



HAMILTON TOWNSHIP

HAMILTON TOWNSHIP ADMINISTRATION

Joseph Rozzi – *Board Chair*
Mark Sousa – *Trustee*
Darryl Cordrey – *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
Jason Jewett – Fire Chief
7684 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-1622

Public Works
Don Pelfrey – Road Supervisor
Phone: (513) 683-5360

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

Human Resources
Kellie Krieger
Phone: (513) 239-2384

Economic Development

Zoning Administrator
Lindsey Gehring
Phone: (513) 239-2371

**Community Development
Coordinator**
Nicole Early
(513) 683-5320

TRUSTEE MEETING AGENDA 8/3/2022

6:00PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the tapes as the Official Minutes of the July 20, 2022 Township Trustee Meeting
- Bills before the Board

Public Comments

Human Resources

Public Hearing

- Zoning Amendment hearing for the proposed Kroger Marketplace to be located at 6301 State Route 48, Maineville, OH 45039
- Stage 1 hearing for the proposed Kroger Marketplace to be located at:
 - 6186 South State Route 48, Maineville, OH 45039
 - 6216 South State Route 48, Maineville, OH 45039
 - 6274 South State Route 48, Maineville, OH 45039
 - Parcel ID: 16064000180- South State Route 48, Maineville, OH 45039
 - Parcel ID: 16052260012- South State Route 48, Maineville, OH 45039

Work Session

- Financial contribution to the sidewalk project along St. Rt. 48

Fiscal Officer'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

Adjournment

(continued on back)

Hamilton Township Trustee Meeting

July 20, 2022

Trustee Board Chairman, Joe Rozzi, called the meeting to order at 6:00 p.m. Mr. Rozzi, Mr. Sousa and Mr. Cordrey were present.

The *Pledge of Allegiance* was recited by all.

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve the clerk's journal and accept the tapes as the Official Meeting Minutes of the July 6, 2022, Trustee Meeting.

Roll call as follows:

Joe Rozzi	Yes
Mark Sousa	Yes
Darryl Cordrey	Yes

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve the clerk's journal and accept the tapes as the Official Meeting Minutes of the July 13, 2022, Special Trustee Meeting.

Roll call as follows:

Mark Sousa	Yes
Darryl Cordrey	Yes
Joe Rozzi	Yes

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve the bills as presented before the Board.

Roll call as follows:

Darryl Cordrey	Yes
Joe Rozzi	Yes
Mark Sousa	Yes

Presentations

Warren County Community Services spoke about their mission stating that their program started in 1967 working with low-income families offering several types of assistance with developmental delays, therapeutic intervention, housing complexes/affordable housing. They also offer an elderly services program that cover care management and transportation. There is an adult and high school work program as well as a volunteer program. They have recently decided to restart their friendly visitors/care program for those individuals' seeking relief from social isolation.

Public Comments

Mr. Rozzi opened the floor to public comments at 6:16pm.

No comments were made; therefore Mr. Rozzi closed the floor to public comments at 6:16pm.

Human Resources

Human Resources Manager, Ms. Kellie Krieger, requested a motion to update the Hamilton Township roster as presented to the Board.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the roster update.

Roll call as follows:

Joe Rozzi	Yes
Mark Sousa	Yes
Darryl Cordrey	Yes

New Business

- Motion: Designation of Major or Minor Modification for development known as St. Zachary's Haven located at 3364 St. Rt. 22 & 3, Morrow, OH 45152.

Zoning Administrator, Ms. Lindsey Gehring gave a brief presentation stating that staff is requesting that the Board of Trustees make the determination that a change in building size for the pole barn/meeting hall is a minor modification to the Stage 2 PUD approval, or a major modification to the Stage 2 PUD Approval for St. Zachary's Haven. Ms. Gehring reviewed the criteria to consider for the determination referencing *Hamilton Township Zoning Code Section 5.5.8.D*. This development was granted rezoning from M-2 Heavy Industrial to R-3 Multi-family with a PUD by the Trustees on June 2, 2021. Stage 2 and 3 final plans were approved for the facility August 4, 2021. This is a facility to assist those struggling with addition to transition into everyday life but will not be a detox facility. During Stage 2 and 3 the dimensions for all buildings were reviewed and at that time, the exiting barn was set to be replaced by a 20' x 30' (600 sq. ft.) pole barn/meeting room. The applicant is proposing a change in the space to consist of an 1800 sq. ft. meeting area, 755 sq. ft. storage area, 768 sq. ft. lean-to area, and a 200 sq. ft. porch area. This brings the total square footage to 3,528 sq. ft. with an occupancy maximum of 99 individuals. The space will be used as a meeting room but will also house farm animals for the property.

Mr. Rozzi asked for clarification on the decision.

Law Director, Mr. Ben Yoder explained that they are being to decide if this is a major modification based on the criteria which would have to go back through meeting processes, or if this is a minor modification that staff could approve.

Mr. Rozzi invited the applicant to speak.

Ms. Donna Pike explained that they are increasing the size because they need to meet the requirements to receive State Certification. People in their facility cannot receive therapy in the home, so they have to have a meeting space. They were not aware of this at the time of the original approval. They would like to maximize the space to store farm equipment, set up a shop, hold an office, and house farm animals.

Mr. Rozzi believes that due to the criteria, this is a major modification as they are increasing the previously approved sizing by more than 10%.

Mr. Dunn stepped forward to speak as the farm manager for St. Zachary's Haven. He asked how this determination is made.

Mr. Yoder reviewed the steps and processes associated with PUD developments. He also explained section 5.5.8.D. which stipulates that the Trustees have to decide if any changes to the previously approved plans are major changes, or if they are minor changes. One of the stipulations for deeming this a major modification is the 10% increase in non-residential floor area. Since the code lists those specific criteria, that is what we are legally bound to follow.

Mr. Centers explained that we are in the middle of a re-write for the zoning code to potentially change processes such as this.

Mr. Sousa asked if we consider each individual building or if we consider all buildings approved on site. He asked if we could gather rough dimensions for all of the buildings.

Ms. Gehring stated that all buildings on the site plan had dimensions that were reviewed and approved at the proper stages.

The Board asked the applicant about the approved buildings from the site plan.

Mr. Rozzi asked if we could take a recess to gather and review all of the additional building dimensions for consideration.

Mr. Rozzi made a motion with a second from Mr. Cordrey to take a brief recess 6:34pm.

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

Mr. Rozzi made a motion with a second from Mr. Cordrey to return from the recess at 6:43pm.

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

Mr. Yoder gave a brief explanation of the dimensions of all buildings and how we were trying to consider the percentage of expansion.

Ms. Gehring stated that the approved non-residential structures calculated to 2,481 sq. ft. including the 600 sq. ft. barn/meeting space. If we look at 10% of 2,481 sq. ft., they would only be able to expand an additional 248 sq. ft. We are looking at a 1,047 sq. ft difference in sizing which is over the 10% allotment.

Mr. Yoder doesn't see a way that this can be interpreted in a way that gets around the 10%.

Mr. Rozzi made a motion with a second from Mr. Cordrey deciding of a major modification to the St. Zachary's Haven development located at 3364 State Route 22&3, Morrow, OH 45152.

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

- Motion: Allowing Administrator to enter into contract with CUC, LLC for Joint Fire Training Tower

Mr. Centers explained that this motion will allow him to enter into contract with Cincinnati United Contractor, LLC for the Fire Training Tower. The Board had originally approved \$639,000 split evenly with Deerfield Township. When the procurements came back, only two submitted and were \$670,000 due to inflation. Grading came down to CUC, LLC. Soil stabilization had to be added since Marr Park is so wet. They budgeted \$33,000 additional for soil and lime stabilization. There was an option to go in and treat it which was cheaper. There will be substantial water amounts dumped on this location, so we wanted to do it right which got us into lime stabilization. This will most likely only need 4-6 inches of stabilization, but they budgeted for 12 inches. The contract is included in the Board's packet stating that the project will not exceed \$698,000 total.

Mr. Sousa asked if the installation of a water line was included in this price by a 3rd party.

Mr. Centers explained that was an alternate that is not included and will not further impact the price.

Mr. Cordrey asked if the timeline is now closer to February 2023.

Mr. Centers explained that is correct. It was originally planned for December of this year but got pushed.

Mr. Rozzi made a motion with a second from Mr. Cordrey to allow the Administrator to negotiate and enter into agreement with CUC, LLC for construction of the Fire Training Tower not to exceed the total cost of \$698,000.

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

- Resolution 22-0720: Creation of One Ohio Opioid Fund

This was a class action lawsuit by multiple jurisdictions across the State of Ohio against pharmacies over-prescribing opioids. We were apart of the lawsuit and now they are delegating out the funds. This will be in 18 equal payments of \$3,900. We have to create a fund for this money to go into. Once we receive all payments, we will bring it back for an appropriation into the Police Department's budget for anything drug/law enforcement related.

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve Resolution 22-0720.

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

- Resolution 22-0720A: Increase in Appropriations (General Fund)

Mr. Centers explained that this is in relation to an unemployment compensation claim that was made to the Hamilton Township General Fund in the approximate amount of \$11,000.00.

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve Resolution 22-0720A.

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

- Resolution 22-0720B: Increase in Appropriations (Road and Bridge)

Mr. Centers explained that this is in relation to a pending compensation claim to the Hamilton Township Road and Bridge Fund in the approximate amount of \$13,600.00.

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve Resolution 22-0720B.

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

- Resolution 22-0720C: Increase in Appropriations (American Rescue Act Plan)

Mr. Centers explained that we got our second draw for the ARPA funds in the amount of \$1,253,481.29 for a total amount of \$2,497,033.49. This was appropriated to allow spending which we have largely discussed for EPA mitigations at Mounts Park as well the extension of Towne Center Blvd. Those of course will come back before the Board.

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve Resolution 22-0720C.

Roll call as follows: Joe Rozzi Yes

Mark Sousa Yes
Darryl Cordrey Yes

Administrator's Report

- Grandin Road closure will occur the first week in August and go through November for the bridge reconstruction.
- The sunflower field at Mounts has been planted. Ward + Thornton has taken complete ownership of the planting and we appreciate their partnership.
- We have teamed with Wreaths Across American again. We will be putting out information soon. We need upwards of 480 wreaths for our veterans in our cemeteries this year around Christmas.
- Paving started today around the Township.
- We have sent Public Works crews and Fire crews to Goshen Township every day since the tornado hit. Our Police have also covered a few beats during shifts. They have pulled out their Emergency Command Center and they are starting to get back to normal as much as they can.
- An opportunity came up and Mr. Centers wanted to see if the Board wanted a work session about it; a land purchasing company made a formal bid for \$341,250 to purchase the entirety of Marr Park with a deadline on the offer for August 8th. Does the Board want to discuss this?
 - o All three Board members turned it down.

Fiscal Officer's Report

Mr. Weber explained that this report is through June putting us at 50% thru the year. Expenditures are at 40% of the approved budget. Revenue is at 48% received which is approximately \$7.6 million. We currently have a cash balance of \$16.9 million.

Trustee Comments

Mr. Sousa thanked all departments for the cooperation with Goshen over the last few weeks.

Mr. Cordrey echoed sentiments and thanks for the help with Goshen. He also mentioned keeping Officer Ney with Clearcreek Township in everyone's thoughts and prayers. He mentioned that National Night Out will be held on August 2, 2022, at 6:00pm at Oeder's Lake. Picnic in the Park will be August 6th at Mounts Park.

Mr. Rozzi asked expressed sentiments for the support of Goshen Township. He hopes everyone can make it to National Night Out!

Adjournment

With no further business to discuss, Mr. Rozzi made a motion, with a second from Mr. Cordrey, to adjourn at 7:08pm.

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



Office of Human Resources

The following motion is requested by the Board of Hamilton Township Trustees from the Human Resources Manager:

- **Roster Update** – Add an additional School Resource Officer
- **Job Description Update** – Public Works Director



Office of Human Resources

The following motion is requested by the Board of Hamilton Township Trustees from the Human Resources Manager:

Date of Meeting: August 3, 2022

Effected Department: Police Department

Motion: To add an additional School Resources Officer.

This position was approved by the Little Miami School District Board of Education on June 28, 2022. The Little Miami School District will share in expenses as explained in the attached agreement.

Budget Impact: Budget impact explained in attached agreement

Line Item Account:

**AGREEMENT FOR THE PROVISION OF SCHOOL RESOURCE OFFICERS
BETWEEN HAMILTON TOWNSHIP AND LITTLE MIAMI LOCAL SCHOOLS**

This Agreement for the provision of School Resource Officer ("Agreement") is made this 28th day of June, 2022 between and among the Board of Township Trustees of Hamilton Township, Warren County, Ohio and the Board of Trustees of the Hamilton Township Police District (collectively the "Township") and the Little Miami Local School District Board of Education, the ("School District").

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 Primary); and

WHEREAS, the Township wishes to provide the school resource officer to the School District to provide an additional measure of security for schools in the Little Miami Local School District;

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

1. The Township will provide one SRO who shall be a commissioned police officer to the School District.

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 incorporated into this Agreement.

3. The Township shall provide the uniforms, equipment, police vehicles and other necessary law enforcement items for the use of the SROs in performing their duties.

4. The School District shall compensate the Township for the cost of the provision of the SROs as follows:

(A) 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 times the number of hours worked each day, for each day that school is in session or each day an SRO is needed by the School District. The Township will continue to make all retirement contributions.

(B) In addition to the above personnel costs for the SRO, the School District shall reimburse the Township for the actual full acquisition costs of one police vehicle. The police vehicle shall be acquired through the Township's normal purchasing practice of police vehicles, including any necessary competitive bidding procedures, and at all times shall be and remain the property of the Township. The Township shall provide the SRO with police vehicles, but the decision as to which police vehicles to be provided for the SRO use is in the sole discretion of the Township and need not be a new vehicle. The Township shall be responsible for the ongoing operating and maintenance costs of the vehicles.

(C) 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.

(D) 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.

(E) 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.

5. This Agreement shall begin August 1, 2022 and shall remain in effect through the end of the 2026-2027 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(A) above, but the School District shall remain liable for the vehicle acquisition costs due under Paragraph 4(B) above.

6. The duty hours of the SRO 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 travelling between schools or attending juvenile or municipal court.

7. Payment by the School District for the costs of the SRO under Paragraph 4(A) shall be made on or before the first week in June and the first week in December. Payment of the police vehicle acquisition cost under Paragraph 4(B) shall be monthly beginning the month after acquisition of the vehicle and continuing each month thereafter until all required payments due under the Township's Purchase Agreement for the vehicle have been paid in full.

8. 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.

[Intentionally Left Blank – Signature Page to Follow]

Signed at Hamilton Township, Warren County, Ohio on this 28th day of June, 2022.


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

BOARD OF TOWNSHIP TRUSTEES OF
HAMILTON TOWNSHIP, WARREN COUNTY,
OHIO

By: _____
Joseph P. Rozzi, Board Chairperson

By: _____
Kurt Weber, Fiscal Officer

BOARD OF TRUSTEES OF THE HAMILTON
TOWNSHIP POLICE DISTRICT

By: _____
Joseph P. Rozzi, Board Chairperson

By: _____
Kurt Weber, Fiscal Officer



Office of Human Resources

The following motion is requested by the Board of Hamilton Township Trustees from the Human Resources Manager:

Date of Meeting: August 3, 2022

Effected Department: Public Works

Motion: To modify the Director of Public Works job description as presented to the board.

Budget Impact: \$85,000 - \$95,000 salary range

Line Item Account:



Position Title: **Director of Public Works**

Department: Public Works
Reports to: Township Administrator
Classification: Full Time; Exempt
Pay: \$85,000 - \$95,000
Probation: 1 year
Work Hours: 7:00 AM to 3:30 PM, Some Evenings and Weekends

JOB RESPONSIBILITIES:

The Director of Public Works performs executive-level administrative, supervisory, and technical work in directing all Township streets, grounds, parks, cemeteries, and fleet maintenance, and will exercise responsibility for all department personnel.

The Director leads the Public Works Department, providing strategic direction to the Department and professional advice to the supervisors and staff. The Director represents the Township in relations with the public, community groups, and other, outside governmental agencies. For this reason, the Director will possess strong leadership, exceptional written and verbal communication skills, the ability to manage in a busy environment, and commanding knowledge of state and federal regulations pertaining to public works and local government.

The Director will prepare an annual budget and maintain a capital improvement plan, as well as assess the costs and benefits of new and existing initiatives and programs. Possessing a mix of new ideas and proven practices for the position is essential.

Fostering a positive and constructive work environment is a vital component of the Township's success, so the Director will be one who gives all employees the opportunity to maximize their potential and the minimum expectations of the Board and citizens.

QUALIFICATIONS:

The candidate will:

- Have at least five (5) years of progressive management experience in public works, building, and construction, or a related field.
- Demonstrated management or high-level administrative experience.
- Possess a valid operator's license, unencumbered of excessive or serious citations, and be considered an insurable risk by our current liability insurance provider.
- Valid Ohio Driver's License: CDL-A with Air Brake endorsement to operate motorized equipment of size.
- Read blueprints, schematic drawings, or engineering instructions.



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- A thorough working knowledge and interpretation of compliance with labor agreements, grievance hearings, and labor relations matters.
- Knowledge of mediating labor disputes between employers and employees, including collective bargaining with management representatives to reach agreements on wages, benefits, hours worked, and other terms of employment
- Considerable knowledge of park maintenance
- Working knowledge of various fleet vehicles

ESSENTIAL FUNCTIONS:

1. Plans, organizes, directs, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the department and the public services provided for the community and its citizens
2. Identifies and evaluates present and future community needs
3. Establishes departmental policies and practices, while developing a culture of productivity and safety
4. Establishes priorities, and formulates long and short-range public works plans
5. Prepares annual budget and capital improvement plans
6. Prepares bid requests, budget requests, purchase orders, etc.
7. Is responsible for labor relations with organized and non-organized personnel in the Department
8. Approves timesheets, payroll, PTO requests, overtime, and work assignments as required
9. Conducts annual performance evaluations on all Public Works personnel
10. Is responsible for the training and instruction of Public Works' personnel in the safe operation of all Township equipment
11. Meets with the public to discuss and respond to questions and resolve problems concerning the Township's services; constructively responds to personnel's errors and/or community complaints at a Departmental level
12. Public relations tasks as needed and required
13. Maintain awareness of federal and state regulations as they pertain to Public Works operations and services
14. Keeps Township Administrator apprised of Department's activities and problems
15. Attends Board of Trustee meetings as regularly
16. Works with various outside agencies and professional organizations as needed to coordinate efforts, projects, tasks, etc.
17. Develops and maintains cooperative relations with other Township departments, outside vendors, community leaders, and the general public
18. Monitors inter-governmental actions affecting public works and reacts/responds to them appropriately
19. Prepares reports and other documents as appropriate
20. Supervises and assists employees engaged in highway maintenance projects such as pavement repair, drainage repair, bridge repair or replacement, route marking, culvert or



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guardrail repair or replacement, and contracted construction projects that include project inspection.

21. Inspects parks and roadways to determine the condition and maintenance required
22. Operates heavy motorized equipment to evaluate the condition and determine necessary repairs
23. Oversees the schedule of equipment maintenance
24. Inspects equipment for proper operation and upkeep
25. Directs and supervises the work of mechanics to ensure maintenance activities are being completed in a proper and timely manner
26. Management responsibility for the maintenance, service, and activities of all parks
27. Develops employees by identifying department needs and providing training that will continually advance their careers
28. Other duties as assigned

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

While working conditions can generally be expected to be an executive/office setting, with frequent sitting, outdoor work will be required from time to time as needed. The Director will occasionally need to be outside, in extreme conditions, including, but not limited to heat, humidity, cold, wind, rain & snow, extensive sunlight, and the like. While being in the field as the situation might demand, extended periods of standing and walking, and occasional reaching, squatting, bending, pushing, or pulling may occur. This includes occasional sitting, climbing, balancing, stooping, kneeling, crouching, crawling, talking, hearing, and smelling.

The abilities in the visual field include near and distance vision, color, and peripheral vision, depth perception, and the ability to adjust focus in periods of excessive to dim light.

In addition, the regular work hours noted above, monthly evening, and occasional weekend work will be required as job duties evolve and demand. Travel is primarily local and during the business day, however, some out-of-the-area travel and overnight stays may be expected as circumstances dictate.

ADDITIONAL REQUIREMENTS:

Pre/post-employment tests and examinations, including, but not limited to physical examination, drug testing, psychological evaluation, CVSA, background checks, and other related components are based on the specific sensory and/or physical demands of the position. Successful completion of all exams, tests, and checks is a condition of continued employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Application for Rezoning

Hamilton Township Board of Trustees

August 3, 2022, 6:00 PM

General Information

Applicant: Ms. Anne McBride
5721 Dragon Way, Ste 300
Cincinnati, OH 45227

Property Owner: Mr. Matthew Bergantino
6301 State Route 48
Maineville, OH 45039

Spokesperson: Anne McBride

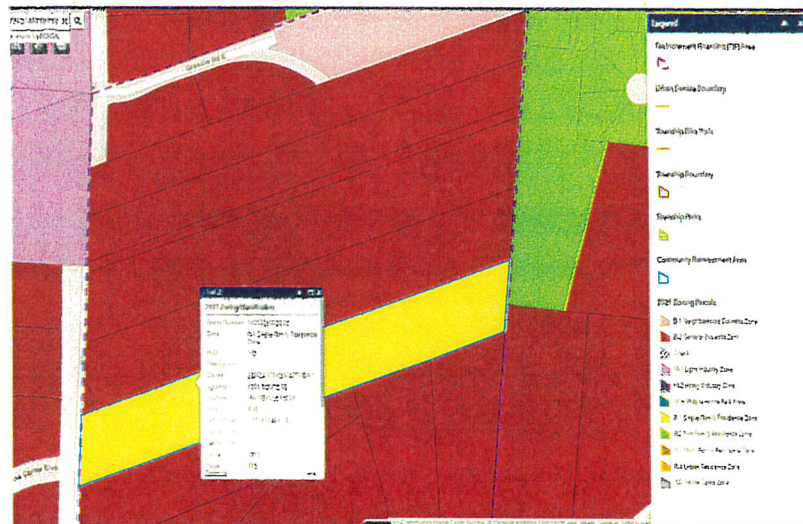
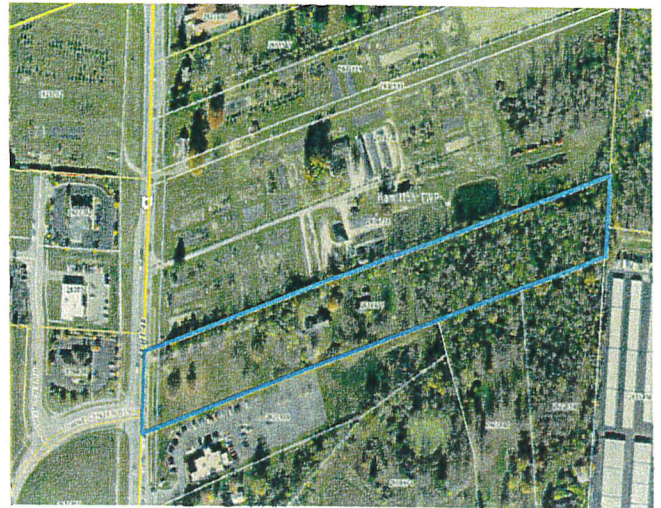
Property Location: 6301 State Route 48
Hamilton Township, Ohio
45039

Existing Zoning: R-1 Single Family Zone

Existing Land Use: SFD

Parcel Information: Size 6.396 acres
Account No. 2616971
Parcel ID 16-05-226-0002

Area Land Use: North: B-1/B-2 General Business Zone/Neighborhood Business
East: B-2/R-2 General Business Zone/Two Family Residence
South: B-2 General Business Zone
West: B-1/B-2 Neighborhood Business/General Business Zone



Request: The applicant has requested a zone change from R-1 Single Family Residence to B-2 General Business. The zone change is intended to allow the property to be included in the proposed Kroger development.

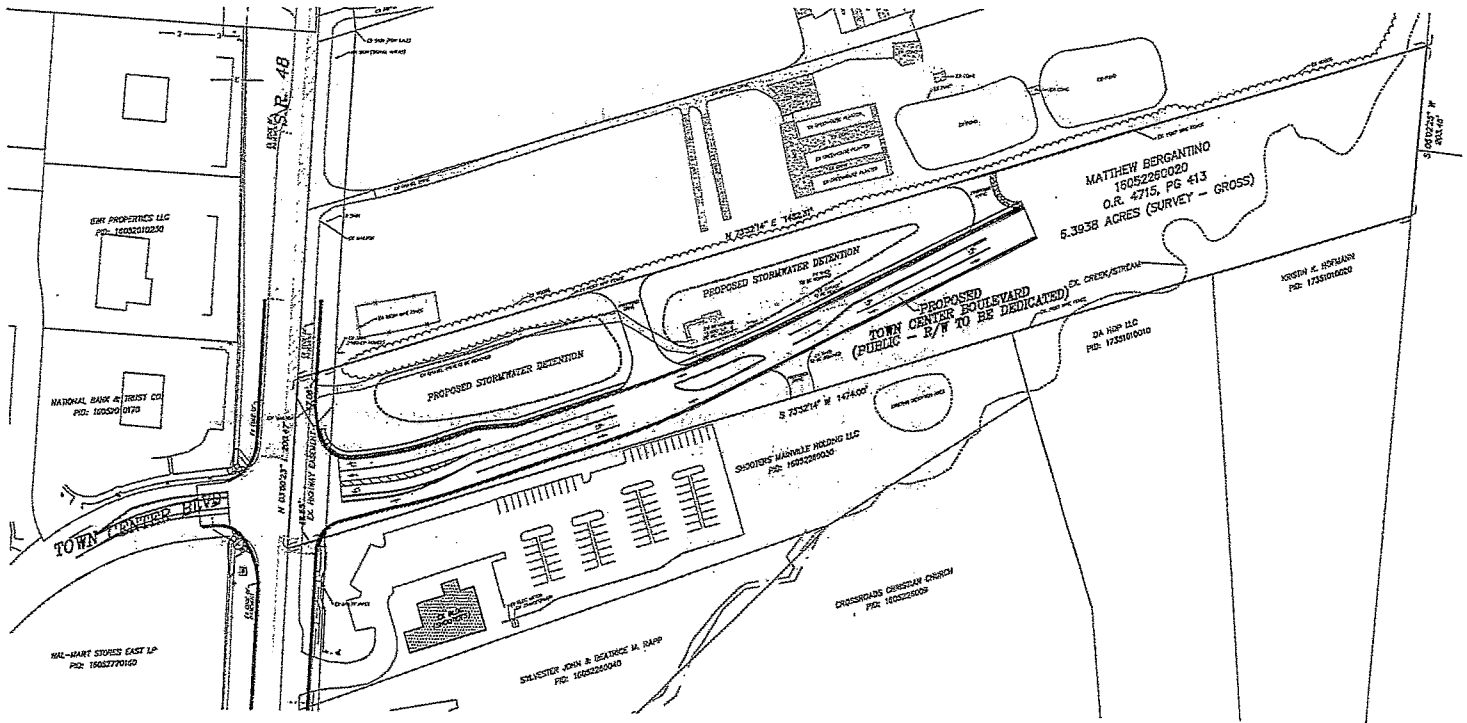
Notice: A legal ad providing notice of the hearing on this case was published in *The Journal News* on June 26, 2022. Notices were mailed to all property owners within 200 feet of the subject property.

History: The Hamilton Township Comprehensive Plan and Future Land Use Plan show this area as being a commercial corridor. This lot remained residential while the surrounding uses were changed to B-2 General Business to reflect the future plans for the Township.

This property will be utilized for the extension of Towne Center Boulevard, stormwater management areas, as well as landscaping and signage for the Kroger Marketplace development.

The Warren County Thoroughfare Plan and the Hoptown Access Management Plan show that the extension of Towne Center Blvd. will align with the existing intersection of Towne Center Blvd. and State Route 48 to the west. There will also be a road connection from Grandin Road to the North.





This Zoning Amendment was heard through the Warren County Regional Planning Commission on June 23, 2022. With a vote of 11 yes, 0 no, and 1 abstention, RPC recommends approval.

The Hamilton Township Zoning Commission heard this request at their July 11, 2022, meeting. They unanimously voted to recommend approval of the Zoning Amendment.

Staff is not aware of any other comments from other partner organizations.

Review Criteria for Zoning Text and Map Amendments:

HTZC Section 3.7.4 provides the following guidelines for the Zoning Commission when considering Zoning Text and Map Amendments:

- A. *The amendment is consistent with the Hamilton Township Land Use Plan, other plans or development policies adopted by the board of township trustees;*
- B. *The amendment is consistent with the purpose of the zoning code;*
- C. *Where more than one zoning district is available to implement the land use designation, the applicant must justify zoning being sought and show that it is best suited for the specific site, based upon the policies of the township; and*
- D. *Any other substantive factor deemed appropriate by the zoning commission or board of township trustees.*

Staff recommends approval of the rezoning request from R-1 Single Family Residence Zone to B-2 General Business Zone subject to the following conditions:

- Compliance with all Warren County Partner organization requirements

Action:

The Board of Trustees will hold a public hearing on August 3, 2022, including the following actions:

- Open the hearing
- Swear in witnesses
- Take testimony regarding the application from staff, the applicant, and anyone else in attendance at the hearing who wishes to speak
- Close the hearing
- Deliberate
- Recommend approval, approval with modifications, or denial of the proposed Rezoning

Hamilton Township Board of Trustees

Stage 2 Preliminary Site Plan

Kroger

August 3, 2022, at 6:00 PM

Owner: Maria Rombes and Terry Knecht

Applicant: Anne McBride, 5721 Dragon Way, Suite 300, Cincinnati, OH 45227

Spokesperson: Anne McBride

Location: Parcel ID: 16064000140- 6186 South State Route 48, Maineville, OH 45039
Parcel ID: 16064000170- 6216 South State Route 48, Maineville, OH 45039
Parcel ID: 16064000180- South State Route 48, Maineville, OH 45039
Parcel ID: 16052260011- 6274 South State Route 48, Maineville, OH 45039
Parcel ID: 16052260012- South State Route 48, Maineville, OH 45039

Size: 22.6 acres

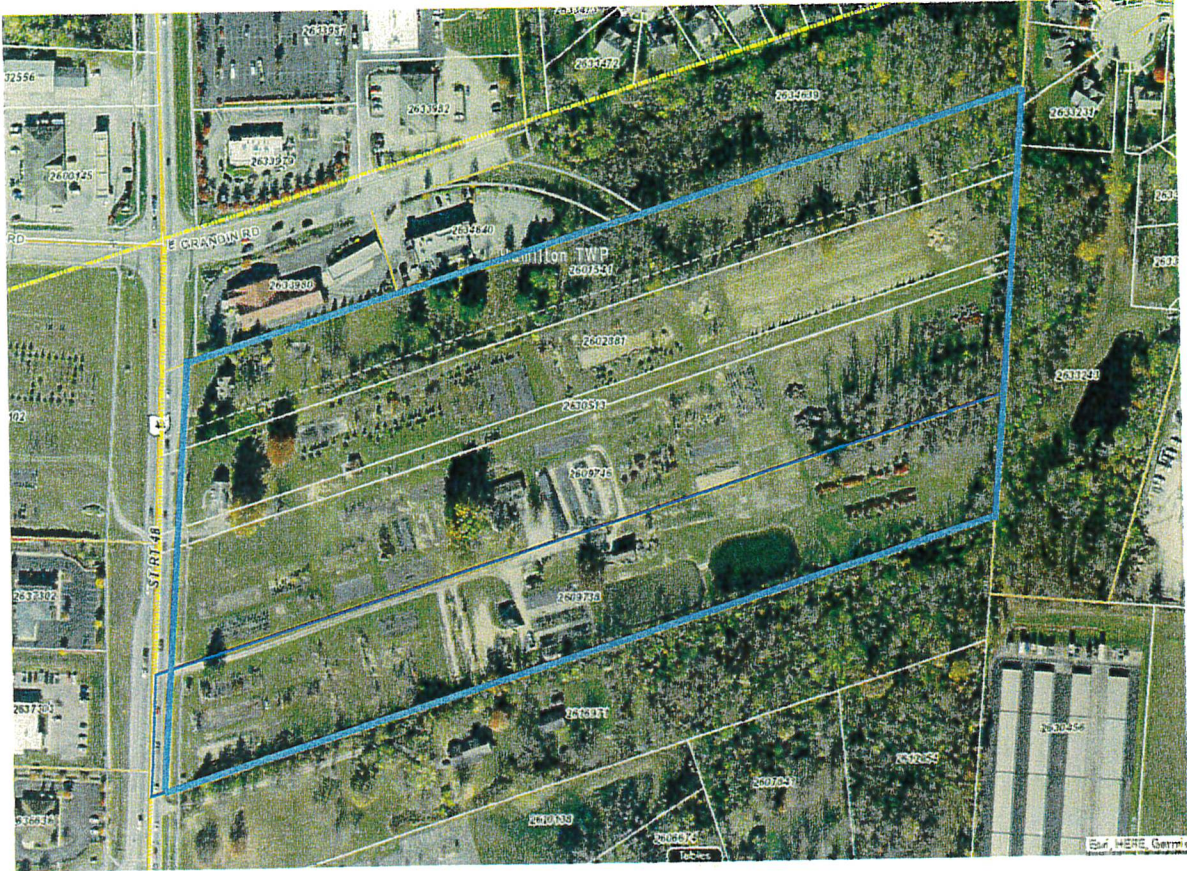
Zoning: B-2 General Business PUD

Request: Approval of the PUD Stage 2 Preliminary Site Plan

Project Description: Kroger has obtained an option to purchase 5 parcels totalling 22.6 acres, located on the east side of State Route 48, south of Grandin Road in Hamilton Township, Warren County, OH. The plans include a 123,722 square foot Kroger Marketplace Store as well as a Kroger Fuel Center with 9 pumps and 3 commercial outlots for future development. Access for the development would be from an extension of Grandin Road to the north as well as a proposed extension of Towne Center Blvd. to the South. The development would include a pharmacy drive-thru on the northern side of the building, with two service lanes and stacking for five cars. The drive-thru area is also planned for two lanes to serve a financial institution. A total of 15 online pickup spaces are proposed on the north side of the building. The Kroger store would be serviced by 611 parking spaces to include 20 handicap spaces, located at the front of the store.

Open space is proposed at 37% of the site not including the 3 commercial outlots. This does exceed the minimum requirement of 15% per *HTZC Chapter 5.6.3.B*. Each of the three outlots are approximately .95 acres and will require their own zoning certificates before occupancy. Signage sizing shall be established during the PUD review process but will be approved via a separate zoning certificate.

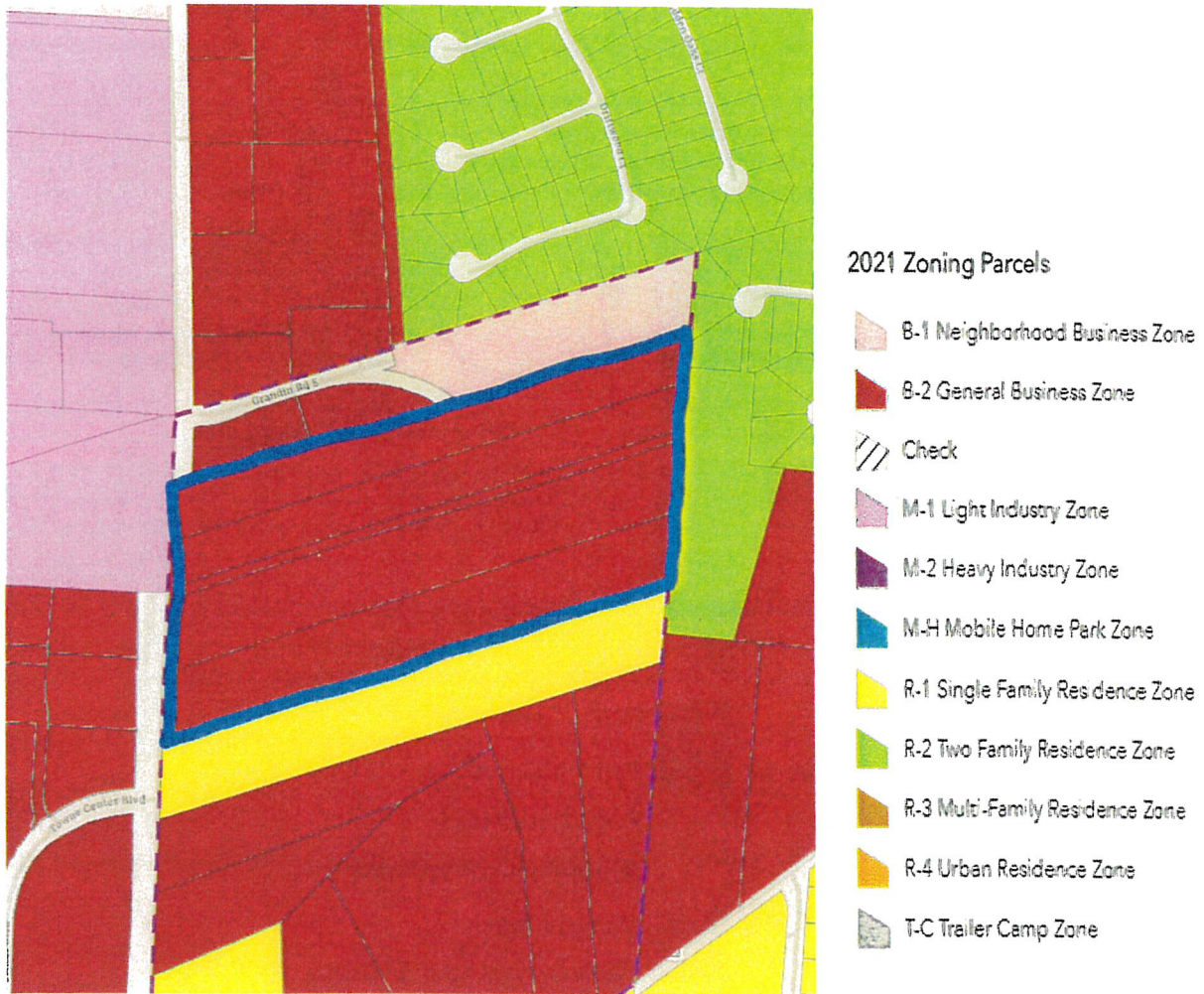
Site Aerial:



Current Zoning: B-2 General Business with a PUD

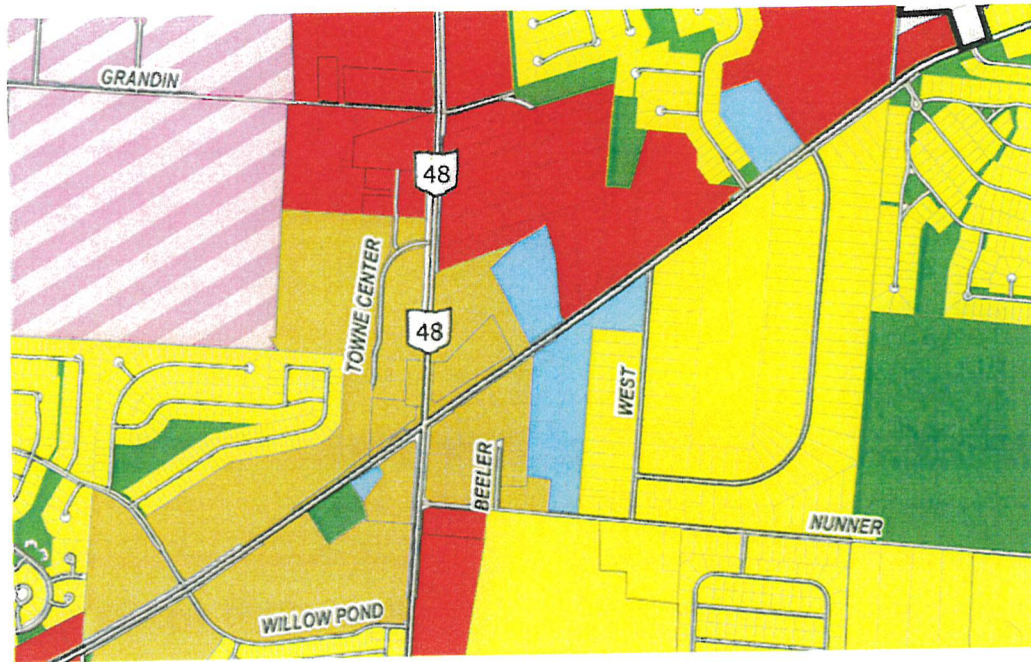
North: B-1/B-2	Neighborhood Business/General Business
South: B-2	General Business
East: B-2/R-2	General Business/Two Family Residence
West: B-1/B-2	Neighborhood Business/General Business

Zoning Map:














Future Land Use Map (FLUM) Zoning:

The Hamilton Township Future Land Use Map designated this site as B-2, General Business Commercial. The proposed use of the land is in line with the Land Use Map.

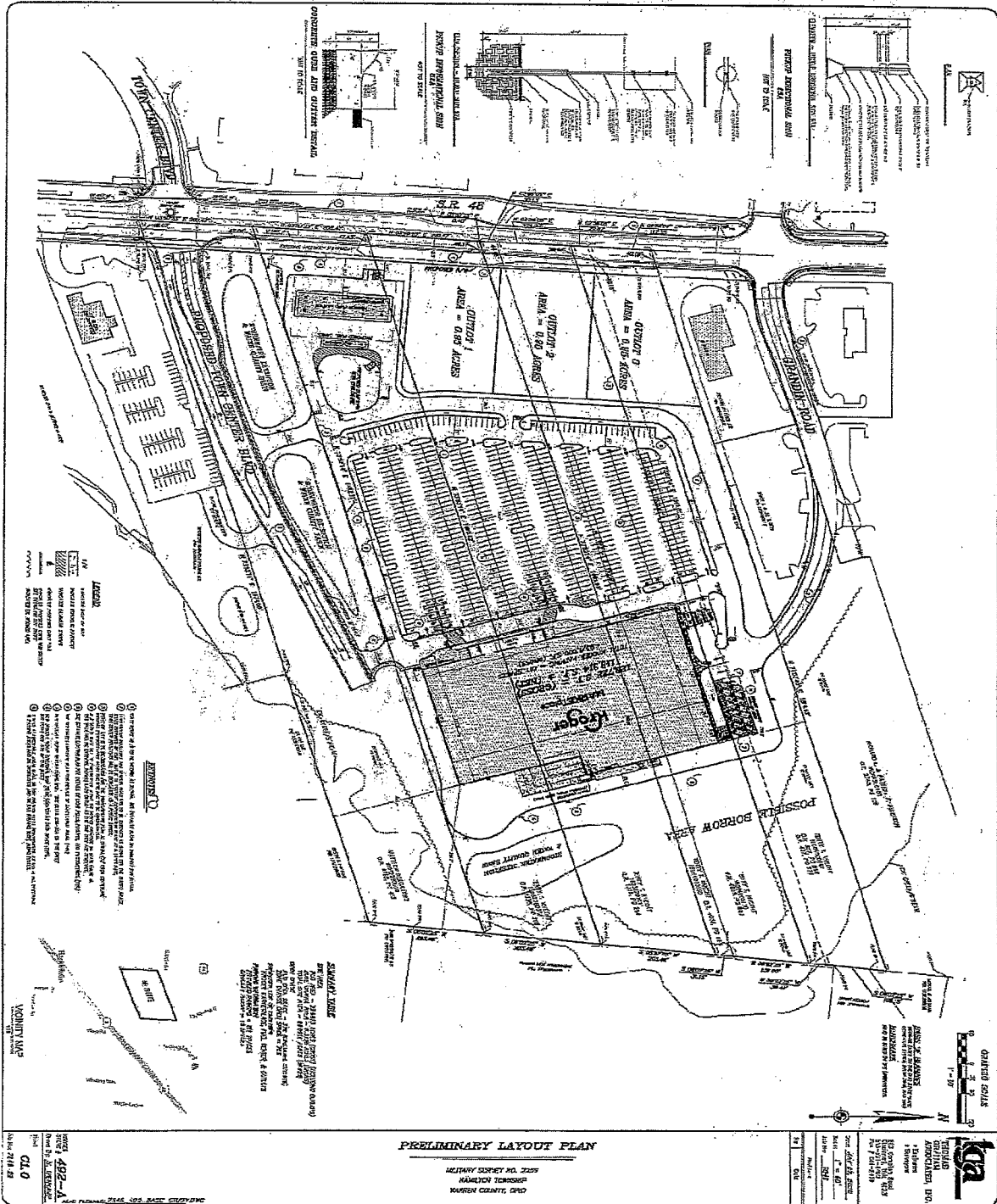


Legend

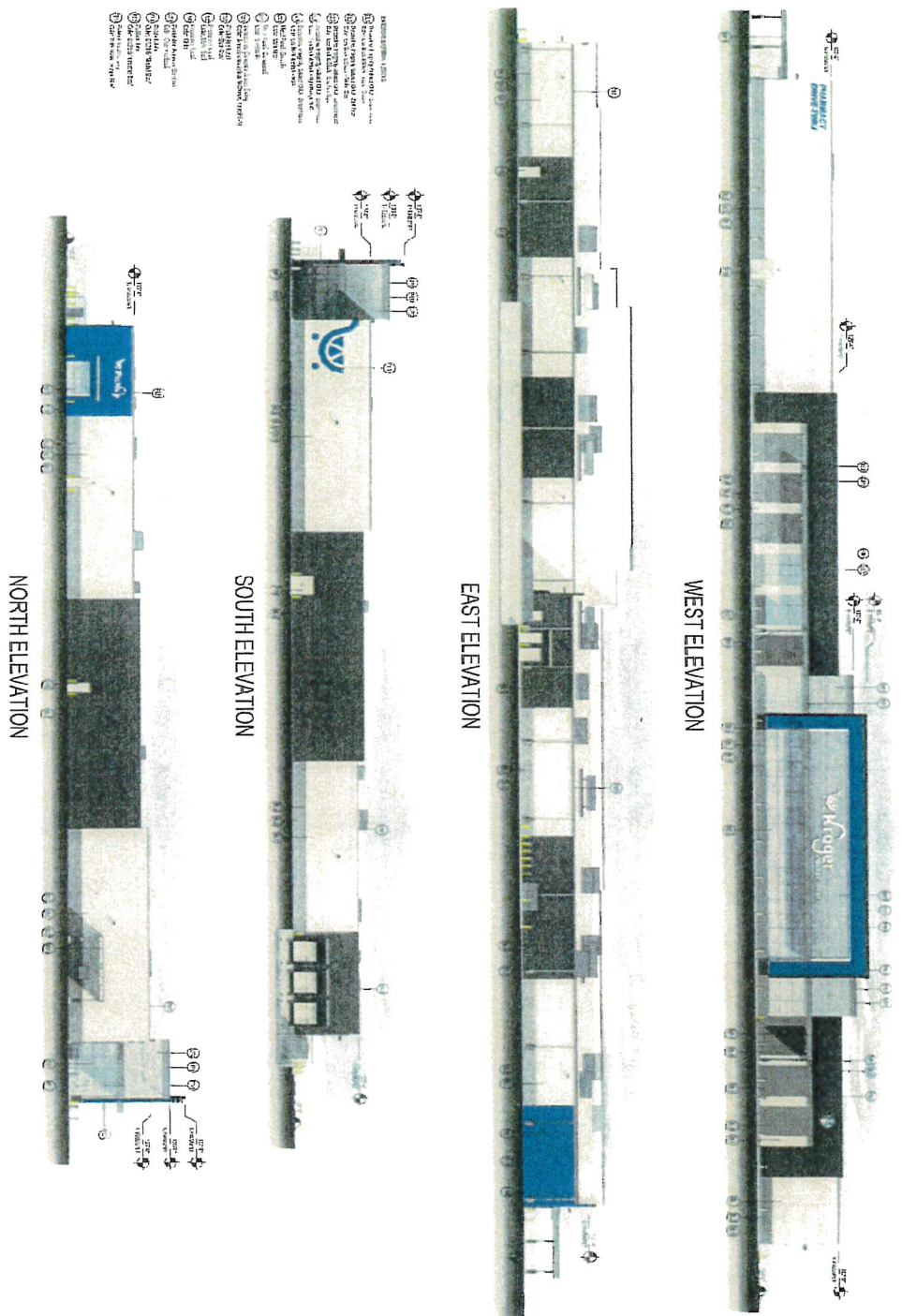
Land Use Plan

- | | |
|--|---|
|  Agricultural-Rural Residential |  Public-Semi-Public |
|  Commercial |  Parks and Recreational Open Space |
|  Industrial |  Rural Residential |
|  Industrial/Office |  Single Family Residential |
|  Mixed Use |  Municipalities |
| |  Urban Service Area Boundary |

PUD Stage 2 Site Plan:



Storefront Renderings:



EXTERIOR ELEVATIONS
April 26, 2022

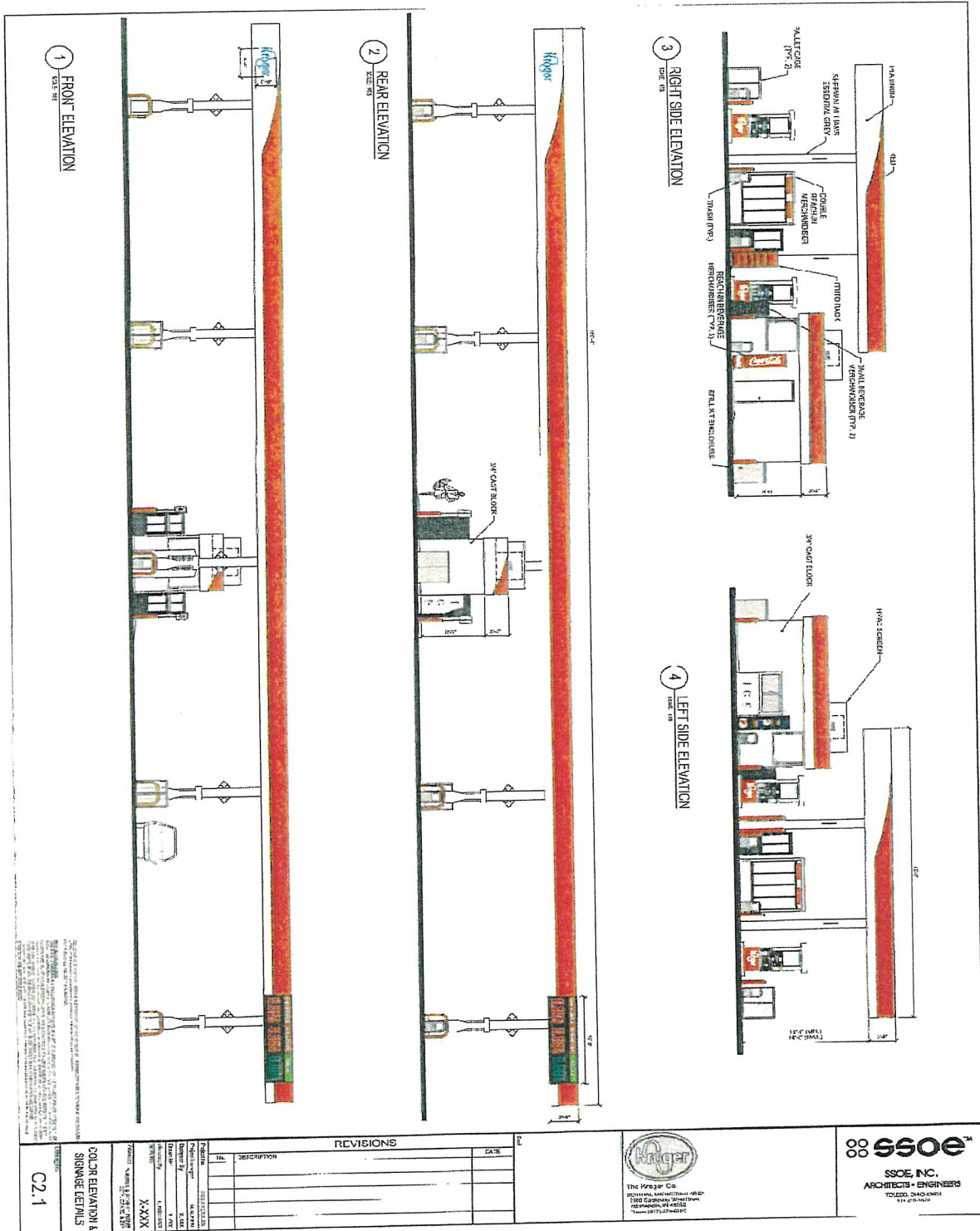
KROGER STORE A492

Maineville, OH

522341

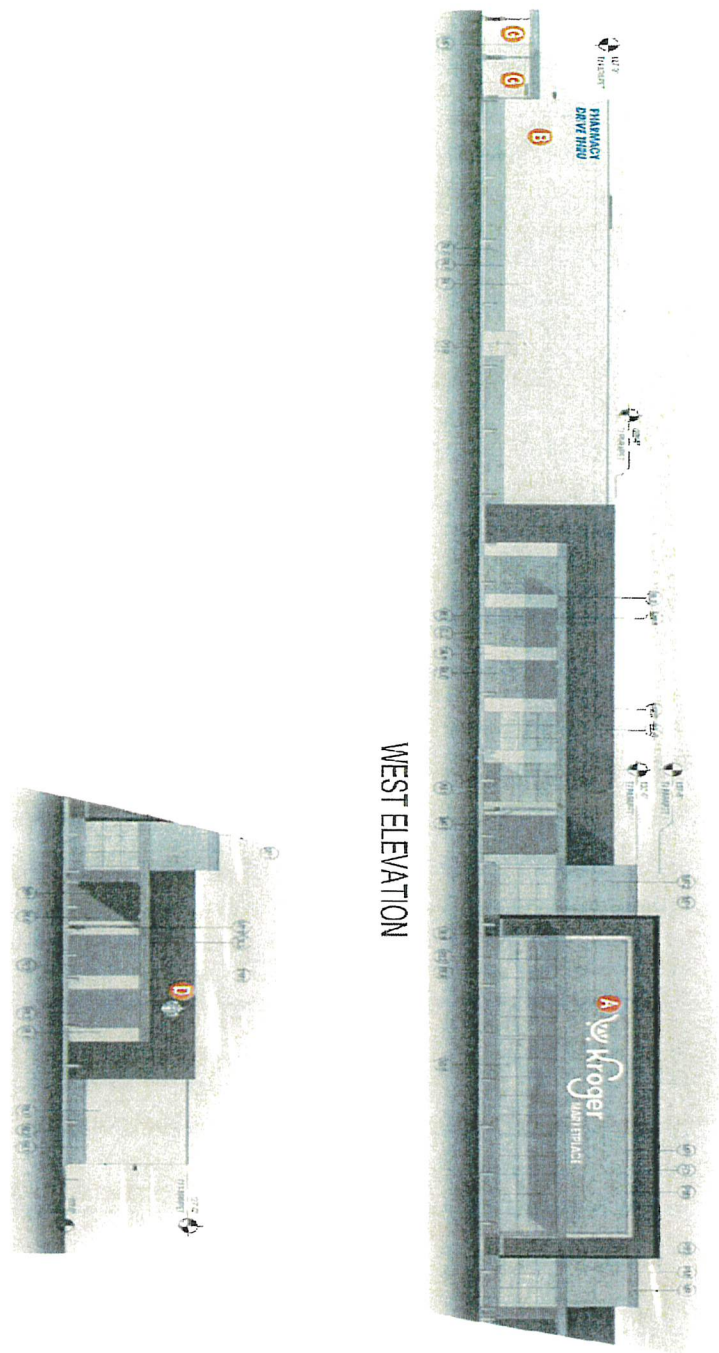


Fuel Station Renderings:



Proposed Signage:

WEST ELEVATION

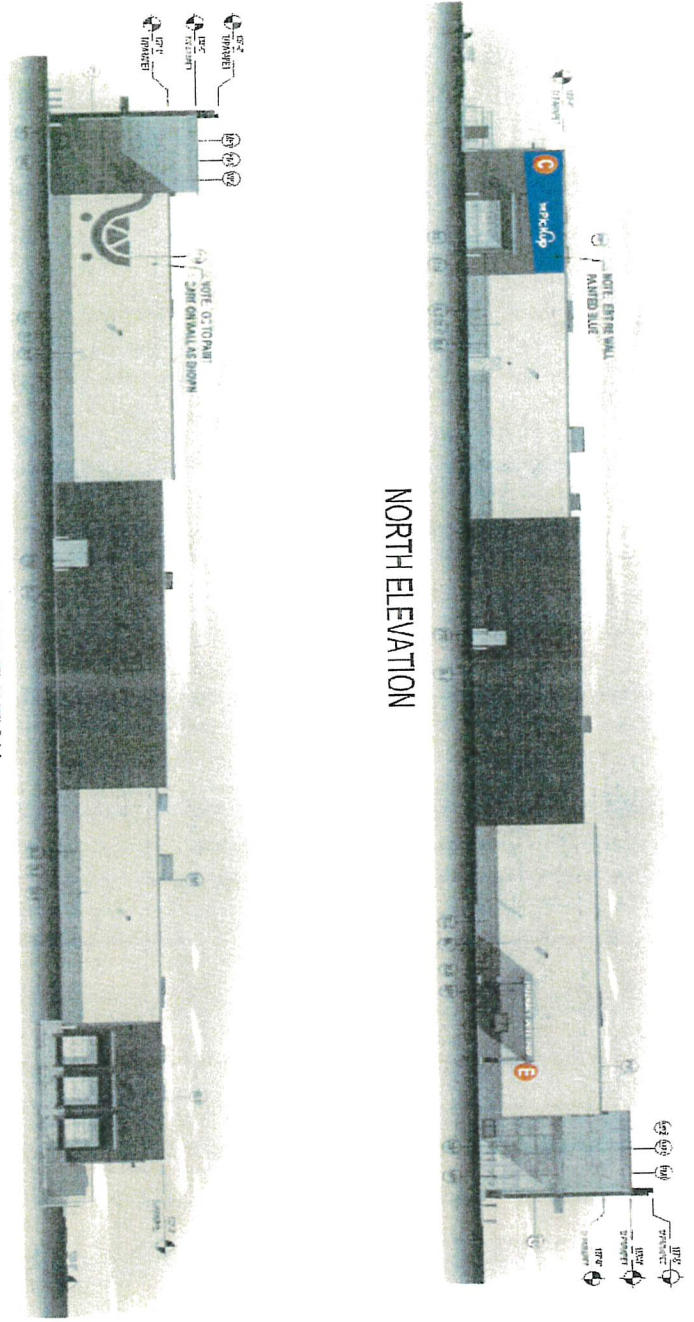


QTY.	DESCRIPTION	SQ. FT.
1	KROGER MULTIFACET LETTER SET W/CART	556.0
1	2# PHARMACY DT LETTER SET	83.0
1	PICKUP LETTER SET	44.1
1	STARBUCKS LOGO SIGN	25
1	PHARMACY DT CANOPY LTR SET	32.6
2	DT CANOPY ENTER LETTER SET	3.9
2	DT CANOPY EXIT LETTER SET	2.7
2	DT CANOPY CLEARANCE BAR	1.0
2	FUEL CANOPY LETTER SETS	11.25
2	FUEL CANOPY PRICE SIGN	45.5
1	MONUMENT SIGN	184.5

KROGER #492

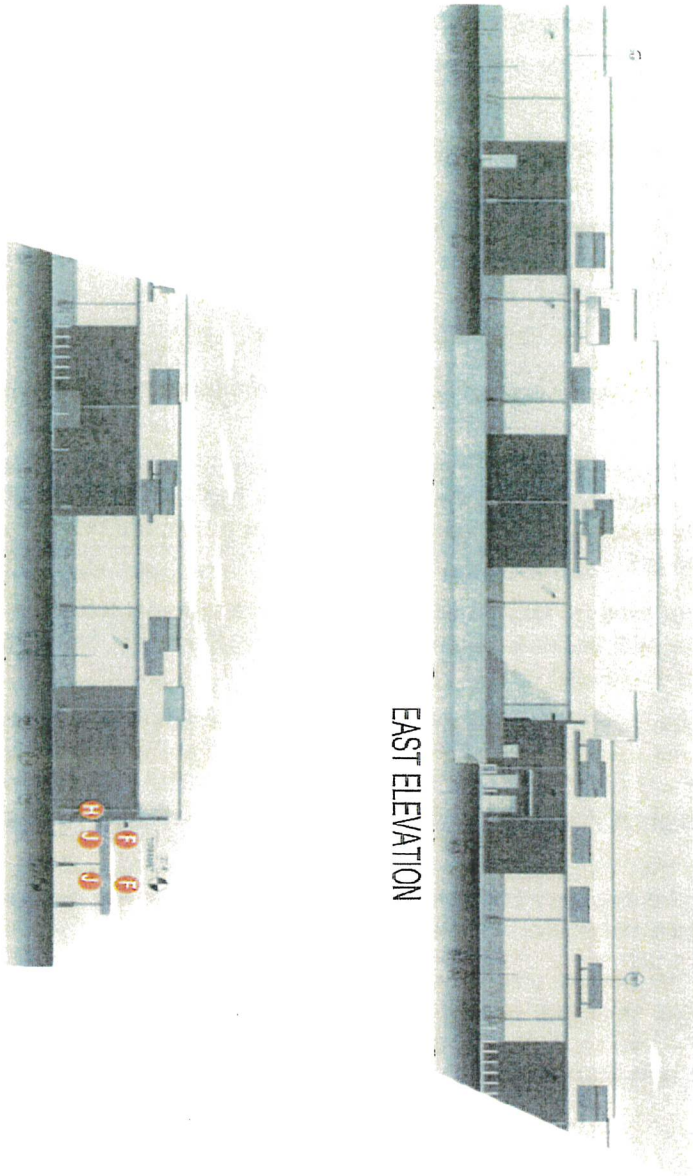
QTY.	DESCRIPTION	SQ. FT.
1	KROGER MULTIC. LETTER SET W/CAR	555.0
1	24" PHARMACY/DT LETTER SET	80.0
1	PICKUP LETTER SET	44.1
1	STARBUCKS LOGO SIGN	25
1	PHARMACY DT CANOPY/LTR. SET	32.6
2	DT CANOPY ENTER LETTER SET	3.9
2	DT CANOPY EXIT LETTER SET	2.7
1	DT CANOPY C. ARRANGE BAR	.0
2	DT CANOPY OP-ENCLOSED SIGN	1.25
1	FUEL CANOPY LETTER SETS	45.5
1	FUEL CANOPY PRICE SIGN	84.5

NORTH ELEVATION



SOUTH ELEVATION

Proposed Signage Cont'd:



QTY.	DESCRIPTION	SQ. FT.
1	<ROGER MULTIC. LETTER SET W/CART	555.0
1	24' PHARMACY DT LETTER SET	80.0
1	PICKUP LETTER SET	44.4
1	STARBUCKS LOGO SIGN	28
1	PHARMACY DT CANOPY LTR. SET	32.6
2	DT CANOPY ENTER. LETTER SET	3.9
2	DT CANOPY EX T LETTER SET	2.7
1	DT CANOPY CLEARANCE BAR	
2	DT CANOPY OPEN/CLOSED SIGN	1.1
2	FUEL CANOPY LETTER SETS	11.25
1	FUEL CANOPY PRICE SIGN	45.5
1	MCNULLEVANT SIGN	184.5

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 June 23, 2022, Executive Committee meeting. With a vote of 11 yes, 0 no, and 1 abstention, RPC recommends approval of the Kroger PUD Stage 2 Preliminary Plan with the following conditions:

1. The development shall comply with The Hamilton Township Zoning Code and the PUD Stage 1 resolution adopted by the Hamilton Township Trustees.
2. The internal vehicle circulation shall be reviewed and approved by the Warren County Engineer's Office.
3. Compliance with the Warren County Soil & Water Conservation District (SWCD) standards. Approval of the erosion and sediment control plan by the Warren County Soil (SWCD) prior to earth-moving activities.
4. A stormwater management plan shall be reviewed and approved by the Warren County Engineer's Office.
5. The Ohio Department of Transportation (ODOT) and the Warren County Engineer's Office shall review and approve the traffic impact analysis. Any road improvements deemed necessary by ODOT and/or the Warren County Engineers shall be installed by the developer. The ODOT and the Warren County Engineer's Office shall determine the timing of improvements.
6. Compliance with the Warren County Thoroughfare Plan, Hoptown Plan, and the Hamilton Township Comprehensive Plan.
7. Access for the outlots shall be limited to internal access and no additional curb cuts along State Route 48 are permitted. Cross access easements for each outlot shall be provided.
8. Compliance with the Warren County Water & Sewer Department standards and requirements. Any improvements or requirements deemed necessary to support the proposed uses shall be installed by the developer.
9. Compliance with the Warren County Health Department standards and requirements for the proposed plumbing and retail food establishments.
10. Verification from Hamilton Township that the proposed site lighting complies with the Hamilton Township Zoning Code.
11. Sidewalks shall be installed along all frontage roads, which include State Route 48, Towne Center Boulevard, and Grandin Road, and have a width of no less than 6 feet. The sidewalks shall connect to all internal sidewalk connections.
12. Dumpster locations shall be enclosed and screened in accordance with Section 8.5.5 of the Hamilton Township Zoning Code.

Warren County Engineer's Office Conditions

The following are our comments for the referenced subject:

1. Access permits are required from both the Ohio Department of Transportation (ODOT) for the proposed Towne Center Blvd connection to SR 48 and Warren County Engineer's Office for the Grandin Road and the internal streets.
2. Additional lanes are necessary between SR 48 and the west drive for the Kroger's and outlots as shown on the site plan. The typical street section in the Warren County Thoroughfare Plan includes R/W to 9.5-foot minimum behind the curb and gutter and a 15-foot public utility easement both sides of the street. The final right-of-way width required in this section to accommodate future utilities, roadside signage, and grading will be determined after consultation with the design engineer.
3. The Warren County Engineer's Office considered and agreed to modifications in the proposed roadway network shown in the Warren County Thoroughfare Plan and Hoptown 2010 Plan to balance public transportation needs with the associated benefits/impacts to the proposed development. Modifications included i) the elimination of the Grandin Road extension to Towne Center Boulevard, and ii) deferring Owner's construction of the segment of Towne Center Boulevard between the east site drive to the east line of the development. To facilitate the future construction of the remaining portion of Towne Center Boulevard (by others), the Owner will provide the construction plans for Towne Center Boulevard construction from SR 48 to the east property line, right-of-way and cross-access easements in conformance with the 2010 Hoptown Plan, and associated grading and drainage easements necessary for the proposed construction of Towne Center Boulevard in this phase and the future phase. Notably, a tax increment financing agreement between the Owner and Hamilton Township is anticipated to fund the majority, if not all, of the design and improvements described herein.
4. Grading behind the curb and gutter to meet the clear zone recommendations that are recommended in the ODOT Location & Design manual.
5. Sidewalk may be extended along SR 48 with each outlot provided that the site grading plan will include enough detail in the design of the future walk to ensure that the walk will be constructed with each outlot so that the finished walk is constructed along a location and profile meeting ADA standards. The minimum sidewalk width is 6-ft where the proposed walk is situated closer than 2-feet from the back of curb/gutter.
6. Final design of the storm water facilities to meet the Warren County Storm Water Management design standards.

Ohio Department of Transportation

- Staff is not aware of any conditions at this time. Prior to PUD Stage 3 Trustee approval, staff will contact ODOT to notify of the proposed change in use and two access points for the site.

Warren County Soil & Water Conservation District

- An Earth Disturbing Permit will be required before ground is broken. If there are any existing streams or ponds on site, an environmental assessment will be required to determine jurisdictional authority and necessary permitting.

Warren County Water & Sewer Department

- The Layout Plan and the Utility Plan do not show a utility easement along State Route 48. An easement will likely be needed to extend gravity sewer and water to the outlots.

Warren County Health Department and/or Ohio EPA

- The proposal indicates that the properties will be served by both public sewer and public water and is therefore not under the health districts jurisdiction for those utilities. The property owners, or their designee, must contact the Warren County Health District regarding plumbing permits and plan review for the food facilities.

The Hamilton Township Zoning Commission heard this development at their July 11, 2022, meeting. They unanimously voted to approve the recommendation of the Kroger PUD Stage 2 Preliminary Plan subject to the following conditions:

1. Compliance with the Warren County Regional Planning Commission conditions (list on previous page) or as stipulated on the Stage 2 Preliminary Development Plan as provided for by Section 5.5.5 (F) (7).
2. Compliance with all Warren County partner organization conditions.
3. Compliance with ODOT conditions.
4. Compliance with any Ohio EPA conditions.

Staff Recommendation – APPROVAL of the Kroger PUD Stage 2 Preliminary Plan subject to the following conditions:

5. Compliance with the Warren County Regional Planning Commission conditions (list on previous page) or as stipulated on the Stage 2 Preliminary Development Plan as provided for by Section 5.5.5 (F) (7).
6. Compliance with all Warren County partner organization conditions.
7. Compliance with ODOT conditions.
8. Compliance with any Ohio EPA conditions.