Sheriff	Continuous	Existing	3.74
21	Multiple	Educate the public on what "shelter-in-place" means and how this action is performed.	Sheriff	Continuous	Existing	3.74
12	All	Conduct all-hazard vulnerability assessments at critical infrastructures.	Sheriff	Continuous	Existing	3.06

Table 83 Continued

Mitigation Action #	Hazard Applied To	Action	Responsible Party	Timeframe	Potential Funding Source	Priority
Warren County Sheriff's Office Continued						
32	Severe Storm, Tornado	Assist jurisdictional plan for debris management, mass sheltering, and animal sheltering operations.	Sheriff	Continuous	Existing	2.88
47	HazMat Incident	Conduct a commodity flow study to determine the amount of hazardous materials that travel through communities/county.	Sheriff	1 to 3 Years	Existing	2.66
46	HazMat Incident	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Sheriff	1 to 3 Years	Existing	2.52
69	Man-Made	Develop an active public reporting system for suspicious activity.	Sheriff	1 to 3 Years	Existing	2.4
Warren County Soil & Water						
64	Dam Failure, Flood	Create a public information and education program to sensitize residents to the floodplain and the benefits of preserving these areas.	Director	Continuous	Existing	2.31
95	Landslide	Install stream bank erosion prevention methods.	Director	Greater than 3 Years	Grants	0.76
Warren County Telecommunications						
17	All	Develop a continuity of operations plan.	Director	1 to 3 Years	Existing	4.25
0	All	Develop and construct a secondary/backup county 911 dispatch and emergency operations center.	Director	1 to 3 Years	Grants	4.08

6. PLAN MAINTENANCE

The Warren County Hazard Mitigation Plan is designed to be a “living” document that serves as a tool for county resources to ensure possible damage from a hazard event is reduced. This section discusses the adoption, implementation, monitoring, evaluating, and updating the HMP. Plan implementation and maintenance procedures will ensure that the HMP remains relevant and continues to address the changing environment and inherent hazards in Warren County.

Being a living document, and to meet the prerequisite requirements for the Hazard Mitigation Assistance Grant Program under the Disaster Mitigation Act of 2000, this plan will be reviewed and updated within five years from its approval date.

6.1. PLAN INCORPORATION

The 2025 Warren County Hazard Mitigation Plan will be adopted by all jurisdictions that chose to participate: including cities, villages and townships. By adopting the plan, jurisdictions meet the eligibility requirement for federal mitigation funding.

Following FEMA review and Approval Pending Adoption, the participating jurisdictions intend to formally adopt the 2025 Plan by resolution or ordinance. Once adopted by each jurisdiction, the corresponding signed resolutions or ordinances will be added to the plan as an appendix.

6.2. MONITORING THE PLAN

The Warren County Emergency Management Agency (within the Department of Emergency Services), under the direction of the Warren County Board of Commissioners, shall monitor the plan. This includes routine collection of the status of mitigation projects listed in the plan, and whether those projects have been completed, deleted, are ongoing, unchanged, or deferred. New projects will also be added where appropriate based on changing risk levels and/or perceived or actual hazard events. Updates will be obtained through an annual survey and through collaboration with local public safety officials.

6.3. EVALUATING AND UPDATING THE PLAN

To ensure the plan continues to provide appropriate risk-reduction strategies, it is necessary to regularly evaluate and update it. The planning team will be responsible for monitoring the status of the plan and gathering appropriate parties to report on the status of mitigation actions on an annual basis. This will be done via an electronic survey to stakeholders, and in-person surveys at regularly scheduled meetings with public safety partners (i.e., at the Warren County Fire Chief's Association meetings).

The public will continue to have the opportunity to provide feedback on the plan, as it will be available through the Warren County EMA and Ohio EMA websites and will be available for review at the EMA booth at public events. Warren County EMA will provide access to the plan to all county, municipal, and township offices, and will make the plan available in hardcopy/electronic format to the public as appropriate. Warren County EMA will utilize other opportunities as they present themselves to solicit feedback from stakeholders and public sources. Warren County EMA will post notices of any meetings for updating and evaluating the

plan, using the usual methods for posting meeting announcements in the county to invite the public to participate (i.e., media, social media and other methods).

The Warren County Emergency Management Agency, on behalf of the Warren County Board of Commissioners, shall be the responsible party for updating the Warren County Hazard Mitigation Plan. It shall be updated by addendum either annually or as updates are needed due to changes in risk or risk-reduction strategies. The plan updates will include a record of changes including:

- Status of mitigation activity items
- Changes in prioritization of mitigation action items
- New mitigation activities/items to be added and the priority of the activities/items
- Descriptions of why any actions/items have been deleted or deferred
- One year prior to the expiration of the five (5)-year FEMA plan approval date, the Plan shall be reevaluated and reviewed per the five (5)-year planning update process as required by law

6.4. PLAN INTERGRATION

Hazard mitigation practices must be incorporated within existing plans, projects, and programs. The involvement of all departments, private non-profits, private industry, and appropriate jurisdictions is necessary in order to discover mitigation opportunities within existing or planned projects and programs. Each community will be responsible for updating and integrating elements of the plan into their own respective plans and ordinances. Warren County EMA will be responsible for notifying county departments of the completed Hazard Mitigation Plan so that the respective departments can update their internal documents to reflect the county's mitigation strategy.

APPENDIX 1

PLANNING PARTICIPATION DOCUMENTS

APPENDIX 1.1 – LIST OF PARTICIPANTS IN THE 2025 HMP PLANNING PROCESS

Title	First Name	Last Name	Agency	Community Survey	Capability Survey	Planning Meeting 1	Planning Meeting 2	Planning Meeting 3	Mitigation Project Updates	Individual Jurisdictional Meeting	Additional Contact with EMA
Office Administrator	Melissa	Abrams	Warren County Emergency Services			X	X				
Fire Chief	Steve	Agenbroad	Clearcreek Township Fire Department			X					
Operations Coordinator	Mike	Arlinghaus	Lebanon City Schools			X					
Sargent	Randy	Asencio	Warren County Sheriff's Office			X					
Councilman	Gene	Baldwin	Village of Corwin	X	X						
	Chris	Balster	Warren County Health District				X	X	X		
Fire Chief	Jason	Beckett	Wayne Township Fire Department	X	X	X	X	X	X		
Fire Chief	Paul	Benard	Massie Township Fire			X		X			
Assistant Chief	Dan	Berkebile	Hamilton Township Fire Department			X	X	X	X		
Director	Amy	Bidinger	Warren County Common Pleas			X					
Administrator	Tammy	Boggs	Turtlecreek Township						X	X	
Director	Melissa	Bour	Warren County Emergency Services			X	X	X			
Fire Chief	Bryan	Brumagen	City of Mason Fire Department	X	X			X	X		X
City Manager	Scott	Brunka	City of Lebanon	X	X						
Director	Scott	Butler	Lebanon City Schools			X					
School Safety Coordinator	Jason	Byrge	Warren County ESC			X	X				
Fire Chief	John Paul	Campbell	Turtlecreek Township Fire Department							X	
Fiscal Officer	Mary Beth	Campbell	Village of Maineville						X		
Township Administrator	Matt	Clark	Clearcreek Township				X		X		
Fiscal Officer	Sharon	Coffman	Washington Township							X	
Police Chief	Adam	Colon	City of Franklin Police	X	X	X					
Director	Molly	Conley	Warren County Soil & Water Conservancy District			X	X		X		
Police Chief	Gary	Copeland	Waynesville Police Department	X	X	X		X			
Mayor	Jess	Cordery	Village of Corwin	X	X				X	X	
Administrator	Darryl	Cordrey	Hamilton Township & Franklin Township			X			X		
Councilman	Kevin	Cummings	Village of Corwin	X	X				X		
Fire Chief	Ryan	Dipzinski	Lebanon Fire Department			X	X		X		
Trustee	Doug	Drook	Village of Maineville							X	
	Nicole	Earley	Hamilton Township Parks & Rec			X					
Administrator	Gus	Edwards	Wayne Township			X	X	X	X		
Fire Chief	Chris	Eisele	Deerfield Township Fire Department	X		X		X			
Deputy Director	Gary	Estes	Warren County Telecommunications				X		X		
Clerk/Treasurer	Debra	Femmer	Village of Corwin	X	X						
LEPC/Grants Coordinator	Frances	Ficke	Warren County Emergency Management			X	X	X			
Executive Director	Amy	Fornshell	Mental Health Recovery Board			X					
Prosecutor	David	Fornshell	Warren County Prosecutor			X					
Business Manager	Kelli	Fromm	Franklin City Schools			X		X			

APPENDIX 1.1 – LIST OF PARTICIPANTS IN THE 2025 HMP PLANNING PROCESS

Title	First Name	Last Name	Agency	Community Survey	Capability Survey	Planning Meeting 1	Planning Meeting 2	Planning Meeting 3	Mitigation Project Updates	Individual Jurisdictional Meeting	Additional Contact with EMA
Mayor	Jonathon	Funk	Village of Harveysburg				X		X		
Senior Engineer	Kathryn	Gilbert	Warren County Water & Sewer			X					
Administrator	Jerry	Haddix	City of South Lebanon	X	X						
Trustee	Scott	Hagemeyer	Washington Township							X	
Fire Chief	Michael	Hannigan	Franklin Township Fire Department	X	X	X	X		X		
Deputy Fire Chief	Matt	Hannigan	Deerfield Township Fire Department				X		X		
Battalion Chief	Derek	Harper	Lebanon Fire Department					X			
Dog Warden	Nathan	Harper	Dog Warden			X	X				
Administrator	William	Harrison	Salem Township						X		
	Keeny	Hickey	Turtlecreek Township Road Department							X	
Public Works	Harry	Holbert	South Lebanon	X	X	X	X	X			
Administrative Assistant	Sherri	Holliday	Warren County Emergency Services			X	X	X			
Fire Chief	Jason	Jewett	Hamilton Township Fire Department				X		X		
Coordinator	Dawn	Johnson	Warren County GIS			X	X				X
	Joshua	Jones	Enterprise Products								X
City Manager	David	Kennedy	City of Loveland	X	X						
Director	Paul	Kindell	Warren County Telecommunications				X		X		
	Chas	Kunkle	Little Miami Schools			X					
Treasurer-Elect	Randy	Kuven	Warren County Treasurer			X					
Fire Chief	David	Leverage	Monroe Fire Department	X	X	X	X	X	X		
Director	Matt	Luecke	Kings Local Schools				X				
Deputy Director	Jesse	Madden	Warren County Emergency Services				X	X			
	Nick	Maroni	WCSO					X			
	Pete	Mason	Warren County Board of Developmental Disabilities			X	X		X		
Emergency Response Coordinator	Jenny	McCoy	Warren County Health District			X	X	X	X		
Assistant Director	Zach	McNatt	City of Monroe Public Works				X		X		
	Kim	Mehl	Warren County Regional Planning Commission						X		
	Candace	Miller	Warren County Economic Development								X
Intern	Mikayla	Minton	Warren County Emergency Management								
Police Chief	Jeff	Mitchell	Lebanon Police Department	X	X	X	X		X		
Fire Chief	John	Muenster	Salem Township Fire			X			X	X	
EMA Specialist	Matthew	Mumma	Warren County Emergency Management			X	X	X			
Fire Chief	Bob	Napier	Union Township Fire Department							X	
Councilman	James	Nelson	Village of Harveysburg								X
Captain	Brian	Pacifico	City of Franklin Police				X		X		
Councilman	Kenneth	Patrick	Village of Corwin	X	X						

APPENDIX 1.1 – LIST OF PARTICIPANTS IN THE 2025 HMP PLANNING PROCESS

Title	First Name	Last Name	Agency	Community Survey	Capability Survey	Planning Meeting 1	Planning Meeting 2	Planning Meeting 3	Mitigation Project Updates	Individual Jurisdictional Meeting	Additional Contact with EMA
Fire Chief	Steve	Pegram	Harlan Township Fire Department	X	X	X	X	X	X		
Warning Coordination Meteorologist	Brandon	Peloquin	National Weather Service								X
City Manager	Chris	Pozzuto	City of Springboro						X	X	
Chief	Barry	Puskas	Miami Conservancy District			X			X		
Trustee	Jami	Ramsey	Pleasant Plain							X	
Captain	Joshua	Reed	City of Franklin Police				X		X		
Operations Managers	Sydney	Renner	Warren County Emergency Management			X	X	X			
Deputy Director	Jeff	Rhien	Mental Health Recovery Board			X		X			
Sheriff	Barry	Riley	Warren County Sheriff's Office				X	X	X		
Police Chief	Will	Rogers	Carlisle Police Department			X	X		X		
Administrator	Martin	Russell	Warren County			X					
Superintendent	Mike	Sander	Franklin City Schools			X	X	X			
	Hayes	Santa	Warren County Regional Planning Commission					X			
Director	Matt	Schnipke	Warren County Economic Development								X
Superintendent	Isaac	Seevers	Lebanon City Schools			X					
Trustee	Dale	Settlemyer	Washington Township							X	
Deputy Fire Chief	Bryan	Shaw	City of Mason Fire Department				X		X		
Regional Health Coordinator	Jessica	Skelton	Tristate Health Coalition			X		X			
Director of Safety	Joe	Smith	Little Miami Schools			X		X			
Road Supervisor	Allen	Stanforth	Washington Township							X	
Health Director	Duane	Stansbury	WCHD					X			
Fire Chief	Daniel	Stitzel	City of Franklin Fire Department	X	X			X			
Supervisor	Mike	Stock	Warren County Probation				X				
Councilman	Mark	Tipton	Village of Harveysburg				X	X	X		
Director of Communications	Brad	Underwood	Little Miami Schools			X	X	X			
	Katie	Wang	Warren County Health District					X			
Deputy Clerk	Ashley	Watts	Warren County								X
Administrator	Caroline	Whitacre	Village of Morrow	X	X	X	X	X	X		
Administrator	Jeff	Wright	Hamilton Township						X		
	Sabrina	Wyrick	Warren County IT (GIS)								X

APPENDIX 1.2 – COMMUNITY PARTICIPATION

Jurisdiction	Community Profile Survey	Jurisdictional Capabilities Survey	Meeting #1	Hazard Ranking	Meeting #2	Mitigation Projects	Meeting #3	Individual Jurisdictional Meeting
Carlisle			X	X	X	X		
Franklin	X	X	X	X	X	X	X	
Lebanon	X	X	X	X	X	X	X	
Loveland	X	X						
Mason	X	X		X	X	X	X	
Middletown	Not Participating in the 2025 Plan							
Monroe	X		X	X	X	X	X	
Springboro	X	X		X		X		X
South Lebanon	X	X	X	X	X		X	
Butler	Not Participating in the 2025 Plan							
Corwin								X
Harveysburg					X	X	X	
Maine	X			X				X
Morrow	X	X	X	X	X	X	X	
Pleasant Plain								X
Waynesville	X	X					X	
Clearcreek Twp			X	X	X	X		
Deerfield Twp	X		X	X	X	X	X	
Franklin Twp	X	X	X	X	X	X	X	
Hamilton Twp	X	X	X	X	X	X	X	
Harlan Twp	X	X	X	X	X	X	X	
Massie Twp			X	X			X	
Salem Twp			X	X		X	X	
Turtlecreek Twp				X		X		X
Union Twp								X
Washington Twp	X							X
Wayne Twp	X	X	X	X	X	X	X	

“X” indicates participation by attendance or submission of documentation to EMA.

Note: only jurisdictions that were not in attendance at Meetings #1 or #2 were contacted for individual jurisdictional meetings.

APPENDIX 1.3 – PLANNING MEETING SIGN-IN SHEETS

Meeting 1 Attendance

2025 Warren County Hazard Mitigation Plan Update
Community Meeting #1 - Sign In Sheet
February 19th, 2025

Name	Home Agency or Organization	Position	Email
Jean Byrge	Warren County EOC	Safety Coordinator	Jean.Byrge@warrencountyproc.com
Ryan Angerusti	LEBAWON	FIRE CHIEF	Polymerski@lebanonchicago.gov
Joe Smith	Little Miami Schools	Dir. of Safety	josmith@lmschools.org
Harry Holbert	City of South Lebanon	Public Work	hholbert@southlebanonchicago.org
David Fornshead	WCPO	Emergency Mgr.	david.fornshead@warrencountyproc.com
Jenny McCoy	WCHD	Emergency Prep Coord.	mccoyj@warrencountyproc.com
Nicole Ecker	Hamilton Township	Public Rec	necker@hamiltontwpnj.org
Natasha Kasper	Warren County	Deputy Dir.	nkasper@warrencountyproc.com
Angie Bidinger	Warren County Common Pleas	Director	angie.bidinger@co.warren.oh.us
Scott Butler	Liberal Arts City Schools	Business Director	butler.scott@liberalartschicago.org
Steve Peterson	Harlow Twp	Fire	Peterson@harlowtwp.us
Landy Kuehn	Treasurer	Treasurer-Rec	randall.kuehn@warrencountyproc.com
Dorey Cording	HTEFT	Adm. Trustee	Dorey.Cording@hudsonvalley.edu
Pete Masen	WCSDO	Op. Dir.	Pete.Masen@wv-maryland.edu
Caroline Whitacre	Village of Moravia	Administrative	Caroline.Whitacre@moraviaindiana.edu

2025 Warren County Hazard Mitigation Plan Update
Community Meeting #1 - Sign In Sheet
February 19th, 2025

Name	Home Agency or Organization	Position	Email
Steve Agerbroad	Clearcreek Twp	Fire Chief	
Don Burckle	Hartsville Twp	Air Port Chief	dburckle@hartsville-twp.org
DARRY L. SWANSON	Mantua	Fire Chief	lswanson@mantua.org
CHRIS EKELE	DEERFIELD TWP	FIRE CHIEF	ceike@deerfieldtwp.com
CHUCK BRUNSON	WCHD	Assistant HC	BRUNSON@wchd.org
Kathryn Gilbert	Warren County Water Sewer	Senior Engineer	kthngilb@co.warren.oh.us
Jeff Mitchell	Lebanon	Chief of Police	jeff.mitchell@lebanonohio.gov
Kelli Farnum	Franklin City Schools	Business Manager	kfarnum@franklincityschools.com
GABRIEL FOSTER	MILAN, OH CONSERVATION DISTRICT	GIFTS TECH. TRNG. SERV.	gfo@conservationdist.org
Isaac Seewers	Lebanon City Schools	Superintendent	seewers.isaac@lebanonschools.org
Amy Farnshel	Mt. RB	Executive Director	a.farnshel@mtirbwc.org
Michael Hanenpaul	MANASSAS TOWNSHIP PD	Fire Chief	mhanenpaul@manassastwp.org
Martin Russell	Warren County	Acting Sheriff	
C. LEON MOON	Franklin PD	Chief of Police	clmoon@franklinohio.us

2025 Warren County Hazard Mitigation Plan Update
Community Meeting #1 - Sign In Sheet
February 19th, 2025

Name	Home Agency or Organization	Position	Email
Dwight Edwards	Wayne Twp	Admin	gws.edu@waynecountynj.gov
Cheryl Kunkle	Little Miami Schools		ckunkle@lmschools.org
WILL ROGERS	Carlsbad Police Dep	Chief	wrogers@carlsbadnj.gov
John Moersche	Salmon/Morris FD	Chief	chief71@station71.com
Randy Ascareo	Sheffers Office	Sgt	Randy.ascar@evernook.org
Arlene Broward	Harris Twp	Chief	Arlene.Broward@harrisnj.org
MIKE SANDER	Fridman City Schools	Superintendent	msander@fridmannj.org
Mike Arlinghaus	Lebanon City Schools	Operations Director	arlinghaus.michael@lebanonschools.org
Melissa Abrams	WC Emergency Services	Office Admin	melissa.abrams@wecnet.net
Melissa Brown	WC Emergency Services	Director	melissa.brown@wecnet.net
Frances Fike	WC EMA	LEPC/Grants Coord	frances.fike@wecnet.net
Sydney Renner	WC EMA	Operations Manager	sydney.renner@wecnet.net
Melissa Muma	WC EMA	EMA Specialist	mumaw.melissa@wecnet.net
Sharon Holliday	WC Emergency Services	Admin Assistant	sharon.holliday@wecnet.net

2025 Warren County Hazard Mitigation Plan Update
Community Meeting #1 - Sign In Sheet
February 19th, 2025

[illegible]

APPENDIX 1.3 – PLANNING MEETING SIGN-IN SHEETS

Meeting 2 Attendance

2025 Warren County Hazard Mitigation Plan Update
Community Meeting #2 - Sign In Sheet
April 17, 2025

Name	Home Agency or Organization	Position	Email
Sydney Renner	WCCEMA	Ops Manager	sydney.renner@wccema.net
Frances Ficke	WCCEMA	LEPC/Grants C	frances.ficke@wccema.net
Melissa Abrams	WCEmergency Services	Office Admin	melissa.abrams@wccema.net
Shari Holliday	WCEmergency Services	Office Admin	shari.holliday@wccema.net
Matthew Mullen	WCES	EMMA Specialist	matthew.mullen@wccema.net
Jesse Madden	WCES	Dep Director	Jesse.Madden@wccema.net
Melissa Bow	WCES	Director	Melissa.bow@wccema.net
BEAD UNDERWOOD	Little Miami	Director of Grants	beadunderwood@wccema.net
Nathan Horne	Logan		nathan.horne@wccema.net
Harry Holbert	South Echem	Public Works	holbert@wccema.net
Jason Byrge	WCES	Public Safety	jason.byrge@wccema.net
Jenny McLeary	Warren Co. Health District	Emergency Response Coordinator	jenny.mcleary@warrencountyohio.gov
Michael Hanley	WCES	Fire Chief	michael.hanley@warrencountyohio.gov
Benny Riley	WC Sheriff's Office	Sheriff	B.Riley@warrencountyohio.gov
Jason Beckwith	Wayne Twp	Fire Chief	jason.beckwith@wayne-twp.org

2025 Warren County Hazard Mitigation Plan Update
Community Meeting #2 - Sign In Sheet
April 17, 2025

Name	Home Agency or Organization	Position	Email
Chris Bruster	WCHO	Assistant WC	chris.bruster@warrencountyohio.gov
Will Rogers	Coastal Police	Chief	willrogers@coastalpolice.gov
Matt Clark	Clearcreek Twp	Administrator	matt.clark@clearcreek-twp.org
Mark Hamilton	Darwin Twp	Darwin Fire Chief	mark.hamilton@darwin-twp.org
Steve Pogram	Harlow Twp	Fire Chief	steve.pogram@harlow-twp.us
Mikayla Minton	WCC	Intern	mikayla.minton@gmail.com
Brian Pacifico	City of Franklin Police	Cap	brian.pacifico@franklinohio.gov
Gov. Edwards	Wayne Twp	Admin	gov.edwards@wayne-twp.org
Jeff Mitchell	Lebanon PD	Chief	jeff.mitchell@lebanonohio.gov
Milly Conley	Warren Co. SWCD	Director, SWCD	milly.conley@warrencountyohio.gov
Zach Matt	City of Monroe	AD Public Works	zach.matt@monroehio.gov
Jason Jansel	Hamilton Township Fire	Fire Chief	jason.jansel@hamilton-township.org
Gary Esos	THE TELECOM	Dep. Dir.	gary.esos@wccema.net
Dawn Blush	Warren Co. GIS	Coordinator	dawn.blush@warrencountyohio.gov
Bryan Shaw	City of Mason	Deputy Chief	bryan.shaw@masonohio.gov
Mike Sander	Franklin City Schools	Superintendent	mike.sander@franklincityschools.org

2025 Warren County Hazard Mitigation Plan Update
Community Meeting #2 - Sign In Sheet
April 17, 2025

Name	Home Agency or Organization	Position	Email
Mike Stahl	CPC CORPORATION	Supervisor	mike.stahl@warrencountyohio.gov
Mark Tish	Village of Harpigny		mark.tish@villageofharpigny.org
Joshua Red	City of Franklin	Admin	jared@franklinohio.gov
Matt Locke	Kings Local Schools	Business Director	mlocke@kingslocal.net
PYAN APPIASHI	LEBANON	FIRE CHIEF	pyan.appiashi@lebanonohio.gov
DAVID LERANGE	Monroe	Chief	leranged@monroehio.gov
Caroline Whitman	Village of Morrow	Administrator	caroline.whitman@morrowohio.gov
Don Davis	Hamilton Township	AC	don.davis@hamilton-township.org
PAUL KIDWELL	Franklin	Director	
Jonathan Finkle	Harpigny	Mayor	mayor@harpignyohio.gov
Pete Major	Warren Co. Bd. of DD		

APPENDIX 1.3 – PLANNING MEETING SIGN-IN SHEETS

Meeting 3 Attendance

2025 Warren County Hazard Mitigation Plan Update
Community Meeting #3 - Sign In Sheet
June 18, 2025

Name	Home Agency or Organization	Position	Email
Gary Copeland	Waynesville	Police Chief/Manager	gscopeland@waynesville-nc.org
Sydney Renner	WCEMA	Ops Manager	sydney.renner@wccoh.net
Sherril Holliday	WCDES	Admin. Asst.	Sherril.Holliday@wccoh.net
Frances Fike	WCEMA	LEPC/Grants Coord.	frances.fike@wccoh.net
Brenda Underwood	Little Miami	Dir. of Com.	bunderwood@cmsdoh.org
Mark Tipton	Village of Hamburg		mark.tipton@gmail.com
William Hartzel	Salem Twp	Administrator	WHHARTZEL@SALAMTWP.ORG
Jason Buckner	Wayne Twp	Fire Chief	jason.buckner@wayne-twp.org
Joe Smith	Little Miami USD	Safety Director	j.smith@cmsdoh.org
Wade Marshall	WCSD	Captain	wmarshall@warrencountyohio.gov
Chris Barker	WCHD	Assistant HC	chrisbarker@warrencountyohio.gov
Dan Staszewski	WCHD	HC	on file
Steve Pessier	Hamilton Twp	Fire Chief	psessier@hamilton-twp.us
Paul Toward	Massie Twp	Fire Chief	Paul.Toward@massie-twp.org
Adam Celon	Franklin OH	Police Chief	acelon@franklinohio.org

2025 Warren County Hazard Mitigation Plan Update
Community Meeting #3 - Sign In Sheet
June 18, 2025

Name	Home Agency or Organization	Position	Email
Matt Munn	WCEMA	Specialist	matthew.munn@wccoh.net
Melissa Burr	WCDES	Director	melissa.burr@wccoh.net
Jesse Madden	WCDES	Deputy Director	jessie.madden@wccoh.net
Kelli Fenn	Franklin City Schools	Business Manager	kfenn@franklincityschools.com
Katie Wang	WCCH	INTEEN	wkatie1026@gmail.com
Don Barkell	Hamilton Twp	Asst. Fire Chief	dbarkell@hamilton-twp.org
Amy Biedinger	WCCPC	Director	ambiedinger@warrencountyohio.gov
Nicole Farley	Hamilton Twp	Parks & Rec	neerlay@hamilton-twp.org
Nick Eselle	Deepfield Twp	Fire	rescue@deepfieldtwp.com
Candice Whitacre	Morrow	Administrator	Whitacre.3@osu.edu
Bryan Brummen	Moson	Fire Chief	bbrummen@mosonohio.org

2025 Warren County Hazard Mitigation Plan Update
Community Meeting #3 - Sign In Sheet
June 18, 2025

Name	Home Agency or Organization	Position	Email
David Liversidge	Moraine Park	Chief	liversidge@morainepark.org
Derek Harper	Lebanon Fire	Battalion Chief	dharper@lebanonohio.gov
Amos Hahn	FTPD	Chief	
Jenny McCoy	Warren Co Health District	ERC	mccoyj@warrencohealth.org
Henry Haley	South Lebanon	P.W.	
Hayes Santa	Warren County RPC	Planning chairman	jsanta@co.warren.oh.us
Gus Edwards	Wayne Twp	Admin	
Jeff Rhein	MHRB	Dep Dir	jeff.rhein@mhrcbucc.org
Dan Stree	Franklin Fire	Chief	dstree@franklinohio.org
Mike Sanders	Franklin City Schools	Superintendent	msanders@franklincityschools.com
Jessica Skehan	THC/TPRC	Director	jskehan@healthcollaboratory.org
Benny Riley	Shenandoah	Shenandoah	briley@shenandoahohio.gov
Matt Munn	WCEMA	EMA Specialist	matthew.munn@wccoh.net

APPENDIX 2

LIST OF ALL IDENTIFIED MITIGATION STRATEGIES

APPENDIX 2 – LIST OF ALL IDENTIFIED MITIGATION STRATEGIES

Project #	Project	Hazard(s) Addressed
0	Develop and construct a secondary/backup county 911 dispatch and emergency operations center.	All
1	Identify and install hazard notification systems. <i>**To also include consideration for person's with access and functional needs.**</i>	All
2	Increase the use of social media to educate and warn residents and visitors of extreme weather, cyber security, and man-made events.	All
3	Procure generators and transfer switches for critical facilities such as administration and public safety buildings, schools, etc.	All
4	Protect propane tanks or other external fuel sources.	All
5	Develop education programs for residents, tourists, businesses, etc. for hazard-specific threats.	All
6	Conduct an annual review of emergency response policies.	All
7	Collaborate with the visitor's bureau and other local businesses that draw in tourists/visitors to provide hazard preparedness and response information.	All
8	Require event planners to incorporate emergency and disaster planning into their event plans and to submit a copy of this plan to local elected and public safety officials.	All
9	Develop/upgrade storm water drainage systems and maintenance to guide surface water and increase capacity.	All
10	Encourage on-going education for seasoned and newly elected officials to familiarize them with the disaster cycle of prevention, preparedness, mitigation, response and recovery.	All
11	Track and trend locations that have received damage from hazard events in order to more adequately identify mitigation options to prevent further damages.	All
12	Conduct all-hazard vulnerability assessments at critical infrastructures.	All
13	Develop and maintain an intelligence and information sharing platform with private and public agencies to identify and reduce threats/hazards.	All
14	Establish MOUs to provide potable and non-potable water to meet the public's needs.	All
15	Perform regular exercises and drills related to the county's different hazards.	All
16	Promote the acquisition of NOAA weather radios for all businesses, critical facilities, and public use.	All
17	Develop a continuity of operations plan.	All
18	Develop/update emergency operations plans and standard operating procedures.	All
19	Coordinate with utility providers to develop a plan to decrease the risk of outages.	All
20	Develop a plan for evacuating populations at any given time. <i>**To also include consideration for person's with access and functional needs.**</i>	Dam/Levee Failure, Flood, Hazmat Incident, Landslide, Man-Made, Wildfire
21	Educate the public on what "shelter-in-place" means and how this action is performed.	Earthquake, Hazmat Incident, Man-Made, Tornado, Severe Storm
22	Bury power lines to reduce the likelihood of interrupted services.	Earthquake, Landslide, Man-Made, Tornado, Utility Failure, Severe Storm, Winter Storm, Wildfire
23	Upgrade existing overhead utilities lines (e.g., adjust utility pole sizes, utility pole span widths, and/or line strength). Create smaller sections rather than as a complete system to enable faster restoration.	Earthquake, Landslide, Man-Made, Tornado, Utility Failure, Severe Storm, Winter Storm, Wildfire

APPENDIX 2 – LIST OF ALL IDENTIFIED MITIGATION STRATEGIES

Project #	Project	Hazard(s) Addressed
24	Implement a leak detection and repair program to reduce lost water.	Dam/Levee Failure, Drought, Flood
25	Build/establish shelters with generators that can serve displaced citizens.	Dam/Levee Failure, Earthquake, Extreme Temperatures, Flood, Hazmat Incident, Landslide, Man-Made, Tornado, Utility Failure, Severe Storm, Winter Storm, Wildfire
26	Adopt a debris management plan that allows the jurisdiction to recover quicker from hazard events.	Dam/Levee Failure, Earthquake, Flood, Landslide, Tornado, Severe Storm
27	Support and increase participation in the SkyWarn Program (NWS Weather Spotters).	Drought, Extreme Temperatures, Flood, Tornado, Severe Storm, Winter Storm
28	Establish standards regarding tree pruning and vegetation removal around utilities in an effort to reduce outages.	Tornado, Utility Outage, Severe Storms, Winter Storm, Wildfire
29	Install safe rooms/tornado shelters for the population during tornado events.	Severe Storm; Tornado
30	Adopt and enforce building codes for residential and commercial construction that prevents wind damage.	Severe Storm; Tornado
31	Promote Ohio's Safe Room application program to residents for installation of tornado safe rooms in their homes.	Severe Storm; Tornado
32	Assist jurisdictional plan for debris management, mass sheltering, and animal sheltering operations.	Severe Storm; Tornado
33	Reduce damages resulting from straight line winds/tornadoes by providing warning to citizens to store loose/unsecured items on property in advance of the storm.	Severe Storm; Tornado
34	Install lightning protection devices and methods, such as lightning rods and grounding, on communications infrastructure and other critical facilities.	Severe Storm; Tornado
35	Require public permitting process to include calling 811 and providing a copy of their dig ticket.	Hazmat Incident, Utility Failure
36	Promote use of 811 to residents and businesses that sell products that require digging.	Hazmat Incident, Utility Failure
37	Install surge protectors and battery-backups on critical or sensitive electronic equipment.	Man-Made, Utility Failure
38	Increase cyber security protocols to reduce risk of intrusion and subsequent interruption of service.	Cyber Incident
39	Enhance security at critical public safety technology infrastructure site(s).	Cyber Incident, Man-Made
41	Implement cyber security training/programs.	Cyber Incident
42	Maintain up-to-date Safety Data Sheets.	Hazmat Incident
43	Create public education campaign about illicit discharge and how to report spills.	Hazmat Incident
44	Increase soil depth over underground pipelines.	Hazmat Incident
45	Conduct jurisdictional fire inspections of facilities that contain hazardous materials.	Hazmat Incident
46	Develop and conduct training between first responders and chemical facilities for response to a chemical incident.	Hazmat Incident
47	Conduct a commodity flow study to determine the amount of hazardous materials that travel through communities/county.	Hazmat Incident

APPENDIX 2 – LIST OF ALL IDENTIFIED MITIGATION STRATEGIES

Project #	Project	Hazard(s) Addressed
48	Educate and encourage businesses and organizations to follow Tier II Reporting guidelines (federal requirement to report hazardous and extremely hazardous materials on property to local officials).	Hazmat Incident
49	Require a drainage study with new development within jurisdictional boundaries.	Flood
50	Remove debris in rivers and streams that does or could contribute to flooding. <i>*To also include storm-related debris and trees down*</i>	Flood
51	Complete a stormwater drainage/engineering impact study for known problem areas to identify further mitigation actions.	Flood
52	Place depth markers on frequently flooded roads to advise travelers of flooding depths.	Flood
53	Adopt or amend zoning ordinance for better floodplain regulations.	Flood
54	Elevate electrical panels, mechanical equipment, and generators above base flood elevation in facilities located in flood prone areas.	Dam Failure, Flood
55	Relocate structures or systems in flood prone or hazard areas - especially those properties identified as historically or culturally significant to the community.	Dam Failure, Flood
56	Purchase properties susceptible to repeated flooding, remove structures, and enforce permanent restrictions on development.	Dam Failure, Flood
57	Provide information to property owners in flood-prone areas on the need for NFIP coverage.	Dam Failure, Flood
58	Install and support additional river gauges, especially in communities with repetitive flood events or repetitive (flood) loss structures.	Dam Failure, Flood
59	Replace/upgrade deteriorated/restricted culverts, waterlines, and water infrastructure.	Dam Failure, Flood
60	Create dry-access roads by elevating roads above base flood elevation level.	Dam Failure, Flood
61	Conduct regular maintenance for flood control structures such as dams/levees.	Dam Failure, Flood
62	Develop inspection and regular maintenance programs on dams in coordination with local dam owners.	Dam Failure, Flood
63	Conduct analyses and flood studies to identify risks, evaluate removal of existing structures in flood zone, and/or identify other potential structural or nature-based solutions to mitigate flooding.	Dam Failure, Flood
64	Create a public information and education program to sensitize residents to the floodplain and the benefits of preserving these areas.	Dam Failure, Flood
65	Install physical protective measures for critical infrastructures. (i.e. fences, lighting, bollards, etc.)	Man-Made
66	Develop a training and education program for active aggressor incidents in facilities.	Man-Made
67	Designate an Intelligence Liaison Officer (ILO) to help facilitate intelligence and information sharing regarding man-made events/threats.	Man-Made
68	Acquire personal protective equipment for public safety personnel to respond to active aggressor events.	Man-Made
69	Develop an active public reporting system for suspicious activity.	Man-Made
70	Conduct Homeland Security training for critical infrastructure employees.	Man-Made
71	Enhance existing snow removal equipment and supplies.	Winter Storm
72	Evaluate and retrofit older buildings, especially large span buildings that may have inadequate snow load tolerances.	Winter Storm
73	Improve the traffic control on rural roads that are subject to snow drifting and white-out driving conditions.	Winter Storm

APPENDIX 2 – LIST OF ALL IDENTIFIED MITIGATION STRATEGIES

Project #	Project	Hazard(s) Addressed
74	Install roof and wall devices on public buildings to prevent damage from "ice dams".	Winter Storm
75	Install or plant snow fences or "living snow fences" (rows of trees or vegetation) to limit blowing and drifting of snow over critical roadway segments.	Winter Storm
76	Develop a resource manual that can be used to inventory emergency resources that can be deployed to aid in the event of severe winter storms.	Winter Storm
77	Create a public information and education campaign for information dissemination about snow emergency alerts and snow levels.	Winter Storm
78	Acquire warming and/or cooling equipment for facilities with inadequate systems or for response to power outages.	Extreme Temperatures, Winter Storm
79	Promote education campaigns revolving around tips citizens can take to combat extreme temperatures (i.e., leaving faucets dripping to avoid freezing pipes, closing blinds to help block out the heat, etc.)	Extreme Temperatures, Winter Storm
80	Develop plans to respond to infectious diseases, including but not limited to reporting illnesses, social distancing, telecommuting, and facility closures.	Infectious Diseases
81	Promote seasonal influenza vaccination and facilitate on-campus vaccination clinics.	Infectious Diseases
82	Promote proper coughing and sneezing etiquette and hand hygiene.	Infectious Diseases
83	Develop comprehensive sick leave policies that enable sick employees to stay home when they are ill to reduce the risk of spreading the illness in the workplace.	Infectious Diseases
84	Complete a public health plan to identify risk factors in the County, including epidemics, pandemics, drug abuse, and other public health issues.	Infectious Diseases
85	Develop/update plans addressing remote working.	Infectious Diseases
86	Safeguard and harden critical infrastructure systems to meet seismic design standards for "lifelines".	Earthquake
87	Conduct a public building seismic study to determine which buildings are more at risk for damages from an earthquake.	Earthquake
88	Educate homeowners on safety techniques to follow during and after an earthquake.	Earthquake
89	Establish and implement water conservation programs.	Extreme Temperatures
90	Establish ordinances on non-essential use of water during drought conditions.	Extreme Temperatures
91	Increase canopy coverage by planting more trees in public areas and rights-of-way to reduce urban heat.	Extreme Temperatures
92	Establish natural means (such as tree planting and conservation) that protects steep slopes from landslides.	Landslide

APPENDIX 3

**COPIES OF LOCAL RESOLUTIONS
ADOPTING THE
2025 HAZARD MITIGATION PLAN**

RESOLUTION NO. 46-2025

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A ROAD SALT SUPPLY CONTRACT WITH MORTON SALT, INC. THROUGH THE SOUTHWEST OHIO PURCHASING FOR GOVERNMENT COOPERATIVE.

WHEREAS, the City of Monroe requires bulk road deicing salt to ensure safe winter roadway conditions; and

WHEREAS, the Southwest Ohio Purchasing for Government Cooperative (SWOP4G) has competitively bid and awarded a contract for bulk deicing salt, providing cost savings and administrative efficiency for participating municipalities; and

WHEREAS, Morton Salt, Inc. was awarded SWOP4G Bid #24-034SWOP4G, under which the City may purchase Bulk Safe-T Salt at a delivered price of \$91.85 per ton, with a minimum order of 25 tons, for the contract period of August 1, 2025 through July 31, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City Manager is hereby authorized to enter into a supply contract with Morton Salt, Inc. through the Southwest Ohio Purchasing for Government Cooperative, pursuant to the terms and conditions of SWOP4G Bid #24-034SWOP4G, for the purchase of bulk deicing salt as set forth herein.

SECTION 2: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor



July 2, 2025

City of Monroe
Monroe, OH 45050

Dear Sir/Madam:

Morton Salt, Inc. is pleased to offer you the following pricing for road salt under the Southwest Ohio Purchasing for Government Cooperative contract. Terms, conditions and pricing are based on renewal agreement for bid # 24-034SWOP4G.

Description	Valid From	Valid To	Transport Mode	Min Order
BULK SAFE-T SALT	AUGUST 1, 2025	JULY 31, 2026	DELIVERED	25 TON
3,000 TON	CINCINNATI STOCKPILE		\$91.85 USD per TON	

Delivered prices are based upon full truckload quantities specific to the delivery address shown below.

Please review your account information and advise if any changes are required.

Delivery Address:
1000 HOLMAN DR
MONROE, OH 45050

CUSTOMER #3651912

This serves as your confirmation.

Primary ordering method: Morton webshop: www.mymortonsalt.com/login
Alternatively, you can contact our Customer Service Department:
Phone: 855-665-4540
Email: buyroadsalt@mortonsalt.com

We look forward to supplying your bulk deicing salt needs this winter season.

Sincerely,

MORTON SALT, INC.

RESOLUTION NO. 47-2025

A RESOLUTION AUTHORIZING THE CITY OF MONROE TO ENTER INTO A FEDERAL HIGHWAY ADMINISTRATION SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT AGREEMENT AND AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AND ALL DOCUMENTS RELATED TO SAID AGREEMENT.

WHEREAS, the City of Monroe has been awarded a Federal Highway Administration Safe Streets and Roads for All (SS4A) grant in the amount of \$476,000 in federal funds, with a required \$119,000 local match, for a total project value of \$595,000; and

WHEREAS, this grant will support a comprehensive safety improvement initiative; and

WHEREAS, the project will be implemented in phases, including (1) Action Plan Development, (2) Final Design and Right-of-Way contingent upon National Environmental Policy Act approval, and (3) a Demonstration Project for improved safety monitoring and analysis; and

WHEREAS, the City Manager, in coordination with the Public Works Director and consultant team, will oversee execution and compliance of this agreement to ensure the project is completed in accordance with federal and local standards.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City of Monroe hereby approves and authorizes execution of the Federal Highway Administration SS4A Grant Agreement, with total federal funding of \$476,000 and a required local match of \$119,000, to enhance transportation safety throughout Monroe, with particular focus on the State Route 63 corridor where traffic safety concerns have been identified.

SECTION 2: The City Manager is authorized to execute any and all documents necessary to carry out the City's participation in this grant, including compliance with federal reporting, procurement, and oversight requirements.

SECTION 3: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

1. Federal Award No.

693JJ32540744

2. Effective Date

See No. 16 Below

**3. Assistance
Listings No.**
20.939

4. Award To

City of Monroe
233 S. Main Street
Monroe, Ohio 45050-2521

Unique Entity Id.: NBK6FDHL38C9
TIN No.: 31-600-1706

5. Sponsoring Office

U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590

6. Period of Performance

Effective Date of Award – 48 months

7. Total Amount

Federal Share:	\$476,000
Recipient Share:	\$119,000
Other Federal Funds:	\$0
Other Funds:	\$0
Total:	\$595,000

8. Type of Agreement

Grant

9. Authority

Section 24112 of the Infrastructure Investment
and Jobs Act (IIJA, Pub. L. 117–58, November
15, 2021)

10. Procurement Request No.

HSA240735PR

11. Federal Funds Obligated

Base Phase Pre NEPA: \$343,400

12. Submit Payment Requests To

See Article 5.

13. Accounting and Appropriations Data

15X0174E50.0000.055SR30500.5592000000.
41010.61006600

14. Description of the Project

The grant will complete the City of Monroe Action Plan and a
Demonstration project to prioritize safety around the city. The
Demonstration project will install 6 CCTV cameras along the SR 63
corridor.

RECIPIENT

15. Signature of Person Authorized to Sign

Signature	Date
Name: Larry Lester	
Title: City Manager	

FEDERAL HIGHWAY ADMINISTRATION

16. Signature of Agreement Officer

Signature	Date
Name: Hector R. Santamaria	
Title: Agreement Officer	

U.S. DEPARTMENT OF TRANSPORTATION

GRANT AGREEMENT UNDER THE FISCAL YEAR 2024 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the United States Department of Transportation's (the "USDOT") Federal Highway Administration (the "FHWA") and the City of Monroe (the "Recipient").

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All ("SS4A") Grant for the City of Monroe Action Plan and Demonstration Project to prioritize safety.

The parties therefore agree to the following:

ARTICLE 1 GENERAL TERMS AND CONDITIONS

1.1 General Terms and Conditions.

- (a) In this agreement, "**General Terms and Conditions**" means the content of the document titled "General Terms and Conditions Under the Fiscal Year 2024 Safe Streets and Roads for All ("SS4A") Grant Program," dated March 17, 2025, which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements> under "Fiscal Year 2024." Articles 7–33 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient acknowledges that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (IIJA, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient's non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

ARTICLE 2
APPLICATION, PROJECT, AND AWARD

2.1 Application.

Application Title: The City of Monroe Action Plan and Demonstration Project to prioritize safety.

Application Date: 05/15/2024

2.2 Award Amount.

SS4A Grant Amount: \$476,000

2.3 Federal Obligation Information.

Federal Obligation Type: Multiple

Obligation Condition Table		
Phase the Project	Allocation of the SS4A Grant	Obligation Condition
Base Phase Pre NEPA: Action Plan	\$343,400	

Option Phase 1: Final Design and ROW	\$4,000	The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the final design and construction of an Implementation Project unless and until: (1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) (“NEPA”), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) (“NHPA”), and any other applicable environmental laws and regulations have been met; and (2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete; and (3) FHWA has obligated additional funds for this phase and notified the Recipient in writing that the Recipient may proceed to the next activity after NEPA approval, and the Recipient has acknowledged receipt in writing of FHWA’s notification. Recipient shall not proceed with any such activities until (2) and (3) as described in this section are met. Costs that are incurred before (2) and (3) as described in this section are met are not allowable costs under this agreement. Extent of activities that are permissible before NEPA is complete are those activities constituting “preliminary design” as specified in FHWA Order 6640.1A.
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Option Phase 2: Demonstration Activity	\$128,600	The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the final design and construction of an Implementation Project unless and until: (1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) (“NEPA”), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) (“NHPA”), and any other applicable environmental laws and regulations have been met; and (2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete; and (3) FHWA has obligated additional funds for this phase and notified the Recipient in writing that the Recipient may proceed to the next activity after NEPA approval, and the Recipient has acknowledged receipt in writing of FHWA’s notification. Recipient shall not proceed with any such activities until (2) and (3) as described in this section are met. Costs that are incurred before (2) and (3) as described in this section are met are not allowable costs under this agreement. Extent of activities that are permissible before NEPA is complete are those activities constituting “preliminary design” as specified in FHWA Order 6640.1A.
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2.4 Budget Period.

Action Plan Base Phase Budget Period: June 15, 2025, to June 15, 2029

Option Phase 1: Reserved

Option Phase 2: Reserved

2.5 Grant Designation.

Designation: Planning and Demonstration

ARTICLE 3

SUMMARY PROJECT INFORMATION

3.1 Summary of Project's Statement of Work.

Planning and Demonstration Narrative:

The project will be completed in three phases.

Base Phase: Action Plan Development: The city's strategy for the Action Plan revolves around identifying and resolving safety issues across the city. The plan will focus heavily on the major arterials within the city but will also look at local roadways and set up policies for future implementation to ensure the safety of the city's roadways are maintained. Preliminary design and NEPA will be conducted during this phase.

Option phase 1: Final Design and Right of way certification.

Option Phase 2: Demonstration Activity: The city has been dealing with safety issues, long travel time and congestion in areas along the SR 63 corridor. The city will install CCTV cameras at 6 of the highest crash risk intersections within the city which would allow for 24/7 monitoring to allow for quick responses to any traffic crashes or signal malfunctions. Along with the demonstration project, the city will evaluate the before and after performance of the SR 63 corridor. A consultant will perform a travel time study and safety analysis both before and after implementation to determine the safety performance of the corridor. Upon completion of the before and after study, this data will be incorporated into the Action Plan that will be occurring concurrently with the demonstration project.

3.2 Project's Estimated Schedule.

Action Plan Schedule

Milestone	Schedule Date
Planned Final Plan Publicly Available Date:	April 1, 2029
Planned SS4A Final Report Date:	June 15, 2029

Demonstration Activity Schedule

Milestone	Schedule Date
Planned NEPA Completion Date:	June 1, 2026
Planned Construction Substantial Completion and Open to Public Use Date:	June 15, 2027
Planned SS4A Final Report Date:	June 15, 2029

3.3 Project's Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	\$476,000.00
Other Federal Funds:	\$0.00
State Funds:	\$0.00
Local Funds:	\$119,000.00
In-Kind Match:	\$0.00
Other Funds:	\$0.00
Total Eligible Project Cost:	\$595,000.00

(b) Cost Classification Table – For Planning and Demonstration Grants with demonstration activities and Implementation Grants Only

Cost Classification	Total Costs	Non-SS4A Previously Incurred Costs	Eligible Costs
Architectural and engineering fees	\$417,000	\$ 0	\$333,600
Construction	\$178,000	\$0	\$142,400
Project Total	\$595,000.00	\$0	\$476,000

(c) Indirect Costs

Indirect costs are allowable under this Agreement in accordance with 2 CFR part 200 and the Recipient's approved Budget Application. In the event the Recipient's indirect cost rate changes, the Recipient will notify FHWA of the planned adjustment and provide supporting documentation for such adjustment. This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

ARTICLE 4

CONTACT INFORMATION

4.1 Recipient Contact(s).

Gary Morton
Public Works Director
City of Monroe
1000 Holman Ave. Monroe, Ohio 45050
513-727-8953
MortonG@monroeohio.org

4.2 Recipient Key Personnel.

Name	Title or Position
Lindsey Kieres	City Consultant Project Manager
Paul Goodhue	City Consultant Engineer
Jennifer Stout	City Administrative Assistant

4.3 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: E71-117
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-366-2822
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
Federal Highway Administration
Office of Acquisition and Grants Management
HCFA-33, Mail Stop E62-310
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-493-2402
HCFASS4A@dot.gov

and

Division Administrator – Ohio
Agreement Officer's Representative (AOR)
Bricker Federal Building , Suite 328
200 N. High Street
Columbus, OH 43215
614-280-6823
Ohio.FHWA@dot.gov

and

Yamile Brito
Ohio Division Office Lead Point of Contact
Program Management Analyst
Bricker Federal Building, Suite 328
200 N. High Street
Columbus, OH 43215
614-280-6823
yamile.brito@dot.gov

ARTICLE 5

USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the Agreement Officer (the “AO”) are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

In accordance with 2 CFR 200.308(f)(6), the recipient or subrecipient shall obtain prior written approval from the USDOT agreement officer for the subaward, if the subaward activities were not proposed in the application or approved in the Federal award. This provision is in accordance with 2 CFR 200.308 (f) (6) and does not apply to procurement transactions for goods and services. Approval will be issued through written notification from the AO or a formal amendment to the Agreement. The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred within the budget period of this agreement if those costs do not exceed the amount of funds obligated and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI iSupplier System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF-270 (Request for Advance or Reimbursement) or SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.
- (c) The Recipient’s supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall

identify the Federal share and the Recipient's share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the Agreement Officer's Representative (the "AOR") may withhold processing that request until the Recipient provides sufficient detail.

- (d) The USDOT shall not reimburse costs unless the AOR reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.
- (e) In the rare instance the Recipient is unable to receive electronic funds transfers (EFT), payment by EFT would impose a hardship on the Recipient because of their inability to manage an account at a financial institution, and/or the Recipient is unable to use the DELPHI iSupplier System to submit their requests for disbursement, the FHWA may waive the requirement that the Recipient use the DELPHI iSupplier System. The Recipient shall contact the Division Office Lead Point of Contact for instructions on and requirements related to pursuing a waiver.
- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6 SPECIAL GRANT TERMS

- 6.1** SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section 2.4 in this agreement.
- 6.2** The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.3** SS4A Funds will be allocated to the Recipient and made available to the Recipient in accordance with FHWA procedures.
- 6.4** The Recipient of a Planning and Demonstration Grant acknowledges that the Action Plan will be made publicly available and agrees that it will publish the final Action Plan on a publicly available website.
- 6.5** The Recipient of a Planning and Demonstration Grant that involves a demonstration activity agrees to provide an assessment of each demonstration activity and update the existing Action Plan, which will incorporate the information gathered in the Action Plan's list of projects or strategies and/or inform another part of the existing Action Plan. The Recipient also agrees that demonstration activities are temporary in nature and must be removed and/or ended following the conclusion of the project if the assessment of the demonstration activities does not affirm that the activities provide safety benefits.
- 6.6** The Recipient acknowledges that it is required to conduct certain environmental analyses and to prepare and submit to FHWA, or State with applicable NEPA Assignment authority, documents required under NEPA, and other applicable environmental statutes and

regulations before the Government will obligate funds for Option Phase 1 under this agreement and provide the Recipient with a written notice to proceed with Option Phase 1.

- 6.7** The Government's execution of this agreement does not in any way constitute pre-approval or waiver of any of the regulations imposed upon Recipient under the applicable Federal rules, regulations and laws regarding SS4A projects undertaken in accordance with the terms and conditions of this agreement. The Recipient shall comply with all applicable Federal requirements before incurring any costs under this agreement.
- 6.8** There are no other special grant requirements.

ATTACHMENT A

PERFORMANCE MEASUREMENT INFORMATION

Study Area: The City of Monroe, Ohio roadway network and the SR 63 corridor for the 6 CCTV cameras.

Baseline Measurement Date: June 15, 2026

Baseline Report Date: August 15, 2026

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Safety Performance	Fatalities: Total annual fatalities in the project location(s)	Annually and within 120 days after the end of the period of performance
Safety Performance	Serious Injuries: Total annual serious injuries in the project location(s) [if available]	Annually and within 120 days after the end of the period of performance
Safety Performance	Crashes by Road User Category: Total annual crashes in the project location(s) broken out by types of roadway users involved (e.g., pedestrians, bicyclists, motorcyclist, passenger vehicle occupant, commercial vehicle occupant)	Annually and within 120 days after the end of the period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance
Outcomes and Benefits	Quantitative Project Benefits: Quantification of evidence-based projects or strategies implemented (e.g., miles of sidewalks installed, number of pedestrian crossings upgraded, etc.)	Within 120 days after the end of the period of performance
Outcomes and Benefits	Qualitative Project Benefits: Qualitative description of evidence-based projects or strategies implemented (e.g., narrative	Within 120 days after the end of the period of performance

Measure	Category and Description	Measurement Frequency and Reporting Deadline
	descriptions, testimonials, high-quality before and after photos, etc.)	
Outcomes and Benefits	Project Location(s): GIS/geo coordinate information identifying specific project location(s)	Within 120 days after the end of the period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.	Within 120 days after the end of the period of performance

ATTACHMENT B CHANGES FROM APPLICATION

Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of Attachment B is to document any differences clearly and accurately in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences. See Article 11 for the Statement of Work, Schedule, and Budget Changes. If there are no changes, please insert "N/A" after "Scope," "Schedule," or "Budget." If there are changes to the budget, please complete the table below. Otherwise, leave the table below blank.

Scope: N/A

Schedule: Project was projected to start in early spring of 2025. We have updated our schedule to start Effective Date of Award – 48 months, to align with the execution of the grant agreement.

Budget: N/A

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
Future Eligible Project Costs				
SS4AFunds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				

ATTACHMENT C

[RESERVED]

ATTACHMENT D

[RESERVED]

ATTACHMENT E LABOR AND WORKFORCE

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with “X” in the following table align with the application:

	The Recipient or a project partner promotes robust job creation by supporting good-paying jobs directly related to the project with free and fair choice to join a union. <i>(Describe robust job creation and identify the good-paying jobs in the supporting narrative below.)</i>
	The Recipient or a project partner will invest in high-quality workforce training programs such as registered apprenticeship programs to recruit, train, and retain skilled workers, and implement policies such as targeted hiring preferences. <i>(Describe the training programs in the supporting narrative below.)</i>
	The Recipient or a project partner will partner with high-quality workforce development programs with supportive services to help train, place, and retain workers in good-paying jobs or registered apprenticeships including through the use of local and economic hiring preferences, linkage agreements with workforce programs, and proactive plans to prevent harassment. <i>(Describe the supportive services provided to trainees and employees, preferences, and policies in the supporting narrative below.)</i>
	The Recipient or a project partner will partner and engage with local unions or other worker-based organizations in the development and lifecycle of the project, including through evidence of project labor agreements and/or community benefit agreements. <i>(Describe the partnership or engagement with unions and/or other worker-based organizations and agreements in the supporting narrative below.)</i>
	The Recipient or a project partner will partner with communities or community groups to develop workforce strategies. <i>(Describe the partnership and workforce strategies in the supporting narrative below.)</i>
x	The Recipient or a project partner has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. <i>(Describe those actions in the supporting narrative below.)</i>
	The Recipient or a project partner has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the Project, will take relevant actions described in Attachment B. <i>(Identify the relevant actions from Attachment B in the supporting narrative below.)</i>
	The Recipient or a project partner has not taken actions related to the Project to improve good-paying jobs and strong labor standards and will not take those actions under this award.

2. Supporting Narrative.

The City of Monroe recently updated its compensation plan which included an extensive review of external comparable to ensure our wage ranges for positions are competitive. We compared our data with 15 external jurisdictions and found we were at or above the average range for all but a few positions. Those few were adjusted accordingly. We also made adjustments based on internal compression we were experiencing for some promotional positions. Additionally, the City has multiple collective bargaining contracts including the IAFF, Teamsters, and OPBA. The majority of our employees are currently in a union. The City has a positive relationship with all unions and has successfully negotiated approved contracts at the table for the past three years.

ATTACHMENT F CRITICAL SECURITY INFRASTRUCTURE AND RESILIENCE

1. Efforts to strengthen the Security and Resilience of Critical Infrastructure against both Physical and Cyber Threats.

The Recipient states that rows marked with “X” in the following table are accurate:

X	The Recipient demonstrates, prior to the signing of this agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities.
	The Recipient appropriately considered and addressed physical and cyber security and resilience in the planning, design and oversight of the project, as determined by the Department and the Department of Homeland Security.
	The Recipient complies with 2 CFR 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.

2. Supporting Narrative.

The City of Monroe has taken proactive and deliberate steps to strengthen the security and resilience of its transportation infrastructure, particularly as it relates to traffic signal systems and associated communications. These steps address both physical and cyber threats.

Prior to the signing of this agreement, the City has been taking proactive steps associated with its signalized intersections to segment traffic signal infrastructure from the broader municipal IT network. This is accomplished by implementing a dedicated VLAN (Virtual Local Area Network), which isolates intersection hardware and reduces attack surfaces from potential external threats.

The VLAN will be protected by a next-generation firewall equipped with intrusion detection and prevention systems (IDS/IPS) to enhance cyber defenses further. In addition, the City has retained a Managed Security Services Provider (MSSP) to implement and monitor Security Information and Event Management (SIEM) and Security Orchestration, Automation, and Response (SOAR) systems. These measures provide real-time threat detection, incident response capabilities, and ongoing cyber risk mitigation.

ATTACHMENT G

[RESERVED]

RESOLUTION NO. 48-2025

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH INSIGHT PIPE CONTRACTING, LLC FOR STORM SEWER INFRASTRUCTURE REHABILITATION.

WHEREAS, the City of Monroe has identified critical storm sewer infrastructure needs requiring rehabilitation; and

WHEREAS, the Engineering Department recommends approval of a contract with Insight Pipe Contracting, LLC in the amount of \$91,350, to perform trenchless rehabilitation of existing storm sewer infrastructure using Cured-in-Place Pipe (CIPP) lining technology; and

WHEREAS, staff has determined that this project will address essential storm sewer infrastructure needs using proven technology that minimizes surface disruption and extends the service life of the system.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City Manager is hereby authorized to enter into a contract with Insight Pipe Contracting, LLC, pursuant to the terms and conditions set forth herein, for storm sewer infrastructure rehabilitation.

SECTION 2: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor



Insight Pipe Contracting
232 East Lancaster Road
Harmony, PA 16037

August 7, 2025

City of Monroe, OH
Attention: Zach McNutt / Jon Finney
1000 Holman Avenue
Monroe, OH 45050

Office: (513) 727-8953
Email: mcnuttz@monroecohio.gov
Email: finneyj@monroecohio.gov

RE: Monroe, OH – 12” and 15” Storm CIPP Liner – HGAC

Dear Zach & Jon:

Below is the price quote for the above referenced project. In order to proceed with this work, please sign in the space provided, and return **all the pages** to our office via Fax at 724-452-3226 **or email to the sender of this price quote** at your earliest convenience.

We appreciate the opportunity to provide our services. Please contact our office if you have any questions.

PRICE QUOTE

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
2 Each	Lining crew mobilization within 5 hours of Harmony, PA	\$7,800.00/EA	\$15,600.00
528 LF (Min. 528 LF)	Lining 528 LF of 12” diameter storm sewer with 12” dia. x 6.2 mm Inliner. Cured-in-Place Pipe. Price includes all equipment, labor and material. Liner to be processed using steam to cure the liner.	\$61.50/LF	\$32,472.00
392 LF (Min. 392 LF)	Lining 392 LF of 15” diameter storm sewer with 15” dia. x 7.8 mm Inliner. Cured-in-Place Pipe. Price includes all equipment, labor and material. Liner to be processed using steam to cure the liner.	\$84.00/LF	\$32,928.00
1 Each	Liner installation set up charge	\$6,650.00/EA	\$6,650.00
5 Hours	Heavy cleaning of 12” / 15” (Estimated hours)	\$740.00/HR	\$3,700.00
<u>Total:</u>			<u>\$91,350.00</u>

Notes/Exclusions:

1. Attached “Summary of Work”.
2. No fuel surcharge will be applied to this job.
3. Price **does** include IPC employees being paid Prevailing Wage.
4. Others to supply access to all manholes/catch basins for 20 Ton 2-Wheel drive Vehicle.
Others to perform restoration of any disturbed areas.
5. Others to supply water for pipe cleaning, inversion and processing.
6. Others to provide dump site for debris removed from the cleaning operations.
If no dump site provided, then customer will pay for tipping fees at landfill and an hourly rate of \$500.00/hour will apply for transporting debris to and from landfill.
7. Others responsible for providing manifest for debris if one is required by landfill for the execution of the work.
8. Others to provide traffic control and acquire work easements, right of ways and permits.
Traffic Control to be in compliance with the Department of Transportation. Any downtime due to non-compliant traffic maintenance, will result in a charge for time and material. Others to provide railroad permits & flaggers, if required.

Video Pipe Inspection – High Pressure Sewer Cleaning – Power Vacuuming – Pipe Rehabilitation

9. Bypass pumping for lining of the sewer segments. (Does not include road ramps)
10. The Cured-in-Place liner will conform to the existing pipe, thus all deformations will remain the same as the host pipe.
11. The existing condition of the pipe will determine the amount of roots/debris that can be removed. The pipe condition may also cause the root removal/cleaning equipment to become lodged. If this does occur, others will be responsible for the removal of the equipment and/or Insight Pipe Contracting, LLC's time and material to remove the equipment.
12. Proof of general liability insurance to be provided upon request (excluding additional insured).
13. Neither Insight Pipe Contracting, LLC, nor any of its representatives, agents or insurance carriers will be responsible for any host pipe failures or collapses during any of the cleaning, CCTV, inspection, and/or lining activities. If this does occur, others will be responsible for the removal of the equipment and/or Insight Pipe Contracting, LLC's time and material to remove the equipment.
14. All service laterals that cannot be verified as a capped service per CCTV mainline camera will be reinstated unless written authorization by the owner's representative is provided denying reinstatement. Neither Insight Pipe Contracting, LLC, nor any of its representatives, agents, or insurance carriers will be responsible for any backups or damages resulting from the authorized non-reinstatement of the lateral connection.
15. The lining process uses Styrene Based Resin, thus odors may be associated with the lining process. Neither Insight Pipe Contracting, LLC, nor any of its representatives, agents or insurance carriers will be responsible for any complaints or issues associated with the lining activities.
16. Customer will be required to pay for material and/or manufacturing costs if the job should be cancelled after contract has been signed and material has been ordered.

The signing of this price quote constitutes the agreement to the terms and conditions and becomes the contract between Insight Pipe Contracting, LLC and its customer. The customer also agrees to complete a credit application and provide a copy of its Performance and Payment bonds, if applicable. If a separate contract or written agreement is required by the customer this price quote will be amended to reflect the change in scope, terms and conditions of such contract or agreement. Upon review and approval of the credit application the contract will be executed and the information forwarded to our Operations Department for scheduling.

PRICE QUOTE IS GOOD FOR 15 DAYS

Insight Pipe Contracting, LLC will only store electronic and hard copies of CCTV reports, documents and project data for 60 days after completion of project. Full and final payment is to be made to Insight Pipe Contracting LLC within 30 days after completion of the above mentioned work (video evidence to confirm date and completion of project). A finance charge of 1.5% per month will apply on all overdue invoices.

Sincerely,

John Sebolt

John Sebolt
Service Representative

Authorized Signature to Proceed with Work

Date

Title

Printed Name

Purchase Order Number

Bill to Information (if different from above):

Company Name

Address

Phone Number

Attachments: Summary of Work

080725.pricequote.city.of.monroe.oh.hgac.lna.js.lining



Insight Pipe Contracting
232 East Lancaster Road
Harmony, PA 16037

PROJECT: Monroe, OH
RE: 12" and 15" Diameter Storm - CIPP Liner – HGAC

SUMMARY OF WORK

Insight Pipe Contracting to provide labor, equipment, and materials to perform Trenchless Rehabilitation per the following scope of work and attached price quote.

<u>Included</u>	<u>Not Included</u>
X	☐ Pre televising
X	☐ Light cleaning (Does not include concrete removal)
X	☐ Heavy cleaning (Does not include concrete removal) (per hourly rate per price quote)
X	☐ Internal service reconnection (Per price quote) (Does not include grout)
X	☐ Break-in-connection removal (Per price quote)
X	☐ Root/grease removal and mineral/scale deposit removal (per heavy cleaning hourly rate per price quote)
X	☐ Post televising
☐	X Traffic control
X	☐ By-pass pumping
☐	X Air testing (via during processing)
☐	X Hydrostatic testing (via during processing)
X	☐ Pre and post video inspection tapes and reports
X	☐ Workers' compensation insurance
X	☐ Proof of general liability insurance to be provided upon request (excluding additional insured). (Does not include railroad insurance)
☐	X Performance bond
☐	X Payment bond
☐	X Maintenance bond
X	☐ One (1) year warranty letter
☐	X Permits, fees, license, and special insurance requirements (does not include railroad insurance)
☐	X Water supply for cleaning & installation
☐	X Disposal Site for debris removed from sewer lines.
☐	X Access (Customer to provide access for 20TN vehicles)
☐	X Point repairs necessary for installation of liner as well as repairs necessary due to collapsing while our crews are televising, cleaning, or lining pipe.
☐	X External service connections
☐	X Dewatering
X	☐ Personnel to familiarize us with project site
X	☐ Prevailing wage to be paid IPC employees

Progress Report No. 01

August 6, 2025

City of Monroe, Ohio

Stonybrook Subdivision Arch Culvert Construction Management and Inspection Services

Purchase Order Number: 20250161-00

Notice to Proceed: November 2024

Contract Percent Completed: 100%

Fishbeck Project Number: 210953

Services Performed: The following tasks have taken place during this billing period and reflect the work included in the attached invoice for the project.

Dates	Services Performed	Hours	Fees
3/1/2025 – 5/31/2025	On-site Construction Inspection of wingwall footer, setting wingwalls, headwall construction (and reconstruction), complete removal of backfill, placement of backfill over entire arch to near roadway elevations.	105	\$10,446.00
3/1/2025 – 5/31/2025	Construction Management and Meetings (Senior Engineer)	24	\$6,120.00
3/1/2025 – 5/31/2025	Mileage Expenses		\$1,562.15
Total			\$18,128.15

Please feel free to contact us if you have any questions regarding the status of the project or the invoicing.

Robinson Fence Co.
1635 Howell Ave
Hamilton, OH 45011
5138670080
robinsonfence@gmail.com

Estimate

ADDRESS City of Monroe Attn: Brian Perkins 513 539 7374	SHIP TO Job Location- 500 South Main St Community Park	ESTIMATE # 3350 DATE 07/28/2025
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DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Labor and Materials	#4: Install 20' ft tall backstop using all 3" posts and 9 gauge chain link fence. Also install 200' ft of 6' ft tall 9 gauge chain link fence with top & bottom rail. Customer to remove existing fence.	1	14,000.00	14,000.00
	Labor and Materials	#5: Install 24' ft tall backstop using 4" posts. Also install 200' ft of 6' ft tall 9 gauge chain link fence with top & bottom rail. Customer to remove existing fence.	1	15,800.00	15,800.00

Please make checks payable to Robinson Fence, and mail to 1635 Howell Ave., Hamilton, OH 45011. If proposal is accepted please sign and date below and mail back to Robinson Fence Co. or email to address listed above	SUBTOTAL	29,800.00
	TAX	0.00
	TOTAL	\$29,800.00

Accepted By	Accepted Date
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EQUIPMENT SALES PROPOSAL

Provided by Best Equipment Company, Inc.
Experts in Municipal and Contractor Environmental Equipment Since 1917
Proudly Serving Indiana, Ohio, Kentucky, and Michigan

Prepared Especially For
Monroe, OH

Prepared By
George Luce
Western Ohio Sales

Document ID	Prepared For	Prepared On	Pricing Valid Through
O - 25-0295 Q - 00002111	Monroe, OH	4/2/2025	14 Days

Procurement	Payment Terms	FOB
Sourcewell, Vac-Con: #101221-VAC Maturity Date: 11/29/2025	Invoice	Monroe, OH

Product	Unit Price	Quantity	Total
New Equipment Vac-Con Combination Sewer Cleaner Freightliner 114SD Single NEW STOCK UNIT, IN STOCK, AVAILABLE FOR IMMEDIATE DELIVERY MODEL: V390LHAG SERIAL NUMBER: 052410005 3 STAGE FAN 9 YARD DEBRIS TANK 10 FT. TELESCOPIC BOOM HYDROSTATIC DRIVE ARTICULATING HOSE REEL GASOLINE AUXILIARY ENGINE MANUFACTURER: FREIGHTLINER MODEL YEAR: 2025 MODEL: 114SD ENGINE SERIES: L6, 9.0L FUEL TYPE: DIESEL DRIVE LINE TYPE: 4X2 GVWR CLASS: CLASS 8: 33,001 LB AND OVER VIN: VK3681	\$495,000.00	1.00	\$495,000.00
Subtotal			\$495,000.00
Grand Total			\$495,000.00

Agreement

Sign below to accept and agree to this sales proposal and all terms and conditions. Any changes to this agreement must be done so in writing. This agreement is binding. By signing, you agree that you are authorized to execute this contract.

SignatureTitleDate

Notes

New equipment includes pre-delivery inspection, delivery to customer site, and basic operational and maintenance training. Standard Manufacturer’s warranty applies. Warranty Statements are available upon request.

BestCare

Need a plan to take care of your investment? BestCare is Best Equipment Company’s preventative maintenance program, offering you customized plans to properly maintain and extend the life of your equipment. Email us at bestcare@bestequipmentco.com to learn more.

Terms and Conditions

Quotation
This document is for quotation purposes only. Do not pay from this quotation. An invoice will be prepared and sent for final total due.

Taxes
Applicable taxes are not included at time of quotation. Tax estimations can be provided upon request. If any tax figures are included, they are deemed reliable but not guaranteed. Exact taxes will be calculated at the time of invoice.

Payment
All payments for the Equipment are due from Buyer on the date of the invoice unless other terms are agreed to in writing between the Seller and Buyer. Contractors are COD.

Delivery
Delivery dates are estimations. Best Equipment Company, Inc. does not guarantee delivery dates. Best Equipment Company, Inc. is not financially responsible for lost time, revenue, or any other losses. Liability of the goods/equipment in this sales quote transfers to the buyer, once the equipment is unloaded /delivered to the buyer, as acknowledged by the signature of this sales quote.

COVID and Supply Chain
Due to the volatile nature of the market and ongoing supply chain constraints, prices and lead times are subject to change without notice.

Financing
If customer is seeking financing, shall be executed and in place in a timely manner. Customer delays due to seeking financing may result in termination of agreement.



03/24/2025

DEALER STOCK UNIT DUAL ENGINE COMBINATION JET/VACUUM SEWER CLEANER
SOURCEWELL CONTRACT: 101221-VAC

Customer: CITY OF MONROE

Shipping: OHIO

Requirement Specification	
Combination jet/vacuum sewer cleaner with all standard equipment V390H/1000 Stock Unit S/N:0524100053	
Sourcewell discount	
Freightliner chassis model 114SD with 370 HP engine, 43,000 GVWR, 3,000 RDS transmission and A/C *Special order chassis	
Body mounting on Chassis	
Hydrostatic drive	
10' Aluminum Telescoping boom with Pendant control station	
Front Mounted, Articulating to Drivers Side, hose reel, 600' X 1" capacity	
1000 Gallon polyethylene water tank capacity with 10 year warranty	
9 Cubic yard capacity debris tank 3/16" corten steel, (5 year warranty) with full opening rear door (minimum 50 degree debris tank dumping, power up and down	
Automatic vacuum breaker (prevents operation when full and contains debris when moving unit) and overfill protection	
600' of 3/4" Jet rodder hose	
Front tow eyes	
Giant water pump rated 50 GPM @ 3,000 PSI with a GM 5.7 Gas 140 HP	
6" Knife valve with center post and handle in lieu of 5" Butterfly Valve	
Flat style rear door in lieu of standard domed door, includes hydraulic opener	
Rear splash shield, Rear Flange Mounted	
1/4 turn ball valve water drain	

Requirement Specification	
50' Capacity retractable hand gun hose reel	
Air purge system	
Debris body "Power Flush" system, 8 jets	
Hydro-excavation Package	
Water pump remote oil drain	
Winter Recirculating connection for high pressure circuit	
Winter Recirculating System for Rodder Hose using FEPTO or AUX engine driven water pumps	
Hose footage counter	
Auxiliary Engine Remote Oil Drain	
Behind Cab Boom Support	
Cone storage rack - hoop style	
Rear Mounted Tow Hooks	
Remote boom grease zerk assembly	
Remote debris tank grease assembly	
LED 4 strobes, 2 front bumper/2 rear bumper	
LED Arrow stick	
LED Boom mounted flood lights with limb guard	
Mirror mounted LED strobe light with limb guard	
Front Hose Reel Camera Placement, View Front Hose Reel Area	
Low water alarm with light	
Rear camera placement	
Wireless remote control	
Traffic camera with color monitor	
Additional Pipe Rack Best available location	

Requirement Specification	
Lazy Susan pipe rack (holds 5 pipes)	
Storage Box Behind Cab 16"x42"x96"	
Reflective safety striping: TBA	
Paint Module: TBA	

Delivery is ____ Days after receipt of order.
SOURCEWELL CONTRACT NO 101221-VAC
VENDOR/CONTRACT HOLDER: VAC-CON, INC.
969 HALL PARK RD
GREEN COVE SPRINGS, FL 32043



March 24, 2025

City of Monroe

Re: Tax Exempt Municipal Lease Proposal

Dear Sir or Madam:

Lease Servicing Center, Inc. dba NCL Government Capital ("NCL") is pleased to propose to City of Monroe the following Tax Exempt Municipal Lease transaction as outlined below. Under this transaction, City of Monroe would enter into a Tax Exempt Municipal Lease agreement with NCL for the purpose of acquiring Vac-Con. This transaction is subject to formal review and approval by both the Lessor and Lessee.

LESSEE:	City of Monroe
LESSOR:	Lease Servicing Center, Inc. dba NCL Government Capital
EQUIPMENT:	Vac-Con
EQUIPMENT COST:	\$495,000.00
DOWN PAYMENT / TRADE-IN:	<u>\$0.00</u>
AMOUNT FINANCED:	\$495,000.00
FUNDING DATE:	April 18, 2025
DEFERRAL DAYS:	0
FIRST PAYMENT DUE:	April 18, 2025
TERM:	3 Years
ANNUAL LEASE PAYMENTS:	\$177,661.13
ALTERNATIVE LEASE OPTIONS:	5 years \$112,729.61
	7 years \$85,117.52

BALLOON PAYMENT: \$0.00

PRICING: The payments outlined above are locked, provided this proposal is accepted by the Lessee and the transaction closes/funds prior to April 24, 2025.
After these days, the final payments shall be adjusted commensurately with market rates in effect at the time of funding and shall be fixed for the entire lease term.

DOCUMENTATION FEE: \$500 paid to Lessor at closing

DOCUMENTATION: Lessor shall provide all of the documentation necessary to close this transaction. This documentation shall be governed by the laws of the State of Lessee.

TITLE / INSURANCE: Lessee shall retain title to the equipment during the lease term. Lessor shall be granted a perfected security interest in the equipment and the Lessee shall keep the equipment free from any/all liens or encumbrances during the term. Lessee shall provide adequate loss and liability insurance coverage, naming Lessor as additional insured and loss-payee.

TAX STATUS: This transaction must be designated as Tax-Exempt under Section 103 of the IRS code of 1986 as amended.

SOURCEWELL CONTRACT: NCL has been competitively bid and awarded a contract through Sourcewell (Formerly NJPA).
#011620-NCL **NCL's Sourcewell Contract # is 011620-NCL.**

We appreciate this opportunity to offer an NCL Financing Solution. Please do not hesitate to contact me if you have any questions at (320) 763-7600. Acceptance of this proposal is required prior to credit underwriting by NCL. Upon acceptance of this proposal, please scan and e-mail to my attention. Thank you again.

Sincerely,

Jacob Ost - (320) 763-7600
jakeo@nclgovcap.com

ACCEPTANCE

As a duly authorized agent of City of Monroe, I hereby accept the proposal as outlined above and intend to close this financing with NCL, subject to final approval.

ACCEPTED:	_____	DATE:	_____
NAME:	_____	TITLE:	_____
PHONE:	_____		

WE ARE PROVIDING THE INFORMATION CONTAINED HEREIN FOR INFORMATIONAL PURPOSES ONLY IN CONNECTION WITH POTENTIAL ARMS-LENGTH COMMERCIAL BANKING TRANSACTIONS. IN PROVIDING THIS INFORMATION, WE ARE ACTING FOR OUR OWN INTEREST AND HAVE FINANCIAL AND OTHER INTERESTS THAT DIFFER FROM YOURS. WE ARE NOT ACTING AS A MUNICIPAL ADVISOR OR FINANCIAL ADVISOR TO YOU, AND HAVE NO FIDUCIARY DUTY TO YOUR OR ANY OTHER PERSON PURSUANT TO SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934. THE INFORMATION CONTAINED IN THIS DOCUMENT IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS "ADVICE" WITHIN THE MEANING OF SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934 AND THE MUNICIPAL ADVISOR RULES OF THE SEC. WE ARE NOT RECOMMENDING THAT YOU TAKE AN ACTION WITH RESPECT TO THE INFORMATION CONTAINED HEREIN. BEFORE ACTING ON THIS INFORMATION, YOU SHOULD DISCUSS IT WITH YOUR OWN FINANCIAL AND/OR MUNICIPAL, LEGAL, ACCOUNTING, TAX AND OTHER ADVISORS AS YOU DEEM APPROPRIATE. IF YOU WOULD LIKE A MUNICIPAL ADVISOR THAT HAS LEGAL FIDUCIARY DUTIES TO YOU, THEN YOU ARE FREE TO ENGAGE A MUNICIPAL ADVISOR TO SERVE IN THAT CAPACITY.



March 24, 2025

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LESSOR:	Lease Servicing Center, Inc. dba NCL Government Capital
EQUIPMENT:	Vac-Con
EQUIPMENT COST:	\$495,000.00
DOWN PAYMENT / TRADE-IN:	<u>\$0.00</u>
AMOUNT FINANCED:	\$495,000.00
FUNDING DATE:	April 18, 2025
DEFERRAL DAYS:	0
FIRST PAYMENT DUE:	April 18, 2026
TERM:	3 Years
ANNUAL LEASE PAYMENTS:	\$190,702.53
ALTERNATIVE LEASE OPTIONS:	5 years \$119,961.49
	7 years \$90,340.88

BALLOON PAYMENT: \$0.00

PRICING: The payments outlined above are locked, provided this proposal is accepted by the Lessee and the transaction closes/funds prior to April 24, 2025.
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PROPOSAL SUMMARY

Prepared for:

Jon Finney

City of Monroe, Ohio

VECTOR®



Vactor 2100i Sewer Cleaner

Combination Single Engine Single Stage Fan Sewer Cleaner
Mounted on a Heavy Duty Truck Chassis

Jon Finney

06-03-2025

Vactor 2100i Sewer Cleaner

Environmental Products would like to thank you for the opportunity to present the **Vactor 2100i Sewer Cleaner**.

Environmental Products Group is the sole provider of Vactor Sewer Cleaning Equipment in the Cincinnati, Ohio area as well as many other leading industry product lines including: Elgin Street Sweepers, TRUVAC Hydroexcavation Equipment and a host of parts, tools and accessories for all your needs.

Environmental Products Group prides itself on our local parts, service, and training capabilities. With multiple full-service locations throughout Florida, Georgia, Alabama, Tennessee, and Ohio: including Vactor, Elgin, and Envirosight repair centers, extensive parts inventory, factory-trained technicians, mobile parts and service, rentals, turnkey maintenance packages, leasing options, and much more... we are ready to service your every need.

EP Rents is a division of Environmental Products Group, EP Rents specializes in rental trucks when you need them. With a large inventory of Vactor Sewer Cleaners and Trailer Jetters, Elgin Sweeper, Envirosight Pipeline Inspection Cameras, Petersen Grapple Loaders. Call us for any of your rental needs.

Thank you for your consideration.

Product Description

- 2100i Single Engine Fan- Single Stage- 10 yrd Debris- Combo

Standard Features

- Under Engine Toolbox
- Aluminum Fenders
- Mud Flaps
- Color Coded Sealed Electrical System
- Intuitouch Electronic Package
- Double Acting Hoist Cylinder
- Handgun Assembly
- Ex-Ten Steel Cylindrical Debris Tank
- Flexible Hose Guide
- (3) Nozzles with Carbide Inserts w/Rack
- Suction Tube Storage
- 1" Nozzle Pipe
- Leader Hose
- Flat Rear Door w/Hydraulic Locks
- Dual Stainless Steel Float Shut Off System
- Lube Manifold, with Lube Chart
- Debris Body Vacuum Relief System
- Debris Deflector Plate
- Debris Body-Up Message and Alarm
- Low Water Indicator On Screen w/Alarm and Water Pump Flow Indicator
- 3" Y -Strainer at Passenger Side Fill with 25' Fill Hose
- 1000 Gallons STD
- Additional Water Tank Sight Gauge
- Liquid Float Level Indicator
- Single Engine Fan
- Digital Water Pressure Gauge
- Front Joystick Boom Control
- Boom Hose Storage
- Boom Out of Position Message and Alarm
- Telescopic Boom Elbow- Standard
- Rodder System Accumulator - Jack Hammer on/off Control w/ manual valve
- 3"Y -Strainer @ Water Pump
- Midship Handgun Coupling
- Chassis Engine Cooling Package
- Side Mounted Water Pump
- Digital Hose Footage Counter

- Hose Reel Manual Hyd Extend/Retract
- Hose Reel Chain Cover
- Hydraulic Tank Shutoff Valves
- Rodder Pump Drain Valves
- Hydraulic Extending 15" - Rotating Hose Reel - 1" x800' Capacity
- Tachometer/Chassis Engine w/Hourmeter
- Water Pump Hour Meter
- PTO Hour Meter
- Hydraulic Oil Temp Alarm
- Tachometer & Hourmeter for Centrifugal Compressor
- Circuit Breakers
- LED Lights- Clearance- Back-up- Stop- Tail & Turn
- Tow Hooks- Front and Rear
- Electronic Back-Up Alarm
- Camera System- Rear Only
- Module Paint- DuPont Imron Elite - Wet on Wet
- 8" Vacuum Pipe Package
- Emergency Flare Kit
- Fire Extinguisher 5 Lbs.

Boom Features

- Bellypack Wireless Controls with hose reel controls- 2-way comms-and LCD Display
- Rotatable Boom Inlet Hose
- 180 deg. 10ft Telescoping Boom

Debris Body Features

- Fixed Rear Door Pipe Rack -8" Pipe
- Debris Body Flushout
- Centrifugal Separators (Cyclones)
- Folding Pipe Rack - Curbside -8" Pipe
- Folding Pipe Rack - Streetside -8" Pipe
- Rear Door Splash Shield

Vacuum Features

- Fan Flushout System

Rear Door Features

- 6" Rear Door Knife Valve w/Camloc w/Port -6:00 position

Hose Reel Features

- 600' x 1" Piranha Sewer Hose 2500 PSI in lieu of STD
- Rodder Hose Pinch Roller
- Additional Hose Footage Counter, Rear of Hose Reel
- High Pressure Hose Reel
- Hose Wind Guide (Dual Roller)- Auto- Indexing

Water Tank Features

- Digital Water Level Indicator
- Handgun Couplers- Front and Rear

Lighting Features

- Wireless- Waterproof- Rechargeable- Handheld- LED Spot Light w/12V Charger
- Rear Mounted- LED Beacon Light
- Worklights (2), Self-Leveling Boom LED

Paint Features

- Cab Paint Color: White
- Module Paint Color: White
- Vactor 2100i Body Decal- Standard
- Vactor Logos - Applied

Toolbox Features

- Toolbox- Behind Cab - 14w x 36h x 96d
- Toolbox- Driver Side Subframe- 48w x 20h x 12d

Water System Features

- 80 GPM/2500 PSI Jet Rodder pump
- Air Purge
- Cold Weather Recirculator- PTO Driven- 25 GPM
- Hydro Excavation Kit - Includes Lances w/ Shield- Nozzles- Storage Tray- Vacuum Tube

Chassis Features

- 2026 Freightliner 114SD 4x2
- Allison 3500 Transmission
- Dual-Air Ride Seats
- Alcoa Rims
- Power Mirrors/Power Locks

SALE PRICE = \$497,477.00

(Price does not include any applicable taxes)

Please don't hesitate to call with questions, or if you need any additional information. Thank you for your interest and the opportunity to earn your business.

Signature: _____

Date: _____

LIMITED WARRANTY

Limited Warranty. Each machine manufactured by VACTOR/GUZZLER MANUFACTURING (or, "the Company") is warranted against defects in material and workmanship for a period of 12 months, provided the machine is used in a normal and reasonable manner and in accordance with all operating instructions. In addition, certain machines and components of certain machines have extended warranties as set forth below. If sold to an end user, the applicable warranty period commences from the date of delivery to the end user. If used for rental purposes, the applicable warranty period commences from the date the machine is first made available for rental by the Company or its representative. This limited warranty may be enforced by any subsequent transferee during the warranty period. This limited warranty is the sole and exclusive warranty given by the Company.

STANDARD EXTENDED WARRANTIES (Total Warranty Duration)

<u>2100 Series, HXX, Series and Jetters</u>	10 years against metal water tank leakage due to corrosion. Nonmetallic water tanks are covered for 5 years against any factory defect in material or workmanship.
<u>2100 Series and HXX only</u>	5 years against leakage of debris tank, centrifugal compressor or housing due to rust-through.
<u>2100 Series and Jetters</u>	2 years - Vactor Rodder Pump on all unit serial numbers starting with 13-##V-####

Exclusive Remedy. Should any warranted product fail during the warranty period, the Company will cause to be repaired or replaced, as the Company may elect, any part or parts of such machine that the Company's examination discloses to be defective in material or factory workmanship. Repairs or replacements are to be made at the selling Vactor/Guzzler distributor's location or at other locations approved by the Company. In lieu of repair or replacement, the Company may elect, at its sole discretion, to refund the purchase price of any product deemed defective. The foregoing remedies shall be the sole and exclusive remedies of any party making a valid warranty claim.

This Limited Warranty shall not apply to (and the Company shall not be responsible for):

1. Major components or trade accessories that have a separate warranty from their original manufacturer, such as, but not limited to, trucks, engines, hydraulic pumps and motors, tires and batteries.
2. Normal adjustments and maintenance services.
3. Normal wear parts such as, but not limited to, oils, fluids, vacuum hose, light bulbs, fuses and gaskets.
4. Failures resulting from the machine being operated in a manner or for a purpose not recommended by the Company.
5. Repairs, modifications or alterations without the express written consent of the Company, which in the Company's sole judgment, have adversely affected the machine's stability, operation or reliability as originally designed and manufactured.
6. Items subject to misuse, negligence, accident or improper maintenance.

NOTE The use in the product of any part other than parts approved by the Company may invalidate this warranty. The Company reserves the right to determine, in its sole discretion, if the use of non-approved parts operates to invalidate the warranty. Nothing contained in this warranty shall make the Company liable for loss, injury, or damage of any kind to any person or entity resulting from any defect or failure in the machine.

THIS WARRANTY SHALL BE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE DISCLAIMED.

This warranty is in lieu of all other obligations or liabilities, contractual and otherwise, on the part of the Company. For the avoidance of doubt, the Company shall not be liable for any indirect, special, incidental or consequential damages, including, but not limited to, loss of use or lost profits. The Company makes no representation that the machine has the capacity to perform any functions other than as contained in the Company's written literature, catalogs or specifications accompanying delivery of the machine. No person or affiliated company representative is authorized to alter the terms of this warranty, to give any other warranties or to assume any other liability on behalf of the Company in connection with the sale, servicing or repair of any machine manufactured by the Company. Any legal action based hereon must be commenced within eighteen (18) months of the event or facts giving rise to such action.

The Company reserves the right to make design changes or improvements in its products without imposing any obligation upon itself to change or improve previously manufactured products.



VACTOR/GUZZLER MANUFACTURING
1621 S. Illinois Street
Streator, IL 61364

12-13-2012

PROPOSAL SUMMARY

Prepared for:

Jon Finney

City of Monroe, Ohio

VECTOR®



Vactor 2100i Sewer Cleaner

Combination Single Engine Single Stage Fan Sewer Cleaner
Mounted on a Heavy Duty Truck Chassis

Jon Finney

06-03-2025

Vactor 2100i Sewer Cleaner

Environmental Products would like to thank you for the opportunity to present the **Vactor 2100i Sewer Cleaner**.

Environmental Products Group is the sole provider of Vactor Sewer Cleaning Equipment in the Cincinnati, Ohio area as well as many other leading industry product lines including: Elgin Street Sweepers, TRUVAC Hydroexcavation Equipment and a host of parts, tools and accessories for all your needs.

Environmental Products Group prides itself on our local parts, service, and training capabilities. With multiple full-service locations throughout Florida, Georgia, Alabama, Tennessee, and Ohio: including Vactor, Elgin, and Envirosight repair centers, extensive parts inventory, factory-trained technicians, mobile parts and service, rentals, turnkey maintenance packages, leasing options, and much more... we are ready to service your every need.

EP Rents is a division of Environmental Products Group, EP Rents specializes in rental trucks when you need them. With a large inventory of Vactor Sewer Cleaners and Trailer Jetters, Elgin Sweeper, Envirosight Pipeline Inspection Cameras, Petersen Grapple Loaders. Call us for any of your rental needs.

Thank you for your consideration.

Product Description

- 2100i Single Engine Fan- Single Stage- 10 yrd Debris- Combo

Standard Features

- Under Engine Toolbox
- Aluminum Fenders
- Mud Flaps
- Color Coded Sealed Electrical System
- Intuitouch Electronic Package
- Double Acting Hoist Cylinder
- Handgun Assembly
- Ex-Ten Steel Cylindrical Debris Tank
- Flexible Hose Guide
- (3) Nozzles with Carbide Inserts w/Rack
- Suction Tube Storage
- 1" Nozzle Pipe
- Leader Hose
- Flat Rear Door w/Hydraulic Locks
- Dual Stainless Steel Float Shut Off System
- Lube Manifold, with Lube Chart
- Debris Body Vacuum Relief System
- Debris Deflector Plate
- Debris Body-Up Message and Alarm
- Low Water Indicator On Screen w/Alarm and Water Pump Flow Indicator
- 3" Y -Strainer at Passenger Side Fill with 25' Fill Hose
- 1000 Gallons STD
- Additional Water Tank Sight Gauge
- Liquid Float Level Indicator
- Single Engine Fan
- Digital Water Pressure Gauge
- Front Joystick Boom Control
- Boom Hose Storage
- Boom Out of Position Message and Alarm
- Telescopic Boom Elbow- Standard
- Rodder System Accumulator - Jack Hammer on/off Control w/ manual valve
- 3"Y -Strainer @ Water Pump
- Midship Handgun Coupling
- Chassis Engine Cooling Package
- Side Mounted Water Pump
- Digital Hose Footage Counter

- Hose Reel Manual Hyd Extend/Retract
- Hose Reel Chain Cover
- Hydraulic Tank Shutoff Valves
- Rodder Pump Drain Valves
- Hydraulic Extending 15" - Rotating Hose Reel - 1" x800' Capacity
- Tachometer/Chassis Engine w/Hourmeter
- Water Pump Hour Meter
- PTO Hour Meter
- Hydraulic Oil Temp Alarm
- Tachometer & Hourmeter for Centrifugal Compressor
- Circuit Breakers
- LED Lights- Clearance- Back-up- Stop- Tail & Turn
- Tow Hooks- Front and Rear
- Electronic Back-Up Alarm
- Camera System- Rear Only
- Module Paint- DuPont Imron Elite - Wet on Wet
- 8" Vacuum Pipe Package
- Emergency Flare Kit
- Fire Extinguisher 5 Lbs.

Boom Features

- Bellypack Wireless Controls with hose reel controls- 2-way comms-and LCD Display
- Rotatable Boom Inlet Hose
- 180 deg. 10ft Telescoping Boom

Debris Body Features

- Fixed Rear Door Pipe Rack -8" Pipe
- Debris Body Flushout
- Centrifugal Separators (Cyclones)
- Folding Pipe Rack - Curbside -8" Pipe
- Folding Pipe Rack - Streetside -8" Pipe
- Rear Door Splash Shield

Vacuum Features

- Fan Flushout System

Rear Door Features

- 6" Rear Door Knife Valve w/Camloc w/Port -6:00 position

Hose Reel Features

- 600' x 1" Piranha Sewer Hose 2500 PSI in lieu of STD
- Rodder Hose Pinch Roller
- Additional Hose Footage Counter, Rear of Hose Reel
- High Pressure Hose Reel
- Hose Wind Guide (Dual Roller)- Auto- Indexing

Water Tank Features

- Digital Water Level Indicator
- Handgun Couplers- Front and Rear

Lighting Features

- Wireless- Waterproof- Rechargeable- Handheld- LED Spot Light w/12V Charger
- Rear Mounted- LED Beacon Light
- Worklights (2), Self-Leveling Boom LED

Paint Features

- Cab Paint Color: White
- Module Paint Color: White
- Vactor 2100i Body Decal- Standard
- Vactor Logos - Applied

Toolbox Features

- Toolbox- Behind Cab - 14w x 36h x 96d
- Toolbox- Driver Side Subframe- 48w x 20h x 12d

Water System Features

- 80 GPM/2500 PSI Jet Rodder pump
- Air Purge
- Cold Weather Recirculator- PTO Driven- 25 GPM
- Hydro Excavation Kit - Includes Lances w/ Shield- Nozzles- Storage Tray- Vacuum Tube

Chassis Features

- 2025 Freightliner 114SD 4x2
- Allison 3500 Transmission
- Dual-Air Ride Seats
- Alcoa Rims
- Power Mirrors/Power Locks

Body Sale Price = \$379,511.00

Chassis Sale Price = \$120,000.00

Sourcewell discount = -\$11,385.33 (-3% of body price)

Total Sale Price = \$488,125.67

(Price does not include any applicable taxes)

Please don't hesitate to call with questions, or if you need any additional information. Thank you for your interest and the opportunity to earn your business.

Signature: _____

Date: _____

LIMITED WARRANTY

Limited Warranty. Each machine manufactured by VACTOR/GUZZLER MANUFACTURING (or, "the Company") is warranted against defects in material and workmanship for a period of 12 months, provided the machine is used in a normal and reasonable manner and in accordance with all operating instructions. In addition, certain machines and components of certain machines have extended warranties as set forth below. If sold to an end user, the applicable warranty period commences from the date of delivery to the end user. If used for rental purposes, the applicable warranty period commences from the date the machine is first made available for rental by the Company or its representative. This limited warranty may be enforced by any subsequent transferee during the warranty period. This limited warranty is the sole and exclusive warranty given by the Company.

STANDARD EXTENDED WARRANTIES (Total Warranty Duration)

<u>2100 Series, HXX, Series and Jetters</u>	10 years against metal water tank leakage due to corrosion. Nonmetallic water tanks are covered for 5 years against any factory defect in material or workmanship.
<u>2100 Series and HXX only</u>	5 years against leakage of debris tank, centrifugal compressor or housing due to rust-through.
<u>2100 Series and Jetters</u>	2 years - Vactor Rodder Pump on all unit serial numbers starting with 13-##V-####

Exclusive Remedy. Should any warranted product fail during the warranty period, the Company will cause to be repaired or replaced, as the Company may elect, any part or parts of such machine that the Company's examination discloses to be defective in material or factory workmanship. Repairs or replacements are to be made at the selling Vactor/Guzzler distributor's location or at other locations approved by the Company. In lieu of repair or replacement, the Company may elect, at its sole discretion, to refund the purchase price of any product deemed defective. The foregoing remedies shall be the sole and exclusive remedies of any party making a valid warranty claim.

This Limited Warranty shall not apply to (and the Company shall not be responsible for):

1. Major components or trade accessories that have a separate warranty from their original manufacturer, such as, but not limited to, trucks, engines, hydraulic pumps and motors, tires and batteries.
2. Normal adjustments and maintenance services.
3. Normal wear parts such as, but not limited to, oils, fluids, vacuum hose, light bulbs, fuses and gaskets.
4. Failures resulting from the machine being operated in a manner or for a purpose not recommended by the Company.
5. Repairs, modifications or alterations without the express written consent of the Company, which in the Company's sole judgment, have adversely affected the machine's stability, operation or reliability as originally designed and manufactured.
6. Items subject to misuse, negligence, accident or improper maintenance.

NOTE The use in the product of any part other than parts approved by the Company may invalidate this warranty. The Company reserves the right to determine, in its sole discretion, if the use of non-approved parts operates to invalidate the warranty. Nothing contained in this warranty shall make the Company liable for loss, injury, or damage of any kind to any person or entity resulting from any defect or failure in the machine.

THIS WARRANTY SHALL BE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE DISCLAIMED.

This warranty is in lieu of all other obligations or liabilities, contractual and otherwise, on the part of the Company. For the avoidance of doubt, the Company shall not be liable for any indirect, special, incidental or consequential damages, including, but not limited to, loss of use or lost profits. The Company makes no representation that the machine has the capacity to perform any functions other than as contained in the Company's written literature, catalogs or specifications accompanying delivery of the machine. No person or affiliated company representative is authorized to alter the terms of this warranty, to give any other warranties or to assume any other liability on behalf of the Company in connection with the sale, servicing or repair of any machine manufactured by the Company. Any legal action based hereon must be commenced within eighteen (18) months of the event or facts giving rise to such action.

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VACTOR/GUZZLER MANUFACTURING
1621 S. Illinois Street
Streator, IL 61364

12-13-2012

Date: 08/18/2025

To: City of Monroe City Council

From: Zachary McNutt, Assistant Director of Public Works

Subject: Justification for the Purchase of a New Combination Jetter/Vacuum Truck

Dear Council Members,

The Public Works Department respectfully requests the Council's approval to purchase a new Combination Jetter/Vacuum Truck to support critical City operations. This equipment is essential for the daily operation of the Stormwater and Water Departments, and continued reliance on our current unit poses significant financial and operational risks.

Current Equipment Condition

Our existing jetter/vacuum truck is 26 years old and requires major repairs exceeding its value. Immediate repairs are estimated at **\$131,344** (Auxiliary Drive Motor: \$114,301; Rodder Pump: \$17,043). Even with these repairs, the unit's reliability remains limited, creating ongoing risks to service delivery.

Proposed Equipment Investment

The proposed replacement truck costs **\$488,125** and is estimated to be worth **\$122,000** after 10 years. Unlike the current unit, the new truck is fully hydraulic driven, eliminating costly auxiliary motor repairs and offering warranty protection (3 years chassis, 2 years rodder pump).

Operational Importance

- **Stormwater Compliance:** The EPA requires ongoing maintenance of our MS4 system. The new truck will allow consistent cleaning of catch basins and jetting of storm lines to prevent backups and improve stormwater quality.
- **Water Department Efficiency:** The truck is also critical for potholing water service lines (EPA LCRR compliance), utility spotting before excavation, and performing less invasive, lower-cost excavations.

Cost Savings & ROI

- Renting a comparable unit would cost **\$1.74 million over 10 years**, while contracting the work would exceed **\$5.4 million**.
- Doing nothing could result in EPA fines of up to \$51,570 per day, capped at \$257,848.
- By owning and operating the truck, the City can perform storm sewer cleaning at **\$0.19/linear foot**, compared to **\$4.45/linear foot** via contract services.

- Over 10 years, this investment is projected to save the City **\$1.3M—an annualized ROI of 15%** compared to renting a comparable unit.
- The truck also reduces the risk of damaging underground utilities, where a single fiber optic strike could cost the City **\$5,000–\$15,000**.

Conclusion

This investment ensures regulatory compliance, protects public infrastructure, reduces operational costs, and significantly improves our ability to respond to emergencies. The financial benefits far exceed the purchase price, and the risks of inaction are substantial.

For these reasons, I strongly recommend the approval of this purchase.

Respectfully submitted,
Zachary McNutt
Assistant Director of Public Works
City of Monroe



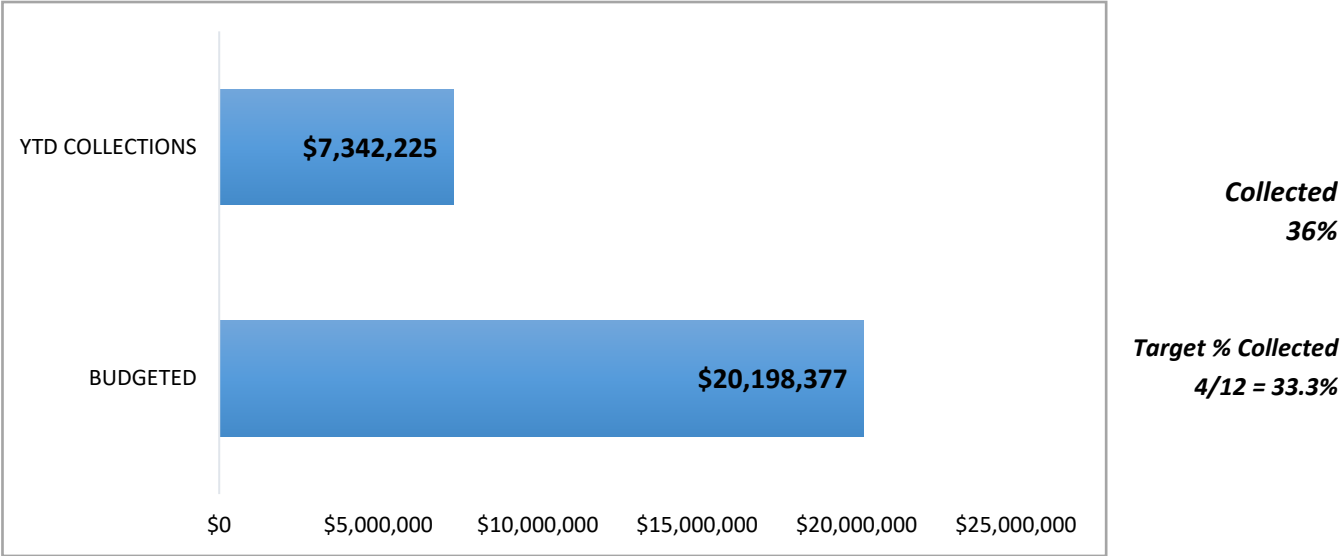
FINANCIAL REPORTS

FOR THE PERIOD ENDING

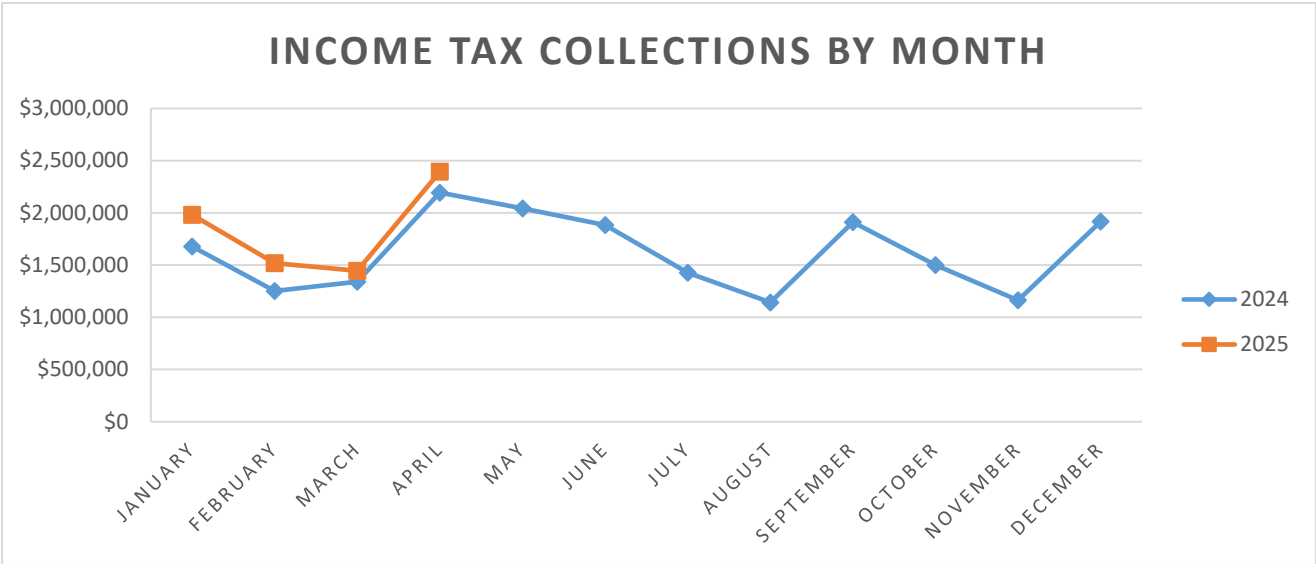
April 30, 2025

MUNICIPAL INCOME TAX MONTHLY REPORT APRIL 2025

As of the end of April, we have collected (YTD) \$7,342,225 in income tax dollars.
This equals to approximately 36% of the budget estimate.

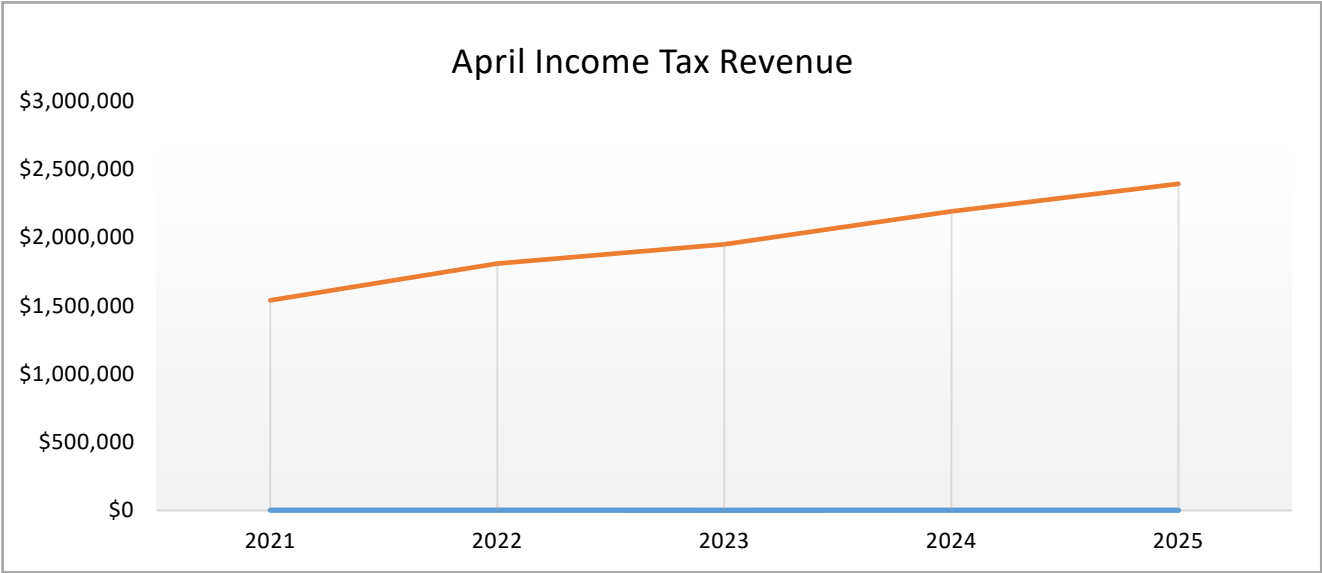


April income tax collections were 14% **higher** in 2025 than at the same time last year. Overall, the City has collected a **difference of \$875,467** in 2025 than at the same time last year.



HISTORICAL COLLECTION OF TAX REVENUE OVER 5 YEARS

Over the last five years, income tax revenue in April has steadily increased.



City of Monroe
Statement of Cash Position
As of 4/2025

Fund	Fund Description	Beg Balance	YTD Receipts	YTD Expenses	Unexpended Balance
1110	GENERAL FUND	8,541,990.08	7,052,126.82	7,465,710.98	8,128,405.92
2101	INCOME TAX - PUBLIC SAFETY	148,418.34	1,276,265.58	0.00	1,424,683.92
2210	STREET FUND	1,843,604.71	496,726.27	1,116,055.93	1,224,275.05
2220	STATE HIGHWAY FUND	259,759.02	37,488.59	10,420.26	286,827.35
2230	MOTOR VEHICLE LICENSE TAX FUND	35,592.22	0.00	0.00	35,592.22
2310	FIRE - 1989 LEVY FUND	232,152.01	2,786,892.62	2,789,190.81	229,853.82
2320	FIRE - 2005 LEVY FUND	1,010.27	0.00	0.00	1,010.27
2330	FEMA FUND	656.75	0.00	538.85	117.90
2370	ONEOHIO OPIOID SETTLEMENT FUND	152,810.48	3,150.97	0.00	155,961.45
2410	POLICE LAW ENFORCEMENT FUND	490,867.80	2,029,944.30	2,431,918.52	88,893.58
2420	DARE GRANT FUND	9,664.84	1,408.23	2,372.00	8,701.07
2430	ENFORCEMENT AND EDUCATION FUND	7,007.72	720.00	0.00	7,727.72
2440	FEDERAL ASSET FORFEITURE FUND	13,735.42	0.00	0.00	13,735.42
2450	OHIO PEACE OFFICER TRAINING	88,361.18	58,564.30	0.00	146,925.48
2510	COURT TECHNOLOGY IMPROVEMENT	5,344.43	3,600.16	6,284.40	2,660.19
2621	MONROE CROSSINGS (C1)	2,311.21	1,163.93	785.68	2,689.46
2622	PARK 63/SUMMIT (C2)	312,868.07	115,987.59	78,293.93	350,561.73
2623	MONROE COMMERCE CENTER (C3)	1,833,468.89	892,327.91	603,365.74	2,122,431.06
2626	MIAMI VALLEY INDUSTRIAL (C6)	243,429.13	76,084.84	51,360.76	268,153.21
2627	YANKEE ROAD (C7)	25,058.43	0.00	0.00	25,058.43
2628	BERNS/DOUGLAS (C8)	30,172.40	11,274.88	7,795.73	33,651.55
2629	FRICK GREENTREE (C9)	392.01	0.00	0.00	392.01
2630	OSBOURNE (C10)	199.45	110.38	76.82	233.01
2631	SATELLITE FARMS (C11)	159,126.42	129,375.99	90,039.62	198,462.79
2632	CORRIDOR 75/MILLEN (C12)	4,862.84	15,136.06	10,217.14	9,781.76
2633	CORRIDOR 75 #1 (C13)	881,859.98	1,168,240.66	1,168,240.66	881,859.98
2634	CORRIDOR 75 #2 (C14)	3,265.21	59,087.72	58,070.60	4,282.33
2721	ARBOR ACRES (R1)	99,907.02	190,280.83	139,852.55	150,335.30
2722	HERITAGE GREEN (R2)	267,007.78	204,057.62	150,148.15	320,917.25
2723	WYANDOT WOODS (R3)	1,146,141.76	603,295.42	443,257.46	1,306,179.72
2724	GILMAR MEADOWS (R4)	112,814.48	87,375.80	64,201.25	135,989.03
2725	MT PLEASANT (R5)	34,759.19	56,627.68	41,602.38	49,784.49
2726	BRITTONY WOODS (R6)	650,229.35	420,138.80	309,076.24	761,291.91
2727	TODD'S GLEN RESERVE (R7)	75,639.50	99,980.93	73,452.50	102,167.93
2728	MAJESTIC OAKS (R8)	2,210.69	2,657.42	1,958.78	2,909.33
2729	TRIMBLE FARM (R9)	77,121.22	68,311.71	50,310.88	95,122.05
2731	HANKINS ROAD (R11)	5.66	10.96	8.05	8.57
2732	MONROE CROSSINGS #1 (R12)	887,398.47	874,824.67	643,039.93	1,119,183.21
2733	MONROE CROSSINGS #2 (R13)	635,508.14	343,459.17	256,593.71	722,373.60
2734	MONROE CROSSINGS #3 (R14)	692,686.56	299,007.78	215,716.59	775,977.75

Fund	Fund Description	Beg Balance	YTD Receipts	YTD Expenses	Unexpended Balance
2735	RESERVES OF MONROE XINGS (R15)	322,911.52	115,968.50	85,198.01	353,682.01
3101	INCOME TAX - CAPITAL PROJECTS	1,483,097.26	546,970.96	342,038.01	1,688,030.21
3110	PARK IMPROVEMENT FUND	326,700.62	4,713.06	1,109.25	330,304.43
3120	CAPITAL IMPROVEMENT FUND	2,233,677.05	117,819.46	157,099.48	2,194,397.03
3620	CPO TIF - CAPITAL FUND	24,880.23	0.00	0.00	24,880.23
4110	G.O. BOND RETIREMENT FUND	119,200.29	0.00	0.00	119,200.29
4210	WATER BOND RETIREMENT FUND	50,468.69	0.00	0.00	50,468.69
4310	S.A. BOND RETIREMENT FUND	614.68	679,233.65	679,233.65	614.68
4410	INCOME TAX BOND RETIREMENT FUN	164,881.68	0.00	0.00	164,881.68
4610	CORRIDOR 75 PARK LTD TIF FUND	126,651.27	0.00	0.00	126,651.27
5110	S.A. STREET LIGHTING FUND	2,466.28	91.07	0.00	2,557.35
6110	WATER FUND	1,485,920.71	1,263,450.65	810,733.14	1,938,638.22
6115	WATER GUARANTEE DEPOSIT	50,700.00	-2,950.00	0.00	47,750.00
6120	WATER CAPITAL IMPROVEMENTS	446,610.07	650,979.42	367,290.59	730,298.90
6125	WATER METER& READ SYSTEM REPL	741,183.93	90,751.00	83,829.00	748,105.93
6210	SEWER FUND	7,511.26	435,024.73	437,923.26	4,612.73
6310	STORM WATER FUND	717,337.72	293,779.87	70,973.96	940,143.63
6315	STORMWATER DEPOSIT FUND	68,400.00	0.00	0.00	68,400.00
6410	GARBAGE FUND	395,427.95	447,958.25	388,225.29	455,160.91
6510	CEMETERY FUND	33,507.94	25,003.20	19,644.18	38,866.96
6610	STREET LIGHTING UTILITY	5,444.54	55,297.13	48,248.64	12,493.03
7100	CEMETERY MAINTENANCE TRUST	74,016.13	1,101.78	0.00	75,117.91
7110	MOUND CEMETERY TRUST FUND	77,714.54	1,457.43	0.00	79,171.97
7120	LONG STREET TRUST FUND	9,731.42	1,533.55	0.00	11,264.97
7310	FIRE HISTORIC PRESERVATION FUN	1,470.54	0.00	0.00	1,470.54
7320	FIRE LOSS SECURITY FUND	45,371.33	0.00	0.00	45,371.33
7410	DRUG LAW ENFORCEMENT TRUST	14,648.27	2,170.68	5,000.00	11,818.95
		29,039,965.05	24,196,060.98	21,776,503.36	31,459,522.67

YTD BUDGET REPORT - REVENUE APRIL 2025

FUND	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE
1110	1110 GENERAL FUND	18,905,136	18,905,136	7,052,126.82	11,853,009
2101	2101 INCOME TAX - PUBLIC SAFETY FUND	3,373,300	3,373,300	1,276,265.58	2,097,034
2210	2210 STREET FUND	2,190,200	2,190,200	496,726.27	1,693,474
2310	2310 FIRE - 1989 LEVY FUND	6,506,010	6,506,010	2,786,892.62	3,719,117
2370	2370 ONEOHIO OPIOID SETTLEMENT FUND	36,780	36,780	3,150.97	33,629
2410	2410 POLICE LAW ENFORCEMENT FUND	5,164,625	5,164,625	2,029,944.30	3,134,681
2600	2600 TIF FUNDS	3,787,875	3,787,875	2,468,790	1,319,085
2700	2700 RID FUNDS	6,160,975	6,160,975	3,365,997	2,794,978
3101	3101 INCOME TAX - CAPITAL PROJECT FUND	1,451,377	1,451,377	546,970.96	904,406
6110	6110 WATER FUND	3,779,412	3,779,412	1,263,450.65	2,515,961
6120	6120 WATER CAPITAL IMPROVEMENT FUND	412,000	562,000	650,979.42	-88,979
6210	6210 SEWER FUND	1,328,800	1,328,800	435,024.73	893,775
6310	6310 STORM WATER FUND	692,450	692,450	293,779.87	398,670
6410	6410 GARBAGE FUND	1,271,100	1,271,100	447,958.25	823,142
	TOTALS	55,060,040	55,210,040	23,118,058	32,091,982

YTD BUDGET REPORT - EXPENSE APRIL 2025

FUND	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
1110	1110 GENERAL FUND	20,702,702	20,722,702	6,960,985.35	1,381,566.74	12,380,150
2101	2101 INCOME TAX - PUBLIC SAFETY FUND	3,400,000	3,400,000	0.00	0.00	3,400,000
2210	2210 STREET FUND	3,232,716	3,232,716	894,270.72	170,695.96	2,167,749
2310	2310 FIRE - 1989 LEVY FUND	6,502,245	6,509,745	2,648,013.70	184,474.75	3,677,257
2410	2410 POLICE LAW ENFORCEMENT FUND	5,300,826	5,300,826	2,238,806.88	191,840.52	2,870,179
2600	2600 TIF FUNDS	3,353,180	3,353,180	2,068,247	0	1,284,933
2700	2700 RID FUNDS	6,097,771	6,097,771	2,474,416	0	3,623,355
3101	3101 INCOME TAX - CAPITAL PROJECT FUND	2,906,628	3,089,386	94,330.73	1,274,316.56	1,720,739
6110	6110 WATER FUND	4,193,036	4,193,036	767,170.23	98,622.31	3,327,243
6120	6120 WATER CAPITAL IMPROVEMENT FUND	896,246	896,246	0.00	339,822.00	556,424
6210	6210 SEWER FUND	1,429,565	1,429,565	439,952.53	17,474.42	972,138
6310	6310 STORM WATER FUND	732,350	732,350	58,559.55	49,833.56	623,957
6410	6410 GARBAGE FUND	1,249,143	1,249,143	390,585.06	12,232.09	846,326
TOTALS		59,996,408	60,206,666	19,035,338	3,720,879	37,450,449

Checks over \$15,000 April 2025		
NAME	INVOICE NET	INVOICE DESCRIPTION
AXON ENTERPRISE INC.	29,698.90	ANNUAL FEES PART OF 5 YEAR CONTRACT
B&N-KZF JOINT VENTURE LLC	233,750.00	CRITERIA ARCHITECT-NEW PW BLDG & FD STATION 62
BUTLER COUNTY WATER & SEWER DEPT	111,675.51	ACCT # 3048687-2055515
BUTLER COUNTY WATER & SEWER DEPT	105,803.56	MARCH 2025 WASTE WATER
CATERPILLER FINANCIAL SERVICES CORPORATION	19,236.14	PUBLIC WORKS MINI EXCAVATOR
CATERPILLER FINANCIAL SERVICES CORPORATION	54,559.59	PUBLIC WORKS FRONT END LOADER
DUNROBIN ASSOCIATES LLC.	16,685.00	ROW ACQUISITION SERVICES
ENTERPRISE FM TRUST	27,152.00	CITY WIDE FLEET LEASE
GOVERNMENTJOBS.COM, INC.	38,369.00	HR Software
HUNTINGTON NATIONAL BANK	292,163.74	1ST HALF TRUSTEE PAYMENT MALL
HUNTINGTON NATIONAL BANK	119,111.76	1ST HALF TRUSTEE PAYMENT 17 AC EAST
HUNTINGTON NATIONAL BANK	958,741.25	1ST HALF TRUSTEE PAYMENT VHMON
	17,144.00	2024 TAX REFUND
MONROE LOCAL SCHOOL DISTRICT	3,779,415.93	1ST HALF 2025 SCHOOL REIMBURSEMENT
NATIONAL INSPECTION CORPORATION	17,042.86	BUILDING SERVICES FOR 2024
RUMPKE OF OHIO, INC	89,723.52	CUSTOMER # 6300108176
TURTLECREEK TOWNSHIP TRUSTEES	49,812.12	JEDD REVENUE SPLIT - 2025 QTR. 1
WEX INC	18,751.97	FUEL FOR MARCH 2025



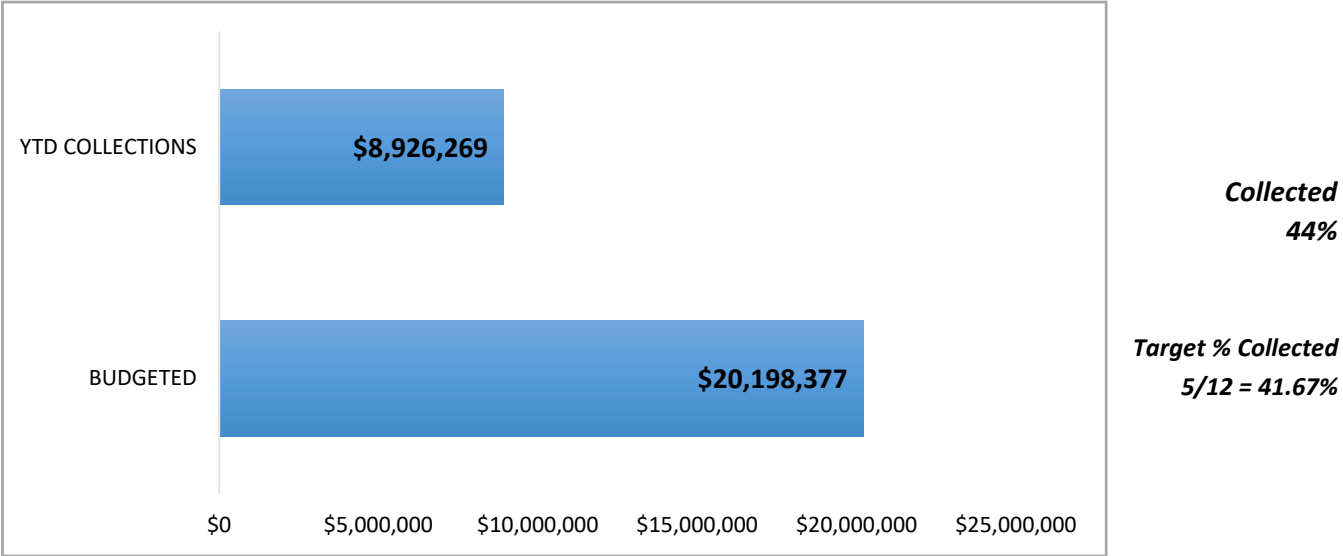
FINANCIAL REPORTS

FOR THE PERIOD ENDING

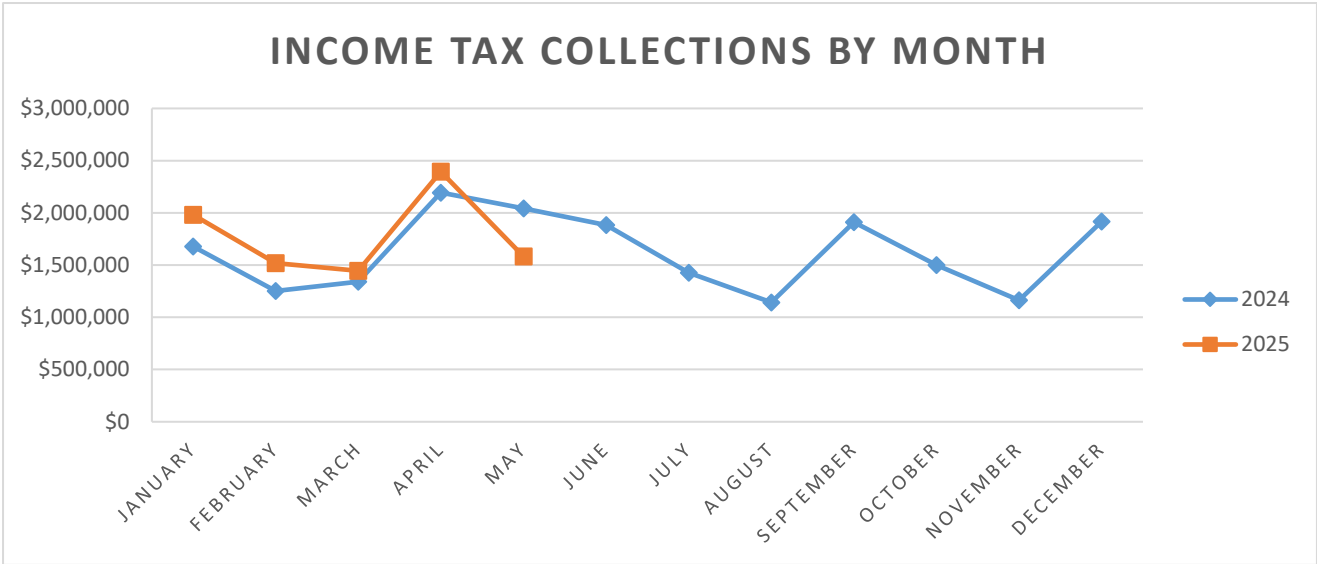
May 31, 2025

MUNICIPAL INCOME TAX MONTHLY REPORT MAY 2025

As of the end of May, we have collected (YTD) \$8,926,269 in income tax dollars.
This equals to approximately 44% of the budget estimate.

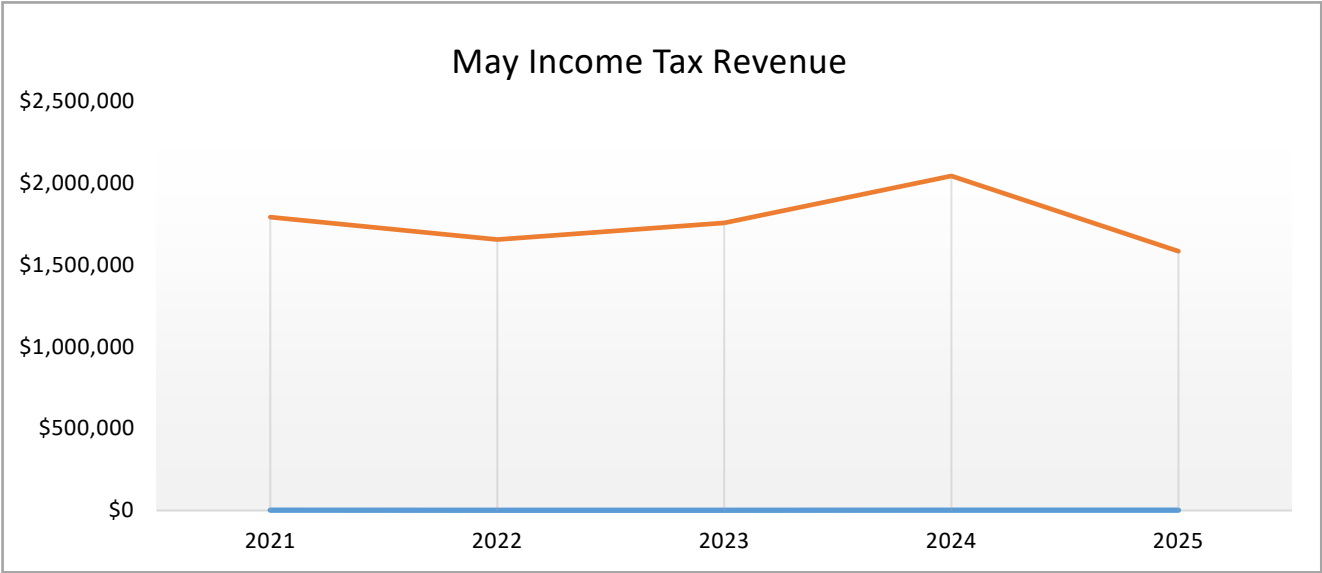


May income tax collections were 23% lower in 2025 than at the same time last year. Overall, the City has collected a difference of \$415,472 in 2025 than at the same time last year.



HISTORICAL COLLECTION OF TAX REVENUE OVER 5 YEARS

Over the last five years, income tax revenue in May has steadily fluctuated.



City of Monroe
Statement of Cash Position
As of 5/2025

Fund	Fund Description	Beg Balance	YTD Receipts	YTD Expenses	Unexpended Balance
1110	GENERAL FUND	8,541,990.08	8,505,906.51	9,180,380.36	7,867,516.23
2101	INCOME TAX - PUBLIC SAFETY	148,418.34	1,550,436.51	0.00	1,698,854.85
2210	STREET FUND	1,843,604.71	656,935.55	1,352,720.46	1,147,819.80
2220	STATE HIGHWAY FUND	259,759.02	46,455.17	11,859.70	294,354.49
2230	MOTOR VEHICLE LICENSE TAX FUND	35,592.22	0.00	0.00	35,592.22
2310	FIRE - 1989 LEVY FUND	232,152.01	3,157,141.90	3,381,915.53	7,378.38
2320	FIRE - 2005 LEVY FUND	1,010.27	0.00	0.00	1,010.27
2330	FEMA FUND	656.75	0.00	538.85	117.90
2370	ONEOHIO OPIOID SETTLEMENT FUND	152,810.48	3,150.97	0.00	155,961.45
2410	POLICE LAW ENFORCEMENT FUND	490,867.80	2,526,437.73	3,016,514.29	791.24
2420	DARE GRANT FUND	9,664.84	1,408.23	2,372.00	8,701.07
2430	ENFORCEMENT AND EDUCATION FUND	7,007.72	840.00	0.00	7,847.72
2440	FEDERAL ASSET FORFEITURE FUND	13,735.42	0.00	0.00	13,735.42
2450	OHIO PEACE OFFICER TRAINING	88,361.18	58,564.30	0.00	146,925.48
2510	COURT TECHNOLOGY IMPROVEMENT	5,344.43	4,930.16	7,217.54	3,057.05
2621	MONROE CROSSINGS (C1)	2,311.21	1,163.93	785.68	2,689.46
2622	PARK 63/SUMMIT (C2)	312,868.07	115,987.59	78,293.93	350,561.73
2623	MONROE COMMERCE CENTER (C3)	1,833,468.89	892,327.91	603,365.74	2,122,431.06
2626	MIAMI VALLEY INDUSTRIAL (C6)	243,429.13	76,084.84	51,360.76	268,153.21
2627	YANKEE ROAD (C7)	25,058.43	0.00	0.00	25,058.43
2628	BERNS/DOUGLAS (C8)	30,172.40	11,274.88	7,795.73	33,651.55
2629	FRICK GREENTREE (C9)	392.01	0.00	0.00	392.01
2630	OSBOURNE (C10)	199.45	110.38	76.82	233.01
2631	SATELLITE FARMS (C11)	159,126.42	129,375.99	90,039.62	198,462.79
2632	CORRIDOR 75/MILLEN (C12)	4,862.84	15,136.06	10,217.14	9,781.76
2633	CORRIDOR 75 #1 (C13)	881,859.98	1,168,240.66	1,168,240.66	881,859.98
2634	CORRIDOR 75 #2 (C14)	3,265.21	59,087.72	58,070.60	4,282.33
2721	ARBOR ACRES (R1)	99,907.02	190,280.83	139,852.55	150,335.30
2722	HERITAGE GREEN (R2)	267,007.78	204,057.62	150,148.15	320,917.25
2723	WYANDOT WOODS (R3)	1,146,141.76	603,295.42	443,257.46	1,306,179.72
2724	GILMAR MEADOWS (R4)	112,814.48	87,375.80	64,201.25	135,989.03
2725	MT PLEASANT (R5)	34,759.19	56,627.68	41,602.38	49,784.49
2726	BRITTONY WOODS (R6)	650,229.35	420,138.80	309,076.24	761,291.91
2727	TODD'S GLEN RESERVE (R7)	75,639.50	99,980.93	73,452.50	102,167.93
2728	MAJESTIC OAKS (R8)	2,210.69	2,657.42	1,958.78	2,909.33
2729	TRIMBLE FARM (R9)	77,121.22	68,311.71	50,310.88	95,122.05
2731	HANKINS ROAD (R11)	5.66	10.96	8.05	8.57
2732	MONROE CROSSINGS #1 (R12)	887,398.47	874,824.67	643,039.93	1,119,183.21
2733	MONROE CROSSINGS #2 (R13)	635,508.14	343,459.17	256,593.71	722,373.60
2734	MONROE CROSSINGS #3 (R14)	692,686.56	299,007.78	215,716.59	775,977.75

Fund	Fund Description	Beg Balance	YTD Receipts	YTD Expenses	Unexpended Balance
2735	RESERVES OF MONROE XINGS (R15)	322,911.52	115,968.50	85,198.01	353,682.01
3101	INCOME TAX - CAPITAL PROJECTS	1,483,097.26	664,472.79	354,388.01	1,793,182.04
3110	PARK IMPROVEMENT FUND	326,700.62	6,930.87	4,502.00	329,129.49
3120	CAPITAL IMPROVEMENT FUND	2,233,677.05	117,819.46	640,355.12	1,711,141.39
3620	CPO TIF - CAPITAL FUND	24,880.23	0.00	0.00	24,880.23
4110	G.O. BOND RETIREMENT FUND	119,200.29	0.00	54,328.50	64,871.79
4210	WATER BOND RETIREMENT FUND	50,468.69	2,250.00	52,675.69	43.00
4310	S.A. BOND RETIREMENT FUND	614.68	679,233.65	679,233.65	614.68
4410	INCOME TAX BOND RETIREMENT FUN	164,881.68	12,350.00	177,231.25	0.43
4610	CORRIDOR 75 PARK LTD TIF FUND	126,651.27	0.00	0.00	126,651.27
5110	S.A. STREET LIGHTING FUND	2,466.28	91.07	0.00	2,557.35
6110	WATER FUND	1,485,920.71	1,572,593.71	1,113,501.54	1,945,012.88
6115	WATER GUARANTEE DEPOSIT	50,700.00	-2,750.00	0.00	47,950.00
6120	WATER CAPITAL IMPROVEMENTS	446,610.07	654,650.07	367,290.59	733,969.55
6125	WATER METER& READ SYSTEM REPL	741,183.93	113,122.13	88,258.05	766,048.01
6210	SEWER FUND	7,511.26	544,518.55	538,816.44	13,213.37
6310	STORM WATER FUND	717,337.72	365,600.14	87,267.58	995,670.28
6315	STORMWATER DEPOSIT FUND	68,400.00	0.00	0.00	68,400.00
6410	GARBAGE FUND	395,427.95	553,140.35	483,054.93	465,513.37
6510	CEMETERY FUND	33,507.94	34,435.20	26,099.76	41,843.38
6610	STREET LIGHTING UTILITY	5,444.54	68,990.94	60,466.74	13,968.74
7100	CEMETERY MAINTENANCE TRUST	74,016.13	1,642.64	27,500.00	48,158.77
7110	MOUND CEMETERY TRUST FUND	77,714.54	1,717.52	27,424.80	52,007.26
7120	LONG STREET TRUST FUND	9,731.42	1,590.17	0.00	11,321.59
7310	FIRE HISTORIC PRESERVATION FUN	1,470.54	0.00	0.00	1,470.54
7320	FIRE LOSS SECURITY FUND	45,371.33	0.00	0.00	45,371.33
7410	DRUG LAW ENFORCEMENT TRUST	14,648.27	2,760.28	6,500.00	10,908.55
		29,039,965.05	27,742,153.82	26,285,076.54	30,497,042.33

YTD BUDGET REPORT - REVENUE MAY 2025

FUND	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE
1110	1110 GENERAL FUND	18,905,136	18,905,136	8,505,906.51	10,399,229
2101	2101 INCOME TAX - PUBLIC SAFETY FUND	3,373,300	3,373,300	1,550,436.51	1,822,863
2210	2210 STREET FUND	2,190,200	2,190,200	656,935.55	1,533,264
2310	2310 FIRE - 1989 LEVY FUND	6,506,010	6,506,010	3,157,141.90	3,348,868
2370	2370 ONEOHIO OPIOID SETTLEMENT FUND	36,780	36,780	3,150.97	33,629
2410	2410 POLICE LAW ENFORCEMENT FUND	5,164,625	5,164,625	2,526,437.73	2,638,187
2600	2600 TIF FUNDS	3,787,875	3,787,875	2,468,790	1,319,085
2700	2700 RID FUNDS	6,160,975	6,160,975	3,365,997	2,794,978
3101	3101 INCOME TAX - CAPITAL PROJECT FUND	1,451,377	1,451,377	664,472.79	786,904
6110	6110 WATER FUND	3,779,412	3,779,412	1,572,593.71	2,206,818
6120	6120 WATER CAPITAL IMPROVEMENT FUND	412,000	562,000	654,650.07	-92,650
6210	6210 SEWER FUND	1,328,800	1,328,800	544,518.55	784,281
6310	6310 STORM WATER FUND	692,450	692,450	365,600.14	326,850
6410	6410 GARBAGE FUND	1,271,100	1,271,100	553,140.35	717,960
	TOTALS	55,060,040	55,210,040	26,589,772	28,620,268

YTD BUDGET REPORT - EXPENSE MAY 2025

FUND	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
1110	1110 GENERAL FUND	20,702,702	20,722,702	8,414,670.87	1,567,786.15	10,740,245
2101	2101 INCOME TAX - PUBLIC SAFETY FUND	3,400,000	3,400,000	0.00	0.00	3,400,000
2210	2210 STREET FUND	3,232,716	3,232,716	1,093,697.92	161,247.83	1,977,770
2310	2310 FIRE - 1989 LEVY FUND	6,502,245	6,509,745	3,203,664.53	195,046.40	3,111,034
2410	2410 POLICE LAW ENFORCEMENT FUND	5,300,826	5,300,826	2,755,867.83	170,931.06	2,374,027
2600	2600 TIF FUNDS	3,353,180	3,353,180	2,068,247	0.00	1,284,933
2700	2700 RID FUNDS	6,097,771	6,097,771	2,474,416	0.00	3,623,355
3101	3101 INCOME TAX - CAPITAL PROJECT FUND	2,906,628	3,089,386	106,680.73	1,274,316.56	1,708,389
6110	6110 WATER FUND	4,193,036	4,193,036	1,072,532.41	92,135.43	3,028,368
6120	6120 WATER CAPITAL IMPROVEMENT FUND	896,246	896,246	0.00	339,822.00	556,424
6210	6210 SEWER FUND	1,429,565	1,429,565	541,428.49	17,474.42	870,662
6310	6310 STORM WATER FUND	732,350	732,350	70,590.41	49,620.09	612,140
6410	6410 GARBAGE FUND	1,249,143	1,249,143	486,124.49	12,232.09	750,786
TOTALS		59,996,408	60,206,666	22,287,921	3,880,612	34,038,133

Checks over \$15,000 May 2025		
NAME	INVOICE NET	INVOICE DESCRIPTION
BUTLER COUNTY WATER & SEWER DEPT	107,817.61	ACCOUNT # 3048687-2055515
BUTLER COUNTY WATER & SEWER DEPT	97,737.42	APRIL 2025 WASTE WATER
BUTLER COUNTY WATER & SEWER DEPT	116,017.81	ACCT # 3048687-2055515
BUCKEYE POWER SALES CO INC	54,924.80	DINGO TX1000
DIGITAL VISIONS, LLC	31,624.00	CAMERA & DOOR ACCESS CONTROL PROJECT
DIGITAL VISIONS, LLC	43,736.36	CAMERA & DOOR ACCESS CONTROL PROJECT
DIGITAL VISIONS, LLC	60,107.76	STATION SECURITY (DOOR LOCKS AND CAMERAS)
HURST KELLY & COMPANY LLC	18,750.00	2024 ACFR SERVICES
	21,219.26	2024 TAX REFUND
NEYRA CONSTRUCTION INC	129,750.87	2024 ADA RAMP REPLACEMENT PROJECT
ROOFCONNECT LOGISTICS, INC.	218,036.65	POLICE STATION/STRIP CENTER ROOF REPAIR
RUMPKE OF OHIO, INC	89,776.80	CUSTOMER # 6300108176
ANGELA WASSON	15,106.65	RETIREMENT AGREEMENT A. WASSON
WEX INC	24,419.38	FUEL FOR APRIL 2025



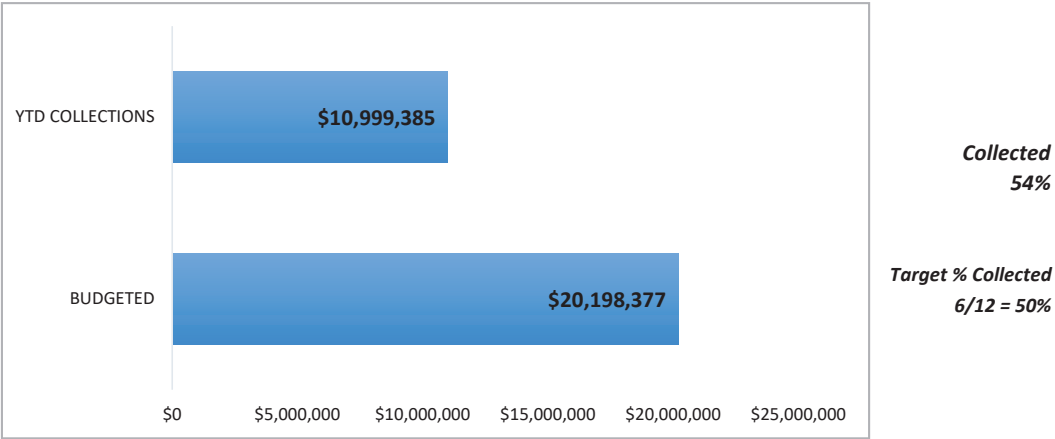
FINANCIAL REPORTS

FOR THE PERIOD ENDING

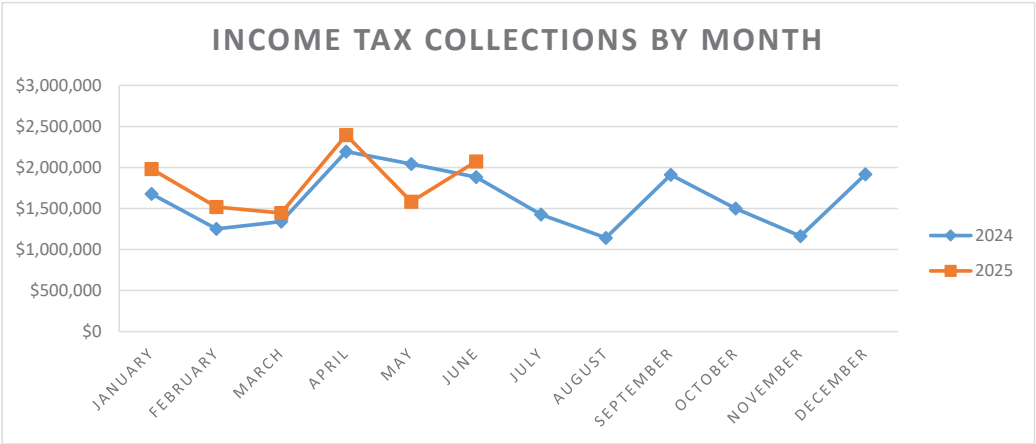
June 30, 2025

MUNICIPAL INCOME TAX MONTHLY REPORT JUNE 2025

As of the end of June, we have collected (YTD) \$10,999,385 in income tax dollars.
This equals to approximately 54% of the budget estimate.

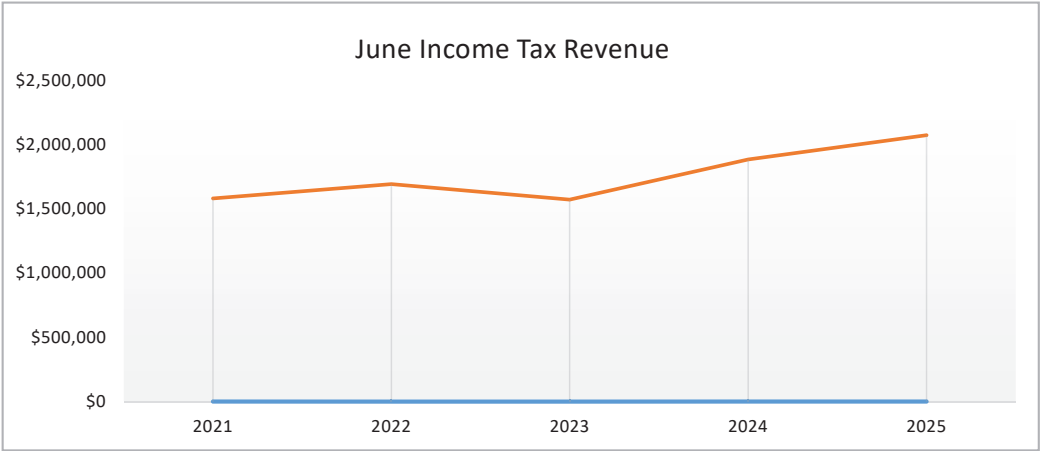


June income tax collections were 10% higher in 2025 than at the same time last year. Overall, the City has collected a difference of \$603,894 in 2025 than at the same time last year.



HISTORICAL COLLECTION OF TAX REVENUE OVER 5 YEARS

Over the last five years, income tax revenue in June has steadily increased.



City of Monroe
Statement of Cash Position
As of 6/2025

Fund	Fund Description	Beg Balance	YTD Receipts	YTD Expenses	Unexpended Balance
1110	GENERAL FUND	8,541,990.08	10,365,266.33	10,981,218.22	7,926,038.19
2101	INCOME TAX - PUBLIC SAFETY	148,418.34	1,910,482.40	0.00	2,058,900.74
2210	STREET FUND	1,843,604.71	801,507.83	1,529,704.50	1,115,408.04
2220	STATE HIGHWAY FUND	259,759.02	56,134.00	12,792.64	303,100.38
2230	MOTOR VEHICLE LICENSE TAX FUND	35,592.22	0.00	0.00	35,592.22
2310	FIRE - 1989 LEVY FUND	232,152.01	3,737,879.38	3,966,521.29	3,510.10
2320	FIRE - 2005 LEVY FUND	1,010.27	0.00	0.00	1,010.27
2330	FEMA FUND	656.75	0.00	538.85	117.90
2370	ONEOHIO OPIOID SETTLEMENT FUND	152,810.48	15,356.46	0.00	168,166.94
2410	POLICE LAW ENFORCEMENT FUND	490,867.80	2,965,080.97	3,449,846.21	6,102.56
2420	DARE GRANT FUND	9,664.84	1,408.23	2,372.00	8,701.07
2430	ENFORCEMENT AND EDUCATION FUND	7,007.72	865.00	0.00	7,872.72
2440	FEDERAL ASSET FORFEITURE FUND	13,735.42	0.00	0.00	13,735.42
2450	OHIO PEACE OFFICER TRAINING	88,361.18	73,117.44	0.00	161,478.62
2510	COURT TECHNOLOGY IMPROVEMENT	5,344.43	6,083.16	7,921.83	3,505.76
2621	MONROE CROSSINGS (C1)	2,311.21	1,163.93	785.68	2,689.46
2622	PARK 63/SUMMIT (C2)	312,868.07	115,987.59	78,293.93	350,561.73
2623	MONROE COMMERCE CENTER (C3)	1,833,468.89	892,327.91	603,365.74	2,122,431.06
2626	MIAMI VALLEY INDUSTRIAL (C6)	243,429.13	76,084.84	51,360.76	268,153.21
2627	YANKEE ROAD (C7)	25,058.43	0.00	0.00	25,058.43
2628	BERNS/DOUGLAS (C8)	30,172.40	11,274.88	7,795.73	33,651.55
2629	FRICK GREENTREE (C9)	392.01	0.00	0.00	392.01
2630	OSBOURNE (C10)	199.45	110.38	76.82	233.01
2631	SATELLITE FARMS (C11)	159,126.42	129,375.99	90,039.62	198,462.79
2632	CORRIDOR 75/MILLEN (C12)	4,862.84	15,136.06	10,217.14	9,781.76
2633	CORRIDOR 75 #1 (C13)	881,859.98	1,168,240.66	1,168,240.66	881,859.98
2634	CORRIDOR 75 #2 (C14)	3,265.21	59,087.72	58,070.60	4,282.33
2721	ARBOR ACRES (R1)	99,907.02	190,280.83	139,852.55	150,335.30
2722	HERITAGE GREEN (R2)	267,007.78	204,057.62	150,148.15	320,917.25
2723	WYANDOT WOODS (R3)	1,146,141.76	603,295.42	443,257.46	1,306,179.72
2724	GILMAR MEADOWS (R4)	112,814.48	87,375.80	64,201.25	135,989.03
2725	MT PLEASANT (R5)	34,759.19	56,627.68	41,602.38	49,784.49
2726	BRITTONY WOODS (R6)	650,229.35	420,138.80	309,076.24	761,291.91
2727	TODD'S GLEN RESERVE (R7)	75,639.50	99,980.93	73,452.50	102,167.93
2728	MAJESTIC OAKS (R8)	2,210.69	2,657.42	1,958.78	2,909.33
2729	TRIMBLE FARM (R9)	77,121.22	68,311.71	50,310.88	95,122.05
2731	HANKINS ROAD (R11)	5.66	10.96	8.05	8.57
2732	MONROE CROSSINGS #1 (R12)	887,398.47	874,824.67	643,039.93	1,119,183.21
2733	MONROE CROSSINGS #2 (R13)	635,508.14	343,459.17	256,593.71	722,373.60
2734	MONROE CROSSINGS #3 (R14)	692,686.56	299,007.78	215,716.59	775,977.75

Fund	Fund Description	Beg Balance	YTD Receipts	YTD Expenses	Unexpended Balance
2735	RESERVES OF MONROE XINGS (R15)	322,911.52	115,968.50	85,198.01	353,682.01
3101	INCOME TAX - CAPITAL PROJECTS	1,483,097.26	818,778.17	570,990.00	1,730,885.43
3110	PARK IMPROVEMENT FUND	326,700.62	7,716.38	11,002.00	323,415.00
3120	CAPITAL IMPROVEMENT FUND	2,233,677.05	117,819.46	643,485.87	1,708,010.64
3620	CPO TIF - CAPITAL FUND	24,880.23	0.00	0.00	24,880.23
4110	G.O. BOND RETIREMENT FUND	119,200.29	0.00	54,328.50	64,871.79
4210	WATER BOND RETIREMENT FUND	50,468.69	2,250.00	52,675.69	43.00
4310	S.A. BOND RETIREMENT FUND	614.68	679,233.65	679,233.65	614.68
4410	INCOME TAX BOND RETIREMENT FUN	164,881.68	12,350.00	177,231.25	0.43
4610	CORRIDOR 75 PARK LTD TIF FUND	126,651.27	0.00	0.00	126,651.27
5110	S.A. STREET LIGHTING FUND	2,466.28	91.07	0.00	2,557.35
6110	WATER FUND	1,485,920.71	1,912,672.76	1,207,394.68	2,191,198.79
6115	WATER GUARANTEE DEPOSIT	50,700.00	-2,425.00	0.00	48,275.00
6120	WATER CAPITAL IMPROVEMENTS	446,610.07	658,644.77	378,347.25	726,907.59
6125	WATER METER& READ SYSTEM REPL	741,183.93	135,635.77	94,041.48	782,778.22
6210	SEWER FUND	7,511.26	662,421.39	663,449.88	6,482.77
6310	STORM WATER FUND	717,337.72	434,782.70	107,966.29	1,044,154.13
6315	STORMWATER DEPOSIT FUND	68,400.00	0.00	0.00	68,400.00
6410	GARBAGE FUND	395,427.95	663,853.90	590,774.17	468,507.68
6510	CEMETERY FUND	33,507.94	43,061.04	36,172.67	40,396.31
6610	STREET LIGHTING UTILITY	5,444.54	82,682.63	74,589.04	13,538.13
7100	CEMETERY MAINTENANCE TRUST	74,016.13	3,774.66	27,500.00	50,290.79
7110	MOUND CEMETERY TRUST FUND	77,714.54	2,081.44	27,424.80	52,371.18
7120	LONG STREET TRUST FUND	9,731.42	313.60	0.00	10,045.02
7310	FIRE HISTORIC PRESERVATION FUN	1,470.54	0.00	0.00	1,470.54
7320	FIRE LOSS SECURITY FUND	45,371.33	0.00	24,000.00	21,371.33
7410	DRUG LAW ENFORCEMENT TRUST	14,648.27	2,929.03	7,000.00	10,577.30
		29,039,965.05	32,006,635.87	29,921,185.92	31,125,415.00

YTD BUDGET REPORT - REVENUE JUNE 2025

FUND	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE
1110	1110 GENERAL FUND	18,905,136	18,905,136	10,365,266.33	8,539,820
2101	2101 INCOME TAX - PUBLIC SAFETY FUND	3,373,300	3,373,300	1,910,482.40	1,462,818
2210	2210 STREET FUND	2,190,200	2,190,200	801,507.83	1,388,692
2310	2310 FIRE - 1989 LEVY FUND	6,506,010	6,506,010	3,737,879.38	2,768,131
2370	2370 ONEOHIO OPIOID SETTLEMENT FUND	36,780	36,780	15,356.46	21,424
2410	2410 POLICE LAW ENFORCEMENT FUND	5,164,625	5,164,625	2,965,080.97	2,199,544
2600	2600 TIF FUNDS	3,787,875	3,787,875	2,468,790	1,319,085
2700	2700 RID FUNDS	6,160,975	6,160,975	3,365,997	2,794,978
3101	3101 INCOME TAX - CAPITAL PROJECT FUND	1,451,377	1,451,377	818,778.17	632,599
6110	6110 WATER FUND	3,779,412	3,779,412	1,912,672.76	1,866,739
6120	6120 WATER CAPITAL IMPROVEMENT FUND	412,000	562,000	658,644.77	-96,645
6210	6210 SEWER FUND	1,328,800	1,328,800	662,421.39	666,379
6310	6310 STORM WATER FUND	692,450	692,450	434,782.70	257,667
6410	6410 GARBAGE FUND	1,271,100	1,271,100	663,853.90	607,246
	TOTALS	55,060,040	55,210,040	30,781,514	24,428,476

YTD BUDGET REPORT - EXPENSE JUNE 2025

FUND	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
1110	1110 GENERAL FUND	20,702,702	20,822,702	10,311,161.01	1,318,395.21	9,193,146
2101	2101 INCOME TAX - PUBLIC SAFETY FUND	3,400,000	3,400,000	0.00	0.00	3,400,000
2210	2210 STREET FUND	3,232,716	3,232,716	1,286,198.19	134,469.02	1,812,049
2310	2310 FIRE - 1989 LEVY FUND	6,502,245	6,573,565	3,820,307.88	263,905.62	2,489,352
2410	2410 POLICE LAW ENFORCEMENT FUND	5,300,826	5,300,826	3,233,583.03	170,267.91	1,896,975
2600	2600 TIF FUNDS	3,353,180	3,353,180	2,068,247	0	1,284,933
2700	2700 RID FUNDS	6,097,771	6,097,771	2,474,416	0	3,623,355
3101	3101 INCOME TAX - CAPITAL PROJECT FUND	2,906,628	3,089,386	312,782.72	1,068,214.57	1,708,389
6110	6110 WATER FUND	4,193,036	4,193,036	1,174,144.11	73,044.58	2,945,847
6120	6120 WATER CAPITAL IMPROVEMENT FUND	896,246	896,246	11,056.66	355,389.34	529,800
6210	6210 SEWER FUND	1,429,565	1,429,565	666,644.71	0.00	762,920
6310	6310 STORM WATER FUND	732,350	732,350	91,389.62	64,085.50	576,875
6410	6410 GARBAGE FUND	1,249,143	1,249,143	594,553.55	0.00	654,589
	TOTALS	59,996,408	60,370,486	26,044,485	3,447,772	30,878,230

Checks over \$15,000 June 2025		
NAME	INVOICE NET	INVOICE DESCRIPTION
GARRETT & JUDITH ASHLEY	24,000.00	REFUND OF FIRE LOSS SECURITY DEPOSIT
BUTLER COUNTY WATER & SEWER DEPT	104,003.26	MAY 2025 WASTE WATER
COMPLETE LAWN SPECIALISTS, INC.	17,005.00	INTERCHANGE MAINTENANCE 2025
FROST BROWN TODD LLC	20,084.34	LEGAL-HR
FROST BROWN TODD LLC	22,513.50	FBT LEGAL SERVICES
HURST KELLY & COMPANY LLC	18,750.00	2024 ACFR SERVICES
MIDWEST LANDSCAPES LLC	16,220.00	MOWING VARIOUS AREAS (CEMETERIES/PARKS)
NATIONAL INSPECTION CORPORATION	18,420.58	BUILDING SERVICES FOR 2024
PUBLIC ENTITIES POOL OF OHIO	42,734.00	2025 Property and Liability Insurance
POWERDMS, INC	19,413.16	PowerDMS Fire & Police
ROOFCONNECT LOGISTICS, INC.	206,101.99	POLICE STATION/STRIP CENTER ROOF REPAIR
RUMPKE OF OHIO, INC	89,918.88	CUSTOMER # 6300108176
TYLER TECHNOLOGIES, INC	102,592.67	WORK ORDERS ANNUAL SUPPORT & LICENSING
WEX INC	18,640.29	FUEL ACCOUNT 0462-00-399092-6 FOR MAY 2025

Atlantic Emergency Solutions - Springboro

260 Advanced Dr. Springboro, Ohio 45066



Case Number: 18342960

Repair Order Number: 12120CD

Purchase Order Number: N/A

Service Advisor: Ruggles, Matthew - Case Date 2025-07-21 07:27:20 -0400

Customer: City Of Monroe

Unit Number: M61

Address: 233 S MAIN STREET PO BOX 330
MONROE, OH 45050

Phone: (513) 539-8380

Fax: N/A

Customer Number: 71450

Asset: 2017 Ford Horton

Serial Number: HEC16810

VIN: 1FDUF5HT9HEC16810

Engine: Ford

Engine Hours: 0

Odometer: 1 Miles

Warranty Start: N/A

In Service: N/A



HEC16810

1 MINOR DIAGNOSTICS - (AE01-DIAG-MIN) [000-000-0000]

		Quantity	Price	Totals
Labor:				\$832.00
Parts:	5W40 GAL	3.0		
	OIL ANALYSIS KIT	1.0		
	SENSOR PRESSURE	1.0		
	FUEL PRESSURE SENSOR	1.0		
	Parts Total			\$776.58
Additional Charges:	DIAG, DIAG SCAN TOOL	n/a	\$142.00	\$142.00
Operation Total:				\$1,750.58

2 R&R FUEL FILTER - (EACH) [044-000-000]

		Quantity	Price	Totals
Labor:				\$332.80
Parts:	FUEL FILTER	1.0		
	AIR FILTER	1.0		
	CABIN AIR FILTER	1.0		
	OIL FILTER	1.0		
	Parts Total			\$269.06
Operation Total:				\$601.86

3 ROAD TEST UNIT - 25 MILES - (AE24-MISC-ROADTST25) [999-000-000]

		Quantity	Price	Totals
Labor:				\$374.40
Operation Total:				\$374.40

4 R&R PRESSURE SENSOR - (AE14-ENG-PSENSOR) [000-000-0000]

		Quantity	Price	Totals
Labor:				\$644.80
Parts:	REGULATOR	1.0		



Customer: City Of Monroe	Unit Number: M61
Case Number: 18342960	Asset: 2017 Ford Horton VIN: 1FDUF5HT9HEC16810

FREIGHT-RO	1.0	
Parts Total		\$359.63
Operation Total:		\$1,004.43

5 FUEL - (AE24-MISC-FUEL) [044-000-000]

Complaint: DRAIN AND CLEAN FUEL SYSTEM

	Quantity	Price	Totals
Labor:			\$1,040.00
Parts: DSL F ADDITIVE	1.0		
Operation Total:			\$1,079.08

6 R-R HIGH PRESSURE FUEL SYSTEM, (INJECTORS, FUEL RAILS, FUEL LINES, [000-000-0000]

Complaint: R-R INJECTORS, RAILS, LINES, PUMP

	Quantity	Price	Totals
Labor:			\$3,120.00
Parts: FUEL KIT- PUMP, INJECTORS, LINES, RAILS	1.0		
Operation Total:			\$8,841.30

7 OIL CHANGE - (AE14-ENG-OIL-CHNG) [000-000-0000]

Complaint: OIL CHANGE

	Quantity	Price	Totals
Labor:			\$166.40
Operation Total:			\$166.40

8 EGR VALVE REPLACEMENT - (AE15-EXH-EGR-VLV) [000-000-0000]

Complaint: EGR, GASKET

	Quantity	Price	Totals
Labor:			\$291.20
Operation Total:			\$291.20

9 UPPER/LOWER MANIFOLD [000-000-0000]

Complaint: UPPER AND LOWER MANIFOLD GASKETS

	Quantity	Price	Totals
Labor:			\$769.60
Parts: ADJUST	1.0		
Operation Total:			\$1,463.35

10 DRAIN AND FILL COOLING SYSTEM - (AE04-COOL-DRAIN-FILL) [000-000-0000]

Complaint: COOLANT SYSTEM, DRAIN, REFILL, TEST.



Customer: City Of Monroe	Unit Number: M61
Case Number: 18342960	Asset: 2017 Ford Horton VIN: 1FDUF5HT9HEC16810

	Quantity	Price	Totals
Labor:			\$416.00
Operation Total:			\$416.00

11 COMMAND ZONE PROGRAMING - (AE18-ELEC-COMZONE) [000-000-0000]

Complaint: PROGRAM INJECTORS

	Quantity	Price	Totals
Labor:			\$104.00
Operation Total:			\$104.00

	Parts	\$7,859.40
	Labor	\$8,091.20
	DIAG	\$142.00
	Shop Supplies	\$190.00
	Total	\$16,282.60

Notes:

[7/31/2025 at 12:33 pm EDT] - JOSH,

Quick update on the Medic,
Weve cleaned fuel system,, replaced filters, changed the sensors and regulator.
We can't get the code to go away for fuel pressure issue, it sends the truck into limp mode.
The next step is to replace the high pressure fuel system parts, comes as a kit.
I am putting together the pricing and timeline for your approval.
Let me know if you or Chief have any questions

Thanks
Matt

[8/6/2025 at 10:34 am EDT] - Approval Requested for the estimate version 1. Total \$16,282.60. NOTE: Josh
Hope all is going well!

Here is the pricing on the needed repairs for M61
Lines 1-5 are completed up to this point trying to clean the system of DEF and get it working. We still get a reoccurring code and go into limp mode. Ford recommends to do the High Pressure system. Lines 6-11 cover what it will take to do that.

I've got some parts here and some not here. If we get the ok we can have those very soon.
Just let me know if you have any questions.

Thanks
MattRepair status set to Pending Approval.



Atlantic Emergency Solutions - Springboro



Customer: City Of Monroe	Unit Number: M61
Case Number: 18342960	Asset: 2017 Ford Horton VIN: 1FDUF5HT9HEC16810

This estimate is subject to teardown and inspection and is valid for 30 days from date above. I, the undersigned, authorize you to perform the repairs and furnish the necessary materials. I understand any costs verbally quoted are an estimate only and not binding. Your employees may operate vehicle for inspecting, testing and delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. AUTHORIZED BY: _____ DATE: __/__/__

ESTIMATE