

Goshen Township Zoning Commission

Meeting Minutes from September 09, 2014

Special Meeting with Wendy Moeller of Compass Point Planning

The meeting was called to order by Chairman Miller at 6:00 P.M.

Roll Call: Mr. Risk, Mr. Seyfried, Mrs. Perkins and Mr. Miller, and Mr. Corcoran were all present. (Mr. Corcoran will vote on any issues). Mr. Lewis was not present.

It was decided to not read the Mission Statement.

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

The only order of business was to discuss the proposal by Wendy Moeller from Compass Point Planning regarding Planned Business Development District amendment to Goshen Zoning Code and discuss revised scope of work for updating the Zoning Code in general. (See Attachment)

The Board discussed the proposal; the process of providing information to the public; project timing; and project budget. There was additional discussion regarding whether the project should be completed in one phase or two.

Mr. Corcoran made a motion to request the Township Trustees to authorize Compass Point Planning to complete the Goshen Township Zoning Resolution project in one phase at a cost of \$3,480.00 in 2014 and \$17,230 total in 2015; second by Mr. Risk, All voted yes.

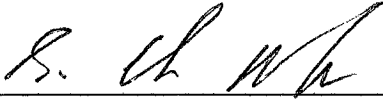
Public Portion

None

A motion to adjourn was made by Mr. Corcoran at 6:15 P.M., second by Mrs. Perkins. All voted yes.

These meeting minutes were authored by Eric Lutz, Zoning Commission Secretary, on September 30, 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

Scope of Work

The following is a scope of work to update the Goshen Township Zoning Resolution in a single project.

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.

Proposed Budget and Timeframe

The following is a revised schedule for the completion of the project within a six month time frame (Task 1-2) with the exception of the adoption process that will take approximately two to three months for the three required hearings. The following breaks down the tasks into milestones. Compass Point Planning will bill the Township upon the completion of each milestone.

Attendance at any meetings beyond those outlined in this scope of work will be billed to the township based on an hourly rate of \$95 per hour but only after authorization from the township. Each additional meeting will cost approximately \$190 for a two-hour meeting.

Milestone	Estimated Date of Completion	Milestone Budget
Task 1 – Drafting (First of Three Sections)	November 2014	\$3,325
Task 1 – Drafting (Second of Three Sections)	January 2015	\$6,460
Task 1 – Drafting (Third of Three Sections)	February 2015	\$6,650
Task 2 – Initial Public Review	March 2015	\$950
Task 3 – Adoption	June 2015*	\$1,900
Task 4 - Finalization	June 2015*	\$1,425
TOTAL BUDGET:		\$20,710
* This date may vary depending on the timing of the application and the ability to get on the Clermont County Planning Commission's agenda in a timely manner.		

The above budget is based on an understanding of the Township's budget cycle and the amount of money that has already been budgeted in 2014 versus what will have to be appropriated in 2015. 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.