



HAMILTON TOWNSHIP

HAMILTON TOWNSHIP ADMINISTRATION

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

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

Township Administrator
Brent Centers
(513) 239-2372

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

Fire and Emergency Services
Brian Reese – *Fire Chief*
7684 South State Route 48
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Public Works
Kenny Hickey – *Director*
Phone: (513) 683-5320

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

Human Resources
Kellie Krieger
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**Economic Development
and Zoning**
Alex Kraemer
Phone: (513) 239-2376

**Community Development
Coordinator**
Nicole Early
(513) 683-5360

TRUSTEE MEETING AGENDA 6/16/2021

6:30 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the tapes as the Official Minutes of the June 2, 2021 Township Trustee Meeting
- Bills before the Board

Public Comments

Human Resources

New Business

- Resolution 21-0616: Lighting District Resolution

Fiscal Officer's Report

- Fiscal Report and Cash Flow Analysis

Administrator's Report

Trustee Comments

Executive Session

- In reference to O.R.C. 121.22 (G) (1)
 - (G) (1): To consider the appointment, employment, or compensation of a public employee or official

New Business

- Creating job position for Economic Development Manager

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 Trustee Meeting

June 2, 2021

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:30 p.m. Mr. Cordrey, Mr. Rozzi, and Mr. Sousa were present.

The *Pledge of Allegiance* was recited by all.

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the May 19, 2021 Trustee Meeting.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve the bills as presented to the Board.

Roll call as follows:	Joe Rozzi	Yes
	Mark Sousa	Yes
	Darryl Cordrey	Yes

Public Comments

Mr. Cordrey opened the floor to public comments at 6:32 pm.

No comments were made; therefore Mr. Cordrey closed the floor to public comments at 6:32 pm.

Public Hearing

Mr. Cordrey made a motion with a second from Mr. Rozzi to open the public hearing at 6:32 pm.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Law Director, Ben Yoder, swore in all persons wishing to give testimony for both public hearings this evening.

Mr. Yoder stated that the first case being heard tonight involves substance abuse, so he wanted to give a brief overview on the law in this area. This way everyone will know what the Board and public can and cannot consider for decisions. The law as it relates to substance abuse is, it is a disability that is covered under the Americans with Disability Act, so it carries special protection. You cannot discriminate simply because they have a disability. Treatment facilities are to be treated as any other similar use meaning turn a blind eye to the actual disability. In this case, Mr. Kraemer has categorized this as residential, multi-family for its permitted use. The Board should not consider that this is anything related to a substance abuse treatment facility or deals with people who receive substance abuse treatment over the course of their stay or after that.

Next, Mr. Kraemer presented the Staff Report stating that we are here for a Stage 1 PUD Rezoning for St. Zachary's Haven. The legal notice was provided in the Sunday, May 23rd publication of the Pulse Journal of Warren County. The current property owners are Maureen and Robert Sharib. The applicant is Donna Pike. The property is located at 3364 State Route 22/3, Morrow, OH 45152. Warren County Regional Planning Commission heard this a few weeks ago and recommended approval to move from M-2, Heavy Industrial District to R-3, PUD subject to the following conditions:

- The development shall comply with The Hamilton Township Zoning Code and PUD Standards.
- The existing on-site septic system shall be reviewed by the Warren County Health Department to ensure the proposed use can be supported. Any improvements deemed necessary shall be done to the satisfaction of the Warren County Health Department or Ohio EPA.
- The applicant shall notify the Ohio Department of Transportation of the proposed change in use for the property and confirm the two access points are suitable for the operation.
- The applicant shall submit all certifications and State Licenses needed to operate the facility at PUD Stage 3
- The internal vehicle circulation shall be reviewed and approved by the Warren County Engineer's office.

The applicant is seeking PUD Stage 1 Rezoning approval from M-2 Heavy Industrial with Residential Dwelling to R-3 PUD Multi-Family Residential to operate a recovery facility. St. Zachary's Haven Mission House will be a faith-based healing farm and residence facility with 6-12 months residency and guests will be required to be sober 60 days prior to entry to the facility. This is a facility to assist those struggling with addiction: to work with their hands (farming, animal husbandry, carpentry, etc.), to build spiritual, emotion, and physical roots to help them grow, and learn how to transition into life. This will not be a detox or treatment facility but a safe place of healing and restoration for guests to transition into mainstream life. The surrounding properties are zoned M-2, R-3 and then Salem Township and the Village of Morrow are to the East. The Future Land Use Map identifies this property as B-2, General Business Commercial. The R-3 PUD proposal would be significantly less intense than what the Land Use Plan calls for. There is an existing house near the center of the property as well as an existing office and detached garage. A pond and some walking trails are being proposed for this property.

Density is limited to two housing structures and the maximum number of clients per structure is limited to 12. The limit of two Recovery Housing residential structures excludes single family dwelling; caretaker dwelling; and accessory dwelling units. There is a required minimum of 1 parking space per unit for recovery housing; all other uses must follow the zoning resolution specific to that use. Signage consists of a 4' x 4' monument sign and shall not be internally illuminated. Entrance and exit signage will be compliant with ODOT and the Township. Business hours will be Monday through Friday, 8:30 am – 5:00 pm. Staff will be on site 24 hours a day. Visitation hours are set to Saturday and Sunday 9:00 am- 3:00 pm.

Mr. Sousa asked about the density; long term two additional housing structures are permitted on this property?

Mr. Kraemer stated that they will use the existing house as a men's facility and potentially build one more at a later date for a women's facility.

Mr. Cordrey asked if there was an ancillary business? He is trying to understand why there are business hours.

Mr. Kraemer stated that there is a chance that as they do more farming, they could potentially sell crops.

Mr. Cordrey invited the applicant to speak.

Ms. Donna Pike is the applicant. She stated that this recovery house is in memory of her son who passed away from addiction last year. There is nothing available in this area, so the idea is to set individuals up with the right tools to succeed in a mainstream lifestyle. Everyone attending must be 60 days sober before moving in. They will have a nurse on site who has addiction experience, and she will be conducting assessments; not everyone will be a fit. To start, they will only be taking in 5-6 people since there are not enough rooms to accommodate more. This recovery facility is not a treatment center; no medications will be prescribed here. Patients will be able to visit their own doctors where they will receive treatment and then they will follow through with that treatment at this facility. St. Zachary's Haven will focus on alcoholism and drug addiction, not any violent addicts or sexual addictions; nothing of that nature. There will be a careful selection process as this will be a privilege to reside here. There is no charge and no religion required. It is a faith-based facility, but faith is not forced upon anyone staying.

Mr. Cordrey sought clarification asking if this is not a halfway house?

Ms. Pike stated that it is not. They will have a contract with rules and "patients" can leave at any time. The goal is to keep them busy with classes and other learning opportunities. This facility will be nicer than a traditional sober living home.

Ms. Sousa asked if there are any concerns with traffic coming and going?

Ms. Pike stated that no personal vehicles will be allowed on property. There is a van available for doctors' appointments, etc. Family visits are encouraged as well as on site therapy visits, but it will not be a constant thing.

Mr. Rozzi asked if counseling will be available?

Ms. Pike replied that there will be. They won't be billing insurance or anything like that but there will be a holistic approach like exercise, eating right, growing their own food.

Mr. Sousa mentioned that sewer is in request but what is the impact that will affect the facility?

Mr. Kraemer stated that they currently have septic on site so one idea is to have up to 6 people on that current septic system. They are pursuing sewer, but they could also upgrade the septic system.

Mr. Rozzi asked where the sewer connection would come from?

Mr. Kraemer mentioned that they could potentially connect to the east. Another option would be to come across 22/3 from Hopewell Valley but that would be more difficult.

Mr. Cordrey invited those in favor of this development to speak on it.

Mr. Joshua Pike stated that his Mother, Donna, is the applicant. He thanked everyone for their time to hear this, it means a lot to their family. As members of this community, they wanted to be able to give back and there is a lack of the transitional facility for those needing help around here. His brother is who the facility is named after. They believe that this would be a great opportunity for those in our community since it is a healing farm. This will allow individuals to be re-introduced to society in a successful way. There will be certain things that they look to when vetting these individuals; they will conduct background checks so no one with a violent history will be accepted. He again thanked everyone for their time.

Bill Morand stated that he is excited of the idea of this facility. He has known several families that have lost loved ones and it is a sad thing. Belwood Country Club is willing to show their support through fundraising. He believes that every community should have something that brings hope to people.

Seeing no one in opposition of this development, Mr. Cordrey closed the public portion of the hearing to begin deliberations.

Mr. Rozzi stated that he understands the need for a facility like this and he is impressed with the presentation.

Mr. Cordrey mentioned that this investment is coming from someone that is already part of our community so that adds to it greatly.

Mr. Sousa believes that this is a great site for this facility. Its good to hear that local people support it.

Mr. Cordrey closed deliberations and made a motion with a second from Mr. Rozzi to approve the St. Zachary's Haven PUD Stage 1 Rezoning.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

Mr. Centers stated that over several months, he has had the opportunity to work with Ms. Pike directly and it has been a joy to work with her. Her heart is full of love and healing to help people of our community.

Next, Mr. Cordrey made a motion with a second from Mr. Rozzi to open the Public Hearing for Truckbase, LLC Site Plan Review at 7:09 pm.

Roll call as follows:	Joe Rozzi	Yes
	Mark Sousa	Yes
	Darryl Cordrey	Yes

Mr. Kraemer stated that the legal notice was published in the May 23rd edition of the Pulse, Warren County. The applicant seeks a Site Plan Review to change uses from vacant industrial land to a trucking cleaning, storage and staging facility. The property owner is TO ME NA, LLC (David and Todd Hosea). The applicant is Alisher Jumaev, Owner of Truckbase, LLC. The property is located as part of 537 Grandin Road, Maineville, OH 45039 (Parcel ID #16051000050). Staff recommends the approval of the Site Plan for Truckbase, LLC at the Little Miami Industrial Park (LMIP) with the following conditions:

- The applicant works with the Hamilton Township Fire Department on future plans for a new fire hydrant (in Phase 2 of Truckbase's expansion plans) to be built within 250 feet of the proposed office building and truck wash addition.
- A Lighting Plan be submitted that meets the requirements of *HTZC Ch. 6.3.3*.
- Meet the requirements of all Warren County partner organizations.

Warren County Soil & Water Conservation District Comments: Work on site will disturb under 1 Acre = does NOT require an Earth Disturbing Permit. Warren County Water & Sewer Department Comments: Staff is not aware of any comments at this time. Warren County Engineer's Office: Warren County Engineer's Office will require an Access Permit application. Warren County Regional Planning Commission: WCRPC raised a question about this site being listed as a "PUD" on the Township zoning map; Staff has tried to find where this site was designated as a PUD and cannot locate any documentation. Therefore, staff is considering this an error and moving forward with Site Plan Review for an industrial use in an industrial park. The Applicant seeks approval of a Site Plan Review for approximately 11 acres at the Little Miami Industrial Park for the headquarters of "Truckbase, LLC." The proposed development consists of a 720 square foot office building to house the headquarters of the expanding Truckbase, LLC business. There are future expansion plans for Truckbase at this site including an 1,800 SF expansion of the office building that will include a truck wash for washing trucks. Additionally, the applicant would like to utilize the existing remaining pole barn building in the rear of the lot (approximately 13,000 SF), however, the applicant will need to work with the Fire Inspector prior to any utilization of that space due to previous fires and lack of maintenance. All truck access will continue through the current main entrance and exit on Grandin Road via an access easement agreement with the owner of Little Miami Industrial Park (LMIP). Staff has observed this access occurring on site. Truckbase, LLC will continue to utilize the existing parking lot on site to store trucks. Water and Sewer is available for the property, at Grandin Road. Per the zoning code, truck terminals and warehouses are allowed in the M-1 industrial district. The façade is mainly brick. There is no need for a buffer and as long as they do not clear a lot of trees, they will meet the zoning requirements.

Mr. Cordrey asked what the nature of the business is?

Mr. Kraemer answered that he believes they are a base to park trucks and trailers. They will also be cleaning trucks as they go to and from their delivery destinations. This is a growing field with increased online purchasing.

Mr. Sousa discussed landscaping in the parking lots? Is that a concern with large trailers?

Mr. Kraemer mentioned that the code pertains to retail and employee parking. He is seeing this as storage and not vehicular use. The applicant can speak more on this development.

Mr. Cordrey invited the applicant to speak.

Mr. Tom Schumacher with Cincinnati Commercial Contracting stated that this is a logistics operation. When the entire project is built out it will be a full-service trucking facility with service bays, wash bays, and parking. The building will be situated close to Grandin Road for utility access. The plan was to renovate the pre-engineered building that is currently on-site, however that will take a lot of work, time and money due to its condition.

Mr. Cordrey questioned if there would be overnight parking?

Mr. Alisher Jumaev introduced himself and stated that he started trucking in 2011 and became a trucking business owner in 2014. Most of the drivers live in Ohio and nearby. They cannot park their trucks at their home, so they need a space to leave their trucks and trailers. These belong to owner/operators not companies. While they are parked at this property, they will have the opportunity to wash them or maintenance them as needed. There would be no overnight parking.

Mr. Sousa commented on this stating that the pandemic caused a large boom in online products which caused a growth for trucking.

Continued discussion about overnight parking took place. Approval of what is in front of them tonight, is enforceable as is. The applicant would have to apply again if they wish to change anything.

Mr. Kraemer stated that this is a high priority site for development so we will keep a close eye on the property.

Mr. Sousa asked about the temporary road and if there are plans to pave that so this business can have its own access? Or will the temporary easement access hinder any future potentials?

Mr. Schumacher stated that until the new public road goes in, they asked the owners to grant them access to this site.

Mr. Cordrey invited those in favor of the project to step forward to speak. Seeing none, he invited those in opposition. Seeing none, he closed the public hearing to begin deliberations.

The Trustees would like to address the potential for overnight issues but otherwise this is exactly what this site was built for. They think it will fit and is a creative real estate play for the trucking business.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the site plan with the condition that no overnight parking will be allowed.

Roll call as follows:	Mark Sousa	Yes
	Joe Rozzi	Yes
	Darryl Cordrey	Yes

Mr. Cordrey made a motion to close the public hearing at 7:39 pm. Followed by a second from Mr. Rozzi.

Roll call as follows:	Darryl Cordrey	Yes
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Mark Sousa	Yes
Joe Rozzi	Yes

Human Resources

Human Resources Manager, Ms. Kellie Krieger, requested a motion to update the active Hamilton Township employee roster with the following changes: we request to remove Mr. Kyle Egbert effective June 10, 2021.

Mr. Cordrey made a motion with a second from Mr. Rozzi to make the above-mentioned roster update.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

New Business

-Resolution 21-0602: Adopting International Fire Code into Hamilton Township Fire Code
 This is a Resolution adopting the International Fire Code appendices as part of the Hamilton Township Fire Code pursuant to R.C. 505.373. This will adopt the following now-current International Fire Code Appendices as part of the Hamilton Township Fire Code, in addition to the provisions of the Ohio Fire Code presently in effect within the Township:

- Appendix B (Fire Flow Requirements for Buildings)
- Appendix C (Fire Hydrant Locations and Distribution)
- Appendix D (Fire Apparatus Access Roads)
- Appendix E (Hazard Categories)
- Appendix F (Hazard Ranking)
- Appendix G (Cryogenic Fluids-weight and volume equivalents)
- Appendix I (Fire-protection systems- Non-Compliant Conditions)

Mr. Centers mentioned that we are covered under the State Fire Code however, that code does not include the appendices of the International Fire Code that are important to us. So, to add to the Township are the above mentioned appendices that would be adopted if this Resolution is passed. This will give us the authority to enforce the Fire Code, but right now the appendices mentioned, do not apply.

Chief Reese commented that the State Code is the minimum and we are required to enforce that. The Township can adopt any fire code that at least meets that State minimum or create their own. In the Ohio Fire Code, there are appendices for that are used for reference and some of them are additional criteria that we could enforce or require that are not part of the minimum fire code.

Therefore, he is asking the Board to adopt these to make them enforceable per the Hamilton Township Fire Code.

Ms. Sousa stated that in essence this is a formality for what they already do day to day.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0602.

Roll call as follows:	Joe Rozzi	Yes
	Mark Sousa	Yes
	Darryl Cordrey	Yes

-Resolution 21-0602A: Abatement for Junk and Debris at 736 Fosters-Maineville Rd. This is a Resolution providing for and authorizing removal of refuse and debris at specific property in Hamilton Township, declaring a nuisance and declaring an emergency. This is for the removal from private property located at the address of 736 Fosters-Maineville Road, Maineville, OH 45039. All proper notices have been sent and ignored by the property owner. The property owner will be invoiced at the Public Works 'special duty' hourly rate for their time cleaning the property.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0602A.

Roll call as follows:	Mark Sousa	Yes
	Joe Rozzi	Yes
	Darryl Cordrey	Yes

Fiscal Report

Fiscal Officer Mr. Kurt Weber does not have anything to report at this time. The independent public audit is complete. They will now submit their reports to the Ohio Auditor of State for their review. He thanked Ms. Horman and Ms. Krieger for their hard work done.

Administrator's Report

Mr. Centers mentioned that they definitely dug in with this year's audit more so than other year since he has been with the Township. That is their job and it is our job to produce good quality work for them to review.

Mr. Kurt Weber gave an update on the bridge closure on 22 and 3. This will begin June 7th for approximately 50 days. This is ODOT's project, but all parties agree it will be a big undertaking and impact to there area. Everyone is encouraged to use alternate routes. The goal is to maintain the traffic as best as possible. This means limiting some turns to easy flow through overall

detours. This is a maintenance project that they are doing; they are replacing the decking and the guardrails.

Mr. Centers stated that we have had a few calls from Fosters Pointe. This is the most safe and efficient route but it is also an inconvenience, so we are making sure to keep communication open.

Lastly, Mr. Centers touched on the road resurfacing. This has been underway and will actually be done next week. Last year we were last in the county and this year we were one of the first, so we really appreciate the relationship that we have with Warren County.

Trustee Comments

Mr. Rozzi stated that he is happy with the new developments proposed this evening. He also wished everyone good luck with the traffic from the bridge closure.

Mr. Sousa echoed thoughts about the new developments heard tonight. He thanked fire and police for serving several community parades on Memorial Day. A broader public comment is that today is the first day mostly back to normal due to CDC guidelines lifting.

Mr. Cordrey also echoed the discussion about the developments from tonight. He reminded everyone of the Valley Vineyards Wine Festival this weekend. Touch-A-Truck is coming up. Lastly, he wanted to remind everyone that Marine Cpl. Joshua Sust is actually receiving his new home from Homes for Our Troops in a key ceremony this Saturday and is open to the public as well.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 7:58 pm.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

LEGISLATIVE COVER MEMORANDUM

Introduction: June 16, 2021

Effective Date: Next available date after passage

Agenda Item: **Resolution 21-0616**
A Resolution authorizing special assessments for artificial lighting in certain lighting districts

Submitted By: Brent Centers

Scope / Description: This appropriation is for the assessment for certain lighting districts that have been initiated for the end of 2021 tax year and collected in the calendar year of 2022.

Budget Impact: \$381,476.44

Vote Required for Passage: 2 of 3

The Board of Township Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:30 p.m. on June 16, 2021, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey - Trustee, *Board Chair*
Joseph P. Rozzi – Trustee
Mark Sousa - Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 21-0616**

**A RESOLUTION AUTHORIZING SPECIAL ASSESSMENTS FOR ARTIFICIAL
LIGHTING IN CERTAIN LIGHTING DISTRICTS**

WHEREAS, the Board of Township Trustees of Hamilton Township, Warren County, Ohio desires to pass a Resolution for Special Assessments for artificial lighting in certain lighting districts for a period of one (1) years;

WHEREAS, the assessments for certain lighting districts have been initiated for the end of 2021 tax year and collected in the calendar year of 2022; and

WHEREAS, Section 505.08 of the Ohio Revised Code provides that the expenses for maintaining the lighting district shall be paid from a fund raised by Special Assessments against lots and lands in the each lighting district:

NOW THEREFOR, BE IT RESOLVED by the Board of Township Trustees of Hamilton Township, Warren County, Ohio:

SECTION 1. The Board hereby levies the Special Assessments specified as listed in the attached “Exhibit A” for a one (1) year period to be collected in calendar year 2022.

SECTION 2. This Resolution shall take effect on the earliest date allowed by law.

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 16th day of June 2021.

Attest:

Kurt Weber, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, Kurt 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 June 16, 2021.

Date: _____

Kurt Weber, *Fiscal Officer*

TY 2022 EXHIBIT A

Subdivisions	Total Lots	Each	Total Amount
Adena Miami Bluffs	273	\$27.93	\$7,624.89
Autumn Run	46	\$130.45	\$6,000.70
Bear Run Crossing & Bear Run Farm	155	\$44.31	\$6,868.05
Bishop Bend	30	\$105.04	\$3,151.20
Butterfield Park	224	\$22.68	\$5,080.32
Canterbury	66	\$42.85	\$2,828.10
Crane Meadows	9	\$24.13	\$217.17
Cross Creek	82	\$37.20	\$3,050.40
Eagles Pointe	123	\$20.69	\$2,544.87
Estates of Bellwood	16	\$60.42	\$966.72
Fosters Court	31	\$124.62	\$3,863.22
Fosters Pointe	301	\$47.99	\$14,444.99
Fosters Run	115	\$59.72	\$6,867.80
French Court	8	\$154.76	\$1,238.08
Grandin Ridge	36	\$67.02	\$2,412.72
Hampton Glen	30	\$28.37	\$851.10
Heritage at Miami Bluffs	363	\$20.70	\$7,514.10
Hildebrandt Circle	22	\$14.88	\$327.36
Village of Hopewell Valley	267	\$47.71	\$12,738.57
Indian Lake ***	208	\$19.17	\$3,987.36
Indian Lake Reserves & Point ***	167	\$19.17	\$3,201.39
Kings Court	22	\$38.48	\$846.56
Lake Diane Estates	9	\$277.94	\$2,501.46
Lakeside Park	38	\$17.03	\$647.14
Landings at Willow Pond & Willow Grove	307	\$25.86	\$7,939.02
Lanes End	11	\$151.11	\$1,662.21
Laurel Glen	38	\$133.11	\$5,058.18
Liberty Springs	118	\$16.63	\$1,962.34
Melrose	55	\$28.34	\$1,558.70
Miami Bluffs	371	\$120.99	\$44,887.29
Michel's Farm	297	\$17.78	\$5,280.66
North View Hts (Sunny Lane)	17	\$72.34	\$1,229.78
Providence	280	\$41.78	\$11,698.40
Regency Park **	656	\$46.79	\$30,694.24
Regency Park Estates **	92	\$46.79	\$4,304.68
Regency Park Hawthorne **	101	\$46.79	\$4,725.79
Rivers Bend Golf Club *	247	\$194.27	\$47,984.69
Creekside at Rivers Bend *	40	\$194.27	\$7,770.80
Rivercrest	211	\$14.41	\$3,040.51
Saddlebrook	172	\$31.87	\$5,481.64
Shepherds Run	52	\$32.57	\$1,693.64
Sunrise Landing & Sunrise Lake	255	\$23.88	\$6,089.40
Turning Leaf	228	\$27.91	\$6,363.48
Twenty One Oaks	37	\$35.27	\$1,304.99
Village on the Green	416	\$44.51	\$18,516.16

Villages of Classicway	264	\$82.55	\$21,793.20
Vineyards	89	\$73.97	\$6,583.33
Walkers Run	23	\$56.69	\$1,303.87
Wedgewood	538	\$48.59	\$26,141.42
Wellington Estates	0	\$0.00	\$0.00
Wethersfield	153	\$19.55	\$2,991.15
Fairways at Rivers Glen S.Lebanon	65	\$56.04	\$3,642.60
Sunrise Ridge HOA is responsible			
Total	7774		\$381,476.44

* together

LEGISLATIVE COVER MEMORANDUM

Introduction: June 16, 2021

Effective Date: Next available date after passage

Agenda Item: **Motion**
To approve the job description of Economic Development & Zoning Manager, waive the recruitment process, and award the position Brian Beaudry.

Submitted By: Brent Centers

Scope / Description: The job description for Economic Development & Zoning Manager is attached.

Budget Impact: Hourly employee rate of: \$21.32

Vote Required for Passage: 2 of 3



Position Title: Economic Development & Zoning Manager

Reports To: Economic Development & Zoning Director

Summary/Purpose: Assist the Economic Development & Zoning Director in retention and expansion of existing businesses, recruitment of new businesses, site development, general economic development & zoning functions, committee reports and management, and other functions as necessary.

Duties/Responsibilities:

- Run the Business Retention & Expansion Program and create database to track communications with businesses. Include the Director on large company visits or visits that qualify for potential incentives for growth.
- Develop and maintain current databases of commercial lots, buildings, properties and resources for sale or lease in the Township. Identify emerging areas and opportunities.
- Create meeting Minutes, Staff Reports and Findings of Fact for Board of Zoning Appeals & Zoning Commission for Hamilton Township and Planning Commission and Board of Zoning Appeals for the Village of Maineville.
- Draft and track violation letters and follow-up processes for Hamilton Township and the Village of Maineville.
- Serve as the representative to REDI Cincinnati meetings, webinars, calls, etc.
- Attend meetings, trainings and conferences as deemed necessary for professional development in zoning and economic development.
- Focus efforts on developing the industrial parks, especially the Little Miami Industrial Park.

Requirements/Qualifications: Bachelor's Degree in Urban Planning, Public Administration, Business Administration, General Planning or related field. Experience. Knowledge of governmental incentive programs and general knowledge of zoning. Working knowledge of and experience in community economic development; program and project management experience. Excellent oral and written communication skills and interpersonal skills. Computer literacy in and experience with word processing, spreadsheets, database and desktop publishing. Valid driver's license.

Physical and Environmental Requirements: Generally low physical effort required to sit, stand at files, bend, stoop, lift and walk. Maximum unassisted lift 35 lbs.; average lift approximately 10 lbs. Requires occasional set up of displays, exhibits or other marketing and presentation materials. Requires the ability to communicate verbally in person and via telephone.

Civil Service: Unclassified Position

FLSA: Non-Exempt

Schedule: Full-Time

Hours: 8AM- 4:30PM Monday- Friday