

CITY COUNCIL AGENDA

January 17, 2023

7:30p.m.

The meeting convenes at City Hall, in Council Chambers, 1st Floor, 538 N. Market Street, Wooster, Ohio.

- I. ROLL CALL & ORDERING OF AGENDA**
- II. APPROVAL OF MINUTES**
- III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION**
- IV. PETITIONS/COMMUNICATIONS FROM PUBLIC**
- V. COMMITTEE REPORTS; PUBLIC HEARINGS**
- VI. UNFINISHED BUSINESS - NONE**
- VII. NEW BUSINESS**
 1. First Reading – RESOLUTION NO. 2023-01
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE CONSTRUCTION OF A SANITARY SEWER LINE ON FRIENDSVILLE ROAD TO CLEVELAND ROAD AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)
 2. First Reading – RESOLUTION NO. 2023-02
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE CONSTRUCTION OF A SANITARY SEWER FROM THE LIFT STATION IN THE SPRING RUN DEVELOPMENT TO THE LIFT STATION AT THE RESERVE AT DEER CREEK AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)
 3. First Reading – RESOLUTION NO. 2023-03
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR ASPHALT PAVEMENT REPAIRS ON VARIOUS STREETS AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)
 4. First Reading – RESOLUTION NO. 2023-04
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR CONCRETE PAVEMENT REPAIRS ON VARIOUS STREETS AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)
 5. First Reading – RESOLUTION NO. 2023-05
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE RESURFACING OF VARIOUS STREETS AND PROVIDING FOR IMMEDIATE ENACTMENT (Warden)
 6. First Reading – RESOLUTION NO. 2023-06
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST

BIDDER FOR THE IMPROVEMENTS TO THE MELROSE DRIVE SANITARY LIFT STATION, AND ALLOWING FOR IMMEDIATE ENACTMENT (Ansel)

7. First Reading – RESOLUTION NO. 2023-07

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION OF OAK HILL AND OLDMAN ROADS AND ALLOWING FOR IMMEDIATE ENACTMENT (Warden)

8. First Reading – ORDINANCE NO. 2023-01

AN ORDINANCE AMENDING CHAPTER 105 OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, ENTITLED "WARDS AND BOUNDARIES" (Reynolds)

9. First Reading – RESOLUTION NO. 2023-08

A RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO ISSUE PAYMENT FOR SERVICES RENDERED PRIOR TO THE FISCAL OFFICER'S CERTIFICATION OF AVAILABILITY OF FUNDS AND PROVIDING FOR IMMEDIATE ENACTMENT (Sanders)

10. First Reading – ORDINANCE NO. 2023-02

AN ORDINANCE TO APPROVE AND ADOPT THE RECOMMENDATIONS OF THE PLANNING COMMISSION AND AMEND THE CODIFIED ORDINANCES IN ACCORDANCE WITH THOSE RECOMMENDATIONS (Reynolds)

11. First Reading – ORDINANCE NO. 2023-03

AN ORDINANCE TO AMEND CHAPTER 1107, ZONING DISTRICTS, OF THE WOOSTER CODIFIED ORDINANCES TO ALLOW EXPANDED MANUFACTURED HOME DEVELOPMENT WITHIN THE R-5 ZONING DISTRICT (Myers)

12. First Reading – RESOLUTION NO. 2023-10

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH OHM ADVISORS FOR COMPREHENSIVE PLANNING SERVICES AND ALLOWING FOR IMMEDIATE ENACTMENT (Sanders)

13. First Reading – RESOLUTION NO. 2023-11

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE VEHICLES IN ACCORDANCE WITH THE CAPITAL PLAN FOR 2023 (Knapic)

14. First Reading – RESOLUTION NO. 2023-09

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO CONTRACT WITH SANTMYER COMPANIES INC. FOR CITY FUEL NEEDS FOR FLEET VEHICLES AND ALLOWING FOR IMMEDIATE ENACTMENT (Sanders)

15. First Reading – ORDINANCE NO. 2023-04

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE WAYNE TOWNSHIP TRUSTEES FOR COMPENSATION OF LOST PROPERTY TAX REVENUES RESULTING FROM ANNEXATION AND ALLOWING FOR IMMEDIATE ENACTMENT (Reynolds)

16. First Reading – ORDINANCE NO. 2023-05

AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE (Sanders)

VIII. MISCELLANEOUS

IX. ADJOURNMENT

RESOLUTION NO. 2023-01

A RESOLUTION AUTHORIZING THE DIRECTOR OF
ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND
ENTER INTO A CONTRACT WITH THE LOWEST AND BEST
BIDDER FOR THE CONSTRUCTION OF
A SANITARY SEWER LINE ON FRIENDSVILLE ROAD TO
CLEVELAND ROAD AND ALLOWING FOR IMMEDIATE
ENACTMENT

WHEREAS, the City desires to eliminate an aging lift station and provide a gravity sewer to lower operation and maintenance costs with the installation of PVC sanitary sewer pipe, manholes and any other appurtenances.

WHEREAS, the costs of this project have been budgeted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. The Director of Administration is authorized to advertise according to law and enter into a contract with the lowest and best bidder for the above-referenced project.

SECTION 2. The cost shall not exceed the amount appropriated.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees in compliance with the law.

SECTION 4. This Resolution is hereby declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City or providing for the usual daily operation of a municipal department or division; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2023
Mayor

Introduced by: Jon Ansel

Request for Agenda Item

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ks
 2023-01

Authorization for Bid



Purchase Capital Item



Non-Capital



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|---|--|
| Division: Engineering | Meeting Date Requested January 17, 2023 |
| Project Name North End Sanitary Sewer Project | Estimated Total Funds/Costs \$1,500,000 (\$750,000 Sanitary Sewer Fund)(\$500,000 OPWC Grant)(\$250,000 ARPA Funds) |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for the construction of a sanitary sewer line from the Wal-Mart lift station on Friendsville Road to Cleveland Road for the purposes of eliminating the lift station. This project involves the construction of approximately 6,500 linear feet of 15" PVC sanitary sewer pipe, 1,150 linear feet of 12" PVC sanitary sewer pipe and 24 manholes. All of the engineering design, construction administration and inspection will be performed in-house by the engineering staff. | |
| Justification / Benefits The project will eliminate the Wal-Mart lift station and provide gravity sewer to the Cleveland Road interceptor sewer. | |
| Will this Project affect the City's Operating Costs This project will lower operation and maintenance costs. | |
| What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and continue to perform maintenance on the aging lift station. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to bid this project as early as possible in order to obtain the best possible bids and to order materials.. | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Roger Kobilarcsik | Date: January 4, 2023 |
| Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Amal

RESOLUTION NO. 2023-02

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE CONSTRUCTION OF A SANITARY SEWER FROM THE LIFT STATION IN THE SPRING RUN DEVELOPMENT TO THE LIFT STATION AT THE RESERVE AT DEER CREEK AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, the City desires to eliminate an aging lift station and provide a gravity sewer to lower operation and maintenance costs with the installation of PVC sanitary sewer pipe, manholes and other appurtenances.

WHEREAS, the costs of this project have been budgeted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. The Director of Administration is authorized to advertise according to law and enter into a contract with the lowest and best bidder for the above-referenced project.

SECTION 2. The cost shall not exceed the amount appropriated.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees in compliance with the law.

SECTION 4. This Resolution is hereby declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City or providing for the usual daily operation of a municipal department or division; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2023
Mayor

Introduced by: Jon Ansel

Request for Agenda Item

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 2023-02

Authorization for Bid

Purchase Capital Item

Non-Capital

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| Division: Engineering | Meeting Date Requested January 17, 2023 |
| Project Name W. Milltown Sanitary Sewer Project | Estimated Total Funds/Costs \$1,750,000 TIF Funded |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for the construction of a sanitary sewer line from the new lift station in the Spring Run Development to the lift station at the reserve of deer creek for the purposes of eliminating that lift station. This project involves the construction of approximately 5,140 linear feet of 8" PVC sanitary sewer pipe and 17 manholes. All of the engineering design, construction administration and inspection will be performed in-house by the engineering staff. | |
| Justification / Benefits The project will eliminate the reserve at deer creek lift station and provide gravity flow to the Spring Run Lift station. | |
| Will this Project affect the City's Operating Costs This project should lower operation and maintenance costs. | |
| What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and continue to perform maintenance on the aging lift station. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to bid this project as early as possible in order to obtain the best possible bids and to order materials. | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Roger Kobilarcsik | Date: January 4, 2023 |
| Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Ansel

RESOLUTION NO. 2023-03

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR ASPHALT PAVEMENT REPAIRS ON VARIOUS STREETS AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, it is necessary to repair the pavement on public roads including, but not limited to, E. South Street (Bever to Pittsburg), E. Henry Street (Bever to Minerva) and Winter Street (Beall to Gasche) and the cost is included in the capital plan for 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. The Director of Administration is authorized to advertise according to law and enter into a contract with the lowest and best bidder for repairing the asphalt pavement on public roads including, but not limited to, E. South Street (Bever to Pittsburg), E. Henry Street (Bever to Minerva) and Winter Street (Beall to Gasche), in accordance with specifications on file in the Office of the Director of Administration.

SECTION 2. The cost of such contract will not exceed the amount budgeted.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees in compliance with the law.

SECTION 4. This Resolution is hereby declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City or providing for the usual daily operation of a municipal department or division; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2023
Mayor

Introduced by: Jenifer Warden

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les 2022-03

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

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|---|---|
| Division: Engineering | Meeting Date Requested January 17, 2023 |
| Project Name 2023 Pavement Repairs | Estimated Total Funds/Costs \$500,000 (Capital Improvement Fund) |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request This is a request to authorize the advertisement and award of a contract to the lowest and best bidder for pavement repairs on E. South Street (Bever to Pittsburg), E. Henry Street (Bever to Minerva) and Winter Street (Beall to Gasche). The project consists of pavement planning and new asphalt. All streets will have the adjustment of manholes and water valve boxes to grade. All engineering design, construction administration and inspection will be performed by the engineering staff. | |
| Justification / Benefits These streets are at the top of the road priority list for streets needing resurfacing. The existing pavement has deteriorated and pavement repairs are necessary to maintain and upgrade the streets. | |
| Will this Project affect the City's Operating Costs This project will reduce the City's operating costs by repairing deteriorating roads. | |
| What Alternatives Exist and what are the Implications of the Alternatives We can do nothing and continue to patch holes as best as possible. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to bid this project as early as possible in order to obtain the best possible bids and to schedule the paving as soon as possible. | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Roger Kobilarcsik | Date: January 4, 2023 |
| Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Jennifer

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Rev 2022-04

Request for Agenda Item

Authorization for Bid



Purchase Capital Item



Non-Capital



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|---|--|
| Division: Engineering | Meeting Date Requested January 17, 2023 |
| Project Name 2023 Concrete Street Repairs | Estimated Total Funds/Costs \$325,000 Capital Improvement Funds |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for concrete repairs on Arthur Drive, Reta Circle, Ruth Circle and Wayne Avenue as well as other concrete streets. This project will complete repairs to the concrete streets. All of the design Engineering, construction administration and inspection will be performed by the engineering staff. | |
| Justification / Benefits This work will reduce the time and materials the City's maintenance department will spend on spot repairs. | |
| Will this Project affect the City's Operating Costs This project will reduce maintenance costs by replacing deteriorated concrete. | |
| What Alternatives Exist and what are the Implications of the Alternatives We can do nothing, and continue to patch holes as best as possible. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to bid this project as early as possible. | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Roger Kobilarcsik | Date: January 4, 2023 |
| Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Jennifer

RESOLUTION NO. 2023-05

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE RESURFACING OF VARIOUS STREETS AND PROVIDING FOR IMMEDIATE ENACTMENT

WHEREAS, Section 5501.03 (C) of the Ohio Revised Code provides that the Director of the Ohio Department of Transportation (ODOT) may coordinate the activities of the Department with other appropriate public authorities and enter into contracts with such authorities as necessary to carry out its duties, powers and functions; and

WHEREAS, The Ohio Department of Transportation has committed to funding 60% of the construction costs for this project in FY 2024 with remaining costs to be budgeted in FY 2024.

WHEREAS, the LPA (Local Public Agency), the City of Wooster, has received funding approval for the project listed above from the Program Manager having responsibility for the federal/state funds involved, and

WHEREAS, it is the mutual desire of both ODOT and the LPA to have the LPA serve as the responsible lead agency for the administration of the project;

WHEREAS, it is necessary to resurface Oak Hill Road (W. Liberty to Wayne), W. Liberty Street (Bowman to Oak Hill) and Palmer Street (Bowman to Wayne).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. The Director of Administration is authorized to enter into an agreement with ODOT to facilitate the resurfacing of Oak Hill Road (W. Liberty to Wayne), W. Liberty Street (Bowman to Oak Hill) and Palmer Street (Bowman to Wayne).

SECTION 2. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees in compliance with the law.

SECTION 3. This Resolution is hereby declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division, and for the further reason that an agreement with the Ohio Department of Transportation ODOT is necessary to begin the plan approval process; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law. This Resolution shall take effect and be in full force from and after the earliest date allowed by law.

1st reading _____ 2nd reading _____ 3rd reading _____

Passed: _____, 2023

Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2023

Mayor

Introduced by: Jennifer Warden

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Res 2022-05

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

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| Division: Engineering | Meeting Date Requested January 17, 2023 |
| Project Name Resurfacing Oak Hill, Palmer and W. Liberty, 2024 | Estimated Total Funds/Costs \$825,000 (ODOT \$513,559)(Capital Fund \$311,441) |
| Is Full Amount Budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? Funding for this project will be included in the 2024 Appropriation Budget. | |
| Description of Request This is a request to authorize the Director of Administration to enter into a cooperative agreement with the Ohio Department of Transportation (ODOT) for the resurfacing of Oak Hill Road (W. Liberty to Wayne), W. Liberty Street (Bowman to Oak Hill) and Palmer Street (Bowman to Wayne). Engineering design, contract administration and inspection will be performed in-house by the engineering staff. | |
| Justification / Benefits The Ohio Department of Transportation has committed to funding just over 60% of the construction costs for this project in their FY 2024. | |
| Will this Project affect the City's Operating Costs This project should lower operation and maintenance costs. | |
| What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and turn down the grant funds. We could proceed with the project using other interest accruing financing methods. | |
| Is this a Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: This is a request to simply accept the funds already awarded for this project, and is a requirement of the funding process. | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not required but earlier passage would allow the return of the signed agreement to ODOT in a timely fashion per their request. ODOT's plan approval process cannot begin until the LPA agreement is signed. | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Roger Kobilarcsik | Date: January 4, 2023 |
| Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Jennifer

RESOLUTION NO. 2023-06

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE IMPROVEMENTS TO THE MELROSE DRIVE SANITARY LIFT STATION, AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, it is necessary to make improvements to the Melrose lift station, and the cost is included in the capital plan for 2023; and

WHEREAS, this City Council deems that prompt action is necessary to complete the project during the building season to improve the safe and efficient distribution of wastewater.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. The Director of Administration is hereby authorized to advertise according to law and enter into a contract with the lowest and best bidder for the improvement of the Melrose Drive sanitary lift station in accordance with specifications now on file in his office.

SECTION 2. The cost of such contract will not exceed the amounts appropriated for this purpose.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees in compliance with law.

SECTION 4. This Resolution is hereby declared to be an emergency measure necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Introduced _____ Passed _____ Vote _____

Passed: _____, 2023 Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2023
Mayor

Introduced by: Jon Ansel

Request for Agenda Item

Authorization for Bid



Purchase Capital Item



Non-Capital



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| Division: Engineering | Meeting Date Requested January 17, 2023 |
| Project Name Melrose Lift Station Improvements | Estimated Total Funds/Costs \$400,000 (\$336,000 Sanitary Sewer Fund)(\$64,000 Private Funds) |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request This is a request to authorize the advertisement for bids and to enter into a contract with the lowest and best bidder for the improvements to the Melrose Lift Station. This project will replace the outdated controls, new pumps, add a backup power and generator building. All of the design Engineering, construction administration and inspection will be performed by the engineering staff. | |
| Justification / Benefits The existing lift station was built in 1989 as part of the Madisonburg area sanitary sewer project. The station has no backup generator and the controls are outdated and have a frequency of malfunctioning. | |
| Will this Project affect the City's Operating Costs This project will lower operation and maintenance costs. | |
| What Alternatives Exist and what are the Implications of the Alternatives We could do nothing and continue to perform maintenance on the aging lift station. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons Suspension of the rules is not necessary but earlier passage would allow the opportunity to bid this project as early as possible in order to obtain the best possible bids and to order materials. | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Roger Kobilarcsik | Date: January 4, 2023 |
| Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No | |

RESOLUTION NO. 2023-07

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION OF OAK HILL AND OLDMAN ROADS AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, it is necessary to update the intersection at Oak Hill and Oldman Roads and alleviate the increase in traffic for new and future developments.

WHEREAS, this project is intended to lower the City's operating costs by reducing maintenance costs of the existing road.

WHEREAS, the costs of this project have been budgeted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. The Director of Administration is authorized to advertise according to law and enter into a contract with the lowest and best bidder for construction of the above-referenced roundabout in accordance with specifications on file in the Office of the Director of Administration.

SECTION 2. The cost of such contract will not exceed the amount budgeted.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees in compliance with the law.

SECTION 4. This Resolution is hereby declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City or providing for the usual daily operation of a municipal department or division; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2023
Mayor

Introduced by: Jenifer Warden

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Rec 2023-07

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

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| Division: Engineering | Meeting Date Requested January 17, 2022 |
| Project Name Oak Hill/Oldman Roundabout | Estimated Total Funds/Costs \$1,400,000 TIF Fund |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request This is a request to advertise and enter into a contract with the lowest and best bidder for the construction of a roundabout at the intersection of Oak Hill and Oldman Roads. | |
| Justification / Benefits This project will update the intersection and alleviate the increase in traffic for new and future developments. | |
| Will this Project affect the City's Operating Costs This should lower the City's operating costs by reducing maintenance costs of the existing road. | |
| What Alternatives Exist and what are the Implications of the Alternatives N/A | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons While suspension of the rules is not necessary, earlier passage would allow the opportunity to bid this project as early as possible. | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Roger Kobilarcsik | Date: January 5, 2023 |
| Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Jennifer

ORDINANCE NO. 2023-01

AN ORDINANCE AMENDING CHAPTER 105 OF THE
CODIFIED ORDINANCES OF THE CITY OF WOOSTER,
OHIO, ENTITLED "WARDS AND BOUNDARIES"

WHEREAS, the expansion of the City of Wooster during the last decade has caused an imbalance in the population of the established wards; and

WHEREAS, the results of the 2020 census are now available to facilitate the redrawing of ward boundaries so as to equalize representation upon City Council; and

WHEREAS, the Laws and Ordinances Committee has met and approved a plan for redrawing ward boundaries, which plan is hereby recommended.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. That Chapter 105 of the Codified Ordinances of the City of Wooster, Ohio, entitled "Wards and Boundaries" be and the same is hereby amended to read as follows:

105.01 DIVISION OF CITY INTO WARDS.

(a) Council shall subdivide the City into wards, equal in number to the members of the legislative authority who are elected from wards, within ninety days after:

- (1) The first day of October of the year following the decennial census year; or
- (2) The annexation of territory containing, according to the last federal census or a census authorized by the legislative authority, such population as will entitle the City to an additional member of the legislative authority in accordance with the applicable provision of the municipal Charter.

(b) If the legislative authority fails to make such subdivision within the time required, it shall be made by the Director of Administration.

(c) In order to provide substantially equal population in each of the wards, the legislative authority may redivide the City into wards at any time.

(d) All wards shall be bounded, as far as practicable, by county lines, streets, alleys, lot lines, avenues, public grounds, canals, watercourses, Municipal Corporation lines, center lines of platted streets, or railroads, and shall be composed of adjacent and compact territory, and shall be substantially equal in population.

(e) The legislative authority may authorize and provide for conducting a census of the population of the City at any time in order to carry out the powers granted by this section.

(f) Action of the legislative authority to divide the City into wards shall be taken by Ordinance and shall be effective for the first municipal primary election occurring at least 150 days after the passage of the Ordinance.

(Ord. 2001-69. Passed 12-17-01.)

105.02 FIRST WARD.

Beginning at a point on the west corporation line where such line from the south intersects West Old Lincoln Way; thence following the corporation line westerly to its intersection with the center line of Old Mansfield Road and McAfee Road; thence easterly along the center line of Old Mansfield Road to the intersection of Mechanicsburg Road, West Liberty Street and West Bowman Street; thence east along the center line of West Bowman Street to Oak Hill Road; thence north along the center line of Oak Hill Road to Hamilton Avenue; thence east along the center line of Hamilton Ave to intersection of Northwestern Avenue and Beechwood Avenue; thence east along the centerline of Beechwood Avenue to the intersection of Westridge Drive; thence north east along Lot 4538 to the north east corner of Lot 4538; thence south along the eastern parcel line of Lot 4538 to the north parcel line of Christmas Run Park; thence east along north parcel line of Christmas Run Park to the southern parcel line of Lot 9754; thence east along southern parcel lines of Lot 9754 and Lot 9753 to a point on the center line of North Grant Street; thence south along North Grant Street to the intersection of Foster Path; thence east along the center line of Foster Path to the intersection of Quinby Avenue and Pearl Street; thence east along the center line of Pearl Street to the intersection of North Bever Street; thence south along the center line of North Bever Street to East Bowman Street; thence east along the center line of East Bowman Street to a point where East Bowman Street turns northeasterly; thence projecting the center line of East Bowman Street, from said point, east to its intersection with the corporation line; thence following the corporation line for the southerly part of the City to the place of beginning.

(Ord. 2022-13. Passed 06-6-22.)

105.03 SECOND WARD.

Beginning at the intersection of North Bever Street and East Bowman Street; thence east along the center line of East Bowman Street to a point where East Bowman Street turns northeasterly; thence projecting the center line of East Bowman Street, from said point, east to its intersection with the corporation line; thence following the corporation line for the easterly part of the City to its intersection with the centerline of Back Orrville Road; thence west along Back Orrville Road to the intersection of Akron Road and Portage Road; thence west along the center line of Portage Road to the intersection of East Highland Ave; thence westerly along the center line of East Highland to the intersection of Cleveland Road; thence southwest along the center line of Cleveland Road to North Bever Street; thence south along the center line of North Bever Street to the place of beginning.

(Ord. 2022-13. Passed 06-6-22.)

105.04 THIRD WARD.

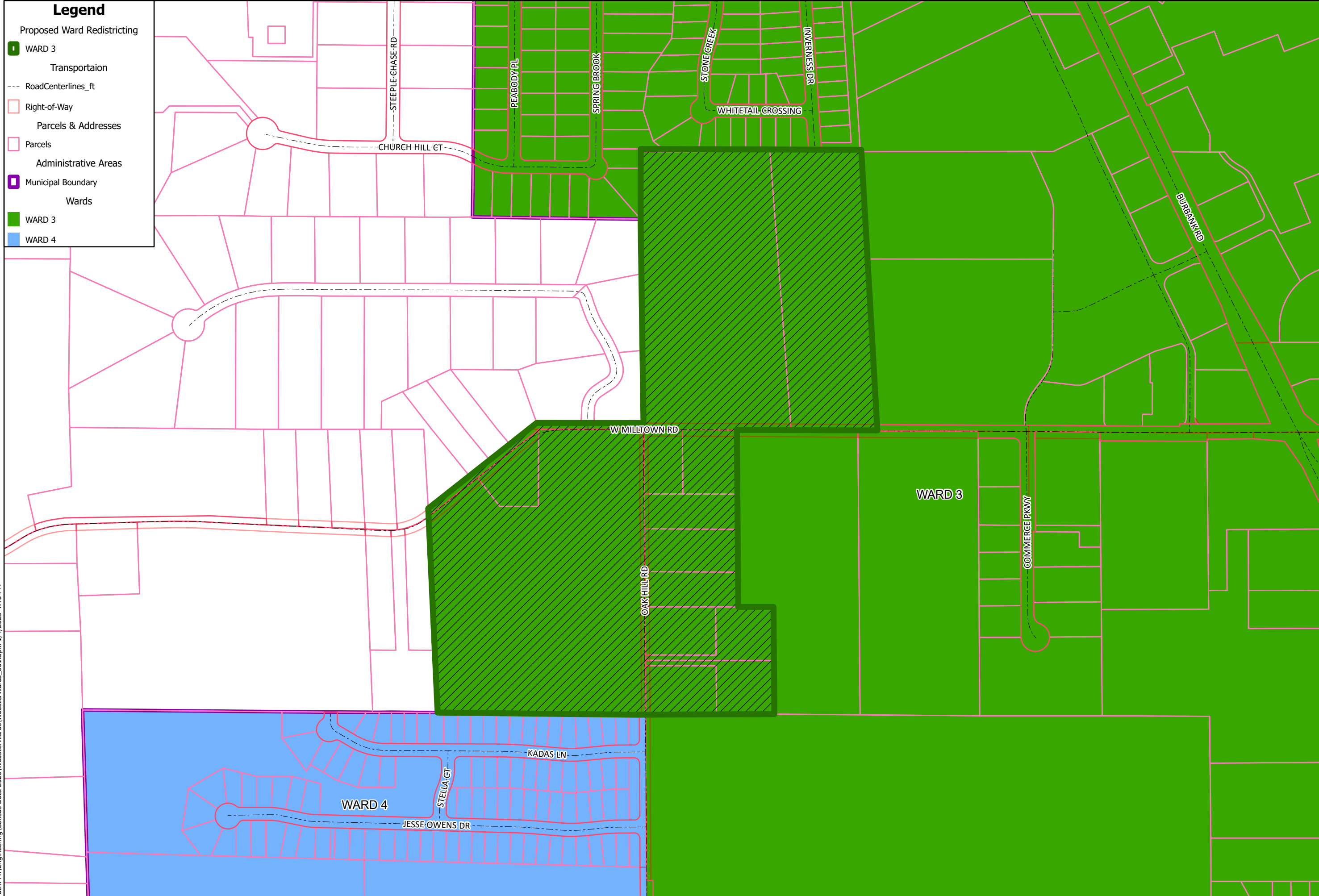
Beginning at a point on the corporation where such line from the west intersects Oak Hill Road between Milltown Road and Oldman Road; north meets the intersection of W Milltown Road and Oak Hill Road; thence west along W Milltown Road to a point on the west parcel line of Parcel 67-03013.000; thence south along the west parcel line of Parcel 67-03013.000 to a point where the Corporation intersects the northern parcel line of lot 9983; thence east along the south parcel line of Parcel 67-03013.000 to a point at the center line of Oak Hill Road; thence south along the center line of Oak Hill Road to a point at the northern parcel line of 2583 Oak Hill Road; thence easterly along parcel line to the north western lot line of Lot 5587; thence south along western lot line to a point on the center line of Skylark Avenue; thence east along the center line of Skylark Avenue to the intersection of Christmas Run Boulevard; thence south along the center line of Christmas Run Boulevard to the intersection of West Highland Avenue; thence east along the center line of West Highland Avenue and East Highland Avenue to Portage Road; thence east along the center line of Portage Road to Akron Road; thence east along the center line of Back Orrville Road to its intersection with the Corporation limit; thence following the corporation line for the northerly part of the City to the place of beginning.

(Ord. 2022-13. Passed 06-6-22.)

105.05 FOURTH WARD.

Beginning at a point on the corporation where such line from the west intersects Oak Hill Road between Milltown Road and Oldman Road; thence south along the center line of Oak Hill Road to a point at the northern parcel line of 2583 Oak Hill Road; thence easterly along parcel line to the north western lot line of Lot 5587; thence south along western lot line to a point on the center line of Skylark Avenue; thence east along the center line of Skylark Avenue to the intersection of Christmas Run Boulevard; thence south along the center line of Christmas Run Boulevard to the intersection of West Highland Avenue; thence east along the center line of West Highland Avenue to Burbank Road and East Highland Avenue; Thence along the center line of East Highland Avenue to Cleveland Road; thence southwest along the center line of Cleveland Road to North Bever Street; thence south along the center line of North Bever Street to Pearl Street; thence west along the center line of Pearl Street to Quinby Avenue and Foster path; thence west along the center line of Foster Path to the intersection of North Grant Street; thence north along the center line of North Grant Street to a point at southern line of Lot 9753; thence west along the southern parcel line of Lots 9753 and 9754 to the northern lot line of Christmas Run Park; thence west along the north parcel line of Christmas Run Park to the south east corner of Lot 4538; thence north to the north east corner of Lot 4538; thence southwest along the northern lot line to the intersection of Beechwood Ave and Westridge Drive; thence westerly along the centerline of Beechwood Ave to the intersection of Northwestern Ave and Hamilton Avenue; thence west along the center line of Hamilton Avenue to the intersection of Oak Hill Road; thence south along the center line of Oak Hill Road to the intersection of West Bowman Street; thence west along

Path: M:\Engineering\Census Data 2020\Wooster\Wards\WoosterWards_001.aprx, 1/4/2023 4:46 PM



Legend

Proposed Ward Redistricting

- WARD 3

Transportaion

- RoadCenterlines_ft
- Right-of-Way

Parcels & Addresses

- Parcels

Administrative Areas

- Municipal Boundary

Wards

- WARD 3
- WARD 4

NOTES:

1) All boundaries shown ARE NOT survey quality and are for reference only.

Scale: 1" = 400 Feet

**2020 CENSUS COUNTS
PROPOSED WARD
REDISTRICTING**

Scale: 1" = 400 Feet

CITY OF WOOSTER
DIVISION OF ENGINEERING

538 N. MARKET ST.
PH: (330) 263-5251

WOOSTER, OHIO 44691
FAX: (330) 263-5283

ROGER V. KOBILARCSIK CITY ENGINEER rkobilarcsik@woosteroh.com

17
OR 2023-0

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

| | |
|--|--|
| Division Administration | Meeting Date Requested 01-17-2023 |
| Project Name Chapter 105 – Wards and Boundaries | Estimated Total Funds/Costs N/A |
| Is Full Amount Budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED N/A | |
| If No, How is the Purchase to be Funded? | |
| Description This is a request to modify Chapter 105 – Wards and Boundaries, of the Wooster Codified Ordinances. The proposed changes are to section 105.03, which is a meets and bounds description of the Ward 3 boundary, which is adjacent to the recently annexed land on Oak Hill Road, just south of Milltown Road, and the land just north of Milltown Road, east of Oak Hill Road. These changes are being submitted to incorporate recently annexed land, and in order to comply with the requirements of Chapter 105 to make adjustments in Ward boundaries in order to maintain substantially equal populations in each Ward. These changes were anticipated when adjustments were made in 2021 based on the most recent decennial census (2020) and were made in accordance with Ohio Revised Code section 731.06(D) for boundary requirements. Please see the attached map of the changes to the ward. | |
| Justification / Benefits These changes are required by Wooster Codified Ordinances and Ohio Revised Code in order to maintain substantially equal populations in each of the City’s Wards, providing equal representation for each voting district. | |
| Will this Project affect the City’s Operating Costs No | |
| What Alternatives Exist and what are the Implications of the Alternatives Ward boundaries could be adjusted to add all or a portion to Ward 4, however, that would result in more unbalanced population between wards. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons Immediate passage is not needed, but approving now would allow for adequate notifications to the Board of Elections to make the required changes. | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Joel Montgomery | Date: 01-04-2023 |
| Approved for Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |

6/6/23

RESOLUTION NO. 2023-08

A RESOLUTION AUTHORIZING THE DIRECTOR OF
FINANCE TO ISSUE PAYMENT FOR SERVICES
RENDERED PRIOR TO THE FISCAL OFFICER'S
CERTIFICATION OF AVAILABILITY OF FUNDS AND
PROVIDING FOR IMMEDIATE ENACTMENT

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. That in accordance with ORC 5705.41(D), the following payment for services rendered prior to the Fiscal Officer's certification of availability of funds shall be and is hereby approved:

Vendor: O.P. Aquatics
Description: Pool Umbrellas
Invoice Date: 11/23/2022
Invoice No.: 0005992152-001
Amount: \$4,800.00
Purchase Order No.: 2022-00003096

SECTION 2. The cost of this equipment is appropriated in the 2023 general fund budget.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees, in compliance with the law.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division;; wherefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2023
Mayor

Introduced by: Craig Sanders

ORDINANCE NO. 2023-02

AN ORDINANCE TO APPROVE AND ADOPT THE
RECOMMENDATIONS OF THE PLANNING
COMMISSION AND AMEND THE CODIFIED
ORDINANCES IN ACCORDANCE WITH THOSE
RECOMMENDATIONS

WHEREAS, the Planning Commission held a public hearing for the proposed amendments on January 5, 2023, and voted five to one to recommend approval of the amendments to City Council; and

WHEREAS, the proposed amendments will expand allowed uses in the R-5 zoning district to allow cluster residential development; and

WHEREAS, A public hearing has been held in accordance with the W.C.O. 1105.03; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Wooster, Ohio:

SECTION 1. That following a public hearing, the following sections are hereby amended, in accordance with the recommendations of the Planning Commission and as more fully described below and in the documents attached and incorporated into this Ordinance:

Section 1109.03: Use-Specific Standards

(c) Residential Uses

(1) Cluster Residential Developments

A. Purpose

Cluster Residential Developments (CRD) are intended to encourage and accommodate creative and imaginative CRDs that provide alternative housing types and the preservation of open space in a unified project. In compliance with the following regulations, it is intended that CRDs will utilize innovations in the technology of land development that are in the best interests of the City.

These regulations are designed to achieve, among others, the following objectives:

- i. To promote economical and efficient use of land and reduce infrastructure costs through unified development;
- ii. To permit the flexible spacing of lots and buildings in order to encourage the separation of pedestrian and vehicular circulation; the provision of readily accessible open space and recreation areas; and the creation of functional and interesting residential areas;
- iii. To minimize the impact of new development by reducing curb cuts onto major thoroughfares and collector streets;
- iv. To ensure that CRDs are compatible with surrounding single-family neighborhoods and comply with these objectives by requiring the submission of development plans and establishing a review process to ensure that all developments are consistent with these regulations; and
- v. To be designed and developed to provide alternative housing types and

the preservation of open space through the flexible arrangement of buildings in a unified development.

B. Development Review

- i. Approval of a CRD shall be required, subject to the development plan review procedure of [Chapter 1105: Review Procedures](#).
- ii. In addition to the general review procedures and review criteria for development plans in Section [1105.07](#), the Planning Commission shall review a proposed CRD to ensure that:
 - a. The proposed buildings and uses are located so as to reduce any substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utility facilities, and other matters affecting the public health, safety and general welfare;
 - b. Significant buffer zones with adequate landscaping are provided between the proposed development and adjacent residential areas;
 - c. The bulk and height of buildings within the proposed development are compatible with the surrounding development;
 - d. Roadway systems, service areas, parking areas, entrances, exits, and pedestrian walkways within the development are designed to have access to public streets in a manner that minimizes traffic hazards, or congestion;
 - e. The layout of parking areas, service areas, entrances, exits, signs, lighting, noise sources or other potentially adverse influences are designed and located to protect the residential character of areas adjacent to the development and to minimize alteration of the natural site features to be preserved, such as, but not limited to, ravines, stream beds, lakes, significant stands of trees, individual trees of significant size, and rock outcroppings;
 - f. The proposed development will be constructed, arranged and operated so as not to interfere with the development and use of neighboring property, in accordance with the applicable district regulations;
 - g. Irreplaceable, significant natural features located in the project area, such as but not limited to ravines, stream beds, lakes, significant stands of trees, individual trees of significant size and rock outcroppings shall be protected;
 - h. That common open space intended for a recreation or public use will be easily accessible to pedestrians, which accessibility shall meet the needs of persons with disabilities and the elderly; and
 - i. The proposed cluster development will be served adequately by spaces, police and fire protection, drainage structures, refuse disposal, water and sewers; or that the persons or agencies responsible for the establishment of the proposed use will provide adequately for such services.
- iii. Once a development plan review for a CRD has been approved, the applicant may proceed with the subdivision process.

C. Minimum Project Area

The area proposed to be developed as a CRD shall be in one ownership, or if in several ownerships, the application shall be filed jointly by all owners of the properties

included in the proposed CRD boundaries. The minimum gross area of a tract of land in a CRD shall be 15 acres in an R-1 District and 10 acres in an R-2 and R-5 District.

D. Dwelling Types

- i. Both single-family detached dwellings on individual lots and cluster single-family detached dwellings are permitted in a CRD. Upon approval of a CRD, the applicant or builder may submit applications for zoning certificates for each individual dwelling.
- ii. Single-family attached dwellings may be permitted in a CRD with a conditional use approval (See Section [1105.04](#).) and provided that there shall be a maximum of three dwelling units attached in any single structure.

E. Density Regulations

- i. The gross density of a CRD shall not exceed:
 - a. 5.0 dwelling units per acre in an R-1 District; and
 - b. 6.0 dwelling units per acre in an R-2 District.
 - c. **11.0 dwelling units per acre in an R-5 District**
- ii. The maximum number of dwelling units allowed for a particular site shall be calculated by multiplying the maximum gross density allowed by Subsection [1109.03\(c\)\(1\)E.i](#) above, by the total project area minus:
 - a. Any public right-of-way within the project boundary existing at the time the development plan is submitted; and
 - b. The area of land that is within a floodway, designated wetland or existing water body that exceeds the minimum acreage required for restricted open space as set forth in [Chapter 1121: Open Space Standards](#). Where floodways, wetlands, and/or water bodies overlap, they shall be counted only once.

F. Open Space Requirements

In the R-1, and R-2, and R-5 Districts, a portion of the total project area shall be devoted to restricted open space in compliance with the minimum requirement set forth below in [Chapter 1121: Open Space Standards](#).

G. Development and Planning Standards

The following specific development standards shall be adhered to in the design and layout of any CRD.

- i. All buildings, structures and parking areas shall comply with the minimum setbacks set forth in [Table 1109-2](#) below.
- ii. In order to ensure reasonable privacy and separation, individual buildings including terraces, decks and patios shall be separated by the minimum spacing set forth in [Table 1109-2](#). These distances may be reduced when the Planning Commission finds that adequate landscaping and screening is provided to ensure privacy between units.
- iii. The maximum lot coverage of lots in a CRD shall be 45 percent in an R-1 and R-2 District and 60 percent in an R-5 District.
- iv. See Section [1115.01](#) for permitted obstructions with required setbacks and related open spaces.

| TABLE 1109-2: MINIMUM SETBACK AND SPACING REQUIREMENTS | | | |
|---|------------|------------|------------|
| | R-1 | R-2 | R-5 |
| Setback from existing public street right-of-way | 25 feet | 25 feet | 25 feet |
| Setback from project boundary, other than a public street | 30 feet | 25 feet | 25 feet |
| Setback from interior street | | | |
| Public right-of-way | 25 feet | 20 feet | 20 feet |
| Private street pavement | 20 feet | 20 feet | 20 feet |
| Spacing between buildings | | | |
| Side to side | 10 feet | 10 feet | 10 feet |
| Side to rear | 25 feet | 25 feet | 25 feet |
| Rear to rear | 40 feet | 40 feet | 30 feet |

- v. Interior streets shall be located a minimum of 20 feet from a CRD boundary, except as necessary to traverse this required setback to provide access to an existing public street right-of-way.

vi. Lot Requirements

- a. Dwelling units are not required to be on individual lots. However, when lots for standard detached single-family dwelling units or sublots for single-family cluster or attached dwelling units are included as part of a CRD, such lots or sublots shall be of sufficient size and shape to accommodate dwelling units in compliance with the spacing requirements of this Section.
- b. The applicant shall depict on the development plan the maximum parameters, or building envelopes, to indicate where buildings shall be located, and shall demonstrate that such building location will be in compliance with the spacing requirements of this Section.
- vii. When attached single-family dwellings are proposed and such uses will be located adjacent to single-family detached dwellings, a buffer area with a minimum width of 20 feet shall be located within the required setbacks from the project boundary specified in [Table 1109-2](#) and shall be landscaped in accordance with [Chapter 1123: Landscaping and Buffering](#).

H. Street Design and General Circulation

- i. A street shall be required to be a public, dedicated street when such street:
 - a. Provides access to detached single-family dwellings on subdivided lots;
 - b. Is a major street that connects two existing public streets and which is intended to provide a future continuing street system beyond the project boundaries, or is expected to accommodate pass-through traffic going to and from adjacent developments; or
- c. Otherwise required by this code to be a public street.
- ii. Streets that are not otherwise required to be public streets pursuant to Subsection [1109.03\(c\)\(1\)H.i](#), above, may be approved as private streets. The Planning Commission may approve private streets when all of the following requirements are met:
 - a. A private street shall not be planned or be expected to extend to serve property outside the CRD and shall be subject to Section [1129.07](#);
 - b. Right-of-ways shall not be required for private streets; however,

utility easement(s) may be required along the length of the private street; and

- c. The design and layout of the private street(s) shall provide adequate and safe access to the intended units, as determined by the Wooster Police and Fire Departments.
 - iii. All elements of a private street that are to be provided in a CRD shall be constructed in accordance with the standards set forth for public streets in [Chapter 1125: Parking, Access, and Mobility](#) and [Chapter 1129: Subdivision Design](#). However, when the Planning Commission determines that certain elements of a public street do not or should not specifically apply to a private street due to the circumstances of a particular project or portion of a project, the Planning Commission may waive or permit a modification to the installation of any such element(s) to the extent deemed just and proper provided such relief may be granted without detriment to the public good and is consistent with the purpose of this chapter and the CRD. This provision also applies to waiving the requirement for curbs and storm sewers when the applicant demonstrates to the satisfaction of the City Engineer and the Planning Commission that, based on the topography of the site, open space, density and other environmental considerations, the proposed open natural drainage system will equally satisfy the drainage requirements.
 - iv. If a common drive is proposed instead of a public or private street, such common drive shall comply with Section [1129.07\(f\)\(5\)](#).
 - v. A pedestrian circulation system shall be included in the CRD. The system shall provide convenient pedestrian access throughout the CRD and from the CRD to other areas of the community. Walkways shall be constructed of concrete or asphalt unless otherwise permitted by the Planning Commission.

I. Supplemental Requirements

Additional development requirements formulated to achieve the objectives of this Chapter may be established at the time the CRD development plan is reviewed. Any such development requirements adopted with such plan shall become binding land use requirements for the proposed CRD.

J. Homeowners Associations

As part of a CRD, a homeowners' association, community association, condominium association or similar legal entity shall be created in compliance with Section [1121.06](#) so that such association is responsible for the maintenance and control of common areas, including the required open space, open space easements, private streets and common drives.

K. Phased Development

If development is to be implemented in phases, each phase shall have adequate provision for access, parking, storm water management, and other public improvements to serve the development in accordance with the applicable criteria set forth above. Each phase shall be provided with temporary or permanent transitional features, buffers, or protective areas in order to prevent any adverse impact on completed phases, future phases, and adjoining property.

10
ORD 2023-02
03

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

| | |
|--|--|
| Division Planning and Zoning | Meeting Date Requested January 17, 2023 |
| Project Name Text Amendment, R-5 Use | Estimated Total Funds/Costs \$0.00 |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request At Council's request a proposal to amend Chapter 1107 of Planning and Zoning Code to allow multi-family dwellings within the R-5 Zoning District was reviewed by Planning Commission. The Planning Commission held a public hearing on the proposal as well as an alternate proposal on January 5, 2023. The findings and recommendations are detailed on the attached memo. The application will also require a public hearing before City Council. | |
| Justification / Benefits Upon examination of the R-5 District, there are approximately 60 acres of land available for development. Implementing the recommendation of the Planning Commission will allow for the multiple options for housing to be developed that are subject to building, zoning and property maintenance regulations. | |
| Will this Project affect the City's Operating Costs No | |
| What Alternatives Exist and what are the Implications of the Alternatives Leaving the text as is will permit multi-family development on the land. Adopting Planning Commission's recommendation will expand housing possibilities that are subject to local regulations and protections. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Vince Marion | Date: January 10, 2023 |

| |
|--|
| Approved for Agenda <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|

ORDINANCE NO. 2023-03

AN ORDINANCE TO AMEND CHAPTER 1107,
ZONING DISTRICTS, OF THE WOOSTER
CODIFIED ORDINANCES TO ALLOW EXPANDED
MANUFACTURED HOME DEVELOPMENT
WITHIN THE R-5 ZONING DISTRICT

WHEREAS, the Planning Commission held a public hearing for the proposed amendments on January 5, 2023, and voted three to three on a motion to recommend approval of this amendments to City Council; and

WHEREAS, The motion to recommend this amendment to City Council did not receive four votes, the motion did not carry; and

WHEREAS, the proposed amendments will expand allowed uses in the R-5 zoning district to allow expanded manufactured home development; and

WHEREAS, A public hearing has been held in accordance with the W.C.O. 1105.03; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Wooster, Ohio:

SECTION 1. That following a public hearing the following sections are hereby amended, in accordance with the recommendations of the Planning Commission and as more fully described below:

1107.05 DISTRICT-SPECIFIC PURPOSE STATEMENTS AND REGULATIONS.

(a) General Requirements. The following subsection establishes the purpose statement for each of the base zoning districts as well as any district specific requirements.

(1) The purpose statement and district-specific standards for Planned Development (PD) Districts are located in Chapter 1111: Planned Developments.

(2) In addition to all standards established within this chapter, development within the zoning districts shall also be subject to any other applicable standards of this code including, but not limited to, site development standards, architectural standards, open space requirements, landscaping, parking, signs, etc.

(b) Single-Family Residential Zoning Districts (R-1, R-2, and R-T). The single-family residential zoning districts are established in order to achieve, among other things, the following purposes:

(1) To regulate the bulk and location of dwellings, accessory buildings and other structures to obtain proper privacy and useable open spaces on each lot appropriate for the various districts;

(2) To regulate the density and distribution of population to avoid congestion and the overburdening of existing and proposed community facilities and public services;

(3) To foster a variety of residential living unit types while protecting the character of the City;

(4) To provide for proper location of dwellings in relationship to multi-

family, commercial and industrial uses so as to increase the general convenience, safety and amenities within the community and to protect residents from nuisances;

(5) To provide for limited small-scale community facilities when such uses are designed and located to be compatible with the residential neighborhood;

(6) To provide proper spacing between buildings to ensure adequate access for fire and other emergency vehicles and equipment;

(7) To protect the desirable characteristics and promote the stability of existing residential development;

(8) To promote the most desirable and beneficial use of the land in accordance with the objectives of the City of Wooster's Comprehensive Plan; and

(9) To carry out the following specific district purposes:

A. The R-1 Suburban Single-Family Residential District is established to encourage the creation and preservation of low-density single-family residential neighborhoods and to limit the establishment of nonresidential uses to those that are compatible with the intended low-density neighborhood character. The stipulated density is intended to provide for areas of suburban character in the community. Suburban areas are typically located at the outer periphery of the city and are characterized by curvilinear streets, cul-de-sacs, and attached garages.

B. The R-2 Single-Family Residential District is established to promote, preserve and protect medium-low density predominantly single-family neighborhoods in the City. Two-family dwellings are restricted to locations where they are designed and located in a manner that is compatible with the existing or proposed residential neighborhood.

C. The R-T Traditional Residential District is established to preserve and protect neighborhoods with traditional urban character. Traditional residential areas are the oldest, close-to-downtown residential areas in the City. Small, dense lots were generally developed before 1940 in a regular grid street pattern, with houses constructed with detached garages. As set forth in the Wooster Comprehensive Plan, traditional residential development will encourage historic preservation and construction/reconstruction that is similar in nature to the established pattern and character of development with a focus on single-family development and conversions of multi-family dwellings back to the original single-family uses.

(c) Multi-Family Residential Zoning Districts (R-3 and R-4). The multi-family residential zoning districts regulations are established in order to achieve, among other things, the following purposes:

(1) To regulate the bulk and location of dwellings to obtain proper privacy and useable open spaces appropriate for the various districts;

(2) To regulate the density and distribution of population to avoid congestion and the overburdening of existing and proposed community facilities and public services;

(3) To preserve the character of differing neighborhoods by providing different districts with different densities and development standards;

(4) To enable the development of attached single-family and multi-family dwellings in appropriate locations and with a minimum project size to ensure the creation of sustainable higher density neighborhoods;

(5) To promote the most desirable and beneficial use of the land in accordance with the objectives of the City of Wooster's Comprehensive Plan; and

(6) To carry out the following specific purposes:

A. The R-3 Attached Residential District is established to provide, preserve and protect medium density residential areas for small-scale attached dwellings arranged to provide good building site design and effective open space in areas adequately served by City sewer, water and streets.

B. The R-4 Multi-Family Residential District is established to provide, preserve and protect locations for high density apartment development in areas with appropriate levels of service.

(d) **Manufactured Home Park District (R-5).**

(1) **Purpose.** The Manufactured Home Park District and its regulations are established in order to achieve the following purposes:

- A. To provide for orderly growth and development in the City of Wooster;
- B. To preserve the character of differing neighborhoods by providing for the location of mobile homes and manufactured homes in manufactured home communities;
- C. To regulate the bulk and location of dwellings to maintain privacy, safety and open spaces for each unit appropriate for the district; and
- D. To provide certainty to property owners, developers and neighbors about the limits of what is allowed in a manufactured home park zoning district.

(2) **Discontinued District.** The R-5 District is a discontinued district and is maintained in this code to minimize the creation of nonconformities. Applications for amendments to the zoning map to create additional R-5 Districts shall be prohibited after the effective date of this code, or amendment thereto.

(3) **R-5 District Standards.** While new R-5 Districts may not be established after the effective date of this code, existing manufactured home parks may continue without being subject to the nonconformity standards of Chapter 1131: Nonconformities provided the existing uses comply with the following standards:

A. All manufactured homes, mobile homes, or accessory buildings shall be set back a minimum of 50 feet from any lot or right-of-way line bounding the manufactured home community. See Section 1115.01 for permitted obstructions within required setbacks.

B. The existing number of lots within any manufactured home park may be maintained **and expanded in conformity with the requirements of this code within existing R-5 Districts** unless a reduction is required by Wayne County or State of Ohio officials for the purposes of health and safety.

C. Existing manufactured homes or mobile homes may be replaced with new homes provided such homes comply with any applicable standard of this section. **Additional manufactured homes and mobile homes shall be allowed on any additional lots created pursuant to Section 1107.05(d)(3)(B).** Such replacement **or addition** shall require a zoning certificate approval.

D. Streets may be maintained ~~but~~ and new streets or drives, other than driveways accessing individual lots, may ~~not~~ be created within a manufactured home park **to serve new lots created pursuant to Section 1107.05(d)(3)(B).**

E. Existing permitted commercial, office, and recreational accessory uses may be maintained provided the uses and buildings are designed and located to protect the character of the district and surrounding residential **uses and additional such uses may be created to serve new lots created pursuant to Section 1107.05(d)(3)(B).** Such facilities shall be screened and landscaped so as to be compatible with adjoining manufactured home lots.

F. A minimum of 15 percent of the total number of required parking spaces for any manufactured home park shall be maintained for guest parking.

G. All existing open spaces and recreational areas shall be maintained for such uses as long as the manufactured home park continues to operate **and additional such spaces and areas may be created to serve new lots created pursuant to Section 1107.05(d)(3)(B).**

H. All individual home lots/pads shall continue to maintain a minimum area of 3,600 square feet and a minimum width of 35 feet. Such width shall be increased to 50 feet for any individual home lots that are classified as corner lots.

I. There shall be a minimum clearance of 20 feet between individual manufactured or mobile homes.

J. All principal buildings shall have a maximum height of 35 feet. Any accessory structure shall be subject to the standards of Section 1113.01.

K. All manufactured and mobile homes shall meet or exceed federal and state manufactured and mobile home codes, including OAC Ch-3701-27 inclusive, Ohio Sanitary Code, and any amendments or changes thereof.

L. All mobile homes within the park shall be served by the City water supply system and City sanitary sewer system. These utilities shall conform to all City, County, and State Health Department requirements.

M. Each manufactured or mobile home shall be securely skirted, entirely enclosing the bottom section at the time of occupancy. The skirting shall be of an impervious material and consistent with the characteristics of the manufactured home.

N. The outer boundaries of the manufactured home park shall contain a buffer zone planted and maintained by the park operator. The buffer zone shall be composed of a green strip, not less than 10 feet in width, planted and maintained with a continuous, evergreen hedge of densely planted evergreen trees and shrubs not less than six feet in height, located along all park boundaries, including the boundaries abutting a public right-of-way. This densely planted buffer zone shall completely obscure the manufactured home parking community within two years of its planting.

O. All uses and operations, except off-street parking, shall be performed wholly within enclosed buildings, unless specifically permitted otherwise.

(e) Commercial Zoning Districts (C-1, C-2, C-3, and C-4). The commercial zoning district regulations are established in order to achieve, among other things, the following purposes:

(1) To provide in appropriate and convenient locations of sufficient size for the exchange of goods and services;

(2) To protect residential neighborhoods adjacent to business uses by regulating the types of establishments, particularly at the common boundaries, that would create congestion, noise or other objectionable influences;

(3) To promote the most desirable and beneficial use of the land in accordance with the objectives of the City of Wooster's Comprehensive Plan; and

(4) To carry out the following specific purposes:

A. The C-1 Office/Institutional District is established to create an environment conducive to well-located and designed office building sites and to accommodate primarily office uses. This district may also provide a land use buffer zone to some residential districts, thus providing protection from more intense business uses or major thoroughfares.

B. The C-2 Community Commercial District is established to create a district that permits a wide variety of retail and service establishments with development standards that ensure that development is compatible with adjacent land uses that create a more pedestrian-oriented environment.

C. The C-3 General Commercial District is established to accommodate a broad range of commercial services and activities in locations adequately served by major streets and other facilities and to provide a wide range of goods and services to a large consumer population from the larger regional area.

D. The C-4 Central Business District is established to provide a central business district that preserves, maintains and promotes Downtown Wooster as a core area for retail sales and to promote and enhance the existing historic, compact pedestrian orientation of the downtown by permitting buildings to be close to the street and to one another.

(f) Industrial Zoning Districts (I-1, I-2, and I-3). The industrial zoning districts are established in order to achieve, among other things, the following purposes:

(1) To promote the most desirable and beneficial use of the land and structures in accordance with the objectives of the City of Wooster Comprehensive Plan;

(2) To provide appropriate and convenient districts of sufficient size to carry on research, manufacturing processes, and distribution activities to serve the

community, thereby promoting employment and strengthening the economy of the community;

(3) To improve the manufacturing environment by discouraging unrelated and incompatible uses in such areas, thereby making land more readily available for industry;

(4) To protect adjacent residential districts by restricting types of manufacturing uses nearby to only those which will not create objectionable influences beyond their district boundaries and will be properly buffered and screened;

(5) To protect manufacturing and related development against congestion by requiring setbacks and limiting the bulk and density of development in relation to adjacent buildings and available land and by requiring sufficient off-street parking and loading facilities; and

(6) To carry out the following specific purposes:

A. The I-1 Office/Limited Industrial District is established to provide for office and industrial uses in areas suitable for such development by reason of location, topography, soil conditions and the availability of adequate utilities and transportation systems. The intent is to permit office and other uses such as limited light industrial and warehouse activities that are office-like in physical appearance, service requirements, and operational characteristics; uses that can be carried on wholly within enclosed buildings and subject to those regulations necessary to reduce congestion and for the protection of adjacent residential and business activities. This district also permits accessory retail and service uses to serve as support services for the adjacent office/industrial uses. The uses allowed are those that because of their normally unobjectionable characteristics can be operated in relatively close proximity to residential districts.

B. The purpose of the I-2 General Industrial District is to provide for industrial and other uses that by virtue of their external effects, noise, glare, fumes, smoke, dust, odors, truck and/or rail traffic, should be isolated from residential and commercial uses. These uses perform essential functions for the City, including employment, and should be provided for in areas that are best suited for industrial development by reason of location, utilities and transportation systems.

C. The purpose of the I-3 Urban Industrial District is to provide for the continuation and reasonable expansion of existing industries located in proximity to downtown, and to enable the establishment of new industries within the existing industrial area which can locate in the area in compliance with performance and development standards, in ways that are compatible with the existing urban nature of the downtown area.

(g) Agricultural District (AG). The purpose of this district is to protect active farmland from development, to provide areas for recreation and conservation purposes, to furnish areas for public and semi-public uses, to protect watersheds, to guide growth and development of the community, and to hold land from development of more intensive land uses until such time as adequate public facilities and services can be provided.

(h) Community Facilities District (CF).

(1) Purpose. The Community Facilities District (CF) and its regulations are established in order to accommodate governmental, civic, educational, recreational facilities and other institutional facilities and their associated uses in a manner that:

A. Provides for the proper location and development of community facilities;

B. Ensures that such community facilities are compatible with surrounding single-family neighborhoods by requiring development plan review and conditional use approval, as necessary, for proposed development;

C. Provides for the appropriate location of governmental, civic, educational, recreational, and other institutional uses throughout the city which may be utilized to provide a transition between zoning districts; and

D. Ensures that institutional uses comply with these objectives by establishing review requirements to ensure that all phases of a development are consistent with the regulations of this Planning and Zoning Code.

(2) CF District Standards. The following development and design guidelines are established to ensure that all proposed development in a CF District complies with the purpose and objectives of this code. The Planning Commission shall review plans for a proposed development with consideration given to the following:

A. Buildings, structures and landscaping should be designed and located on the site and be of a scale and massing to:

i. Enhance and protect the character of the surrounding area, especially adjoining residential areas; and

ii. Minimize any adverse influences.

B. Adequate screening, buffering, and landscaping shall be provided to limit the view of the proposed use, reduce the noise between incompatible land uses, and ease the transition from one zoning district to another.

C. Natural features, especially mature trees, shall be preserved and supplemented with landscaping to buffer and screen adjacent residential districts. The Planning Commission shall consider the setbacks, building mass and type when determining the extent of landscaping required.

D. When the proposed use abuts or is across the street from a residential zoning district boundary, a buffer yard shall be required in accordance with Chapter 1123: Landscaping and Buffering.

E. Delivery areas and loading zones shall not face a public street and shall comply with the screening requirements found in Section 1123.07.

F. All power plants, storage or maintenance buildings, which are visible from a public street, shall have a buffer yard of 20 feet. This buffer yard shall contain one major tree for every 30 lineal feet of frontage or as appropriate to provide a tree canopy over the landscaped area. In addition, four-foot-high shrubs are required per 30 lineal feet of frontage. Ground cover plants must fully cover the remainder of the landscaped area.

G. To provide connectivity, sidewalks shall be provided from facilities, which are meant for use by the general public like parks and playgrounds, to the sidewalks in the public rights-of-way.

H. All outdoor lighting shall be subject to the requirements of Section 1117.03.

I. Overnight parking and/or the outdoor storage of commercial motor vehicles, fleet vehicles, commercial motor vehicles, or buses shall be prohibited.

J. Design of Vehicular Use Areas

i. Ambulance and emergency areas shall not abut a single-family residential district. If an ambulance or emergency area is visible from a public street, it shall have a buffer yard of 20 feet. This buffer yard shall include screening per the requirements found in Chapter 1123: Landscaping and Buffering.

ii. The layout of parking areas, service areas, entrances, exits, signs, lighting, noise sources or other potentially adverse influences shall be designed and located to protect the character of residential areas adjacent to the development.

iii. Access from public streets to parking areas, service areas, and pedestrian walkways within the development shall be designed to minimize traffic hazards or congestion.

iv. Pedestrian connections from the community facilities development to adjacent parcels should minimize adverse intrusions into residential neighborhoods.

(i) Planned Development District (PD). The purpose, procedures, and regulations for planned developments is located in Chapter 1111: Planned Developments. (Ord. 2018-009. Passed 5-7-18.)

revision of the Codified Ordinances shall be published one time in a newspaper of general circulation in the City at least seven days prior to its final approval and no other publication thereof shall be required.

SECTION 4. This Council finds and declares that all formal actions concerning and relating to the adoption of this Ordinance occurred in an open meeting of this Council or its committees, in compliance with the law.

SECTION 5. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

1st reading _____ 2nd reading _____ 3rd reading _____

Passed: _____, 2023

Vote: _____

Attest: _____

Clerk of Council

President of Council

Approved: _____, 2023

Mayor

Introduced by: Scott Myers

11
Feb 2023-
10

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

| | |
|--|--|
| Division Planning and Zoning | Meeting Date Requested January 17, 2023 |
| Project Name Comprehensive Plan Update | Estimated Total Funds/Costs \$98,500.00 |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request Requesting to enter into a contract with OHM Advisors' to facilitate an update to the city's comprehensive plan. OHM will work with staff to formulate the plan update process, gather data, conduct public meetings, utilize focus groups and coordinate and direct development of the plan. The information gathered from the process will present a vision and set goals for the community. Action items will be identified and how to achieve them. The plan will be a provide a guide for future actions by the city as we address growth, transportation, parks and recreation and public facility needs. The current plan was completed in 2014. Comprehensive plans should be updated within a 10 year period to address changing conditions within the community and surrounding area. | |
| Justification / Benefits Staff completed a request for qualifications and proposals. Five consultants submitted proposals ranging from \$85,000.00 - \$210,000.00. Upon review of the proposals by several staff members OHM was selected based on qualifications and knowledge of the Wooster Community. OHM is a professional architecture, engineering, and planning firm in Columbus, Ohio. OHM was the consultant for the 2014 plan and has successfully assisted with other key projects within Wooster. | |
| Will this Project affect the City's Operating Costs This project is in the 2023 budget and will not affect city operating costs | |
| What Alternatives Exist and what are the Implications of the Alternatives The alternatives to contracting with a consultant are utilizing solely city staff or not updating the plan at this time. The estimated time necessary for the consultant to conduct the process is 778 hours over 10-12 months. The city is currently not staffed for such a time commitment. Not updating the plan will result in decisions regarding future growth, redevelopment, transportation, and public facilities being guided by a plan that does reflect current conditions. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons The update to the comprehensive plan has been budgeted for the 2023 year and starting the update in a timely manner will provide the opportunity to complete the project in the same calendar year. | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Vince Marion | Date: January 10, 2023 |

Approved for Agenda Yes No



Scope of Work for 2023 Comprehensive Plan Update

1. General existing conditions, including demographics, economy, land use, historic districts, transportation, utilities, parks and open space, environmental features, etc.
 2. Analysis of the effectiveness of the current Comprehensive Plan
 3. Analysis of zoning classifications/districts and recommendations based on current best practices, national and state policy, and local needs
 4. Housing analysis to determine future needs and type
 5. Current land use analysis and future land use plan
 6. Transportation assessment and thoroughfare and bike path/pedestrian plan
 7. Services, community facilities, and infrastructure assessment and plan
 8. Identify areas for utility extension
 9. Emergency services/public safety assessment and plan
 10. Plan for Parks, Recreation, and open space
 11. Identification and plans for priority areas of economic development and residential growth
 12. Implementation policies and framework
-



Work Plan

The following approach was designed to achieve the objectives outlined in the RFP. The proposed approach is organized into five phases outlined below.



PHASE 1:
INVESTIGATE



PHASE 2:
INFORM



PHASE 3:
ENGAGE THE
COMMUNITY



PHASE 4:
DEVELOP THE PLAN



PHASE 5:
FINALIZE, INSPIRE,
& IMPLEMENT



PHASE 1: INVESTIGATE

Task 1.1 – Project Kick off

OHM will host a ‘kickoff’ work session. The intent of this session is to familiarize the OHM Advisors team with key planning and development issues, develop a steering committee structure and member list, and establish the finalized logistics and schedules for the project.

Task 1.2 – Communications and Engagement Strategy Refinement

OHM will work with the client team to define the communications and engagement plan that will form the base of our engagement with the community and stakeholders. This plan will include strategies to communicate in a multitude of mediums such as print, social media, virtual platforms, and through the City’s website or other communication platforms. A variety of mediums will allow residents to have a sense of ownership over the process. These resources will be utilized in order to disseminate information, solicit digital feedback, and provide project updates to the community.

Task 1.3 – Assemble Project Data

As part of this task, the planning team will collect and assemble data to create base maps of the City of Wooster. This step will utilize data provided by Wooster, and various local and state organizations. The data will be compiled and organized to create a series of maps using AutoCAD and GIS software. These maps will be used in later tasks.

Task 1.4 – Review Current Plans and Policies

OHM will assemble and review all relevant planning and zoning documents that directly address the current and future conditions of the city. This will include, but is not limited to, zoning district maps, development policies, corridor studies, historic design guidelines, and the existing 2014 Comprehensive Plan. Part of this task will be to analyze the effectiveness of the current comprehensive plan.

Task 1.5 – Steering Committee Meeting 1

OHM will host a steering a committee meeting to orient the committee to the project, the work plan, and schedule. The meeting will serve as a way to make sure all the participants in the planning process understand the schedule and deliverables that will result from each task. OHM will lead the group through a series of activities to help identify key issues and opportunities, identify focus areas, and agree upon the project goals and objectives which will guide the team throughout the process.

.....
Meetings:

- Project Kickoff Client Meeting 1
- Steering Committee Meeting 1

Time frame:

- Months 1-3

Deliverables:

- Work plan outline
- Project goals and objectives
- Communications and engagement strategy



PHASE 2: INFORM

Task 2.1 – Existing Conditions Analysis

During this task, the consultant team will evaluate the existing conditions in the city, building off the data and feedback already collected and assembled by the project team. The outcomes of this task will be critical to the overall development of the plan as it will create the foundation to develop specific concepts and recommendations that are balanced and informed by thorough technical analysis. The team will examine: demographics, local economy, housing, zoning, current land uses, historic districts/areas, transportation, infrastructure (water, sewer, etc.) trails/bike facilities, parks and open spaces, and natural and cultural areas.

Task 2.2 – Steering Committee Meeting 2

The goal of this meeting is to build off the work from the first steering committee meeting and to allow the consultant team to go over the existing conditions analysis. OHM will also go over the proposed survey questions and methods to deliver/market the survey to the community. Additionally, the proposed agenda and activities for the design workshop in the following phase will be reviewed.

.....
Meetings:

- City Tour with Client Team
- Steering Committee Meeting 2

Time frame:

- Months 3-5

Deliverables:

- Existing Conditions Analysis Memorandum
- Proposed Survey Questions



PHASE 3: ENGAGE THE COMMUNITY

Task 3.1 – Community Survey & Pop-Up Surveys

For this task, OHM will develop an interactive survey to gather feedback and insights from the larger community. This survey will be hosted on the city website and remain open for an agreed upon time. In addition to the website survey, the team will take key questions from the survey and create large formatted boards which can be strategically placed in locations throughout Wooster which remain open and active. This will not only help to promote the planning process, but capture voices that may not typically be heard.

Student/Youth Participation

The youth in Wooster are the future of the community and as such should be engaged as part of the planning process to understand their perspective. As the steering committee, stakeholders, and members of the community, so should the youth of Wooster be involved in creating the long term vision of the City. Our team will work with the Wooster School District to invite students to take part in the design workshop where we will host specific breakout rooms and go through some similar activities and exercises to gather their perspective.

Task 3.2 – Design Workshop

In this task, OHM will facilitate an interactive design workshop with members of the steering committee, stakeholders, and community members. The workshop will include a variety of exercises and activities to generate ideas and initiate dialogue on the future conditions of Wooster. The exercises and activities will cover land use strategies, development principles, zoning, infrastructure, open spaces, focus areas and more. The results of the workshop will be documented and used in later tasks for the plan development. The workshop will allow for large and small group activities and discussions.

Task 3.3 – Steering Committee Meeting 3

The purpose of this meeting is to translate the results from the first two phases and the first two tasks of phase three into a draft plan framework. OHM will present the results of the design charrette and survey to the committee for discussion. Once the goals are established, OHM will work with the committee to create a list of draft development principles.

The principles are statements of intent that describe the desired outcome of future growth and development in the city. The goals, principles, and land use plan will be used to shape the plan framework, and should be utilized to evaluate the compatibility of future projects, programs, policies, and developments.

Meetings:

- Design Workshop
- Steering Committee Meeting 3

Time frame:

- Months 5-7

Deliverables:

- Community Survey
- Pop-Up Survey Boards (x3)
- Comprehensive Plan Framework
- Draft development principles



PHASE 4: DEVELOP THE PLAN

Task 4.1 – Create the Vision and Overall Land Use Plan Strategies

During this task, the consultant team will create a series of statements with supporting graphics that defines the overall plan and vision for Wooster. This step will not be a traditional visioning statement, but rather a synopsis of all the city’s existing conditions analysis, key findings from the market assessment/analysis and stakeholder/public outreach. The purpose of this step is to set the tone for the future land use map and outline the location of the focus areas sites, what future investors are “buying” into, and the expectations for type and quality of future development.

Further, it will accomplish the following as a component of the final plan and market elements:

GUIDE the community evaluating proposed public, private, or public/private projects in the various study areas.

INFORM and guide property owners and potential investors as to what is desired and likely to be approved.

MEASURE progress and effectiveness in the development and redevelopment of the target development sites to ensure projects have synergistic qualities that strengthen the City of Wooster.

Task 4.2 – Focus Area Concepts

The purpose of this task is to dig down and apply the vision, goals, and objectives to specific focus area sites identified in the previous tasks. These areas will be rendered or modeled using computer graphics in detail to illustrate how these areas could be redeveloped with targeted strategies. The results of this task will show how the vision translates to the built environment, and will serve as a powerful marketing tool to communicate the vision and development potential to the private sector.

Task 4.3 – Steering Committee Meeting 4

During this meeting, OHM will go over the focus area concepts and elements of the initial draft plan with the steering committee. The committee will be engaged in activities to provide additional feedback and refinement.

Task 4.4 – Prepare Draft Plan

OHM will prepare the initial draft of the Comprehensive Plan. All previous work will be integrated into this draft. The plan will include a series of maps, plans, and illustrations which translate the goals, objectives, and development principles into an overall vision. The components will be conceptual, but highly graphic, to help communicate and envision the future of the city.

Task 4.5 – Steering Committee Meeting 5

Prior to this meeting, OHM will provide an updated draft comprehensive plan for the steering committee to review and provide comments. Those comments will be summarized and the plan accordingly updated. During the meeting, the team will engage the committee in a series of activities to go over the plan and ensure that all elements, goals, and objectives have been incorporated. The team will also discuss and lay out the last phase of the planning process, including the public open house and adoption process.

Meetings:

- Steering Committee Meeting 4
- Steering Committee Meeting 5

Time frame:

- Month 7-9

Deliverables:

- Focus Area Concept Plan
- First Draft Comprehensive Plan
- Second Draft Comprehensive Plan



PHASE 5: FINALIZE, INSPIRE, & IMPLEMENT

Task 5.1 – Public Open House (in-person or virtual)

OHM will facilitate and host a public open house to unveil the draft Comprehensive Plan to the community at-large. The session will begin with an overall presentation of the plan components and recommendations, followed by a session of smaller breakout rooms where community members and stakeholders can participate by providing their feedback and ask questions. The presentation portion of the open house can be simulcast through social media outlets and will also be recorded and posted on the city website. This allows individuals who were unable to participate in person the ability to view the presentation and hear some of the feedback. Those individuals will also be able to submit their comments and questions.

Task 5.2 – Steering Committee Meeting 6 & Plan for Implementation

During this meeting, OHM will present and review the updated draft Comprehensive Plan and begin to identify and outline actions steps and implementation strategies for both short, medium, and long-term time frames. The implementation strategy will be part of the final plan, and include timeframe/prioritization of the recommendations, and identify parties responsible for implementing specific elements of the plan. This part of the plan will become the blueprint for the city and help to aid future decision making processes.

Task 5.3 – Final Plan Development

During this task, OHM will finalize the Comprehensive Plan. We anticipate the final plan including the following:

- Executive Summary
- Community Vision (Statement of Purpose)
- Overview of the Planning Process
- Plan Framework
- Existing Conditions Analysis
- Public Engagement Summary
- Future Land Use Map
- Parks & Open Space
- Transportation/Mobility (motorized and non-motorized)
- Focus Area Plan/Target Redevelopment Sites
- Implementation Matrix and Funding Plan

Task 5.4 – Final Plan Review

The final Comprehensive Plan will be submitted to the steering committee for their final review and comments. OHM will make any final changes and updates, before finalizing the comprehensive plan for adoption.

Task 5.5 – City Meeting/Plan Adoption

OHM will submit and present the final Comprehensive Plan if requested at one final meeting. Alternatively OHM can prepare the final presentation for staff to present to city leadership. OHM will provide both hard copies (if requested up to 20) and a digital copy of the comprehensive plan, and all physical and electronic materials prepared during the planning process, provided in the appropriate format.

Meetings:

- Public Open House
- Steering Committee Meeting 6
- Presentation to city leadership or final presentation

Time frame:

- Months 10-12

Deliverables:

- Materials for the Virtual Public Open House
- Final Draft Comprehensive Plan
- Final Comprehensive Plan



RESOLUTION NO. 2023-11

A RESOLUTION AUTHORIZING THE DIRECTOR OF
ADMINISTRATION TO PURCHASE VEHICLES IN
ACCORDANCE WITH THE CAPITAL PLAN FOR 2023

WHEREAS, this City Council adopted an annual budget and capital plan for 2023, and such capital plan includes the purchase of new vehicles and equipment for the various divisions of municipal service.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. That in accordance with the capital plan adopted, the Director of Administration is hereby authorized to purchase the following vehicles and equipment, with payment to originate from the fund indicated:

Public Properties Maintenance Division:

STORM WATER FUND:

- Purchase a new dump truck for general maintenance uses (primarily to maintain the storm water system and leaf collection operations)

CAPITAL IMPROVEMENTS FUND:

- Two crew trucks for maintaining the City Streets
- Two pickup trucks for maintaining the City Streets

With respect to such purchase(s), the Director of Administration will advertise according to law and enter into a purchase contract with the lowest and best bidder, except that if the item is available through a state-sponsored cooperative purchasing program or can be accomplished through a vendor upon equivalent terms, conditions and specifications, but at a price which is equal to or lower than that which is available from the state-sponsored program, s/he may make such purchase therefrom if s/he determines that the price and availability is more advantageous to the City.

SECTION 2. The cost of such purchase(s) will not exceed the amount(s) budgeted.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees in compliance with the law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2023
Mayor

Introduced by: Barb Knapic

12A
Res 2023-11

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

| | |
|---|--|
| Division PPM | Meeting Date Requested 1/17/2023 |
| Project Name Two Crew Trucks | Estimated Total Funds/Costs 130,000.00 |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request These trucks will be replacing a 2002 Ford F-250 pickup and a 2008 Ford F-250 with service box. Both of the new trucks will be utilized daily throughout the year in maintaining the City streets. | |
| Justification / Benefits The existing trucks have many diffencienies and they are becoming costly to maintain and repair. | |
| Will this Project affect the City's Operating Costs | |
| What Alternatives Exist and what are the Implications of the Alternatives Continue to operate with an aging fleet will require additional maintenance and potentially more frequent down times. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Curt Denning | Date: 1/10/2023 |

Approved for Agenda Yes No

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

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| Division PPM | Meeting Date Requested 1/17/2023 |
| Project Name 2023 Dump Truck Purchase | Estimated Total Funds/Costs \$225,000 |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request Purchase of a new dump truck to be used to primarily to maintain the City's storm water system and leaf collection operations. Capital Improvement Fund – 2023 Budget Approximate Cost: \$225,000 | |
| Justification / Benefits This new truck will be replacing a 2004 International truck with 84,467 miles. The truck has many deficiencies including: internal engine issues, electrical issues, cab floor and corners rusted through, bed in dump body needs replaced, etc. Over the last two years this truck has left the driver stranded many times. The lead time for new trucks is projected to be 12 months before taking delivery. | |
| Will this Project affect the City's Operating Costs N/A | |
| What Alternatives Exist and what are the Implications of the Alternatives Continue to operate with an aging fleet will require additional maintenance and potentially more frequent down times. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Curt Denning | Date: 1/10/2023 |

Approved for Agenda Yes No

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Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

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| Division PPM | Meeting Date Requested 1/17/2023 |
| Project Name Two Pickup Trucks | Estimated Total Funds/Costs 100,000.00 |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request These trucks will be replacing a 1996 Chevrolet 3500 pickup and a 2001 Dodge 2500. Both of the new trucks will be utilized daily throughout the year in maintaining the City streets. | |
| Justification / Benefits The existing trucks have many diffencienies and they are becoming costly to maintain and repair. | |
| Will this Project affect the City's Operating Costs | |
| What Alternatives Exist and what are the Implications of the Alternatives Continue to operate with an aging fleet will require additional maintenance and potentially more frequent down times. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Explain The Circumstances: | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Note Reasons | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Curt Denning | Date: 1/10/2023 |

Approved for Agenda Yes No

RESOLUTION NO. 2023-09

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO CONTRACT WITH SANTMYER COMPANIES INC. FOR CITY FUEL NEEDS FOR FLEET VEHICLES AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, this City Council adopted an annual budget for 2023, and such budget includes the purchase of fuel for fleet vehicles.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. In accordance with the capital plan, the Director of Administration is authorized to contract with Santmyer Companies Inc. for fuel for City of Wooster vehicles.

SECTION 2. This contract is exempt from the requirements of competitive bidding pursuant to section 160.03 of the Wooster Codified Ordinances because only a single sole source for the service exists.

SECTION 3. The cost of such contract will not exceed the amount budgeted.

SECTION 4. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees in compliance with the law.

SECTION 5. This Resolution is hereby declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City or providing for the usual daily operation of a municipal department or division; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2023

Mayor

Introduced by: Craig Sanders

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

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| Division PPM | Meeting Date Requested 1/17/2023 |
| Project Name City Fuel Purchase Contract | Estimated Total Funds/Costs \$350,000.00 |
| Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? | |
| Description of Request Authorization to enter into a contract with Santmyer Companies Inc. (Red Rover) for one year. Red Rover will honor the same bid amount of OPIS Akron/Canton Daily Average +.09 cents per gallon. This rate has been the same the last six years. Santmyer Companies Inc. is a sole source for fuel for the City's fleet of vehicles and bidding is not required. No other provider is located within the city limits or near enough to be practicable nor meets the City's needs. No other provider has even submitted a bid when the contract has been bid. | |
| Justification / Benefits This will allow the City's fleet of vehicles and equipment in all Divisions to operate for this year. | |
| Will this Project affect the City's Operating Costs No, the fuel costs have been budgeted for FY23. | |
| What Alternatives Exist and what are the Implications of the Alternatives None | |
| Is this a Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: Extension of current 3-year contract | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons To purchase fuel | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Curt Denning | Date: 1/6/2023 |

Approved for Agenda Yes No

ORDINANCE NO. 2023-04

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE WAYNE TOWNSHIP TRUSTEES FOR COMPENSATION OF LOST PROPERTY TAX REVENUES RESULTING FROM ANNEXATION AND ALLOWING FOR IMMEDIATE ENACTMENT

WHEREAS, The City of Wooster anticipates accepting the annexation of 32.24 acres of territory from Wayne Township; and

WHEREAS, a written agreement is required between Wayne Township and the City of Wooster to permit special procedures for annexation under Ohio Revised Code 709.022; and

WHEREAS, the proposed territory to be annexed is valued at approximately \$209,000 and generates approximately \$21 in revenue for the Wayne Township Trustees annually, and upon conforming of boundaries, Ohio Revised Code 709.19 prescribes that annexing cities compensate impacted townships on a 12-year schedule with a declining percentage of 80% to 42.5% of the property tax revenues it would have received had the territory not been annexed; and

WHEREAS, the City of Wooster partners with its neighbor, Wayne Township, on multiple projects and in order to simplify the annexation process and allow special annexation procedures under 709.022, seeks to compensate Wayne Township on an alternative schedule to ORC 709.19 and provide additional temporary relief associated with the adverse financial impact of annexation.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. The Mayor is hereby authorized to enter into an agreement on behalf of the City of Wooster with the Wayne Township Trustees for real estate tax revenue sharing specific to the 32.24-acre territory to be annexed, also known as Wayne County Parcel 53-01219.000. The terms of such agreement will include such terms as the Mayor, in his/her discretion, deems appropriate, in addition a requirement that the City of Wooster shall compensate Wayne Township 100% of the revenues it would have received from the territory had the territory not been annexed, for a period of 12 years;

SECTION 2. This Council finds and declares that all formal actions concerning and relating to the adoption of this ordinance occurred in an open meeting of this Council in compliance with law.

SECTION 3. This Resolution is hereby declared to be necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division, and for the further reason that time is of the essence in making a timely application for the funds described above; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1st reading _____ 2nd reading _____ 3rd reading _____

Passed: _____, 2023 Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2023
Mayor

Introduced by: Bob Reynolds

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2023-04
ORC

Request for Agenda Item

Authorization for Bid

Purchase Capital Item

Non-Capital

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| Division Development | Meeting Date Requested January 17, 2023 |
| Project Name Wayne Township Agreement | Estimated Total Funds/Costs NA (1.8 mills at site) |
| Is Full Amount Budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, three readings NOT REQUIRED | |
| If No, How is the Purchase to be Funded? Funds will be derived from new revenues City receives from a certain 32.24 acres of territory to be annexed. | |
| Description of Request Authorization is requested to allow the Mayor to enter into an agreement on behalf of the City of Wooster with the Wayne Township Trustees for annexation and real estate tax revenue sharing, concerning a 32.24 acre territory at Melrose Drive (Parcel 53-01219.000). Specifically, the City would compensate Wayne Township 100% of its existing millage for 12 years, as opposed to the descending \$80% to 42.5% over 12 years described by ORC 709.19. In return Wayne Township will permit an EXPEDITED procedure, waiving the 90-day process for County-governmental approval. Currently, Wayne Township levies 3.7 inside mills on specific on the territory which is valued at \$290,160. Once boundaries would be conformed, Wayne Township will lose this revenue (about \$21 annually today), while the City would gain 4.2 mills (\$24/yr). With the agreement, the property may be incorporated in as little as three months. After approval, the property owner would be permitted to submit a request for an expedited annexation petition. | |
| Justification / Benefits Wayne Township partners with the City on multiple other projects, including road maintenance and cost sharing, and a share of compensation is a show of support and neighborly goodwill. Critically, with an agreement, annexation may be expedited, supporting proposed future housing. Also, Wayne County has indicated it prefers to consider petitions for annexation where there is a cooperative agreement in place. | |
| Will this Project affect the City's Operating Costs Net gain: Net millage gain lowered by 1.2 to 2.6 mills (1.8mills) for first 12 yrs, may be offset by other gains. | |
| What Alternatives Exist and what are the Implications of the Alternatives An agreement is required for an expedited annexation under ORC 709.022. This would enable incorporation of the site into the City in ~90 days rather than the typical ~180 days. | |
| Is this a Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain The Circumstances: N/A | |
| Is there a need for Suspension of the Rules or a Time Frame when this must be passed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Note Reasons A suspension of the rules is recommended. | |
| NOTE: Emergency Clause Required if Legislative Effective Date is IMMEDIATE. | |
| Manager Requesting: Jonathan Millea | Date: 1/11/2023 |

Approved for Agenda Yes No

ORDINANCE NO. 2023-05

AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE

WHEREAS, the Council of the City of Wooster adopted an Annual Appropriation Ordinance No. 2022-33 for Fiscal Year 2023, and from time to time it becomes necessary to amend that Ordinance; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. The City was awarded a CHIP Grant for 2022 and 2023 for housing rehabilitation for all of Wayne County for low to moderate-income residents.

SECTION 2. The amount of \$388,222 is hereby appropriated from the unappropriated balance in the Community Development Block Grant (CDBG) Fund (107).

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Ordinance occurred in an open meeting of this Council or its committees in compliance with law.

SECTION 4. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

1st reading _____ 2nd reading _____ 3rd reading _____

Passed: _____, 2023

Vote: _____

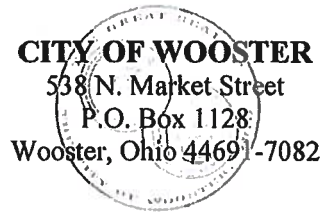
Attest: _____
Clerk of Council

President of Council

Approved: _____, 2023


Mayor

Introduced by: Craig Sanders



Andrei A. Dordea, CPA
Director of Finance
Phone: (330) 263-5225
Fax: (330) 263-5262
Email: adordea@woosteroh.com
Mobile: (330) 845-0130

Memorandum

To: Wooster City Council
CC: Mayor Breneman, Clerk of Council DePaulo, Director Montgomery, Director Scavelli
From: Andrei Dordea 
Date: 1/12/2023
Re: 2023 Appropriation Amendment

I am asking to appropriate additional funds in the CDBG Fund (107).

The CDBG grant is for housing rehabilitation for 2022 and 2023. We had more grant carryover from 2022 to 2023 than I anticipated.

These are federal dollars passed through the State of Ohio.

I am NOT asking for rules suspension. Three readings will suffice.

Please feel free to reach out to me if you have any questions or require additional information.

Thank you!!
