



HAMILTON TOWNSHIP ADMINISTRATION

Mark Sousa – *Board Chair*
Joseph Rozzi – *Vice Chair*
Darryl Cordrey – *Trustee*
Kurt Weber – *Fiscal Officer*

7780 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-8520

Township Administrator
Steve Pegram
(513) 239-2372

Police Department
Scott Hughes – Police Chief
Phone: (513) 683-0538

Fire and Emergency Services
Jason Jewett – Fire Chief
7684 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-1622

Public Works
Don Pelfrey – Director
Phone: (513) 683-5320

Assist. Fiscal Officer
Ellen Horman
Phone: (513) 239-2377

Human Resources
Cheryl Allgeyer
Phone: (513) 239-2384

Zoning Administrator
Phone: (513) 683-8520

Parks and Recreation
Nicole Earley
(513) 683-5360

TRUSTEE MEETING AGENDA 05/03/2023

6:00 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the audio/video recording as the Official Minutes of the April 19th Board of Trustees regular meeting.
- Bills before the Board

Public Comments

Public Hearing

- Christian Brothers Automotive Stage 2 PUD

New Business

- **Resolution** – 23-0503A School Resource Officer
- **Motion** - Authorizing the Township Administrator to enter in to a contract for professional services.

Fiscal Officer's Report

Trustee Comments

Administrator's Report

Executive Session – Motion to adjourn into executive session at ____ in accordance with ORC 121.22(G)(1) to discuss employment and compensation of a public employee.

Human Resources

- **Motion** – Motion to amend the roster of Hamilton Township as presented.

Adjournment

The agenda is to give an idea of the various discussions before the Board. The time and order of Agenda items is subject to change in order to maintain efficiency and timeliness of the meetings. Citizens may address the Board under the Public Comment section of the agenda.

The following guidelines protect your rights as well as those of others:

1. Speakers must state their name and full address for the record.
2. The Board Chair will recognize each speaker, and only one person may speak at a time.
3. Speakers will address any and all comments to the Board of Trustees and Fiscal Officer. The Board may request further information from staff at their discretion.
4. Anyone who willfully disrupts a Board meeting may be barred from speaking further, or may be removed from the meeting and detained by officers of the Hamilton Township Police Department. (ORC 505.09; ORC 2917.12)

**Hamilton Township Board of Trustees
Stage 2 PUD Preliminary Site Plan
Christian Brothers Automotive
May 3, 2023, at 6:00 PM**

Owner: SR 48 DAYCARE LLC, 2135 Dana Ave, Ste 200, Cincinnati, OH 45207

Applicant: Christian Brothers Automotive Corporation, 17725 Katy Freeway, Ste 200, Houston, TX 77094

Spokespersons: Paula Tolliver and Josh Huffine

Location: Parcel ID: 16062600090 - State Route 48, Maineville, OH 45039

Size: 1.5015 acres

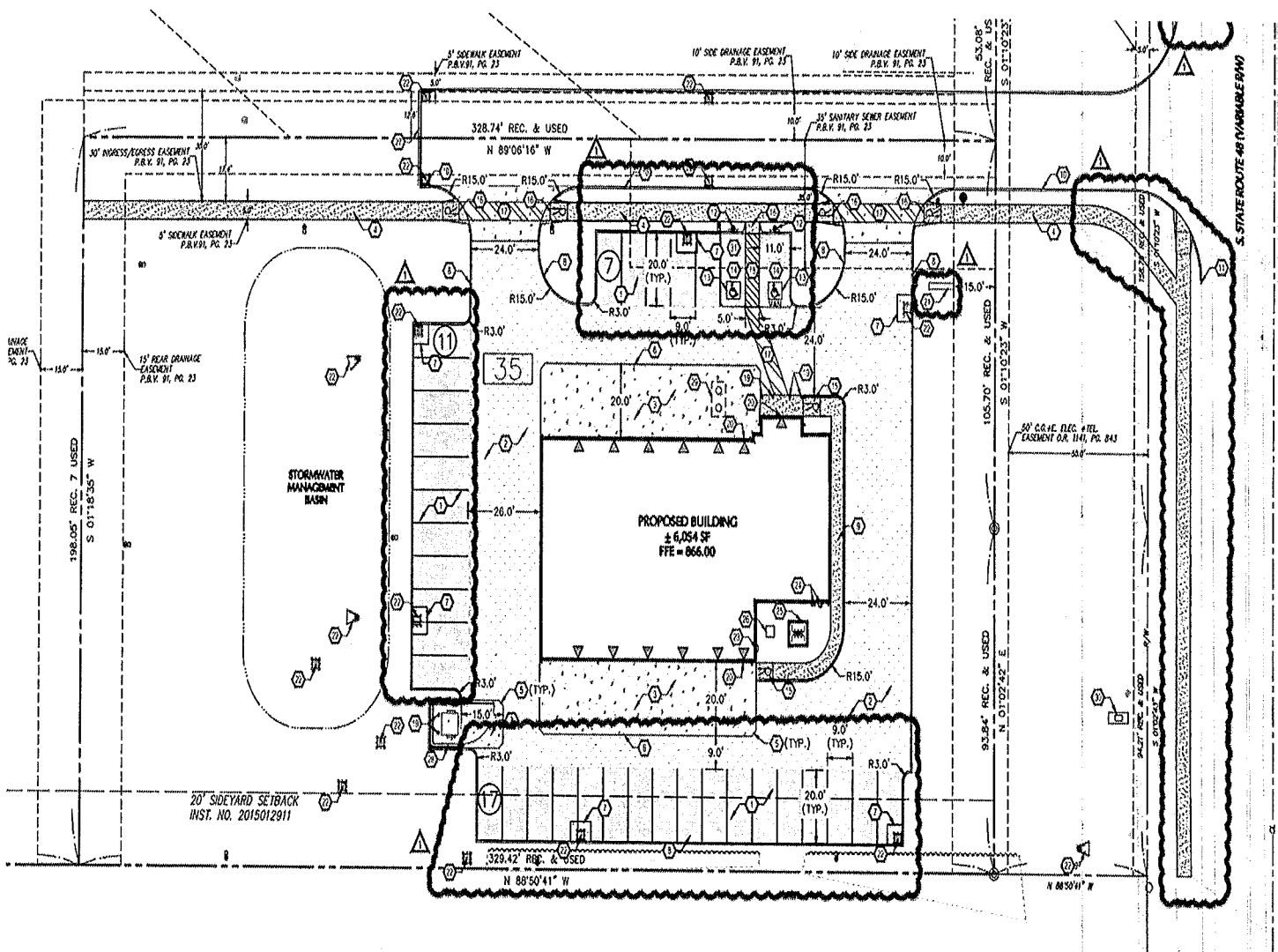
Zoning: B-1 Neighborhood Business PUD

Request: Approval of the PUD Stage 2 Preliminary Site Plan



Project Description: The applicant is proposing an automotive service business with a 6,054 square foot building including 10 total service bays; 5 on each side of the building. This site was previously rezoned to B-1 PUD in 2014. PUD Stage 1 was approved by the Hamilton Township Trustees on May 7th, 2014 (Resolution# 14-0507B). PUD Standards were proposed at that time. The Automotive Service use is permitted within the B-1 zoning district as well as this PUD.

Access to the site shall be provided off of State Route 48 via a 20' wide drive giving two access points to Christian Brothers Automotive Service. A continuous sidewalk for the length of the parcel on the southern edge of the proposed road/ drive extends into the right-of-way and along State Route 48. An interior site walkway to the front pedestrian entrance is identified as connecting to the proposed sidewalk. The proposed ingress/egress placement also is located partially on the northern adjacent parcel and follows the Holliday Glass Subdivision ingress/egress plan.



The applicant is proposing 35 total parking spaces including two (2) ADA parking spaces. Per the Hamilton Township Zoning Code, only 13 spaces are required and can only be exceeded by 125% of the minimum (16 parking spaces). The applicant has submitted a letter of justification for the added spaces. Please refer to the letter below. No interior parking landscaping is required.



Christian Brothers Automotive

March 21, 2023

Warren County Regional Planning Commission
406 Justice Drive
Lebanon, OH 45036

Re: Parking Validation Request

Christian Brothers Automotive is not like the typical light automotive service and repair facilities that focuses primarily on high volume and low profitability items such as tire and fluid replacement. Christian Brothers has positioned itself to compete with local dealerships while providing the convenience of a neighborhood shop. Our diagnostic equipment tools and OEM replacement parts sets us apart from the typical automotive repair facility and allows us to serve guests in a very different manner by operating on all makes and models of automobiles.

On a typical day a Christian Brothers location serves approximately 20 guests. We project this business will be a superlative performer that will likely serve more guests than our average location (based on similar locations with closely correlated demographics). Because of the probability of serving an above average number of guests on a daily/weekly basis we believe that we will need an elevated number of parking spaces to offer our customary services which require additional time to complete.

We currently operate over 270 locations and our business data tells us that we will need 33 standard spaces and 2 accessible spaces - with 6 to 8 of those spaces to be occupied by our owner and their staff. Anything less would have a negative effect on our ability to service the guests and will create workflow issues that would be detrimental to both our guests and our staff.

Our store hours are 7:00 am to 6:00 pm Monday through Friday. During the first 3 months of operation, we are also open on Saturdays from 8:00 am– 1:00 pm. We project sales during the first year to be \$2,100,000 and because of this we need at least 35 spaces at this location. Our stores with fewer spaces struggle with the effects of parking shortages every day, and for this reason we are asking for a parking spaces variance.

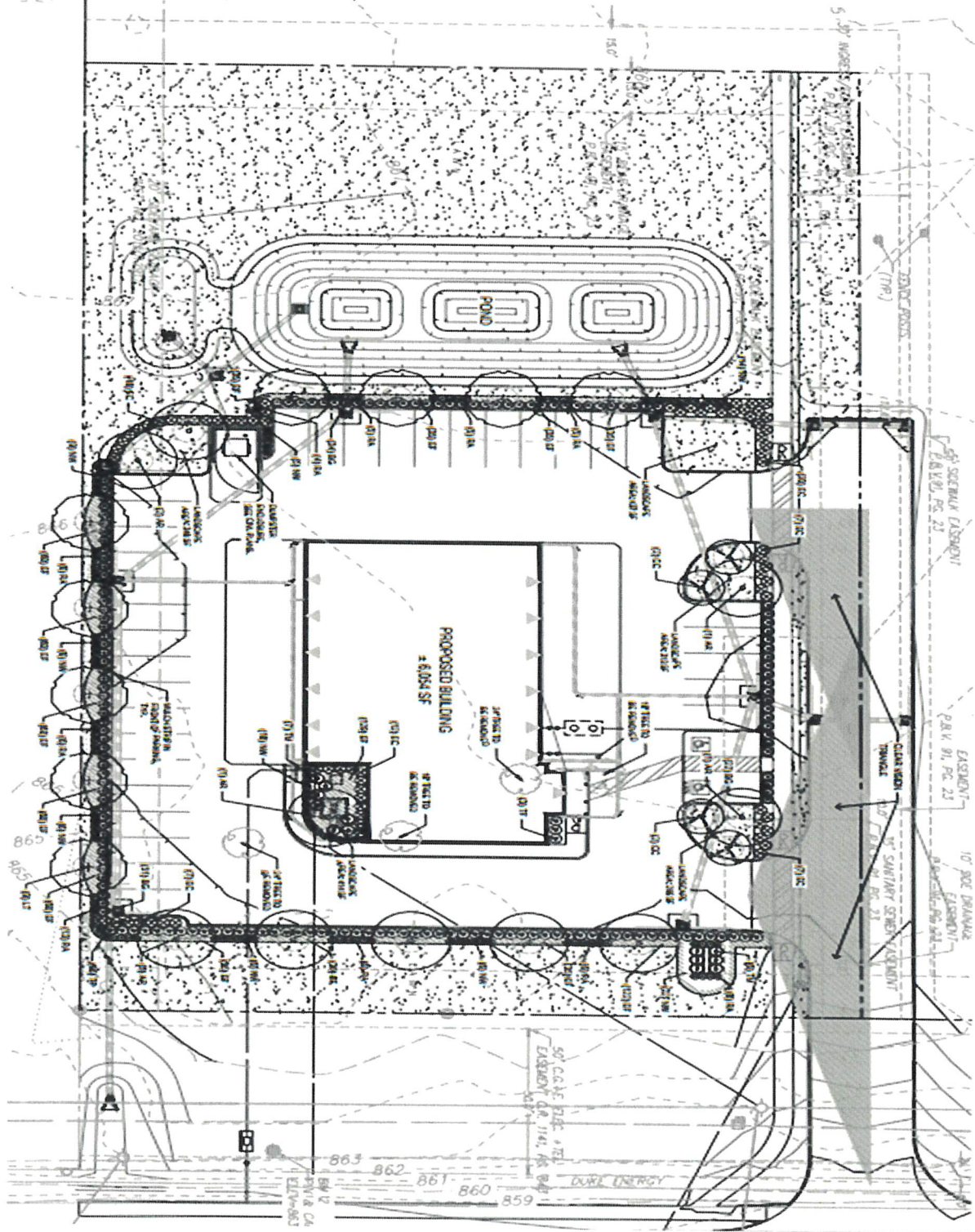
Please do not hesitate to call should you require additional information or have any questions.

Best,

Paula Tolliver - Project Manager of Land Acquisitions & Permitting
Christian Brothers Automotive Corporation
T: (281) 675-6234 C: (832) 690-6533
E: Paula.Tolliver@cbac.com




The applicant provided a detailed landscape plan. The landscape plan shows deciduous trees of different sizes as well as a mix of different bushes and ground cover. The dumpster will be screened with an enclosure. More than 15% of the site is open space, which exceeds the minimum required.

Landscape Plan (turn to view):



Planting Schedule:

PLANTING SCHEDULE

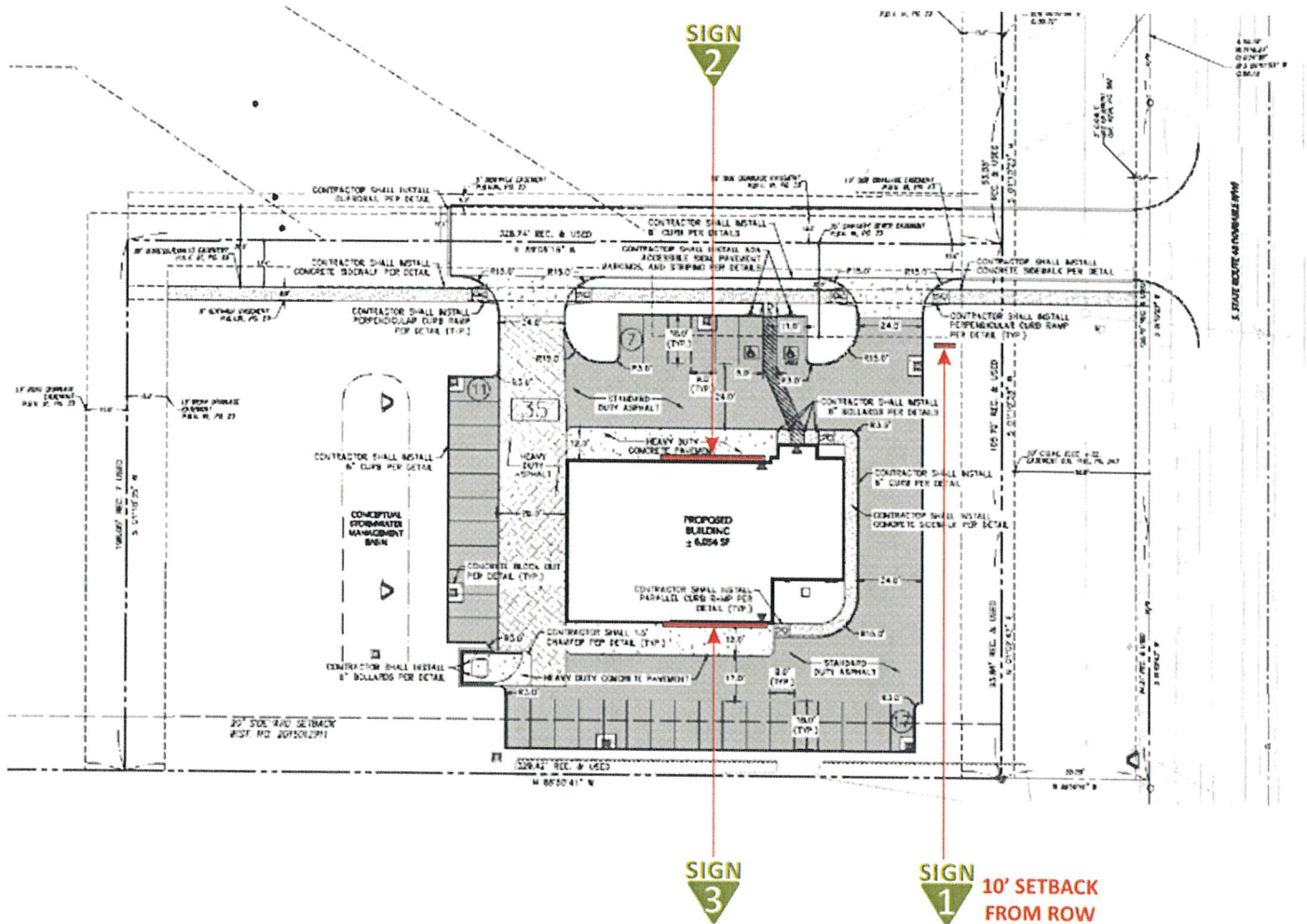
SYMBOL	CODE	BOTANICAL NAME	COMMON NAME	MIN. SIZE	QTY.	REMARKS
TREES						
	AR	Acer rubrum 'Red Sunset'	Red Sunset Maple	2" cal	10	Matched specimen
	CC	Cercis canadensis 'Forest Pansy'	Forest Pansy Redbud	2" cal	4	Specimen
	LT	Liriodendron tulipifera	Tulip Poplar	2" cal	9	Matched specimen

SHRUBS/PERENNIALS/GROUNDCOVER						
	BG	Buxus 'Green Velvet'	Green Velvet Boxwood	36" ht	107	Full, to reach 75% opacity w/in 3 years, 36" o.c., sheer to hedge
	EF	Euonymus f. 'Coloratus'	Purple Wintercreeper	1 gallon	709	Spaced 12" o.c.
	EC	Euonymus a. 'Compactus'	Dwarf Burning Bush	36" ht	71	Full, unsheared, spaced 36" o.c.
	NW	Nepeta 'Walkers Low'	Walkers Low Catmint	1 gallon	79	Full, unsheared, spaced 24" o.c.
	RA	Rhus aromatica 'Gro Low'	Gro-Low Fragrant Sumac	1 gallon	59	Full, unsheared, spaced 24" o.c.
	TF	Taxus baccata 'Fastigiata'	Irish Yew	36" ht	59	Full, to reach 75% opacity w/in 3 years, 36" O.C., sheer to hedge
	TM	Taxus x media 'Dark Green Spreader'	Dark Green Spreader yew	24" spd.	7	Full, unsheared

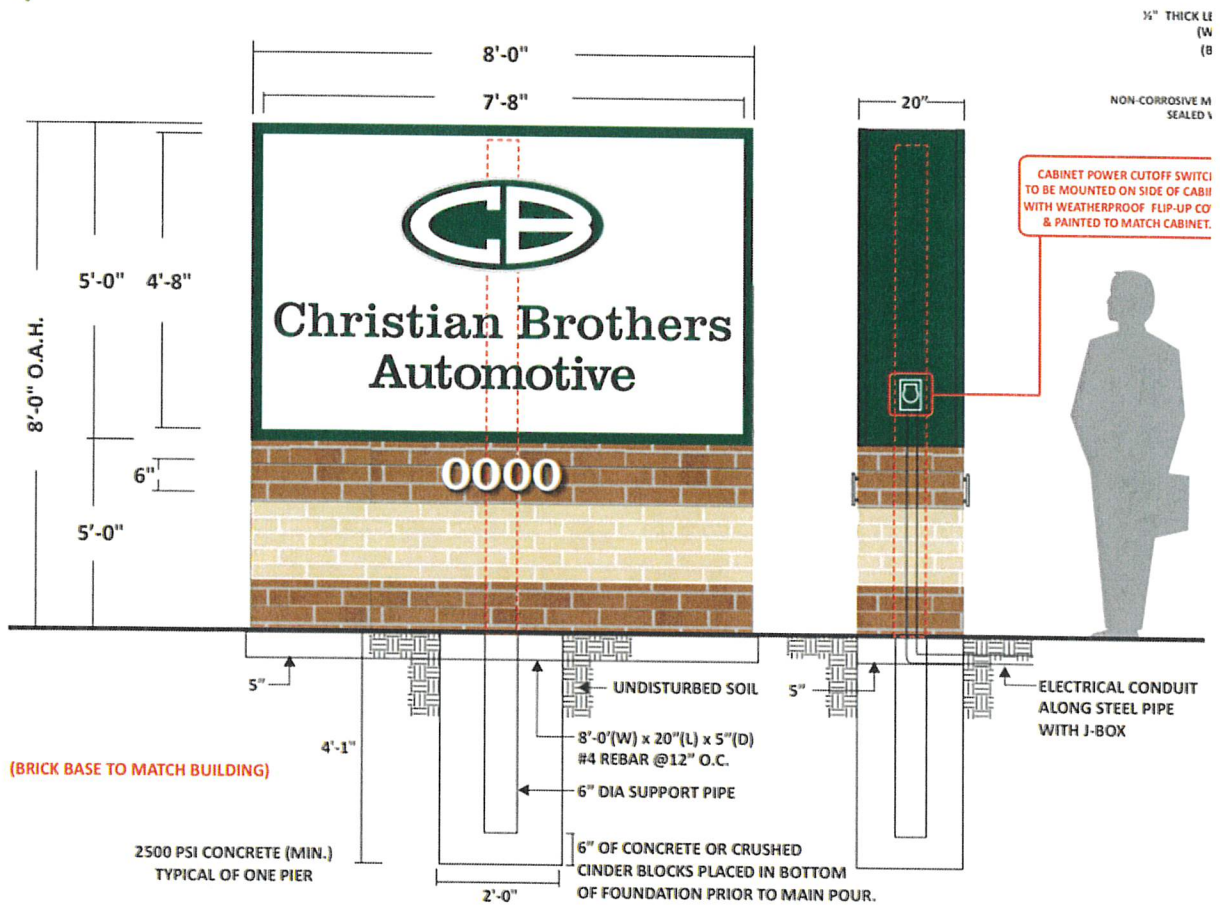
LAWN						
		Kentucky Bluegrass blend	Kentucky Blue Grass	Sod	--	Min. 1 year old, uniform color & texture

The applicant proposes one stormwater management basin on the site and stormwater pipes on the north and south sides of the parcel. Stormwater management approval will be provided in accordance with the requirements of the Warren County Engineer's Office.

The applicant proposes an 8' tall monument sign to be 10' from the front property line outside of the right-of-way. The base will be made of brick to match the building and will be backlit. They also propose a door sign and two wall signs -one for the northern and southern sides of the building.



SIGN
1



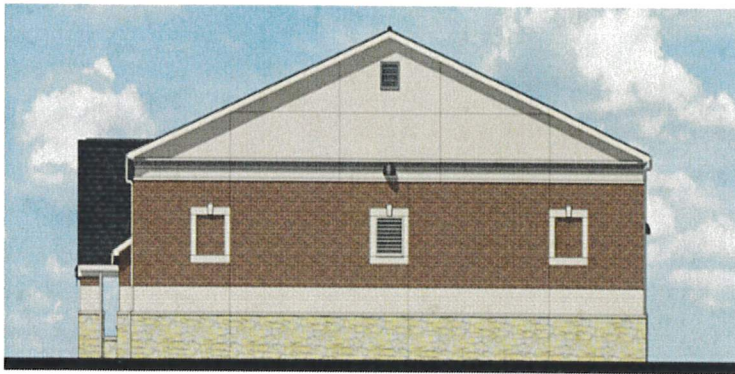
The primary façade does not face the street as prescribed in the Hamilton Township Zoning Code. However, the overall building design fits with the code. The design materials consist of modular brick as well as natural limestone.

Northern Elevation



5 FRONT ELEVATION
SCALE: 3/16"=1'-0"

Southern Elevation (Rear)



③ LEFT SIDE ELEVATION
SCALE: 3/16"=1'-0"



② RIGHT SIDE ELEVATION
SCALE: 3/16"=1'-0"

A revised photometric plan was submitted after RPC and shows a mix of illumination levels at the property line. The applicant will need to make sure that the maximum illumination levels at adjacent property lines are as follows. Staff will review the lighting plan further before a zoning certificate may be obtained.

E. Illumination Levels

- (1) Light originating on a site shall not trespass beyond the site to exceed the values in [Table 6-3: Illumination Levels at Property Line](#) when measured at the property line for the following adjacent property types:

TABLE 6-3: ILLUMINATION LEVELS AT PROPERTY LINE

ADJACENT LAND USE	ILLUMINATION LEVEL
Residential	0.2 Footcandles
Nonresidential	1.0 Footcandles

PUD Sketch Plan Review Criteria: 5.5.5.F.

F. Review Criteria for PUD Preliminary Site Plan

The following criteria shall be used in recommendations and decisions regarding the PUD preliminary site plan:

- (1) The preliminary PUD plan is in accordance with the PUD sketch plan as adopted by the board of township trustees.
- (2) The arrangement of vehicular access and circulation, including intersections, road widths, channelization structures and traffic controls are adequately designed for the proposed uses and existing surrounding development.
- (3) The design generally addresses stormwater management and erosion control, and avoids flood hazard areas.
- (4) The minimum common open space areas have been designated and designed in accordance with the provisions of this chapter, and shall be conveyed to a legally established home owners or property owners association, commercial management group, the township, or other agency as herein provided.
- (5) That any part of the PUD not used for structures, parking and loading areas, streets, public improvements, or walkways shall be landscaped or otherwise improved for the purpose intended or otherwise left in its natural state.
- (6) The comments and recommendations from the Warren County Engineer's Office and other departments or officials of the township and Warren County, as well as representatives of federal and state agencies including the Soil Conservation Service, the Department of Conservation, the Environmental Protection Agency and similar agencies are adequately addressed.
- (7) The PUD preliminary site plan may vary from the requirements of the zoning code upon approval by the board of township trustees of the preliminary site plan.
- (8) Approval of the PUD preliminary site plan may be conditional upon provisions that are necessary for the protection of public health, safety, and general welfare. The zoning commission or board of township trustees may require that a revised PUD preliminary site plan be submitted if, in its opinion, substantial changes are required to comply with this chapter.

WCRPC heard this development at their March 23, 2023, Executive Committee meeting. With a vote of 14 yes, 0 no, and 2 abstention, RPC recommends approval of the Christian Brothers Automotive Stage 2 Preliminary Plan with the following conditions:

1. All plans and proposals from the applicant shall be made conditions of approval unless modified by one of the following conditions.
2. Compliance with the Warren County Subdivision Regulations, the Hamilton Township Zoning Code, the Warren County Thoroughfare Plan, and the PUD Stage 1 conditions of approval (Resolution# 14-0507B).
3. Prior to construction, the applicant shall furnish the Engineer's Office with a set of stormwater calculations. An as-built survey of the basin must also be furnished demonstrating that it was built per plan.
4. Automotive service shall be performed and conducted inside of the building.
5. All vehicles or parts shall be kept inside a building or screened from view of persons on contiguous property or persons using public rights-of-way.
6. An Earth Disturbing Permit from Warren County SWCD will be required if 1 acre or more of land will be disturbed during construction.
7. A right-of-way permit from the Ohio Department of Transportation will be required for any utility crossing State Route 48.
8. The water mains, hydrants, and ancillary components within the development shall be privately owned and maintained.
9. The applicant shall contact the Warren County Health District regarding plumbing permits prior to construction.
10. Parking spaces should be revised to meet Hamilton Township Zoning code requirements both in size of the spaces and quantity.
11. Interior traffic circulation shall be subject to a written review by the Hamilton Township Fire Department.
12. Sidewalks shall comply with Section 7.7.1 (A) of the Hamilton Township Zoning Code and require a minimum width of 4' sidewalk along the frontage of State Route 48.

The Hamilton Township Zoning Commission reviewed this development proposal at their April 10, 2023 meeting. They unanimously voted to recommend approval of the PUD Stage 2 Preliminary Plan for Christian Brothers Automotive with the following conditions:

- Compliance with the Warren County Regional Planning Commission conditions with the exception of condition #5 being modified to allow parking of vehicles on the lot for a period of time not to exceed 72 hours.
- Modifying the landscaping plan as discussed to rearrange some trees to screen the side of the building facing State Route 48.
- Compliance with all Warren County partner organization conditions.

Staff is not aware of any additional comments from Partner Organizations and is therefore recommending APPROVAL of the Christian Brothers Automotive PUD Stage 2 Preliminary Plan subject to the following conditions:

- Compliance with the Warren County Regional Planning Commission conditions with the exception of condition #5 being modified to allow parking of vehicles on the lot for a period of time not to exceed 72 hours.
- Compliance with all Warren County partner organization conditions.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on May 3, 2023, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Mark Sousa – Trustee, Chair
Joseph Rozzi – Trustee, Vice Chair
Darryl Cordrey - Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 23-0503A**

**A RESOLUTION ACCEPTING AGREEMENT FOR THE PROVISIONS OF SCHOOL
RESOURCE OFFICERS BETWEEN HAMILTON TOWNSHIP AND LITTLE MIAMI
SCHOOLS**

WHEREAS, the School District wishes to provide an additional school resource officer (“SROs”) to work in the Little Miami Local School District schools (specifically Little Miami High School and Little Miami Middle School (collectively, the “Schools”); and

WHEREAS, the Township wishes to provide the school resource officer to the School District to provide an additional measure of security in the Schools;

NOW, THEREFORE, BE IT RESOLVED, in consideration of these premises and the mutual promises contained herein, the parties agree as follows:

SECTION 1. The Township will provide two SRO’s, who shall be a commissioned police officer, to perform law enforcement and security duties in the Schools in accordance with the terms and conditions of this Agreement.

SECTION 2. The parties will employ, operate, use, deploy and account for the SRO in accordance with the Memorandum of Understanding Between Little Miami School District and Hamilton Township Police Department (the “Memorandum”) which is attached hereto and incorporated into this Agreement as if fully rewritten herein.

SECTION 3. The Township shall provide the uniforms, equipment, police vehicles and other necessary law enforcement items, as determined by the Township in its sole discretion, for the use of the SRO’s in performing his/her duties.

SECTION 4. The School District shall compensate the Township for the cost of the provision of the SRO’s as follows: The School District shall pay the Township the normal hourly rate of pay- including benefits – (as it may be adjusted from time to time) of each SRO, as set by the Township in its sole discretion, multiplied by the number of hours worked each day by the

SRO for the School district pursuant to this Agreement. The Township will continue to make all retirement contributions.

SECTION 5. The SRO's performance under this Agreement shall be reviewed and Addressed as follows:

- (A) The School District may, if it chooses, provide annual feedback to the SRO. Any feedback or other evaluation performed by the School District will not be part of the SRO's annual Township evaluation and will not become part of the SRO's personnel file or otherwise be a record of the Township.
- (B) In the event the principal of a school to which the SRO is assigned has concerns about the performance effectiveness of the SRO services provided, the principal shall inform the Superintendent and within a reasonable amount of time the Superintendent shall contact the Police Chief or the Police Chief's designee. A meeting shall be conducted with the SRO to mediate and resolve the concerns.
- (C) Should there be repeated areas of concern with a SRO, the School District, by and through its Superintendent, may make a request, either in writing or verbally, to the Police Chief for the assignment of a different SRO. The decision to grant such a request shall be at the sole discretion of the Police Chief or the Police Chief's designee and subject to any existing contracts or collective bargaining agreements.

SECTION 6. This Agreement shall begin August 1, 2023 and shall remain in effect through the end of the 2027-28 school year. Either party may terminate this Agreement at any time prior to that date if the terminating party has been declared to be in fiscal emergency under the laws of the State of Ohio. In the event the School District terminates this Agreement before its normal termination date because of a declaration of fiscal emergency, the School District shall have no further liability to pay for the SRO under Paragraph 4 above.

SECTION 7. The duty hours of the SRO's shall generally conform to the school day as established by the School District. Duty hours shall include times when the SRO may be off-campus but acting in his or her SRO capacity, such as (but not limited to) travelling between schools or attending juvenile or municipal court.

SECTION 8. Payment by the School District for the costs of the SRO's under Paragraph 4 shall be made as follows: (i) payment for SRO services performed from November 1 of the preceding year through April 30 of the then-present year shall be made on or before the first week in June; and (ii) payment for SRO's services performed from May 1 through October 31 of the then-present year shall be made on or before the first week in December.

SECTION 9. The Agreement represents the entire Agreement of the parties. This Agreement shall be enforced under the laws of the State of Ohio; each party has adopted appropriate Resolutions or other legislative action to authorize the undersigned to execute this Agreement and to bind the respective parties to the terms and conditions of this Agreement.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Darryl Cordrey –	Aye _____	Nay _____
Joseph P. Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 3rd day of May 2023.

Attest:

Kurt E. Weber, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, Kurt E. Weber., Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on May 3, 2023.

Date: _____

Kurt E. Weber, *Fiscal Officer*

Signed at Hamilton Township, Warren County, Ohio on this _____ day of _____, 2023.

LITTLE MIAMI LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION

By: _____
Tony Niemesh
Title: Little Miami Board of Education President

By: _____
Greg Power
Title: Superintendent

By: _____
Terry Gonda
Title: Treasurer



Office of Township Administrator
05/03/23 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Township Administrator:

Motion to authorize the Township Administrator to enter a contract with Goodhue Consulting for design and engineering work related to the Mounts Park restoration project. Contact cost not to exceed \$25,000 and payable out of ARPA fund 2273-110-360-0000.

Hamilton Township continues to work to repair the damage to Mounts Park caused by flooding and erosion. In consultation with the County Engineers office and staff it has been identified that the scope of work to repair the damage in the park as well as prevent it from happening again will be a larger project and require some additional professional services. Goodhue Consulting will be retained to function as both a project coordinator as well as Professional Engineer (PE) for the next phase of the design, bid, build process.