

Goshen Township Zoning Commission

Regular Meeting Minutes from September 2, 2014

The meeting was called to order by Chairman Miller at 7:00 P.M.

Roll Call: Mr. Lewis, Mr. Seyfried, Mrs. Perkins, Mr. Miller, Mr. Risk and Mr. Corcoran were all present. (Mr. Corcoran is the alternate and will not vote unless specifically noted otherwise)

The Mission Statement was not read.

Mr. Lewis made a motion to adopt the agenda, second by Mr. Seyfried; all voted yes.

Mr. Risk made a motion to approve the minutes from the regular meeting held on August 04, 2014; second by Mr. Seyfried; all voted yes.

Mrs. Perkins made a motion to approve the minutes from the special meeting held on August 19, 2014; second by Mr. Seyfried; all voted yes except Mr. Risk abstained.

New Business

None

Old Business

- 1) The proposal from Compass Point Planning (see attached) was discussed. Each board member felt that it would be best to complete the project as a whole rather than divide it into two phases. Mr. Corcoran mentioned that Mrs. Moeller should provide charge rates for various aspects of her proposal; she should provide monthly billing; and she should tighten the schedule to be complete in 6 to 9 months instead of 9 to 12 months. Each member agreed that this project needed to be completed as soon as possible. After further discussion on these points it was decided to request Mrs. Moeller to prepare a contract that will:

- 1) Tighten the schedule to be complete by May, 2015
- 2) Establish definite task milestones
- 3) Have the billing tied to those milestones
- 4) Prepare a calendar schedule for those milestones.

Mrs. Moeller will be asked to present the contract for the boards review at a special meeting to be held on Monday September 08, 2014 at 7:00 pm in order that the board can make a recommendation to the Township Board of Trustees so that the trustees can have the opportunity to act upon the recommendation at their meeting on Tuesday September 09, 2014.

Mr. Risk made a motion to have a special meeting on Monday September 08, 2014 at 7:00 pm for the purpose of reviewing the contract language and proposed schedule of Compass Point Planning; second by Mrs. Perkins; all voted yes except Mr. Lewis who abstained.

Public Portion

None

A motion to adjourn was made by Mr. Risk at 8:00 P.M., second by Mrs. Perkins; All voted yes.

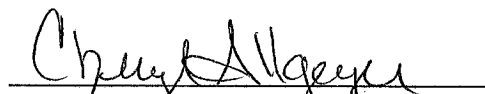
Next regular meeting of the GTZC will occur at 7:00 P.M. on October 07, 2014.

These meeting minutes were authored by Eric Lutz, Zoning Commission Secretary, on September 02, 2014, and were sent by e-mail to the GTZC for review, and to the Goshen Township Trustees for consideration and review the same date.

Please notify Eric Lutz of any possible errors or omissions to the minutes at elutz@cinci.rr.com for correction.



Mr. Elben Miller, Chairman, GTZC


Cheryl Allgeyer, Fiscal Officer

September 2, 2014

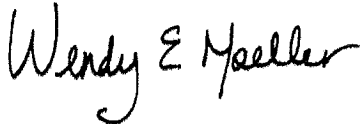
Mr. Elbin Miller
Goshen Township Zoning Commission
6757 Goshen Road
Goshen, Ohio 45122

RE: Proposal to Update the Goshen Township Zoning Resolution

Dear Elbin:

Per my last discussion with the Goshen Township Zoning Commission, I am pleased to submit the following proposal to update the Goshen Township Zoning Resolution to both reformat the document and to generally update the regulations to address the various concerns outlined by the Zoning Commission. At the last meeting in August, there still was some debate about whether to approach the update in a total comprehensive manner that included the development of a SR 28 Overlay District or to develop the Overlay District separately and then update the rest of the resolution at a later date. For the purposes of discuss, I have included a cost proposal for both alternatives. The main difference between the proposals is the need for additional meetings when taking the two-step approach. Please take some time to review this proposal and contact me with any questions. As always, you can reach me by cell phone at 513-543-8651 or at by e-mail at wmoeller@compasspointplanning.com.

Sincerely,



Wendy E. Moeller, AICP
Principal/Owner
Compass Point Planning

Scope of Work

The following is a scope of work to update the Goshen Township Zoning Resolution in a single project. An alternative approach that looks at developing the SR 28 Overlay District separately from updating the rest of the resolution is also included following the scope of work.

Task 1 – Initial Draft

Given that Compass Point Planning has already developed a preliminary analysis of the issues and opportunities for the update Resolution in the code evaluation document, the first task will be to begin the process of drafting the text for review by the Zoning Commission. Compass Point Planning will prepare the draft Resolution in three distinct sections to review with the Zoning Commission based on the function of the sections (e.g., administrative, districts and uses, and development standards). The draft text will be distributed to the Commission members for review prior to meeting to discuss any questions or revisions. These revisions will also include the drafting of the new SR 28 Overlay District, which also will require a zoning map amendment.

After the Zoning Commission has reviewed each of the chapters initially, Compass Point Planning will assemble the sections into a complete resolution for a final review prior to presenting the document to the public for review.

Per the discussion at our last meeting, this proposal includes costs to participate in up to five meetings with the Zoning Commission to review the draft text.

The preliminary budget assumes that we will be working with the township's legal counsel to review any legal issues related to the Zoning Resolution.

Task 2 – Initial Public Review

After the Zoning Commission has reviewed the complete draft of the updated Zoning Resolution, Compass Point Planning will facilitate a public meeting to outline the major changes in the updated resolution and answer any questions the public may have before submitting a public hearing draft to the Zoning Commission so they can initiate the adoption process. As part of the presentation to the public, Compass Point Planning will prepare a brief memorandum for the public that explains the major changes and any impacts the changes may have on how the average person can use their land.

Task 3 – Adoption

Compass Point Planning will prepare the final Zoning Resolution for the adoption process. We will also participate in three separate public hearings as part of the adoption process including one hearing in front of the Zoning Commission, Clermont County Planning Commission, and the Township Trustees. Following each hearing, we will make any minor adjustments to the Resolution based on the direction of the applicable board.

Task 4 – Finalization

Following the adoption of the Zoning Resolution, Compass Point Planning will make any final adjustments to the text and transmit a copy to the Township for their future use. This will include any mapping created as part of the process.

Two-Phase Approach

As an alternative to the above approach, Compass Point Planning can develop the update in two different phases with the first phase focused on the update of the SR 28 Overlay District and the second phase focused on the update to the remaining parts of the resolution. The major difference between this approach and the comprehensive approach outlined previously is the need for additional time for meetings with the Zoning Commission and the additional public hearings required for adoption. For the two-phase approach, we have assumed a need for two meetings with the Zoning Commission for the SR 28 Overlay District and four meetings with the Zoning Commission for the remainder of the Zoning Resolution update. There will also be a need to attend three public hearings for the adoption of the SR 28 Overlay District and three additional public hearings for the adoption of the remaining update of the Zoning Resolution.

Proposed Budget and Timeframe

Proposed Project Schedule

Compass Point Planning can work with the Township to schedule the process in a manner that best suits the Township's budgetary needs. It is my understanding that the Township has budgeted a certain amount for 2014 and the remainder of the budget will have to be established for 2015. Given the oncoming holiday seasons and the time necessary to approve a contract, this approach should easily be accomplished. The complete update of the Resolution should not take more than nine to twelve months, depending on when meetings can be scheduled.

Proposed Budget

Based on the above preliminary work tasks discussed above, we propose to complete the work on an hourly basis with a fee not to exceed **\$20,710** for completion of the comprehensive Zoning Resolution update. If the township wants to approach the update in two-phases, the total cost will not exceed **\$23,750** (\$5,320 for the SR 28 Overlay District and \$18,430 for the remainder of the update). All of this budget is in addition to the work recently completed by Compass Point Planning (See discussion on the following page.). Attendance at any meetings beyond those outlined in this scope of work will be billed to the township based on that rate but only after authorization from the township. Each additional meeting will cost approximately \$190 for a two-hour meeting. Compass Point Planning will bill the township monthly based on services rendered.

It is my understanding that the Township had established a \$5,000 budget for zoning services in 2014 that was to be used toward the original proposal of updating the Planned Development District. The scope of that project changed based on an initial meeting with the Zoning Commission and was ultimately used for the Zoning Resolution Evaluation document that was discussed at the August 19 meeting. Compass Point Planning is preparing to invoice \$1,520 for completion of that work. That work is separate from the above proposed budget. If the assumptions are correct, it is my understanding that the remaining \$3,480 could be used to fund an initial portion of the \$20,710 budget for the resolution update. The remaining \$17,230, along with any contingency funds as the Township deems appropriate, would then have to be included in the 2015 budget.

If the township wishes to proceed with this project, I will put together a formal contract for signing that will outline all of the details summarized above.